

Administrative Information Management

Administrative Information Management

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PROGRAMS

The one-year certificate provides software application, written business communication, and basic accounting skills for entry-level positions in business, industry, and government.

The two-year AAS and AS degrees provide training for students to be employed in such areas as administrative information managers, office managers, executive assistants, project managers, and other administrative support positions in business, industry, and government.

Certificate in

Administrative Support 30 CREDITS

Discipline Core Requirements: 27 Credits
• DGM 1010 Basic Computer Applications 2.0

- DGM 2230 Exploring Digital Communication Tools 3.0
- DGM 2300 Records and Information Management 3.0
- DGM 2350 Word Processing 3.0
- DGM 2360 Spreadsheet Applications 3.0
- DGM 2370 Database Applications 3.0
- ACC 1150 Fundamentals of Business Math 3.0
- ACC 1750 Applied Accounting (4.0)
- or ACC 2010 Financial Accounting 3.0
- MGMT 2200 Business Communications 3.0
- MGMT 2250 Job Application and Advancement Skills * 1.0
- or MGMT 3890 Career Preparation (2.0) *

Elective Requirements:~ 3 Credits

Complete 3 credits from the following: 3.0

- DGM 1060 Introduction to Computer Security and Programming (3.0)
- DGM 2120 Web Essentials (3.0)
- DGM 210R Special Topics in Digital Media (1.0)

Graduation Requirements:

- 1 Overall GPA of 2.0 or higher with a minimum grade of "C-."
- 2 A minimum keyboarding skill of 40 net words per minute is required for graduation.
- 3 Students are responsible for completing all prerequisite courses.

Footnotes:

* Take near end of program

AAS in Administrative Information Support 64 CREDITS

General Education Requirements: 16 Credits

- ENGLISH
- MGMT 2200 Business Communications 3.0
- MATHEMATICS
- ACC 1150 Fundamentals of Business Math 3.0
 - or MAT 1010 Intermediate Algebra (4.0)
 - or MATH 1050 College Algebra (4.0)
- HUMANITIES/FINE ARTS/FOREIGN LANGUAGE
- ENGL 1010 Introduction to Writing 3.0
- SOCIAL AND BEHAVIORAL SCIENCE
- ECON 2020 Macroeconomics 3.0
 - or MGMT 3000 Organizational Behavior (3.0)
 - or PSY 1010 General Psychology (3.0)
- BIOLOGY OR PHYSICAL SCIENCE
- Any approved Biology or Physical Science Distribution 3.0

PHYSICAL EDUCATION/HEALTH/SAFETY OR ENVIRONMENT

- Any approved Physical Education, Health, Safety or Environment Course 1.0

Discipline Core Requirements: 33 Credits

- DGM 1060 Introduction to Computer Security and Programming 3.0
- DGM 2120 Web Essentials 3.0
- DGM 2230 Exploring Digital Communication Tools (3.0) 2.0
- DGM 2300 Records and Information Management 3.0
- DGM 2350 Word Processing 3.0
- DGM 2360 Spreadsheet Applications 3.0
- DGM 2370 Database Applications 3.0
- DGM 2380 Integrated Software Projects * 3.0
- DGM 3820 Presentation Applications 3.0
- DGM 3850 Desktop Publishing Skills 3.0
- ACC 2010 Financial Accounting 3.0
- or ACC 1750 Applied Accounting (4.0)
- MGMT 2250 Job Application and Advancement Skills * 1.0
- or MGMT 3890 Career Preparation (2.0) *

Elective Requirements: 15 Credits

Choose a minimum of 15 credits from the following: 15.0

- DGM 296R Seminar (1.0)
- DGM 3870 Web Graphics Applications (3.0)
- DGM 281R Internship (1.0)
- LEGL 3000 Business Law (3.0)
- MGMT 2390 Effective Business Presentations (3.0)
- MGMT 3000 Organizational Behavior (if not counted as Social Science credit) (3.0)
- MGMT 3430 Human Resource Management (3.0)
- Other pre-approved electives; see advisor for details

Graduation Requirements:

- 1 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-.
- 2 A minimum keyboarding skill of 40 net words per minute is required for graduation.

- 3 Residency hours--minimum of 20 credit hours through attendance at UVSC.
- 4 Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

Note: Potential 4-year students need to take ACC 2010 (or 3000), MATH 1050, ECON 2020, and MGMT 3890.

Footnotes:

* Take near end of program

AS Pre Major in Administrative Information Management 63 CREDITS

General Education Requirements: 36 Credits

- ENGL 1010 Introduction to Writing 3.0
 - ENGL 2010 Intermediate Writing--Humanities/Social Sciences (3.0)
 - or ENGL 2020 Intermediate Writing--Science and Technology 3.0
 - MATH 1050 College Algebra 4.0
- Complete one of the following: 3.0
- HIST 2700 US History to 1877 (3.0)
 - and HIST 2710 US History since 1877 (3.0)
 - HIST 1700 American Civilization (3.0)
 - HIST 1740 US Economic History (3.0)
 - POLS 1000 American Heritage (3.0)
 - POLS 1100 American National Government (3.0)

Complete the following:

- PHIL 2050 Ethics and Values 3.0
- HLTH 1100 Personal Health and Wellness (2.0)
- or PES 1097 Fitness for Life 2.0

Distribution Courses

- ECON 2020 Macroeconomics (fulfills Social/Behavioral Science) 3.0
- Biology 3.0
- Physical Science 3.0
- Additional Biology or Physical Science 3.0
- Humanities Distribution 3.0
- Fine Arts Distribution 3.0

Discipline Core Requirements: 19 Credits

- DGM 2350 Word Processing 3.0
- DGM 2360 Spreadsheet Applications 3.0
- DGM 2370 Database Applications 3.0
- DGM 3820 Presentation Applications 3.0
- ACC 2010 Financial Accounting 3.0
- or ACC 3000 Financial Managerial and Cost Accounting Concepts (4.0)
- MGMT 2200 Business Communications 3.0
- MGMT 2250 Job Application and Advancement Skills * 1.0
- or MGMT 3890 Career Preparation (2.0) *

Elective Requirements: 8 Credits

Complete 8 credits from the following: 8.0

- DGM 1060 Introduction to Computer Security and Programming (3.0)
- DGM 2120 Web Essentials (3.0) **
- DGM 2230 Exploring Digital Communication Tools (3.0) **
- DGM 2300 Records and Information Management (3.0) **
- DGM 3870 Web Graphics Applications (3.0) **
- DGM 3850 Desktop Publishing Skills (3.0) **

Graduation Requirements:

- 1 Completion of a minimum of 63 semester credits.
- 2 Overall grade point average of 2.0 or above with a minimum 2.5 GPA in all discipline and elective courses with no grade lower than a C-.
- 3 Residency hours--minimum of 20 credit hours through attendance at UVSC.
- 4 Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

Footnotes:

* Take near end of program.

** Potential 4-year students need to take the eight elective credits from the following: DGM 2120, DGM 2230, DGM 2300, DGM 3850, DGM 3870.

BA/BS in

Integrated Studies 123 CREDITS

The following Integrated Studies Emphasis is available (see the Integrated Studies section of this catalog for complete degree requirement listings.)

Emphasis in

Office Management 19 Credits

Emphasis Requirements:

- DGM 2350 Word Processing (3.0)

Prerequisites (can fulfill elective requirements):

- DGM 2360 Spreadsheet Applications (3.0)

Administrative Information Management

- DGM 2370 Database Applications (3.0)
- DGM 3820 Presentation Applications (3.0)
- MGMT 2200 Business Communications (3.0)

Complete the following required courses:

- DGM 2120 Web Essentials 3.0
- DGM 2230 Exploring Digital Communication Tools (3.0) 2.0
- DGM 4350 Information Workflow Management 3.0
- DGM 3220 Digital Media Project Management 3.0

Complete 8 or more credits from the following: 8.0

- ACC 3000 Financial Managerial and Cost Accounting Concepts (4.0)
- DGM 3870 Web Graphics Applications (3.0)
- LEGL 3000 Business Law (3.0)
- MGMT 2390 Effective Business Presentations (3.0)
- MGMT 3430 Human Resource Management (3.0)
- MGMT 3890 Career Preparation (2.0)

NOTE: A minimum of 2.5 GPA in all discipline core courses with no grade lower than a C- required for graduation.

See Course Descriptions section of the catalog for detailed course information. This department manages the following course prefixes:

- BMED, Business/Marketing Education
- DGM, Digital Media