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

Code	Title	Credit Hours
Total Credit Hours		**63**
General Education Requirements		**18 Credits**
English:		
ENGL 1010	Introduction to Academic Writing CC	3
or ENGH 1005	Literacies and Composition Across Contexts CC	
Mathematics:		
Complete one of the following:		4
MAT 1010	Intermediate Algebra (4)	
MATH 1050	College Algebra QL (4)	
MATH 1055	College Algebra with Preliminaries QL (5)	
Humanities/Fine Arts/Foreign Language		
Any approved Humanities/Fine Arts/Foreign Language Distribution		3
Social and Behavioral Science	ECON 2010 or ECON 2020 recommended for students who plan to pursue BS Information Management	
Any approved Social and Behavioral Science Distribution		3
Biology or Physical Science		
Any approved Biology or Physical Science Distribution		3
Physical Education/Health/Safety or Environment		
HLTH 1100	Personal Health and Wellness TE	2
or EXSC 1097	Fitness for Life TE	
Discpline Core Requirements		**33 Credits**
IM 1010	Basic Computer Applications	3
IM 2010	Business Computer Proficiency	3
or IM 2600	Spreadsheet Applications	
IM 2100	Document Processing Applications	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
INFO 1200	Computer Programming I for IS IT	3
INFO 2420	Web Application Design	3
ACC 2110	Principles of Accounting I	3
FIN 1060	Personal Finance SS	3
MKTG 220G	Written Business Communication GI WE	3
COMM 2110	Interpersonal Communication SS	3
Elective Requirements		**12 Credits**
Complete 12 credits from the following department pre-approved electives:		12
IM 1000	E-Commerce Techniques for Small Business (undefined)	
INFO 2100	Computer Proficiency for Technology Professionals (3)	
INFO 2410	Database Fundamentals (3)	
MGMT 2030	Inclusive Leadership SS (3)	

| 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	Introduction to Academic Writing CC	3
or ENGH 1005	or Literacies and Composition Across Contexts CC	
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	Personal Health and Wellness TE	2
or EXSC 1097	or Fitness for Life TE	
	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.