Fall 2025 Catalog Year

SMITH COLLEGE OF ENGINEERING & TECHNOLOGY
INFORMATION SYSTEMS AND TECHNOLOGY DEPARTMENT
Certificate of Completion
Administrative Support

Course No.	Course Title	Prerequisites	Cred	Sem
Discipline Core Requirements				
IM 1010	Basic Computer Applications	Basic keyboarding skills	3	Fa/ Sp
IM 2100	Document Processing Applications	Basic keyboarding skills	3	Fall
IM 2300	Information Management Principles		3	Fall
IM 2500	Graphic Applications		3	Fall
IM 2600	Spreadsheet Applications	Mat 0990 or equivalent math knowledge; basic keyboarding skill	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 or higher with a minimum grade of C-, MAT 1010 or higher with a minimum grade of C-, or appropriate test scores.	3	Fa/ Sp/ Su
COMM 2110	Interpersonal Communication		3	Fa/ Sp/ Su
MKTG 2200G	Business Communication		3	Fa/ Sp/ Su
FIN 1060	Personal Finance		3	Fa/ Sp/ Su
		Total Credits Required for Certificate	**30**	

Graduation Requirements	
1.	Completion of a minimum of 30 semester credits.
2.	Overall grade point average of 2.0 or higher with a minimum grade of C-.
3.	Residency hours -- minimum of 10 credit hours through course attendance at UVU.
4.	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.