

Administrative Assistant (AA)

Administrative Assistant (AA)

The Administrative Assistant program prepares students for work as an administrative office professional in one of three career areas: Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant.

- The Administrative Assistant track focuses on office skills and project management.
- The Legal Administrative Assistant track focuses on legal procedures, court filings, and legal transcription.
- The Medical Administrative Assistant track focuses on medical office procedures, insurance filing, and medical coding and billing for medical offices and health care facilities.

Students earn an Associate of Applied Business degree and gain strong foundational skills in administrative office procedures and practices.

Students also develop competencies using technologies like Microsoft Office Suite software, and acquire knowledge and skills in communication, organizational practices, supervision, time management, and project management.

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.cincinnati.state.edu/academics/admission/>) section of the College website.

Administrative Assistant (AA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 111	Computer Applications (G)	2	3	3
IM 115	Administrative Office Procedures and Practices (B)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (B)	2	3	3
FYE 1XX	First Year Experience Elective (B)	1	0	1
Semester 2				
BUS 190	Professional Practices (B)	1	0	1
ENG 10X	English Composition Elective (G)	3	0	3
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
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				
IM X9X	Cooperative Education Elective 2: Information Management (T)	1	40	2
XXX XXX	Track Elective 1 (T)	2	0	2
Semester 6				
COMM 105	Interpersonal Communication (G)	3	0	3
XXX XXX	Capstone Elective (T)	3	0	3
XXX XXX	Track Elective 2 (T)	2	0	2
XXX XXX	Social/Behavioral Science or Natural Science Elective (G)	3	0	3
Total Credits:				62

Electives

First Year Experience Elective

FYE 100	College Success Strategies: Overview	1
FYE 105	College Success Strategies: Overview and Application	2
FYE 110	College Success Strategies: Practice and Application	3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective

MAT 105	Quantitative Reasoning	3
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

Natural Science Elective (take one course from either Natural Science or Social/Behavioral Science)

Any Transfer Module course from BIO, CHE, EVS, PHY, PSC

Social/Behavioral Science Elective (take one course from either Social/Behavioral Science or Natural Science)

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

Capstone Elective

IM 260	Medical Administrative Procedures	3
IM 290	Administrative Assistant Capstone	3

Administrative Assistant Track Electives (Must take both electives)

IM 160	Electronic Publications: Microsoft Publisher	3
IM 170	Electronic Project Management: Microsoft Project	3

Legal Administrative Assistant Track Electives (Must take both electives)

IM 165	Legal Office Environment	3
IM 225	Legal Document Formatting	3

Medical Administrative Assistant Track Electives (Must take both electives)

MCH 101	Medical Terminology 1	2
MCH 102	Medical Terminology 2	2

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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Administrative Assistant (AA)

- Handle standard administrative office procedures and practices, such as dealing with customers, preparing presentations, ordering supplies, ordering repairs to equipment, publishing newsletters, organizing company events, supervising other clerical employees, managing multiple-line telephones, managing files, distributing mail, coordinating travel, scheduling meetings, and updating calendars.
- Demonstrate the ability to competently use up-to-date Microsoft Office application software programs (word processing, spreadsheet, graphic presentation, and database management) along with up-to-date personal computer operating system software (Windows) to produce files and documents.
- Identify, evaluate, and apply principles of office management and demonstrate competence in performing professional tasks such as administrative clerical duties; and managing office processes, projects, records, and data electronically and manually.
- Describe and apply principles of effective oral, written, and electronic communication skills for interpersonal, group, and office communication while applying critical thinking, problem solving, and human relations skills.
- Integrate information to monitor and apply principles of office management for the supervision of multi-phase business projects combined with organizational/technical skills to improve office workflow using office technology tools such as videoconferencing equipment, photocopiers, printers, scanners, and fax machines.
- Demonstrate professional/ethical behaviors and attitudes when disseminating legal, medical, or personal information.
- Communicate using digital technology, social media, videoconferencing, and voice recognition programs.

- Demonstrate proficiency in legal office procedures, court filing procedures, legal transcription, and law office protocol, for legal administrative assistants.
- Demonstrate proficiency in medical office procedures, insurance filing, medical coding, scheduling, and billing, for medical administrative assistants.

Faculty

Program Chair

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

Co-op Coordinator

Adam Waits, MSML
adam.waits@cincinnatiastate.edu

Advisors

Dr. Viola Johnson, Ed.D
viola.johnson@cincinnatiastate.edu

Colleen Meyer, M.Ed., CIW-CI, CIW Associate
colleen.meyer@cincinnatiastate.edu

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. This course is offered online only. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: ENG 085 or appropriate placement

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. This course is offered online only. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: ENG 085 or appropriate placement

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. This course is offered online only.
Prerequisites: ENG 085 and MAT 093, or MAT 105A, or appropriate placements

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. This course is offered online only.
Prerequisites: ENG 085 or appropriate placement

IM 111 Computer Applications

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. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: ENG 080 or appropriate placement

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. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: ENG 085 or appropriate placement, and 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: ENG 085 and MAT 093 or MAT 105A, or appropriate placement

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. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: ENG 085 or appropriate placement, and IM 105 (minimum grade C)

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. To enroll in the class students must be able to type a minimum of 40 words per minute.
Prerequisites: IM 130 (minimum grade C)

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. To enroll in the class students must be able to type a minimum of 20 words per minute.

Prerequisites: ENG 101, and IM 105 (minimum grade C)

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. To enroll in the class students must be able to type a minimum of 20 words per minute

Prerequisites: ENG 085 or appropriate placement, and IM 105 (minimum grade C)

IM 155 Emerging Technologies and Social Media**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on using collaborative apps, web tools, and social media in the workplace. Topics may include: Microsoft Office OneNote, Cloud Collaboration Apps, web communication apps, and web development apps such as blogs and podcasts.

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. To enroll in the class students must be able to type a minimum of 20 words per minute.

Prerequisites: ENG 085 or appropriate placement, and IM 105 (minimum grade C)

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: ENG 085 or appropriate placement

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 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. To enroll in the class students must be able to type a minimum of 20 words per minute.

Prerequisites: ENG 085 or appropriate placement, and IM 105 (minimum grade C)

IM 225 Legal Document Formatting**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on preparing 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 of 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's 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 and IM 130 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