Computer Applications Certificate (CAPC)

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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 proficiencies 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.

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.

Computer Applications Certificate (CAPC)

Semester 1		Lec	Lab	Credits
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint	2	3	3
IM XXX	Technical Elective 1	2	2	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	2	3
IM XXX	Technical Elective 3	2	2	3
Semester 3				
IM 109	Introductory Database Management: Microsoft Access	0	2	1
IM 155	Emerging Technologies and Social Media	2	2	3
IM XXX	Technical Elective 4	2	2	3
IM XXX	Technical Elective 5	2	2	3
Total Credits:		**20**	**25**	**31**

Electives

Technical Electives

IM 111	Computer Applications	3
IM 115	Administrative Office Procedures and Practices	3
IM 135	Business Document Formatting	3
IM 145	Document Proofreading and Editing	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
IM 200	Information Systems for Managers	3
IM 260	Medical Administrative Procedures	3
IM 290	Administrative Assistant Capstone	3

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.

Faculty

Program Chair

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Advisor

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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
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

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: ENG 085 (minimum grade C) or appropriate placement
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LAW 110 Employment and Administrative Law
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on major federal laws regarding employment rights;
responsibilities of the employer and employee; and forms, procedures,
and case management methods used in administrative agencies.
Topics include: public policy and processes related to hiring; work
environment; resignation and termination; intake; claim filing and
processing; handling appeals to Social Security, Unemployment,
Worker's Compensation and other State and Federal agencies; and
recent employment trends. Students must attend field trips and work
with a law clinic.
Prerequisites: LAW 101 and ENG 080 or appropriate placement

LAW 120 Legal Research and Writing
3 Credits. 3 Lecture Hours. 0 Lab Hour.
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.
Prerequisites: LAW 101 and ENG 101

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: ENG 085 or appropriate placement, and 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 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 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 210 Litigation
3 Credits. 3 Lecture Hours. 0 Lab Hour.
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.
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