

## Digital Information Management CA, Certificate of Proficiency

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### Requirements

The Digital Information Management CA is designed to prepare students to use public relations and communication skills in a business office and to oversee front office operations. Courses include instruction in digital literacy basics, word processing, spreadsheets, and information records management.

#### Total Program Credits: 12

Discipline Core Requirements:			12 Credits
	<a href="#">IM 1010</a>	Basic Computer Applications	3
	<a href="#">IM 2010</a>	Business Computer Proficiency	3
or	<a href="#">IM 2600</a>	Spreadsheet Applications (3)	
	<a href="#">IM 2100</a>	Document Processing Applications	3
	<a href="#">IM 2300</a>	Information Management Principles	3

#### Graduation Requirements:

1. Completion of a minimum of 12 credits.
2. Overall grade point average of 2.0 or higher with a minimum grade of C- or above.
3. All courses must be completed at UVU.

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### Graduation Plan

This graduation plan is a sample plan and is intended to be a guide. Your specific plan may differ based on your Math and English placement and/or transfer credits applied. You are encouraged to meet with an advisor and set up an individualized graduation plan in [Wolverine Track](#).

Milestone courses (pre-requisites for a course in one of the subsequent semesters) are marked in red and *Italicized*.

Semester 1	Course Title	Credit Hours	
	IM 1010	Basic Computer Applications	3
	IM 2010	Business Computer Proficiency	3
	IM 2100	Document Processing Applications	3
	IM 2300	Information Management Principles	3
	Semester Total:		12
	Degree total:		12