

Administrative Assistant (AA & VAC)

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.

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.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

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				
ACC 101	Financial Accounting (B)	2	2	3
IM X9X	Cooperative Education Elective 1: Information Management (T)	1	40	2
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				
COMM 105	Interpersonal Communication (G)	3	0	3
IM X9X	Cooperative Education Elective 2: Information Management (T)	1	40	2
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
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		
Cooperative Education Electives (4 credit hours required)		
IM 191	Part-Time Cooperative Education 1: Information Management	1
IM 192	Part-Time Cooperative Education 2: Information Management	1
IM 193	Part-Time Cooperative Education 3: Information Management	1
IM 194	Part-Time Cooperative Education 4: Information Management	1
IM 291	Full-Time Cooperative Education 1: Information Management	2
IM 292	Full-Time Cooperative Education 2: Information Management	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

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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