

ASSOCIATE OF APPLIED SCIENCE IN PROFESSIONAL OFFICE MANAGEMENT

Program Overview

The **Professional Office Management (PROM) Program** equips students with the expertise needed to excel in today's evolving professional office environments. Designed to develop essential administrative competencies, this program emphasizes proficiency in modern office software, effective communication strategies, and critical organizational skills.

Graduates will be prepared to work independently, take initiative, exercise sound judgment, produce high-quality business documents, and manage office operations with confidence. Students will gain hands-on experience in office procedures, Microsoft Office applications, accounting fundamentals, time management, project coordination, and supervisory leadership. Additionally, emphasis is placed on developing **soft skills** highly valued by employers, such as adaptability, teamwork, and professional communication.

Introduction to AI in the Office Environment

As artificial intelligence (AI) continues to transform workplaces, the PROM Program integrates AI concepts to prepare students for the future of office management. Students will explore how AI-powered tools enhance productivity, automate routine tasks, and support decision-making in administrative roles. Topics include AI-driven data analysis, automated scheduling, digital assistants, and ethical considerations in AI adoption.

Capstone Course & Career Outlook

As part of the curriculum, students will complete a **Capstone Course**, integrating their learning through real-world applications and career preparation activities. Those in managerial roles may also train and supervise entry-level office personnel.

The **Professional Office Management Program** prepares students for office leadership in diverse settings, from small businesses to corporate enterprises. With AI reshaping administrative roles, professionals with AI literacy and office management expertise will be in high demand. The career outlook for office managers, executive assistants, and administrative professionals remains strong, with AI expected to enhance efficiency rather than replace human oversight.

Professional Office Management program graduates will be equipped to:

- Oversee office operations efficiently and professionally
- Utilize industry-standard software and AI tools for administrative tasks
- Apply business communication best practices in workplace interactions
- Demonstrate organizational, supervisory, and project management skills
- Manage office resources, workflows, and personnel effectively

Upon successful completion of this program, students will be able to pursue the following professional certifications:

- Microsoft Office Specialist Word Associate
- Microsoft Office Specialist PowerPoint Associate
- Business Applications of Microsoft Excel

COURSE	TITLE	S.H.
YSU 1500 or YSU 1500S or HONR 1500	Success Seminar Youngstown State University Success Seminar Intro to Honors	1-2
ENGL 1550 or ENGL 1549	Writing 1 Writing 1 with Support	3-4

ENGL 1551	Writing 2	3
PROM 1503	Document Formatting	3
CSIS 1514	Business Computer Systems	3
MATH 2623 or MATH 2623C	Quantitative Reasoning Quantitative Reasoning with Co-Requisite Support	3-5
MGT 3725	Fundamentals of Management	3
PROM 2602	Introduction to Microsoft Word	3
PHIL 2625	Introduction to Professional Ethics	3
ENGL 3742	Business Writing	3
PROM 2608	PowerPoint	3
CMST 2655	Communication in Groups	3
PROM 2614	General Office Procedures	3
ACCT 1503	Essentials of Accounting	3
PROM 2603	Advanced Microsoft Word	3
BUS 2600	Business Applications of Microsoft Excel	3
PSYC 1560	General Psychology	3
PROM 2607	Office Publications	3
CMST 2630	Social Media Literacy	3
MGT 3715	Managing Employee Relations	3
SOC 2601	Social Problems	3
PROM 2653	Professional Office Management Capstone	3

Total Semester Hours

64-68