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 course is an introductory level of MSW focusing on the basic concepts and functions of Microsoft Word. The course will include learning and applying basic MSW functions to proficiently and effectively create professional business documents.
Prereq.: PROM 1503.

PROM 2603   Advanced Microsoft Word   3 s.h.
This course is an advanced study of Microsoft Word and the utilization of more complex MSW functions. Advanced functionality will be learned incorporating and applying special features to various professional business office documents.
Prereq.: PROM 2602.

PROM 2607   Office Publications   3 s.h.
This course is an introduction to various MSW Desktop Publishing functions and design elements. The course will incorporate the functions of Desktop Publishing in learning to create, develop, and produce specialty and promotional business documents used in the office setting such as newsletters, flyers, brochures, letterhead, the application of graphics and creative design of documents.
Prereq.: PROM 2602.

PROM 2608   PowerPoint   3 s.h.
This course will introduce Microsoft PowerPoint functions to enable the users to develop and create professional and effective PowerPoint presentations. The presentation creations will include images, SmartArt, charts, graphs, animation effects, sound and video effect. Course stresses creativity and organizational skills. Students will be required to create and develop a PowerPoint presentation.
Prereq.: PROM 1503.

PROM 2614   General Office Procedures   3 s.h.
This course focuses on developing an understanding of employer expectations, employer/employee responsibilities, and the overall work environment of the Professional Office Manager. Course will cover the development of skills necessary to manage, organize, plan, and prioritize various office procedures and functions needed to operate efficiently and smoothly in an office environment.
Prereq.: None.

PROM 2653   Professional Office Management Capstone   3 s.h.
The capstone course will include a variety of projects and written assignments designed to reinforce and enhance the learning objectives of the program. Preparation for employment and the development of a presentation/portfolio incorporating how the program outcomes will benefit the student in career application will be required.
Prereq.: PROM 2603, PROM 2608, and PROM 2614.