

PROM 2602 - Introduction to Microsoft Word

Fall 2026 Syllabus, Section 01, CRN 44151,

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

2602. Introduction to Microsoft Word. This introductory course equips students with essential tools and techniques for creating well-formatted, professional business documents. Emphasis on practical application of core features and functions of MS Word to build digital fluency with practical, real-world competencies that boost confidence and career-readiness in professional settings. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Microsoft Word Step by Step	Joan Lambert	978-0-13-752272-9

The eBook ISBN 978-0-13-752259-0

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	Chapter 1: Word Basics Chapter 2: Create and Manage Documents	MS Word Basics Introduction	Read Chapters 1 & 2 Complete exercises; Complete Quizzes
8/31	Chapter 3: Enter and Edit Text	Enter & Edit Text	Chapter Chapter 3 Complete Discussion; Exercises; Assessments; Quiz
9/7	Chapter 4: Modify the Structure and Appearance of text	Modifying Appearance & Structure	Reach Chapter 4 Complete exercises; Assessments; Quiz
9/14	Chapter 5: Organize Information in Columns and Tables	Organizing Information: Tables & Columns	Read Chapter 5 Complete Exercises; Assessments; Quiz
9/21	Chapter 6: Add Simple Graphic Elements	Graphic Elements	Read Chapter 6 Complete Discussion; Exercises; Assessments; Quiz

9/28	Chapter 7: Insert and Modify Diagrams and 3D Models Chapter 8: Insert and Modify Charts	Diagrams, 3D Models and Charts	Read Chapters 7 and 8 Complete Chapter 7 Exercises; Assessments; Quiz Complete Chapter 8 Discussion; Exercises; Assessments
10/5	Review Chapters 1-8	Final Exam	Review previous chapters Complete Final Exam 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.