Virginia Western Community College
AST 232
Microcomputer Office Applications

Prerequisites
AST 101 or successful completion of VWCC's keyboarding proficiency test. Pre/Corequisite(s): AST 141 .

Course Description
Teaches production of business documents using word processing, databases, and spreadsheets. Emphasizes document production to meet business and industry standard.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook: **Moving to 2016 version in Spring of 2018 –need new textbook information**

MICROSOFT OFFICE 2016: Excel 2016, Access 2016, PowerPoint 2016. (Previous versions of MS Office may not be used.) All homework may be completed in the VWCC computer labs and the Office 365 software is now available for free to students. The Windows 7 or Windows 8 or 10 operating system may be used.

GMetrix preparation software account (free to use)

Note*: MS Office Professional, MS Office 365 Home Premium,* and *MS Office Small Business Premium* **include** Access 2013*. MS Office Home and Student* and *MS Office Home and Business* do **not** include Access 2013.

TEXTBOOKS: SIMnet for Office 2013, Nordell SIMbook, Office Suite Registration Code + Nordell, MS Office 2013: In Practice, Excel, Access, PowerPoint

ISBN: 9781260094299

Other Required Materials:
One USB Flash Drive

Course Outcomes

At the completion of this course, the student should be able to:

- Reinforce Windows and Microsoft Word skills learned in other classes
- Create spreadsheets and graphs using Excel 2013
- Create databases using Access 2013 and extract information from them
- Create presentations using PowerPoint 2013

- Integrate files and documents in the above applications
- Produce professional quality "mailable" documents that meet current office standards
- Use correct English skills in email, homework, projects, and tests
- Use Blackboard to access course information
- Prepare for the Microsoft Office Specialist (MOS) exams

Topical Description

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AST 232 TENTATIVE CALENDAR** **Any revisions to the calendar will be posted in Blackboard.** **Weekly Assignments take precedence over this calendar.**			
Week	**Chapter**	**Topics Covered**	**Tests, Etc.**
1	Introduction	Syllabus, Orientation, Using Blackboard, Getting Started, Register SimNet, *Create GMetrix and Certiport Accounts (record on index cards)*	
2	Excel 1	Creating and Editing Workbooks *Begin using SimNet Lessons and Project*	
3	Excel 2	Working with Formulas and Functions Begin GMetrix assignments	
4	Excel 3	Creating and Editing Charts	
5	Excel 4	Importing, Creating Tables, Sorting and Filtering, and Using Conditional Formatting	
6	**Excel-MOS**	**GMetrix review questions & Excel 2013 MOS exam**	
7	Access 1	Creating a Database and Tables	
8	Access 2	Using Design View, Data Validation, and Relationships Begin GMetrix assignments	
9	Access 3	Creating and Using Queries	
10	Access 4	Creating and Using Forms and Reports	
11	**Access-MOS**	**GMetrix review questions & Access 2013 MOS exam**	
12	PowerPoint 1	Creating and Editing Presentations	
13	PowerPoint 2	Illustrating with Pictures and Information Graphics	

14	PowerPoint 3 (partial)	Preparing for Delivery and Using a Slide Presentation (partial) Continued GMetrix practice	
15	**PowerPoint-MOS**	**GMetrix review questions & PowerPoint 2013 MOS Exam**	
16	**Exam Week**	**MOS Make-Ups**	
** If class is canceled due to inclement weather or any other reason, be prepared to cover extra material until we get caught up.			

Notes to Instructors

1. Students are required to take the MOS (Microsoft Office Specialist) exams for Excel, Access, and PowerPoint.