

Administrative Support, Certificate of Completion

The one-year certificate in Administrative Support program provides training in basic computer literacy and applications, such as word processing, presentations, graphics, and spreadsheet applications. In addition, students build skills in interpersonal and written business communication.

Program Requirements

Code	Title	Credit Hours
Total Credit Hours		30
Discipline Core Requirements		30 Credits
IM 1010	Basic Computer Applications	3
IM 2100	Document Processing Applications	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
IM 2600	Spreadsheet Applications	3
INFO 2420	Web Application Design	3
ACC 2110	Principles of Accounting I	3
COMM 2110	Interpersonal Communication SS	3
MKTG 220G	Written Business Communication GI WE	3
FIN 1060	Personal Finance SS	3

Graduation Requirements

1. Completion of a minimum of 30 credits.
2. Overall GPA of 2.0 or higher with a minimum grade of "C-."
3. Residency hours -- minimum of 10 credit hours through course attendance at UVU.

Note: Potential Administrative Information Support and BS in Information Management students need to take ACC 2110 Principles of Accounting I.

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		Credit Hours
Semester 1		
IM 1010	Basic Computer Applications	3
IM 2100	Document Processing Applications	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
FIN 1060	Personal Finance SS	3
Credit Hours		15
Semester 2		
IM 2600	Spreadsheet Applications	3
INFO 2420	Web Application Design	3
ACC 2110	Principles of Accounting I	3
COMM 2110	Interpersonal Communication SS	3
MKTG 220G	Written Business Communication GI WE	3
Credit Hours		15
Total Credit Hours		30

Program Learning Outcomes

1. Communicate information in written and verbal formats
2. Develop an interest in continually learning and updating skills
3. Reach solutions to problems using appropriate skills and technology