

Information Management Technologies

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

The Administrative Assistant (<http://catalog.cincinnati.state.edu/archives/2023-2024/academicdivisionsanddegreeandcertificateprograms/businessandtechnologiesdivision/informationmanagementtechnologies/aop/>) associate's degree program includes technical skill development, understanding of business and management principles, 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 a certificate program:

- The Computer Applications Certificate (<http://catalog.cincinnati.state.edu/archives/2023-2024/academicdivisionsanddegreeandcertificateprograms/businessandtechnologiesdivision/informationmanagementtechnologies/capc/>) 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.

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