

PROM 2653 - Professional Office Management Capstone

Fall 2026 Syllabus, Section 01, CRN 43374,

Credit hours: 3

Instructor

Melanie DiCarlo

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Public Instructor Information

Instructor: Melanie J DiCarlo

Professional Qualifications:

Master's In Higher Education Leadership & Administration, Capella University, 2018
Bachelor of Arts, Organizational Leadership & Administration, West Liberty University, 2015
Associate, Business Management, Eastern Gateway Community College, 2013

Associate, Administrative Assistant Technology, Eastern Gateway Community College, 2013

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Course Description

2653. Professional Office Management Capstone. 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. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Principles of Management	David S Bright, et.al	978-0-9986257-6-8

Digital: ISBN-13: 978-0-9986257-7-5

Textbook – This is a free eBook through OpenStax

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The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
10/19	Module 1 Learning Objectives & Lecture Notes	Career Goals & Objectives	Complete Assignment, Discussion, Interview Question
10/26	Module 2 Learning Objectives & Lecture Notes Chapter 17 Organizational Planning and Controlling; sections: 17.1 Is Planning Important? 17.2 The Planning Process 17.3 Types of Plans	Time Management & Organization	Complete Assignment, Discussion, Interview and Quiz Question



11/2	Module 3 Learning Objectives and Lecture Notes Chapter 4 External and Internal Organizational Environments and Corporate Culture, Section 4.5: Corporate Cultures; Chapter 5 Ethics, Corporate Responsibility, and Sustainability; Section 5.3: Ethical Principles and Responsible Decision-Making; Section 5.4: Leadership: Ethics at the Organizational Level; Section 5.5: Ethics, Corporate Culture, and Compliance	Professionalism and Confidentiality	Complete Assignment, Discussion, and Quiz
11/9	Module 4 Learning Objectives and Lecture Notes Chapter 11.4 Influencing Employee Performance and Motivation, Pp349-354; Chapter 14 Introduction and Exploring Managerial Careers case study, Pp449-454 Section 14.1 Motivation: Direction and Intensity; Chapter 16.4 Managerial Communication and Corporate Reputation; Chapter 16.5 The Major Channels of Management Communication Are Talking, Listening, Reading, and Writing	Leadership, Communication, Critical Thinking & Problem Solving	Complete Assignment, Interview Question and Quiz
11/16	Module 5 Learning Objective and Lecture Notes Chapter 15 Managing Team (Pp 497-521); 12.1 An Introduction to Workplace Diversity - Principles of Management	Team Building & Organizational Culture	Complete Assignment, Interview Question and Quiz
11/23	Module 6 Learning Objectives and Lecture Notes	Learning Agility	Complete Assignment, Discussion, Interview Question
11/30	Module 7 Learning Objectives and Lecture Notes Chapter 14.1 Motivation: Direction and Intensity; Chapter 14 Introduction and Exploring Managerial Careers case study.	Career Readiness	Complete Assignment, Discussions, Interview Question and Test

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.