

Information Management Technologies

Information Management Technologies programs prepare students for employment in a variety of general and specialized office settings.

The Administrative Assistant (AA) (<http://catalog.cincinnati.state.edu/academicdivisionsanddegreeandcertificateprograms/businessandtechnologiesdivision/informationmanagementtechnologies/aop/>) associate's degree program includes technical skill development, understanding of business and management principles, and cooperative education work experience. Students choose one of three tracks:

- Administrative Assistant
- Legal Administrative Assistant
- Medical Administrative Assistant

Minimum grades of C are required for all technical courses.

Information Management Technologies also offers two certificate programs:

- The Computer Applications Certificate (CAPC) (<http://catalog.cincinnati.state.edu/academicdivisionsanddegreeandcertificateprograms/businessandtechnologiesdivision/informationmanagementtechnologies/capc/>) assists professionals who are seeking career development opportunities while earning college credit, as well as students in any program or major who want to increase employment options by adding to their computer skills.
- The Microsoft Office Specialist Certificate (MOSC) (<http://catalog.cincinnati.state.edu/academicdivisionsanddegreeandcertificateprograms/businessandtechnologiesdivision/informationmanagementtechnologies/mosc/>) prepares students to take the four exams required to obtain the certification for Microsoft Office Specialist Associate.

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