**Revised Spring 2017**

AST 236

SPECIALIZED SOFTWARE APPLICATIONS

**COURSE OUTLINE**

**Prerequisites:**

AST 101 or equivalent.

**Course Description:**

Teaches specialized integrated software applications on the microcomputer using web page design and desktop publishing. Emphasizes document production to meet business and industry standards. Lecture 3 hours per week.

**Course Objectives:**

* You will develop the skills and knowledge needed for the twenty-first century office.
* You will create publications using Microsoft Office Publisher 2016.
* You will create web pages and web sites using Microsoft Expression Web 3.0.

**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:**

* 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.

**AST 236 SPECIALIZED SOFTWARE APPLICATIONS**

Required Materials:

* **Microsoft Publisher 2016**
* **Microsoft Expression Web 3.0**
* **USB Flash Drive**

Textbook:

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.

**AST 236 SPECIALIZED SOFTWARE APPLICATIONS**

Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

**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**

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Notes to Instructors

(List information about optional topics, departmental exams, etc)