

Information Management Technologies

Information Management Technologies programs prepare students for employment in a variety of general and specialized office settings.

The Administrative Office Professional associate's degree program includes technical skill development, understanding of business principles and management, and cooperative education work experience. Students choose one of three tracks:

- Administrative Assistant
- Legal Administrative Assistant
- Medical Administrative Assistant

Minimum grades of C are required for all technical courses.

Information Management Technologies also offers two certificate programs:

- 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 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.

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