

Information Management Technologies

Information Management Technologies offers three degree programs: Administrative Assistant, Legal Administrative 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 Administrative Assistant (LA)

The Legal Administrative Assistant program prepares students to perform legal administrative duties for law firms, corporate legal departments, financial institutions, and educational, government, judiciary, and public interest organizations. Students earn an Associate of Applied Business degree and develop competencies in technology skills (such as word processing, graphic presentations, spreadsheets, and keyboarding), as well as knowledge of legal terminology, legal transcription, correspondence and documentation, legal office procedures, law office protocol, time management, and organizational skills.

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, medical terminology, and medical coding and billing along with skills in time management, communications and transcription, and using application software. 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: 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 proficiency 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. This certificate program does not include cooperative education.

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.

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

Administrative Assistant (AA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 115	Administrative Office Procedures and Practices (B)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (B)	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint (T)	2	3	3
FYE 1XX First Year Experience Elective (B)		1	0	1
Semester 2				
BUS 190	Professional Practices (B)	1	0	1

IM 120	Electronic Spreadsheets: Microsoft Excel (T)	2	3	3
IM 135	Business Document Formatting (T)	2	3	3
IM 160	Electronic Publications: Microsoft Publisher (T)	2	2	3
ENG 10X English Composition Elective (G)		3	0	3
MAT 1XX Mathematics Elective (G)		3	0	3
Semester 3				
IM 291	Full-Time Cooperative Education 1: Information Management (T)	1	40	2
ACC 101	Financial Accounting (B)	2	2	3
Semester 4				
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
ACC 1XX Accounting Software Elective (T)		0	2	1
MGT 10X Management Elective (B)		3	0	3
Semester 5				
IM 292	Full-Time Cooperative Education 2: Information Management (T)	1	40	2
COMM 105	Interpersonal Communication (G)	3	0	3
Semester 6				
IM 140	Electronic Database Management: Microsoft Access (T)	2	2	3
IM 170	Electronic Project Management: Microsoft Project (T)	2	3	3
IM 290	Administrative Assistant Capstone (T)	2	3	3
XXX XXX Social/Behavioral Science Elective (G)		3	0	3
Total Credits:		49	114	64

Electives

First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective

MAT 111	Business Mathematics	3
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MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Accounting Software Elective		
ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	1
Management Elective		
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
Social/Behavioral Science Elective		
Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC		

Legal Administrative Assistant (LA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 100	Computer Literacy (B)	1	2	2
IM 115	Administrative Office Procedures and Practices (B)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (T)	2	3	3
IM 165	Legal Office Environment (T)	3	0	3
FYE XXX First Year Experience Elective (B)		1	0	1
Semester 2				
BUS 190	Professional Practices (B)	1	0	1
IM 120	Electronic Spreadsheets: Microsoft Excel (T)	2	3	3
IM 135	Business Document Formatting (T)	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint (T)	2	3	3
LAW 101	Business Law (B)	3	0	3
ENG 10X English Composition Elective (G)		3	0	3
Semester 3				
LAW 291	Full-Time Cooperative Education 1: Legal Assistant (T)	1	40	2
ACC 101	Financial Accounting (B)	2	2	3
Semester 4				
IM 145	Document Proofreading and Editing (T)	2	3	3
IM 155	Emerging Technologies and Social Media (T)	2	2	3
IM 225	Legal Transcription and Formatting (T)	2	3	3
MAT 1XX Mathematics Elective (G)		3	0	3
Semester 5				
LAW 292	Full-Time Cooperative Education 2: Legal Assistant (T)	1	40	2

COMM 105	Interpersonal Communication (G)	3	0	3
Semester 6				
IM 290	Administrative Assistant Capstone (T)	2	3	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions (T)	3	0	3
MGT 10X Management Elective (B)		3	0	3
XXX XXX Social/Behavioral Science Elective (G)		3	0	3
Total Credits:		52	110	65

Electives

First Year Experience Elective

FYE 100	College Survival Skills			1
FYE 105	College Success Strategies			2
FYE 110	Community College Experience			3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues			3
ENG 103	English Composition 2: Writing about Literature			3
ENG 105	English Composition 2: Business Communication			3

Mathematics Elective

MAT 111	Business Mathematics			3
MAT 115	Pre-Statistics			3
MAT 131	Statistics 1			3
MAT 151	College Algebra			4

Management Elective

MGT 101	Principles of Management			3
MGT 105	Human Resource Management			3

Social/Behavioral Science Elective

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

Medical Administrative Assistant (MAA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 100	Computer Literacy (B)	1	2	2
IM 115	Administrative Office Procedures and Practices (B)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (T)	2	3	3
MCH 101	Medical Terminology 1 (T)	2	0	2
FYE 1XX First Year Experience Elective (B)		1	0	1
Semester 2				
BUS 190	Professional Practices (B)	1	0	1
IM 111	Computer Applications 1 (T)	2	3	3
IM 120	Electronic Spreadsheets: Microsoft Excel (T)	2	3	3
IM 135	Business Document Formatting (T)	2	3	3
MCH 102	Medical Terminology 2 (T)	2	0	2

ENG 10X English Composition Elective (G)	3	0	3
Semester 3			
MAA 291 Full-Time Cooperative Education 1: Medical Administrative Assistant (T)	1	40	2
MAT 1XX Mathematics Elective (G)	3	0	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
MA 120 Medical Office Insurance Coding and Billing (T)	2	0	2
Semester 5			
MAA 292 Full-Time Cooperative Education 2: Medical Administrative Assistant (T)	1	40	2
ACC 1XX Accounting Software Elective (T)	0	2	1
Semester 6			
COMM 105 Interpersonal Communication (G)	3	0	3
IM 260 Medical Administrative Procedures and Formatting (T)	2	2	3
MGT 10X Management Elective (B)	3	0	3
XXX XXX Social/Behavioral Science Elective (G)	3	0	3
Total Credits:	50	108	63

Electives

First Year Experience Elective

FYE 100 College Survival Skills			1
FYE 105 College Success Strategies			2
FYE 110 Community College Experience			3

English Composition Elective

ENG 102 English Composition 2: Contemporary Issues			3
ENG 103 English Composition 2: Writing about Literature			3
ENG 105 English Composition 2: Business Communication			3

Mathematics Elective

MAT 111 Business Mathematics			3
MAT 115 Pre-Statistics			3
MAT 131 Statistics 1			3
MAT 151 College Algebra			4

Accounting Software Elective

ACC 115 Accounting Software Applications: Sage (Peachtree)			2
ACC 121 Computerized Bookkeeping: QuickBooks 1			1

Management Elective

MGT 101 Principles of Management			3
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MGT 105	Human Resource Management	3
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Social/Behavioral Science Elective

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

Computer Applications Certificate (CAPC)

Semester 1	Lec	Lab	Credits
IM 111 Computer Applications 1	2	3	3
IM 130 Electronic Word Processing: Microsoft Word	2	3	3
IM 150 Electronic Presentations: Microsoft PowerPoint	2	3	3
Semester 2			
IM 120 Electronic Spreadsheets: Microsoft Excel	2	3	3
IM 160 Electronic Publications: Microsoft Publisher	2	2	3
IM XXX Technical Elective	2	2	3
Semester 3			
IM 112 Computer Applications 2	2	3	3
IM 135 Business Document Formatting	2	3	3
IM 140 Electronic Database Management: Microsoft Access	2	2	3
IM 290 Administrative Assistant Capstone	2	3	3
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Total Credits:	20	27	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	2	3	3
IM 130 Electronic Word Processing: Microsoft Word	2	3	3
IM 145 Document Proofreading and Editing	2	3	3
IM 150 Electronic Presentations: Microsoft PowerPoint	2	3	3
Semester 2			
ACC 101 Financial Accounting	2	2	3
IM 120 Electronic Spreadsheets: Microsoft Excel	2	3	3
IM 135 Business Document Formatting	2	3	3

Semester 3

IM 155	Emerging Technologies and Social Media	2	2	3
IM 170	Electronic Project Management: Microsoft Project	2	3	3
MGT 120	Entrepreneurship	3	0	3
ACC 1XX Accounting Software Elective		1	0	1
Total Credits:		22	25	31

Accounting Software Elective

ACC 115	Accounting Software Applications: Sage (Peachtree)			2
ACC 121	Computerized Bookkeeping: QuickBooks 1			1

Faculty**Program Chair**

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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

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

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

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

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

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 092 or appropriate placement test score

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

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

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

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)

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

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

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

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

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

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

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 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

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

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

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 165 (minimum grade C for both)

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

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)

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

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 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

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

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: AFL 080 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

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: AFL 080 or appropriate placement test score

LAW 120 Legal Research and Writing**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

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 tools including LEXIS; and writing materials such as briefs, pleadings, memorandums, motions, and discovery documents. Students must attend field trips and work with a law clinic offering services to clients.

Prerequisites: LAW 101, and AFL 085 or appropriate placement test score

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: AFL 085 and LAW 101

LAW 140 Copyright and Trademark Law in Entertainment Industries**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes used to protect intellectual property in entertainment industries. Topics include: representing creative talent; business and personality interests; licensing; copyright; and legal concerns in music publishing, sound recording, literary publishing, and film and television.

Prerequisites: LAW 101

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 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

LAW 160 Administrative Law Practices and Procedures**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on forms, procedures, and case management methods used in administrative agencies. Topics include: intake, claim filing, processing, and handling appeals to Social Security, Unemployment, Worker's Compensation and other State and Federal agencies. Students must attend field trips and work with a law clinic offering services to clients.

Prerequisites: LAW 101

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

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

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

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

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

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

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

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

LAW 210 Litigation

3 Credits. 2 Lecture Hours. 2 Lab Hours.

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. Students must attend field trips and work with a law clinic offering services to clients.

Prerequisites: LAW 101

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)

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

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

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

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

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