Digital Information Management CA, Certificate of Proficiency

The Digital Information Management CA is designed to prepare students to use public relations and communication skills in a business office and to oversee front office operations. Courses include instruction in digital literacy basics, word processing, spreadsheets, and information records management.

Program Requirements

Code	Title	Credit Hours
Total Credit Hours		**12**
Discipline Core Requirements		**12 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

Graduation Requirements

1. Completion of a minimum of 12 credits.
2. Overall grade point average of 2.0 or higher with a minimum grade of C- or above.
3. All courses must be completed 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 1		**Credit Hours**
IM 1010	Basic Computer Applications	3
IM 2010	Business Computer Proficiency	3
IM 2100	Document Processing Applications	3
IM 2300	Information Management Principles	3
	Credit Hours	**12**
	Total Credit Hours	**12**

Program Learning Outcomes

1. Use information technology to find information, to evaluate problems, and create solutions requiring cognitive and technical skills.
2. Use communication technologies to create, evaluate, and communicate information.
3. Organize and manage information including creation, receipt, maintenance use and disposition, and maintaining evidence of business activities and transactions in the form of records.