

# Administrative Assistant (AA)

## Administrative Assistant (AA)

The Administrative Assistant associate's degree prepares students for work as an administrative office professional in a variety of industries, performing duties and carrying out transactions to support an organization.

The program focuses on developing strong foundational skills in administrative office procedures and practices using technologies like Microsoft Office Suite, while also acquiring knowledge and skills in communication, organizational practices, supervision, time management, and project management.

Students are prepared for work in office settings that include legal or medical environments, customer service, information/material records, bookkeeping/finance, telecommunications, construction, and many other fields.

Graduates earn an Associate of Applied Business degree and can expect to work as an administrative or executive assistant to top-level executives as part of a management team.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.edu/academics/admission/>) section of the College website.

## Administrative Assistant (AA)

Prior to enrolling in the Administrative Assistant program, students must complete a keyboarding assessment to demonstrate their ability to type a minimum of 35 words per minute. If the typing speed is below 35 wpm, students will be directed to take IM 111A or IM 105.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
IM 111	Computer Applications ( B )	2	3	3
IM 115	Administrative Office Procedures and Practices ( B )	2	3	3
IM 130	Electronic Word Processing: Microsoft Word ( T )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
ENG 10X	English Composition Elective or COMM 110 ( G )	3	0	3

IM 135	Business Document Formatting ( T )	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint ( T )	2	3	3
MAT 1XX	Mathematics Elective ( G )	3	0	3
Semester 3				
IM X9X	Cooperative Education Elective 1: Information Management ( T )	1	40	2
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
Semester 4				
ACC 101	Financial Accounting ( B )	2	2	3
IM 145	Document Proofreading and Editing ( T )	2	3	3
IM 155	Emerging Technologies and Social Media ( T )	2	2	3
LAW 101	Business Law ( B )	3	0	3
MGT 130	Project Management ( B )	3	0	3
Semester 5				
IM X9X	Cooperative Education Elective 2: Information Management ( T )	1	40	2
ACC 125	Computerized Bookkeeping: QuickBooks ( T )	0	4	2
Semester 6				
IM 290	Administrative Assistant Capstone ( T )	2	3	3
XXX XXX	Arts/ Humanities Elective ( G )	3	0	3
XXX XXX	Technical Elective ( T )	3	0	3
XXX XXX	Social/ Behavioral Science or Natural Science Elective ( G )	3	0	3
<b>Total Credits:</b>				<b>62</b>

## Electives

### First Year Experience Elective

FYE 100	College Success Strategies: Overview	1
FYE 105	College Success Strategies: Overview and Application	2
FYE 110	College Success Strategies: Practice and Application	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
COMM 110	Public Speaking	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Social/Behavioral Science or Natural Science Elective 3

Any OT36 course from BIO, CHE, EVS, PHY, PSC, ECO, GEO, HST, LBR, POL, PSY, SOC

### Arts/Humanities Elective

Any OT36 course from ART, LIT, MUS, PHI, REL, THE or COMM 130

### Technical Elective

IM 160	Electronic Publications: Microsoft Publisher	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
MCH 104	Comprehensive Medical Terminology	3

### Cooperative Education Electives (4 credit hours required)

IM 191	Part-Time Cooperative Education 1: Information Management	1
IM 192	Part-Time Cooperative Education 2: Information Management	1
IM 193	Part-Time Cooperative Education 3: Information Management	1
IM 194	Part-Time Cooperative Education 4: Information Management	1
IM 197	Part-Time Career Education Project: Information Management	1
IM 291	Full-Time Cooperative Education 1: Information Management	2
IM 292	Full-Time Cooperative Education 2: Information Management	2
IM 297	Full-Time Career Education Project: Information Management	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Administrative Assistant (AA)

- Perform administrative office function of document preparation.
- Apply principles of administrative office function of organizing an event
- Apply principles of administrative office function in written/electronic communication.
- Apply standard administrative office procedures and practices
- Demonstrate the use of up-to-date Microsoft Office application software.
- Demonstrate critical thinking and problem solving.
- Demonstrate collaborative skill using digital technologies.

## Courses

### IM 105 Keyboarding Skills

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on fundamental techniques for building keyboarding speed and formatting documents. Students must achieve a minimum speed of 20 words per minute to pass the course.

Prerequisites: Placement into ENG 101A

### IM 106 Introductory Electronic Word Processing: Microsoft Word 1 Credit. 0 Lecture Hour. 2 Lab Hours.

A course on fundamental practical applications of Microsoft Word software. Topics include: creating and formatting documents, tables, and reports. This course is delivered through online instruction only, in a five-week format. To enroll in the class students must be able to type a minimum of 20 words per minute.

Prerequisites: FYE 120 or placement into ENG 101

### IM 107 Introductory Electronic Presentations: Microsoft PowerPoint 1 Credit. 0 Lecture Hour. 2 Lab Hours.

A course on fundamentals of developing effective slide presentations using Microsoft Office PowerPoint software. Topics include: creating and editing presentations with pictures, and adding media and animation. This course is delivered through online instruction only, in a five-week format. To enroll in the class students must be able to type a minimum of 20 words per minute.

Prerequisites: FYE 120 or placement into ENG 101

### IM 108 Introductory Electronic Spreadsheets: Microsoft Excel 1 Credit. 0 Lecture Hour. 2 Lab Hours.

A course on fundamental techniques for using Microsoft Office Excel software. Topics include: constructing worksheets, writing formulas, using functions, and creating graphs. This course is delivered through online instruction only, in a five-week format.

Prerequisites: FYE 120 or placement into ENG 101 MAT 093 or MAT 105A or appropriate Math placement

**IM 109 Introductory Database Management: Microsoft Access**  
**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamental practical applications of Microsoft Office Access software. Topics include: developing tables, queries, and reports; working in datasheet and design view; and maintaining database files. This course is delivered through online instruction only, in a five-week format.

Prerequisites: Placement into ENG 101A

**IM 111 Computer Applications****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental skills for using workplace software applications. Topics include: Microsoft Office applications for word processing (MS Word), spreadsheets (MS Excel), database management (MS Access), and presentations (MS PowerPoint); the MS Windows operating system; using the internet; and file storage.

Prerequisites: FYE 120 or placement into ENG 101

**IM 111A Intensive Computer Applications****4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A lab-supported course on fundamental skills for using workplace software applications. Topics include: the MS Windows operating system, foundation skills for Microsoft Office applications, techniques for building keyboarding speed, using the internet, and file storage.

Prerequisites: Placement into ENG 101A

**IM 115 Administrative Office Procedures and Practices****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental concepts and skills required to perform office administration duties and activities.

Prerequisites: Placement into ENG 101A

**IM 120 Electronic Spreadsheets: Microsoft Excel****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for using Microsoft Office Excel spreadsheet software. Topics include: constructing worksheets, writing formulas, constructing macros, and using spreadsheets with databases.

Prerequisites: Placement into ENG 101A MAT 093 or MAT 105A or appropriate Math placement

**IM 130 Electronic Word Processing: Microsoft Word****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for word processing using Microsoft Office Word software. Topics include: developing letters and reports, using mail merge, and designing forms.

Prerequisites: Placement into ENG 101A

**IM 135 Business Document Formatting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on composing, editing, and formatting professional business documents using appropriate business communication methods.

Prerequisites: IM 111 and IM 130 (minimum grade C for both)

**IM 145 Document Proofreading and Editing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on using editing and proofreading skills to produce documents that are correct, complete, concise, coherent, clear, and courteous.

Prerequisites: ENG 101

**IM 150 Electronic Presentations: Microsoft PowerPoint****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on skills for developing effective slide presentations using Microsoft Office PowerPoint software.

Prerequisites: FYE 120 or placement into ENG 101

**IM 155 Emerging Technologies and Social Media****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on using collaborative apps, web tools, and social media in the workplace. Topics may include: Microsoft Office OneNote, Cloud Collaboration Apps, web communication apps, and web development apps such as blogs and podcasts.

Prerequisites: IM 111 or IM 130 (minimum grade C for both)

**IM 160 Electronic Publications: Microsoft Publisher****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills for preparing professional documents that combine text and images using Microsoft Publisher software.

Prerequisites: FYE 120 or placement into ENG 101

**IM 165 Legal Office Environment****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on legal concepts and the structure of law firms as applicable to paralegals and other support staff. Topics include: legal terminology, court systems and procedures, administrative functions, and ethics and professionalism.

Prerequisites: FYE 120 or placement into ENG 101

**IM 170 Electronic Project Management: Microsoft Project****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on skills for creating project plans and schedules using Microsoft Project software. Topics include: communicating project information, assigning and tracking resources and costs, tracking progress, and sharing project information with people and with other software applications.

Prerequisites: IM 130 (minimum grade C)

**IM 191 Part-Time Cooperative Education 1: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**IM 192 Part-Time Cooperative Education 2: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 191

**IM 193 Part-Time Cooperative Education 3: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 192

**IM 194 Part-Time Cooperative Education 4: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 193

**IM 195 Part-Time Cooperative Education 5: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 194

**IM 196 Part-Time Cooperative Education 6: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 195

**IM 197 Part-Time Career Education Project: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent

Instructor Consent Required

**IM 200 Information Systems for Managers****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on foundational concepts related to use of information systems such as the internet, e-mail, spreadsheet software, and database software.

Prerequisites: FYE 120 or placement into ENG 101

**IM 225 Legal Document Formatting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on preparing a variety of legal documents for litigation, probate, and family law practices. Topics include: legal terminology, attention to detail, and proofreading.

Prerequisites: IM 135 and IM 165 (minimum grade of C for both)

**IM 260 Medical Administrative Procedures****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills for appropriately operating any computerized billing and scheduling software used in medical offices. Topics include: terminology, gathering patient information, and entering transactions. Students complete case studies using billing/scheduling software.

Prerequisites: IM 115 and IM 130 (minimum grade C for both) and

MCH 102

**IM 290 Administrative Assistant Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students seeking the Administrative Assistant associate's degree complete projects that demonstrate proficiency in integrated use of workplace software applications, as well as proficiency in techniques for research and communication.

Prerequisites: IM 115 and IM 120 and IM 130 and IM 145 (minimum grade C for all)

**IM 291 Full-Time Cooperative Education 1: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**IM 292 Full-Time Cooperative Education 2: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 291

**IM 293 Full-Time Cooperative Education 3: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 292

**IM 297 Full-Time Career Education Project: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent

Instructor Consent Required