Administrative Support, Certificate of Proficiency

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Requirements

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.

Total Program Credits: 19

Discipline Core Requirements:			19 Credits
	ENGL 1010	Introduction to Academic Writing CC	3
	MAT 1010	Intermediate Algebra	4
or	MATH 1050	College Algebra QL	
or	MATH 1055	College Algebra with Preliminaries QL	
	IM 2010	Business Computer Proficiency	3
	INFO 2420	Web Application Design	3
	FIN 1060	Personal Finance SS	3
	HIST 1700	American Civilization AS	3
or	POLS 1000	American Heritage SS	

Graduation Requirements:

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

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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.

Semester 1	Course Title	Credit Hours
ENGL 1010	Introduction to Academic Writing CC	3
MATH 1050	College Algebra QL	4
IM 2010	Business Computer Proficiency	3
	Semester total:	10
Semester 2	Course Title	Credit Hours
FIN 1060	Personal Finance SS	3
INFO 2420	Web Application Design	3
HIST 1700	American Civilization AS	3
or POLS 1000	or American Heritage SS	
	Semester total:	9
	Degree total:	19