# 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.

Information Management Technologies also offers two certificate programs, in Computer Applications and Virtual Assistant.

## Computer Applications Certificate (CAPC)

The Computer Applications Certificate 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 certificate program builds proficiencies in using Microsoft Office software within a workplace environment. Many of the certificate courses prepare students to take Microsoft Office Support and Expert Specialist certification tests for various Microsoft Office software applications.

## Virtual Assistant Certificate (VAC)

The Virtual Assistant Certificate is designed for individuals seeking entrepreneurial, flexible employment by operating a home office that offers administrative and business support, over the Internet, to companies or professionals. Students pursuing this certificate should be currently employed in a secretarial or office support role, with at least two years of verified experience in the field. In addition, students seeking the Virtual Assistant Certificate should have fluency in keyboarding, computer skills, and communication as well as strong self-motivation skills. This certificate program does not include cooperative education.

## 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 | | Lec | Lab | Credits |
|---|---|---|---|---|
| ENG 101 | English Composition 1 | | | 3 |
| IM 130 | Electronic Word Processing: Microsoft Word | | | 3 |
| IM 115 | Administrative Office Procedures and Practices | | | 3 |
| IM 150 | Electronic Presentations: Microsoft PowerPoint | | | 3 |
| Semester 2 | | | | |
| IM 135 | Business Document Formatting | | | 3 |
| IM 145 | Document Proofreading and Editing | | | 3 |
| IM 120 | Electronic Spreadsheets: Microsoft Excel | | | 3 |

| | | | | |
|---|---|---|---|---|
| ENG 1XX English Composition Elective | | | | 3 |
| BUS 190 | Professional Practices | | | 2 |
| MGT 1XX Management Elective | | | | 2 |
| **Semester 3** | | | | |
| IM 291 | Full-Time Cooperative Education 1: Information Management | | | 2 |
| ACC 101 | Financial Accounting | | | 3 |
| **Semester 4** | | | | |
| 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 |
| LAW 101 | Business Law | | | 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 |
| IM 290 | Administrative Assistant Capstone | | | 3 |
| XXX XXX Arts/Humanities Elective | | | | 3 |
| Total Credits: | | 0 | 0 | 69 |

## Electives

**English Composition Elective**

| | | |
|---|---|---|
| ENG 102 | English Composition 2: Contemporary Issues | 3 |
| ENG 103 | English Composition 2: Topics in Literature | 3 |
| ENG 105 | English Composition 2: 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.

| Semester 1 | | Lec | Lab | Credits |
|---|---|---|---|---|
| LAW 101 | Business Law | | | 3 |
| IM 130 | Electronic Word Processing: Microsoft Word | | | 3 |
| IM 165 | Legal Office Environment | | | 3 |
| IM 115 | Administrative Office Procedures and Practices | | | 3 |
| ENG 101 | English Composition 1 | | | 3 |
| **Semester 2** | | | | |
| LAW 130 | Family and Probate Law | | | 3 |
| BUS 190 | Professional Practices | | | 2 |
| IM 150 | Electronic Presentations: Microsoft PowerPoint | | | 3 |
| ENG 1XX English Composition Elective | | | | 3 |
| IM 120 | Electronic Spreadsheets: Microsoft Excel | | | 3 |
| IM 135 | Business Document Formatting | | | 3 |
| **Semester 3** | | | | |
| LAW 291 | Full-Time Cooperative Education 1: Legal Assistant | | | 2 |
| MGT 1XX Management Elective | | | | 2 |
| **Semester 4** | | | | |
| 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 |
| ACC 101 | Financial Accounting | | | 3 |
| **Semester 5** | | | | |
| LAW 292 | Full-Time Cooperative Education 2: Legal Assistant | | | 2 |
| ECO 105 | Principles of Microeconomics | | | 3 |
| **Semester 6** | | | | |
| IM 155 | Emerging Technologies and Social Media | | | 3 |
| MKT 1XX Marketing Elective | | | | 3 |
| LAW 210 | Litigation | | | 3 |
| XXX XXX Arts/Humanities Elective | | | | 3 |
| IM 285 | Legal Assistant Capstone | | | 3 |
| Total Credits: | | 0 | 0 | 71 |

## Electives

**English Composition Elective**

| | | |
|---|---|---|
| ENG 102 | English Composition 2: Contemporary Issues | 3 |
| ENG 103 | English Composition 2: Topics in Literature | 3 |
| ENG 105 | English Composition 2: 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 | | Lec | Lab | Credits |
|---|---|---|---|---|
| HIM 100 | Introduction to Health Information Management | | | 4 |
| MCH 101 | Medical Terminology 1 | | | 2 |
| IM 115 | Administrative Office Procedures and Practices | | | 3 |
| IM 130 | Electronic Word Processing: Microsoft Word | | | 3 |
| ENG 101 | English Composition 1 | | | 3 |
| **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 |
| BUS 190 | Professional Practices | | | 2 |
| **Semester 3** | | | | |
| MAA 291 | Full-Time Cooperative Education 1: Medical Administrative Assistant | | | 2 |
| ACC 101 | Financial Accounting | | | 3 |
| **Semester 4** | | | | |
| MKT 105 | Marketing and Customer Relations | | | 3 |
| MA 120 | Medical Office Insurance Coding and Billing | | | 2 |
| COMM 1XX Communication Elective | | | | 3 |
| MGT 1XX Management Elective | | | | 2 |
| LAW 101 | Business Law | | | 3 |

**Semester 5**

| | | | |
|---|---|---|---|
| IM 120 | Electronic Spreadsheets: Microsoft Excel | | 3 |
| MAA 292 | Full-Time Cooperative Education 2: Medical Administrative Assistant | | 2 |
| ACC 120 | Computerized Bookkeeping: QuickBooks | | 1 |

**Semester 6**

| | | | |
|---|---|---|---|
| ECO 105 | Principles of Microeconomics | | 3 |
| IM 155 | Emerging Technologies and Social Media | | 3 |
| IM 260 | Medical Administrative Procedures and Formatting | | 3 |
| XXX XXX Arts/Humanities Elective | | | 3 |

| Total Credits: | | 0 | 0 | 67 |
|---|---|---|---|---|

## Electives

**English Composition Elective**

| | | |
|---|---|---|
| ENG 102 | English Composition 2: Contemporary Issues | 3 |
| ENG 103 | English Composition 2: Topics in Literature | 3 |
| ENG 105 | English Composition 2: 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

## Computer Applications Certificate (CAPC)

| Semester 1 | | Lec | Lab | Credits |
|---|---|---|---|---|
| IM 111 | Computer Applications 1 | | | 3 |
| IM 130 | Electronic Word Processing: Microsoft Word | | | 3 |
| IM 150 | Electronic Presentations: Microsoft PowerPoint | | | 3 |
| **Semester 2** | | | | |
| IM 120 | Electronic Spreadsheets: Microsoft Excel | | | 3 |
| IM 160 | Electronic Publications: Microsoft Publisher | | | 3 |
| IM XXX Technical Elective | | | | 3 |
| **Semester 3** | | | | |
| IM 112 | Computer Applications 2 | | | 3 |
| IM 135 | Business Document Formatting | | | 3 |
| IM 140 | Electronic Database Management: Microsoft Access | | | 3 |

| IM 290 | Administrative Assistant Capstone | | | 3 |
|---|---|---|---|---|
| Total Credits: | | 0 | 0 | 30 |

## Electives

**Technical Elective**

| IM 115 | Administrative Office Procedures and Practices | 3 |
|---|---|---|
| IM 145 | Document Proofreading and Editing | 3 |
| IM 155 | Emerging Technologies and Social Media | 3 |
| IM 165 | Legal Office Environment | 3 |
| IM 170 | Electronic Project Management: Microsoft Project | 3 |
| IM 175 | Administrative Office Management | 3 |
| IM 200 | Information Systems for Managers | 3 |

## Virtual Assistant Certificate (VAC)

| Semester 1 | | Lec | Lab | Credits |
|---|---|---|---|---|
| IM 115 | Administrative Office Procedures and Practices | | | 3 |
| IM 130 | Electronic Word Processing: Microsoft Word | | | 3 |
| IM 145 | Document Proofreading and Editing | | | 3 |
| IM 150 | Electronic Presentations: Microsoft PowerPoint | | | 3 |
| **Semester 2** | | | | |
| IM 120 | Electronic Spreadsheets: Microsoft Excel | | | 3 |
| IM 135 | Business Document Formatting | | | 3 |
| ACC 101 | Financial Accounting | | | 3 |
| **Semester 3** | | | | |
| IM 155 | Emerging Technologies and Social Media | | | 3 |
| IM 170 | Electronic Project Management: Microsoft Project | | | 3 |
| ACC 120 | Computerized Bookkeeping: QuickBooks | | | 1 |
| MGT 120 | Entrepreneurship | | | 3 |
| Total Credits: | | 0 | 0 | 31 |

## IM Courses

**IM 100 Computer Literacy**
**2 Credits. 1 Lecture Hour. 2 Lab Hours.**
A course on fundamental concepts and skills for using computers.
Prerequisites: None

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=100subject_code=IM)

**IM 101 Basics of Computer Literacy**
**1 Credit. 1 Lecture Hour. 1 Lab Hour.**
A course on foundation skills for using computers. Topics include: managing files, using the internet and the Blackboard course management system, and an introduction to Microsoft Word and Microsoft PowerPoint.
Prerequisites: None

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=101subject_code=IM)

**IM 105 Keyboarding Skills**
**3 Credits. 0 Lecture Hour. 3 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: None

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=105subject_code=IM)

**IM 111 Computer Applications 1**
**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: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed or higher

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=111subject_code=IM)

**IM 112 Computer Applications 2**
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**
A continuation of IM 111, emphasizing development of advanced skills using workplace software applications for word processing, spreadsheets, database management, and presentations.
Prerequisites: IM 111

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=112subject_code=IM)

**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: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=115subject_code=IM)

**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: AFL 085 and AFM 095 or appropriate placement test score

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=120subject_code=IM)

**IM 125 Electronic Spreadsheets for Accountants and Financial Managers**
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**
A course on using Microsoft Office Excel software applications to analyze and interpret data and make short-term and long-term business decisions. Topics include: pivot tables, financial and other functions, 3-D formulas, and macros.
Prerequisites: AFM 095 or appropriate placement test score, and ACC 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=125subject_code=IM)

**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: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=130subject_code=IM)

**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 130 and 40 wpm keyboarding speed or higher

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=135subject_code=IM)

**IM 140 Electronic Database Management: Microsoft Access**
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**
A course on concepts and skills for using Microsoft Office Access database management software. Topics include: designing, customizing, and maintaining database files; and integrating database files with other software applications.
Prerequisites: IM 111 or IM 130

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=140subject_code=IM)

**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: IM 105 or 20 wpm keyboarding speed and (ENG 101 or ENG REQC)

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=145subject_code=IM)

**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: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=150subject_code=IM)

**IM 155 Emerging Technologies and Social Media**
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**
A course on using Web tools and social media in the workplace. Topics include: Microsoft Office OneNote, speech recognition, digital cameras, scanners, tablets, Web communication including blogs and podcasts, and establishing brand identity through social media.
Prerequisites: IM 111 or IM 130

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=155subject_code=IM)

**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: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=160subject_code=IM)

**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: AFL 085 or appropriate placement test score

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=165subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=170subject_code=IM)

**IM 175 Administrative Office Management**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on concepts and skills for managing office environments, employees, administrative systems, and functions.
Prerequisites: IM 130

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=175subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=191subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=192subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=193subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=194subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=195subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=196subject_code=IM)

**IM 198 First Year Special Topics in Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=198subject_code=IM)

**IM 199 First Year Independent Project in Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=199subject_code=IM)

**IM 200 Information Systems for Managers**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on foundation concepts related to use of information systems such as the internet, e-mail, spreadsheet software, and database software.
Prerequisites: AFL 085 or appropriate placement test score, and IM 105 20 wpm keyboarding speed

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=200subject_code=IM)

**IM 225 Legal Transcription and Formatting**
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**
A course on preparing and transcribing 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 175 (minimum grade C for both)

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=225subject_code=IM)

**IM 260 Medical Administrative Procedures and Formatting**
**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: HIM 100, IM 130, MCH 102

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=260subject_code=IM)

**IM 285 Legal Assistant Capstone**
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**
Students demonstrate proficiency in skills gained in previous courses while completing a project related to the administrative duties of the legal assistant.
Prerequisites: IM 225 and LAW 120 (minimum grade C for both)

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=285subject_code=IM)

**IM 290 Administrative Assistant Capstone**
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**
Students seeking the Administrative Assistant associate 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 120, IM 130, IM 140, and IM 145 (minimum grade C for all)

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=290subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=291subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=292subject_code=IM)

**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=293subject_code=IM)

**IM 298 Second Year Special Topics in Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=298subject_code=IM)

**IM 299 Second Year Independent Project in Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=299subject_code=IM)

# LAW Courses

**LAW 101 Business Law**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on the legal environment in which businesses operate.
Prerequisites: Appropriate placement test score

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=101subject_code=LAW)

**LAW 110 Employment Law**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on major federal laws regarding employment rights, and responsibilities of the employer and employee. Topics include: public policy and processes related to hiring, work environment, and resignation and termination; and recent trends in employment law.
Prerequisites: Appropriate placement test score

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=110subject_code=LAW)

**LAW 120 Legal Research and Writing**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on concepts and techniques for conducting legal research and composing legal documents. Topics include: research purposes and uses; citation procedure and format; computer research including LEXIS; and writing materials such as briefs, pleadings, memorandums, motions, and discovery documents.
Prerequisites: LAW 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=120subject_code=LAW)

**LAW 130 Family and Probate Law**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on concepts and processes of family and probate law. Topics include: marriage, dissolution, divorce, and prenuptial agreements; child custody, visitation, and support; adoption and guardianship; juvenile law; and trusts and estate administration.
Prerequisites: LAW 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=130subject_code=LAW)

**LAW 140 Entertainment and Intellectual Property Law**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on concepts and processes for entertainment law and protection of intellectual property. Topics include: representing creative talent; business and personality interests; licensing; copyright; and legal concerns in music publishing, sound recordings, literary publishing, and film and television.
Prerequisites: LAW 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=140subject_code=LAW)

**LAW 150 Bankruptcy, Debt Collection and Secured Transactions**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on the bankruptcy code and the bankruptcy process from the debtor and creditor perspectives. Topics include: filing Chapter 7, 13, and 11 bankruptcies; individual and business liquidation and reorganization plans; and secured transactions including mortgages and other liens.
Prerequisites: LAW 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=150subject_code=LAW)

**LAW 191 Part-Time Cooperative Education 1: Legal Assistant**
**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=191subject_code=LAW)

**LAW 192 Part-Time Cooperative Education 2: Legal Assistant**
**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: LAW 191

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=192subject_code=LAW)

**LAW 193 Part-Time Cooperative Education 3: Legal Assistant**
**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: LAW 192

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=193subject_code=LAW)

**LAW 194 Part-Time Cooperative Education 4: Legal Assistant**
**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: LAW 193

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=194subject_code=LAW)

**LAW 195 Part-Time Cooperative Education 5: Legal Assistant**
**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: LAW 194

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=195subject_code=LAW)

**LAW 196 Part-Time Cooperative Education 6: Legal Assistant**
**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: LAW 195

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=196subject_code=LAW)

**LAW 198 First Year Special Topics in Law**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Law, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=198subject_code=LAW)

**LAW 199 First Year Independent Project in Law**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Law that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Law faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=199subject_code=LAW)

**LAW 210 Litigation**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on concepts and processes of criminal and civil litigation. Topics include: parties to lawsuits, pleadings, motion practice, Federal Rules of Civil and Criminal Procedure, Federal Rules of Evidence, discovery, trial judgments, and alternative dispute resolution.
Prerequisites: LAW 101

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=210subject_code=LAW)

**LAW 290 Paralegal Capstone**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
Students use knowledge and skills gained in previous courses to complete a project related to the duties of the paralegal.
Prerequisites: IM 225 and LAW 120 (minimum grade C for both)

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=290subject_code=LAW)

**LAW 291 Full-Time Cooperative Education 1: Legal Assistant**
**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

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=291subject_code=LAW)

**LAW 292 Full-Time Cooperative Education 2: Legal Assistant**
**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: LAW 291

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=292subject_code=LAW)

**LAW 293 Full-Time Cooperative Education 3: Legal Assistant**
**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: LAW 292

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=293subject_code=LAW)

**LAW 298 Second Year Special Topics in Law**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Law, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=298subject_code=LAW)

**LAW 299 Second Year Independent Project in Law**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Law that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Law faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Vary by section

View Sections (http://webapps.cincinnatistate.edu/wwwTools/MCL/default.aspx?course_number=299subject_code=LAW)