

Virginia Western Community College

AST 236

Specialized Software Applications

Prerequisites

AST 101 or equivalent.

Course Description

Teaches specialized integrated software application on the microcomputer. Emphasizes document production to meet business and industry standards.

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

Required Materials

Textbook: New textbooks may be ordered for Spring 2018

Starks, Joy L. Microsoft Office 365: Publisher 2016 1st ed. Cengage Learning. ISBN: 9781337312486.

Shelly, Gary B., Jennifer T. Campbell, Ollie Rivers. Microsoft Expression Web 3 Complete, 1st ed. Cengage Learning. ISBN: 978-0-538-474481.

Other Required Materials:

USB Flash Drive

Course Outcomes

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

- Utilize skills and knowledge needed for the twenty-first century office.
- Create publications using Microsoft Office Publisher 2016.
- Create web pages using Microsoft Expression Web 3.0.

Topical Description

TOPICS TO BE COVERED

Week 1	Orientation
Week 2	Microsoft Publisher Chapter 1
Week 3	Microsoft Publisher Chapter 2
Week 4	Microsoft Publisher Chapter 3
Week 5	Microsoft Publisher Chapter 4
Week 6	Microsoft Publisher Chapter 5
Week 7	Microsoft Publisher Chapter 6
Week 8	Microsoft Publisher Chapter 7
Week 9	Microsoft Expression Chapter 1
Week 10	Microsoft Expression Chapter 2
Week 11	Microsoft Expression Chapter 3
Week 12	Microsoft Expression Chapter 4
Week 13	Microsoft Expression Chapter 5
Week 14	Microsoft Expression Chapter 6
Week 15	Review
Week 16	Final Exam

Notes to Instructors

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