Administrative Information Support, A.A.S.

Every industry relies heavily on competent, qualified, and professional office staff. The two-year AAS in Administrative Information Support program provides training for students seeking to develop their skills and knowledge of office administration and office systems. The program core focuses on word processing, presentations, graphics, spreadsheet, and database applications, as well as written and oral business communication skills, office procedures, and basic accounting skills.

Program Requirements

General Education Requirements 18 Credits Credits ENGL 1010 Introduction to Academic Writing CC 3 or ENGH 1005 Literacies and Composition Across Contexts CC 3 Mathematics: Complete one of the following: 4 MAT 1010 Intermediate Algebra (4) 4 MAT 1050 College Algebra QL (4) 4 MATH 1055 College Algebra QL (4) 3 MATH 1055 College Algebra QL (5) 1 Humanities/Fine Arts/Foreign Language Distribution 3 Social and Behavioral Science ECON 2010 or ECON 2020 trecommended for students who plan to pursue BS Information Management 3 Biology or Physical Science Distribution 3 3 Any approved Social and Behavioral Science Distribution 3 3 Physical Education/Health/Safety or Environment 2 3 HLTH 100 Personal Health and Weliness TE 3 Or EXC 1037 Fitness for Life TE 33 IM 2010 Business Computer Proficiency 3 or KX2 0 SpreadSheef Applications 3	Code	Title	Credit Hours
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	INFO 2410		
	MGMT 2030		

MGMT 2340	Business Statistics I (3)
MGMT 2240	Business Quantitative Analysis (3)

Graduation Requirements

- 1. Minimum 63 credits to graduate.
- 2. Overall grade point average of 2.0 or above with a minimum 2.5 GPA in all discipline core and elective courses with no grade lower than a C-.
- 3. A minimum keyboarding skill of 40 net words per minute is required for graduation.
- 4. Residency hours--minimum of 20 credit hours through attendance at UVU.
- 5. Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

Note: Potential 4-year students need to take MATH 1050 College Algebra QL as their MATHEMATICS Distribution.

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 or ENGH 1005	Introduction to Academic Writing CC or Literacies and Composition Across Contexts CC	3
Complete one of following:		4
MAT 1010	Intermediate Algebra	
MATH 1050	College Algebra QL	
MATH 1055	College Algebra with Preliminaries QL	
IM 1010	Basic Computer Applications	3
INFO 2420	Web Application Design	3
Humanities or Fine Arts		3
HLTH 1100 or EXSC 1097	Personal Health and Wellness TE or Fitness for Life TE	2
	Credit Hours	18
Semester 2		
INFO 1200	Computer Programming I for IS IT	3
IM 2010	Business Computer Proficiency	3
or IM 2600	or Spreadsheet Applications	
Social/ Behavioral Science Distribution		3
Biology or Physical Science		3
ACC 2110	Principles of Accounting I (Elective)	3
	Credit Hours	15
Second Year		
Semester 3		
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
IM 2100	Document Processing Applications	3
MKTG 220G	Written Business Communication GI WE (Elective)	3
Elective		3
	Credit Hours	15
Semester 4		
COMM 2110	Interpersonal Communication SS	3
FIN 1060	Personal Finance SS	3
Elective		3
Elective		3
Elective		3
	Credit Hours	15
	Total Credit Hours	63

Program Learning Outcomes

1. An ability to explain information and project management concepts in written and verbal forms.

2. Recognition of the need for continued interest in maintaining and updating technical skills required by business and industry.

- 3. A global perspective on legal and ethical issues surrounding information management and technology.
- 4. An ability to analyze problems and use appropriate skills and technology to reach solutions.