

PROFESSIONAL OFFICE MANAGEMENT (PROM)

PROM 1503 Document Formatting 3 s.h.

This course will develop and/or strengthen proper business document formatting skills. The course will enable the student to become proficient in creating, editing, and formatting required professional business documents.

Prereq.: None.

PROM 2602 Introduction to Microsoft Word 3 s.h.

This introductory course equips students with essential tools and techniques for creating well-formatted, professional business documents. Emphasis on practical application of core features and functions of MS Word to build digital fluency with practical, real-world competencies that boost confidence and career-readiness in professional settings.

PROM 2603 Advanced Microsoft Word 3 s.h.

This course builds on foundational Microsoft Word skills and prepares students to use advanced features and AI functions aligned with Microsoft Office Specialist (MOS) certification objectives. Topics include styles, templates, mail merge, forms, collaboration tools, and document automation. Students will produce complex, professional business documents suitable for modern office environments.

Prereq.: PROM 2602.

PROM 2607 Office Publications 3 s.h.

Students explore advanced Microsoft Word design tools and layout techniques used to create impactful business publications. Through hands-on projects, students will learn to design and produce professional newsletters, flyers, brochures, letterhead, and other specialty documents. The course also incorporates AI-powered features in Word—such as Designer, Editor, and Copilot—to enhance layout, streamline formatting, and support content creation.

Prereq.: PROM 2602.

PROM 2608 PowerPoint 3 s.h.

This course covers the design of professional presentations using PowerPoint tools such as SmartArt, charts, media, and animations. Students will apply layout and branding principles to create clear, engaging content that supports business goals. AI-powered features are introduced to enhance design and efficiency. Final projects demonstrate technical skill and strategic communication.

Prereq.: PROM 1503.

PROM 2614 General Office Procedures 3 s.h.

This course explores the evolving role of office managers, focusing on employer expectations, professional responsibilities, and operational procedures in both physical and virtual settings. Students will learn to use digital tools—including cloud platforms, scheduling systems, and AI-enhanced workflows—to manage office planning, organization, and coordination. Through practical projects and case-based scenarios, students will develop strategic thinking, adaptability, and leadership skills.

Prereq.: None.

PROM 2615 AI Productivity Tools 3 s.h.

This course introduces AI-powered tools within Microsoft 365 and related platforms to enhance productivity in professional office environments. Topics include document creation, data analysis, communication, and workflow automation using tools such as Copilot, Editor, Designer, and Power Automate. Ethical use and limitations of AI are emphasized. The course culminates in a capstone project simulating real-world office scenarios. Student should have familiarity with Microsoft Office software.

PROM 2616 Cloud Collaboration Tools 3 s.h.

This course prepares students to work confidently in hybrid and remote office environments using cloud-based platforms. Through hands-on experience with Microsoft Teams, SharePoint, OneDrive, and planning platforms, students will learn to collaborate in real time, manage shared files, coordinate tasks, and communicate professionally across virtual channels. The course culminates in a capstone project simulating a fully digital office scenario. Familiarity with Microsoft Office Suite is recommended.

PROM 2653 Professional Office Management Capstone 3 s.h.

This course includes a series of projects and written assignments that reinforce key learning objectives from the Office Management program. Students will prepare for employment by developing a professional presentation and portfolio that demonstrate how program outcomes align with career goals. Students will apply acquired skills to real-world scenarios, showcasing career readiness. Emphasis is placed on employment preparation, personal branding, and articulating value in today's evolving workplace—including the integration of AI, cloud platforms, and collaborative technologies.

Prereq.: PROM 2603, PROM 2608, and PROM 2614.

PROM 2655 Independent Study 3 s.h.

Independent study of professional office management topics and coursework under the supervision of a faculty member. Permission of Chair and Program Coordinator.