

PROM 1503 - Document Formatting

Fall 2026 Syllabus, Section 01, CRN 44150,

Credit hours: 3

Instructor

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Public Instructor Information

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

1503. Document Formatting. 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. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Optional	Computer Fundamentals for Technical Students	Nick Heisserer	Creative Commons 4.0 Attribution
Optional	Workplace Software and Skills	Tammie Bolling et.al.	978-1-961584-31-0
Required	Technical and Professional Writing	Jessica Jorgenson Borchert	Creative Commons 4.0 Attribution

Textbooks used in this course are Free and Open Education Resources: Links provided in Blackboard for course

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
8/24	Module 1 Lesson Notes and Resources	Welcome to Document Formatting - Commands	Read Instructional Material Complete 7 Assignment Exercises
8/31	Module 2 Lesson Notes and Resources	Internal Correspondence	Read Instructional Material Complete Discussion; 4 Assignment Exercises; Quiz
9/7	Module 3 Lesson Notes and Resources	External Correspondence - Letters	Complete Discussion; 4 Assignment Exercises
9/14	Module 4 Lesson Notes and Resources Introduction to Technical Communication, 2nd Edition: 3.3 Active and Passive Voice (Borchert, 2025)	External Correspondence - Part 2	Complete Discussion; 4 Assignment Exercises; Quiz
9/21	Module 5 Lesson Notes and Resources	Tables	Complete Discussion; 6 Assignment Exercises; Quiz

9/28	Module 6 Lesson Notes and Resources	Reports	Complete 8 Assignment Exercises; Quiz
10/5	Review all Modules	Comprehensive Exam	Complete Final Assessments and Exam

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.