

Information Management Technologies

Information Management Technologies offer three degree programs: Administrative Assistant, Legal Assistant and Medical Administrative Assistant. The curricula include technical skill development and courses in business principles and management. Minimum grades of C are required for all technical courses.

Administrative Assistant (AA)

The Administrative Assistant program leads to an Associate of Applied Business degree. Students develop competencies in office procedures, software applications, communications, accounting skills, organizational skills, supervisory skills, office management, time management, and project management, as well as the “soft” skills employers demand.

Legal Assistant (LA)

This Associate of Applied Business program prepares students to perform legal administrative duties for law firms, banks, corporations, and savings and loans. The Legal Assistant program develops competencies in word processing, legal terminology, legal office procedures, legal documentation, legal transcription, legal research, time management, and organizational skills. Graduates earn the Paralegal Certificate along with the associate’s degree.

Medical Administrative Assistant (MAA)

The Medical Administrative Assistant program prepares students to perform administrative duties for medical offices and health care facilities. Students develop competencies in medical office procedures, organizational skills, time management, communications, medical terminology, application software, transcription, and medical coding and billing. Graduates earn an Associate of Applied Business degree and can expect to work as administrative assistants or as office managers in a variety of medical office and health care management settings.

Administrative Assistant (AA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Semester 1		Credits
ENG 101	English Composition	3
IM 115	Administrative Office Procedures and Practices	3
IM 130	Electronic Word Processing: Microsoft Word	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
BUS 190	Professional Practices	1
Semester 2		
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 145	Document Proofreading and Editing	3
MGT 1XX		2
Management Elective		
ENG 1XX	English Composition Elective	3
Semester 3		
ACC 101	Financial Accounting	3
IM 291	Full-Time Cooperative Education 1: Information Management	2
Semester 4		
LAW 101	Business Law	3
MKT 105	Marketing and Customer Relations	3
ACC 120	Computerized Bookkeeping: QuickBooks	1
IM 155	Emerging Technologies and Social Media	3
IM 170	Electronic Project Management: Microsoft Project	3
COMM 1XX	Communication Elective	3
Semester 5		
IM 160	Electronic Publications: Microsoft Publisher	3

IM 292	Full-Time Cooperative Education 2: Information Management	2
Semester 6		
ECO 105	Principles of Microeconomics	3
IM 140	Electronic Database Management: Microsoft Access	3
IM 175	Administrative Office Management	3
BUS 290	Business Competencies	1
IM 290	Administrative Assistant Capstone	3
XXX XXX Arts/ Humanities Elective		3
Total Credits:		69

Electives

English Composition Elective

ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 105	Composition and Business Communication	3

Management Elective

MGT 100	Introduction to Management	2
MGT 101	Principles of Management	3

Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

Arts/Humanities Elective

Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Legal Assistant (LA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

		Credits
Semester 1		
LAW 101	Business Law	3
ENG 101	English Composition	3
IM 115	Administrative Office Procedures and Practices	3
IM 130	Electronic Word Processing: Microsoft Word	3
IM 165	Legal Office Environment	3
BUS 190	Professional Practices	1
Semester 2		
IM 120	Electronic Spreadsheets: Microsoft Excel	3
LAW 130	Family and Probate Law	3
IM 135	Business Document Formatting	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
ENG 1XX English Composition Elective		3
Semester 3		
MGT 1XX Management Elective		2
LAW 291	Full-Time Cooperative Education 1: Legal Assistant	2
Semester 4		
ACC 101	Financial Accounting	3
LAW 120	Legal Research and Writing	3
IM 145	Document Proofreading and Editing	3
COMM 1XX Communication Elective		3

IM 225	Legal Transcription and Formatting	3
Semester 5		
ECO 105	Principles of Microeconomics	3
LAW 292	Full-Time Cooperative Education 2: Legal Assistant	2
Semester 6		
IM 155	Emerging Technologies and Social Media	3
MKT 1XX Marketing Elective		3
LAW 210	Litigation	3
IM 285	Legal Assistant/Paralegal Capstone	3
BUS 290	Business Competencies	1
XXX XXX Arts/ Humanities Elective		3
Total Credits:		71

Electives

English Composition Elective

ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 105	Composition and Business Communication	3

Management Elective

MGT 100	Introduction to Management	2
MGT 101	Principles of Management	3

Marketing Elective

MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3

Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

Arts/Humanities Elective

Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Medical Administrative Assistant (MAA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Semester 1		Credits
HIM 100	Introduction to Health Information Management	4
ENG 101	English Composition	3
MCH 101	Medical Terminology 1	2
IM 115	Administrative Office Procedures and Practices	3
IM 130	Electronic Word Processing: Microsoft Word	3
BUS 190	Professional Practices	1
Semester 2		
MCH 102	Medical Terminology 2	2
IM 111	Computer Applications 1	3
IM 135	Business Document Formatting	3
IM 145	Document Proofreading and Editing	3
ENG 1XX English Composition Elective		3
Semester 3		
ACC 101	Financial Accounting	3
MAA 291	Full-Time Cooperative Education 1: Medical Administrative Assistant	2
Semester 4		

LAW 101	Business Law	3
MKT 105	Marketing and Customer Relations	3
MA 120	Medical Office Insurance Coding and Billing	2
COMM 1XX		3
Communication Elective		
MGT 1XX		2
Management Elective		
Semester 5		
IM 120	Electronic Spreadsheets: Microsoft Excel	3
ACC 120	Computerized Bookkeeping: QuickBooks	1
MAA 292	Full-Time Cooperative Education 2: Medical Administrative Assistant	2
Semester 6		
ECO 105	Principles of Microeconomics	3
IM 155	Emerging Technologies and Social Media	3
IM 260	Medical Administrative Procedures and Formatting	3
BUS 290	Business Competencies	1
XXX XXX Arts/ Humanities Elective		3
Total Credits:		67

Electives

English Composition Elective

ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 105	Composition and Business Communication	3

Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

Management Elective

MGT 100	Introduction to Management	2
MGT 101	Principles of Management	3

Arts/Humanities Elective

Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE