

PROM 2608 - PowerPoint

Fall 2026 Syllabus, Section 01, CRN 43390,

Credit hours: 3

Instructor

Melanie DiCarlo

Email: mjdicarlo@ysu.edu

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

Office: Online/Remote, Room 2213-A, Steubenville Campus

Phone: 740.206.9781, X107

Course Description

2608. PowerPoint. This course covers the design of professional presentations using PowerPoint tools such as SmartArt, charts, media, and animations. Students will apply layout and branding principles to create clear, engaging content that supports business goals. AI-powered features are introduced to enhance design and efficiency. Final projects demonstrate technical skill and strategic communication. Prereq.: PROM 1503. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Workplace Software and Skills	Tammie Bolling, et.al	978-1-711470-81-8

The eBook ISBN 978-1-961584-31-0

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	Read Chapter 6: Preparing Presentations: Section 6.1 and 6.2, Pp405-417	Presentation & Design Elements	Complete Exercises & Assessments, Discussion and Quiz by 10/25/26
10/26	Read Chapter 6: Section 6.2 and 6.3, Pp417-431	Designing a Presentation	Complete Discussion, Exercises & Assessments and Quiz by 11/1/26
11/2	Read Chapter 6: Section 6.4 Adding Visuals and Features to Microsoft PowerPoint Slides, Pp431-446	Adding Visuals & Other Features	Complete Exercises & Assessments, Discussion and Quizzes by 11/8/26
11/9	Read Chapter 7: Advanced Presentation Skills Section 7.1 Effective Presentation Skills, and Section 7.2 Finalizing a Slide Collection Pp471-492	Enhancing a Slide Presentation	Complete Assessments, Discussion and Submit Proposed Final Topic by 11/15/26



11/16	Read Chapter 7: Section 7.3 Preparing a Microsoft PowerPoint Collection for Presentation, Pp493-501	Advanced Presentation Options	Complete Exercises, Discussions, and Quiz by 11/22/26
11/23	Chapter 7: Section 7.3 Preparing a Microsoft PowerPoint Collection for Presentation, Pp501-520	Finalizing Your Presentation	Complete Assessments, Discussion and Quizzes by 11/29/26
11/30	Final Exam Week	Comprehensive Final Exam	Review previous chapters Complete Final Exam Outline, Presentation, Discussions 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.