

# Administrative Support, Certificate of Proficiency

Visit the Information Systems and Technology Department page (<https://www.uvu.edu/ist/>) for more information on the program and access to advising.

## Program Description

The certificate of proficiency 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
<b>Total Credit Hours</b>		<b>19</b>
ENGL 1010	Introduction to Academic Writing	3
MAT 1010	Intermediate Algebra (or)	4
MATH 1050	College Algebra (or)	
MATH 1055	College Algebra with Preliminaries	
IM 2010	Business Computer Proficiency	3
INFO 2420	Web Application Design	3
FIN 1060	Personal Finance	3
HIST 1700	American History (or)	3
POLS 1000	American Heritage	

## Graduation Requirements

1. Overall grade point average 2.75 or above.
2. Completion of 19 credits.
3. Residency hours -- minimum of 5 credit hours through course attendance at UVU.

## 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		Credit Hours	
<b>Semester 1</b>	ENGL 1010	Introduction to Academic Writing	3
	MATH 1050	College Algebra	4
	IM 2010	Business Computer Proficiency	3
	<b>Credit Hours</b>		<b>10</b>
<b>Semester 2</b>	FIN 1060	Personal Finance	3
	INFO 2420	Web Application Design	3
	HIST 1700	American History (or)	3
	POLS 1000	American Heritage	
	<b>Credit Hours</b>		<b>9</b>
<b>Total Credit Hours</b>		<b>19</b>	

## Program Learning Outcomes

1. Communicate effectively with a range of audiences, both in written and verbal form.
2. Plan, create, and apply business solutions using current information skills and technology.
3. Design, create, and format documents, spreadsheets, and charts as required by business and industry.
4. Create and use HTML tables, templates, imagemaps, hyperlinks, etc.

## **Administrative services managers**

- Total Positions 256,800
- Field Growth 6.2%
- Median Salary \$106,470
- Average Openings 22.7

## **First-line supervisors of office and administrative support workers**

- Total Positions 1,570,500
- Field Growth -4.4%
- Median Salary \$63,450
- Average Openings 138.1