Virtual Assistant Certificate (VAC)

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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 the Admissions (http://www.cincinnatistate.edu/academics/admission) section of the College website.

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

Professor Connie Crossley, BA, BS, M.Ed.
connie.crossley@cincinnatistate.edu

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
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course on fundamental techniques for building keyboarding speed and formatting documents. Students must achieve a minimum speed of 15 words per minute to pass the course.
Prerequisites: None

IM 106 Introductory Electronic Word Processing: Microsoft Word
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on fundamental practical applications of Microsoft Word software. Topics include: creating and formatting documents, tables, and reports.
Prerequisites: AFL 085 or appropriate placement test score, and IM 105 (minimum grade C) or 20 wpm keyboarding speed

IM 107 Introductory Electronic Presentations: Microsoft PowerPoint
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on fundamentals of developing effective slide presentations using Microsoft Office PowerPoint software. Topics include: creating and editing presentations with pictures, and adding media and animation.
Prerequisites: AFL 085 or appropriate placement test score, and IM 105 (minimum grade C) or 20 wpm keyboarding speed

IM 108 Introductory Electronic Spreadsheets: Microsoft Excel
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on fundamental techniques for using Microsoft Office Excel software. Topics include: constructing worksheets, writing formulas, using functions, and creating graphs.
Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

IM 109 Introductory Database Management: Microsoft Access
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on fundamental practical applications of Microsoft Office Access software. Topics include: developing tables, queries, and reports; working in datasheet and design view; and maintaining database files.
Prerequisites: AFL 085 or appropriate placement test score

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 (minimum grade C) 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 (minimum grade C)

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 (minimum grade C) or 20 wpm keyboarding speed
Corequisites: IM 130

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 (minimum grade C) 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 (minimum grade C) and 40 wpm minimum keyboarding speed

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 (minimum grade C for both)

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: ENG 101, and IM 105 (minimum grade C) or 20 wpm keyboarding speed

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 (minimum grade C) 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 (minimum grade C for both)

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 (minimum grade C) 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 (minimum grade C)

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 (minimum grade C)

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 foundational 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 (minimum grade C) 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
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: IM 115 and IM 130 (minimum grade C for both) and 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 (minimum grade C)

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 ENG 101 or appropriate placement test
score

LAW 130 Estate Planning, Family and Probate Law
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on concepts and processes of family and probate law and
estate planning. 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 or appropriate placement test score, 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 (minimum grade C)

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
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 and ENG 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 (minimum grade C)

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