# 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

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**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

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**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

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**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)