

Administrative Information Management, A.S.

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Requirements

The two-year pre-major AS in Administrative Information Management program provides training for students seeking to complete general education requirements and develop their skills and knowledge in basic computer applications, written business communication, and financial accounting. Graduates of this program obtain temporary employment and pursue a Bachelor's degree for more advanced training in Information Management.

Total Program Credits: 60

General Education Requirements:		36 Credits
	ENGL 1010 Introduction to Academic Writing CC	3
or	ENGL 1005 Literacies and Composition Across Context CC (5)	
	ENGL 2010 Intermediate Academic Writing CC	3
	MATH 1050 College Algebra QL	4
or	MATH 1055 College Algebra with Preliminaries QL (5)	
Complete one of the following:		3
	HIST 2700 US History to 1877 AS (3)	
and	HIST 2710 US History since 1877 AS (3)	
	HIST 1700 American Civilization AS (3)	
	HIST 1740 US Economic History AS (3)	
	POLS 1000 American Heritage SS (3)	
	POLS 1100 American National Government AS (3)	
Complete the following:		
	PHIL 2050 Ethics and Values IH	3
	HLTH 1100 Personal Health and Wellness TE (2)	
or	EXSC 1097 Fitness for Life TE	2
Distribution Courses:		
	ECON 2020 Principles of Economics II SS	3
	Biology	3
	Physical Science	3
	Additional Biology or Physical Science	3
	Humanities Distribution	3
	Fine Arts Distribution	3
Discipline Core Requirements:		21 Credits
	IM 1010 Basic Computer Applications	3
	IM 2300 Information Management Principles	3
	IM 2500 Graphic Applications	3
	IM 2600 Spreadsheet Applications	3
	INFO 2420 Web Application Design	3
	ACC 2010 Financial Accounting	3
	MKTG 220G Written Business Communication WE	3
Elective Requirements:		3 Credits

Complete 3 credits from department pre-approved electives; see advisor for more information.		3
ACC 1150	Fundamentals of Business Math (3)	
IM 2100	Document Processing Applications (3)	
INFO 1120	Information Systems and Technology Fundamentals (3)	
INFO 1200	Computer Programming I for IS IT (3)	
MGMT 2110	Interpersonal Communication SS (3)	

Graduation Requirements:

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

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Administrative Information Management, A.S. 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](#).

Semester 1	Course Title	Credit Hours
ENGL 1010 or ENGH 1005	Introduction to Academic Writing CC or Literacies and Composition Across Context CC	3
Humanities Distribution		3
Fine Arts Distribution		3
HLTH 1100 or EXSC 1097	Personal Health and Wellness TE or Fitness for life TE	2
IM 1010	Basic Computer Applications	3
Semester Total:		14
Semester 2	Course Title	Credit Hours
ENGL 2010	Intermediate Academic Writing	3
MATH 1050 or MATH 1055	College Algebra QL or College Algebra with Preliminaries QL	4
PHIL 2050	Ethics and Values IH	3
Biology Distribution		3
ACC 2010	Financial Accounting	3
Semester Total:		16
Semester 3	Course Title	Credit Hours
Physical Science Distribution		3
ECON 2010	Principles of Economics I SS	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
MKTG 220G	Written Business Communication GI WE	3
Semester Total:		15
Semester 4	Course Title	Credit Hours
American Institutions		3
Third Science Distribution		3
IM 2600	Spreadsheet Applications	3
INFO 2420	Web Application Design	3
Elective		3
Semester Total:		15
Degree total:		60