**Revised Spring 2017**

AST 232

Microcomputer Office Applications

**COURSE OUTLINE**

**Prerequisites:**

AST 101 (Keyboarding I) and AST 141 (Word Processing I—Microsoft Word). Proficiency in Windows/File Management and Blackboard is also expected.

**Course Description:**

Teaches production of business documents using presentations, word processing, databases, and spreadsheets. Emphasizes document production to meet business and industry standards.

**Course Objective:**

This 3-credit course teaches the production of business documents using spread­sheet, database, and presentation software. Microsoft Office 2013 software is used with emphasis on Excel, Access, and PowerPoint. Document production to meet business and industry standards is expected. Preparation for the Microsoft Office Specialist (MOS) exam is encouraged.

**Semester Credits:** 3 **Lecture Hours: 3 Lab/Recitation Hours: 0**

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**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

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Required Materials:

**MICROSOFT OFFICE 2013:** Excel 2013, Access 2013, PowerPoint 2013. (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)

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

ISBN: 9781260094299

**OTHER: One USB Flash Drive**

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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** |
| **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. | | |

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