Fall 2025 Catalog Year

Associate in Science Degree
Administrative Information Management

Course No.	Course Title	Prerequisites	Cred	Sem
General Education Requirements				
ENGL 1010 or	Introduction to Writing	Appropriate placement score or ENGH 0990 w/ C- or higher	3	Fa/ Sp/ Su
ENGH 1005	Literacies and Composition	ENGH 0890 or appropriate placement score	5	Fa/ Sp/ Su
ENGL 2010	Intermediate Writing	ENGL 1010 or ENGL 101H w/ grade of C- or better in the last 3 years.	3	Fa/ Sp/ Su
MATH 1050 or	College Algebra or	MAT 1000 or MAT 1010 w/ grade of C or better w/in the past 2 years; or	4	Fa/ Sp/ Su
MATH 1055	College Algebra with Preliminaries	Appropriate placement by the ALEKS placement test: 38-45	5	Fa/ Sp/ Su
American Institutions: Complete one of the following:			3	
HIST 2700 &	US History to 1877			Fa/ Sp/ Su
HIST 2710	US History since 1877			
HIST 1700	American Civilization			Fa/ Sp/ Su
HIST 1740	US Economic History			Fa/Sp
POLS 1000	American Heritage			Fa/ Sp/ Su
POLS 1100	American National Government			Fa/ Sp/ Su
Complete the following:				
ECON 2010	Principles of Economics I (fulfills social science dist.)	Math 1050, Math 1055, Math 1090 or higher or appropriate test score	3	Fa/ Sp/ Su
Distribution Courses: (see advisor for list of approved distribution courses in each area or check the course catalog)				
Personal, Professional, & Civic Growth Distribution			3	Fa/ Sp/ Su
Fine Arts Distribution			3	Fa/ Sp/ Su
Humanities Distribution			3	Fa/ Sp/ Su
Biology Distribution			3	Fa/ Sp/ Su
Physical Science Distribution			3	Fa/ Sp/ Su
General Education Requirements Total Credits			**31**	
Discipline Core Requirements				
IM 1010	Basic Computer Applications	basic keyboarding skills	3	Fa/ Sp
IM 2300	Information Management Principles		3	Fa
IM 2500	Graphic Applications		3	Fa
IM 2600	Spreadsheet Application	MAT 0990 or equivalent business math knowledge; basic keyboarding skills	3	Fa/ Sp/ Su
INFO 2420	Web Application Design	INFO 1120 or IM 1010 recommended	3	Fa/ Sp/ Su
ACC 2110	Principles of Accounting I	ENGL 1010 or ENGH 1005 with a C- or better and MATH 1010 with C- or better or appropriate test score	3	Fa/ Sp/ Su
MKTG 2200G	Written Business Comm		3	Fa/ Sp/ Su
Total Credits Required for Degree			**21**	

Course No.	Course Title	Prerequisites	Cred	Sem
Elective Requirements				
Complete 8 credits from the choices below:				
IM 2100	Document Processing Applications	basic keyboarding skills		Fall
INFO 1120	Information Systems and Technology Fundamentals	IM 1010 recommended		Fa/ Sp/ Su
INFO 1200	Computer Programming I for IS IT	MAT 1010 or MAT 1015 recommended; INFO 1120 Recommended		Fa/Sp/Su
COMM 2110	Interpersonal Communication			Fa/ Sp/ Su
Elective Requirement Credit			**8**	
Total Credits Required for Degree			**60**	

	Graduation Requirements
1.	Completion of a minimum of 60 semester credits.
2.	Overall grade point average 2.0 or above with a minimum of 2.5 GPA in all discipline core and elective courses with no grade lower than a "C-."
3.	Residency hours: Minimum of 20 credit hours through course attendance at UVU.
4.	Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

NOTES: Not all courses are taught every semester.

The UVU catalog contains the descriptions and prerequisites for all courses.