

# ASSOCIATE OF APPLIED SCIENCE IN PROFESSIONAL OFFICE MANAGEMENT

COURSE	TITLE	S.H.
YSU 1500	Success Seminar	1-2
or YSU 1500S	Youngstown State University Success Seminar	
or HONR 1500	Intro to Honors	
ENGL 1550	Writing 1	3-4
or ENGL 1549	Writing 1 with Support	
ENGL 1551	Writing 2	3
PROM 1503	Document Formatting	3
CSIS 1514	Business Computer Systems	3
MATH 2623	Quantitative Reasoning	3-5
or MATH 2623C	Quantitative Reasoning with Co-Requisite Support	
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	Employee Relations	3
SOC 2601	Social Problems	3
PROM 2653	Professional Office Management Capstone	3
<b>Total Semester Hours</b>		<b>64-68</b>