



# Fall 2025 Catalog Year

SMITH COLLEGE OF ENGINEERING & TECHNOLOGY  
INFORMATION SYSTEMS AND TECHNOLOGY DEPARTMENT

## Certificate of Proficiency Administrative Support

Course No.	Course Title	Prerequisites	Cred	Sem
<b>Discipline Core Requirements</b>				
ENGL 1010 or ENGH 1005	Introduction to Writing Literacies and Composition	Appropriate placement score or ENGH 0950 w/ C- or higher ENGH 0890 or appropriate placement score	3 5	Fa/ Sp/ Su
MAT 1010 or MATH 1050 or MATH 1055	Intermediate Algebra College Algebra College Algebra with Preliminaries	MAT 1010: (MAT 0950, 0980 or MAT 0990 with C- or better and take w/in last 2 years) or (appropriate placement score that are not more than 2 yrs) MATH 1050 & 1055: MAT 1000 or MAT 1010 w/ grade of C or better w/in the past 2 years; an ACT math score of 26; approp placement score	4 4 5	
IM 2010	Business Computer Proficiency	IM 1010 recommended or Basic keyboarding skills	3	
INFO 2420	Web Application Design	INFO 1120 or IM 1010 recommended	3	Fa/ Sp/ Su
FIN 1060	Personal Finance		3	Fa/ Sp/ Su
<b>Choose one of the following courses</b>				
HIST 1700	American Civilization		3	Fa/ Sp/ Su
POLS 1000	American Heritage		3	Fa/ Sp/ Su
<b>Total Credits Required for Certificate</b>			<b>19</b>	

<b>Graduation Requirements</b>	
1.	Overall grade point average 2.75 or above.
2.	Completion of 19 credits.
3.	Residency hours -- minimum of 5 credit hours through

**NOTES:** Not all courses are taught every semester.  
The UVU catalog contains the descriptions and prerequisites for all courses.