Administrative Information Management, A.S.

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.

Program Requirements

Code	Title	Credit Hours
Total Credit Hours		**60**
General Education Requirements		**36 Credits**
ENGL 1010	Introduction to Academic Writing CC	3
or ENGH 1005	Literacies and Composition Across Contexts CC	
ENGL 2010	Intermediate Academic Writing CC	3
MATH 1050	College Algebra QL	4
or MATH 1055	College Algebra with Preliminaries QL	
Complete one of the following:		3
HIST 2700 & HIST 2710	US History to 1877 AS and US History since 1877 AS (6)	
HIST 1700	American Civilization AS (3)	
HIST 1740	US Economic History AS (3)	
POLS 1000	American Heritage AS (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	
Distribution Courses:		
ECON 2010	Principles of Economics I 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
MKTG 220G	Written Business Communication GI WE	3
ACC 2110	Principles of Accounting I	3
Elective Requirements		**3 Credits**
Complete 3 credits from department pre-approved electives; see advisor for more information.		3
IM 2100	Document Processing Applications (3)	
INFO 1120	Information Systems and Technology Fundamentals (3)	
INFO 1200	Computer Programming I for IS IT (3)	
COMM 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.

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 (http://www.uvu.edu/wolverinetrack/).

First Year		
Semester 1		**Credit Hours**
ENGL 1010	Introduction to Academic Writing CC	3
or ENGH 1005	or Literacies and Composition Across Contexts CC	
Humanities Distribution		3
Fine Arts Distribution		3
HLTH 1100	Personal Health and Wellness TE	2
or EXSC 1097	or Fitness for Life TE	
IM 1010	Basic Computer Applications	3
	Credit Hours	**14**
Semester 2		
ENGL 2010	Intermediate Academic Writing CC	3
MATH 1050	College Algebra QL	4
or MATH 1055	or College Algebra with Preliminaries QL	
ACC 2110	Principles of Accounting I	3
PHIL 2050	Ethics and Values IH	3
Biology Distribution		3
	Credit Hours	**16**
Second Year		
Semester 3		
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
	Credit Hours	**15**
Semester 4		
American Institutions		3
Third Science Distributions		3
IM 2600	Spreadsheet Applications	3
INFO 2420	Web Application Design	3
Elective		3
	Credit Hours	**15**
	Total Credit Hours	**60**

Program Learning Outcomes

1. Explain information management concepts in written and verbal forms
2. Recognize the need for maintaining and updating technical skills required by business and industry
3. Use appropriate skills and technology to solve problems