PROM 2607 - Office Publications

Fall 2026 Syllabus, Section 01, CRN 44128,

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

2607. Office Publications. Students explore advanced Microsoft Word design tools and layout techniques used to create impactful business publications. Through hands-on projects, students will learn to design and produce professional newsletters, flyers, brochures, letterhead, and other specialty documents. The course also incorporates AI-powered features in Word—such as Designer, Editor, and Copilot—to enhance layout, streamline formatting, and support content creation. Prereq.: PROM 2602. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	PROM 2607 - Office Publications Learning Resources and Lectures	Melanie DiCarlo	

There is no textbook for this course. Learning materials were developed specifically for this course through open education resources. All lecture and learning materials developed by the instructor are embedded within the course modules.

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	Introduction, Word Review, Templates and Planning Publications	Read Chapter 1 in course Complete Exercises 1-4; 2 Discussions; Quiz
8/31	Chapter 2	Balance of Design, Eye Patterns and Focus	Read Chapter 2 in course Complete Exercises 1-4; 2 Discussions; Quiz
9/7	Chapter 3	CChapter 3ontrast, Proportion, Page elements and Styles	Complete Exercises 1-3; 1 Discussion; Quiz Read Chapter 3 in course
9/14	Chapter 4	Text Boxes: Creating, Formatting & Linking	Complete Exercises 1-5; 1 Discussion; Quiz Read Chapter 4 in course

9/21	Chapters 5 & 6	Pictures, Images, Graphics, Page Borders, Backgrounds, Citing Images	Exercises 1-5; 2 Discussions; Quiz Read Chapters 5 & 6 in course
9/28	Chapter 7	Tables, Columns, Newsletters	Complete Exercises 1-4; 1 Discussion; Quiz
10/5	Comprehensive Final Exam	Comprehensive	Review all course materials provided Complete Exercises 1-5; 1 Discussion; Comprehensive 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.