

PROM 2603 - Advanced Microsoft Word

Fall 2026 Syllabus, Section 01, CRN 43375,

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

2603. Advanced Microsoft Word. This course builds on foundational Microsoft Word skills and prepares students to use advanced features and AI functions aligned with Microsoft Office Specialist (MOS) certification objectives. Topics include styles, templates, mail merge, forms, collaboration tools, and document automation. Students will produce complex, professional business documents suitable for modern office environments. Prereq.: PROM 2602. 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
10/19	Microsoft Word Step by Step Textbook: Chapter 9	Add Visual Elements	Read Chapter 9 Complete Exercises & Assessments, Discussion and Quiz by 10/25/26
10/26	Microsoft Word Ststep by Step: Chapter 10	Organize and Arrange Content	Read Chapter 10 Complete Exercises & Assessments and Quiz by 11/1/26
11/2	Microsoft Word Step by Step: Chapters 11 & 12	Collaborate on Documents Finalize & Distribute Documents	Read Chapter 11 & chapter 12 Complete Exercises & Assessments, Discussion and Quizzes by 11/8/26
11/9	Microsoft Word Step by Step: Chapter 13	Reference and Source Content	Read Chapter 13 Complete Assessments, Discussion and Quiz by 11/15/26

11/16	Microsoft Word Step by Step: Chapter 14	Merge Data	Read Chapter 14 Complete Exercises, Assessments and Quiz by 11/22/26
11/23	Microsoft Word Step by Step: Chapters 15 & 16	Create Custom Document Elements Customize Options	Read Chapters 15 & 16 Complete Assessments and Quizzes by 11/29/26
11/30	Final Exam Week	Comprehensive Final Exam	Review previous chapters Complete Final Exam Assessments and Quiz by 12/6/26

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.