

Revised Fall 2016

AST 238

Word Processing Advanced Operations

COURSE OUTLINE

Prerequisites:

AST 141 Word Processing I

Course Description:

Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents.

Course Objective

AST 238, Advanced Word Processing, is designed to reinforce word processing skills learned in previous classes and to focus on advanced word processing applications. Students will learn competencies required to pass the MOS (Microsoft Office Specialist) certification exam.

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

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



AST 238-N1 Word Processing Advanced Operations

Course Outcomes

At the completion of this course

1. You will reinforce the Word features that were covered in AST 141.
2. You will learn the following Word 2013 features:
 - Advanced tables and graphics, including tables of contents, formulas and functions in tables, customizing table layout and table styles, pictures, shapes, and text boxes.
 - Desktop publishing and graphic features, including customizing text box content and themes, using SmartArt and charts, and creating index entries.
 - Collaboration and integration features, including using comments, track changes, compare and combine documents, protect documents, manage versions, link and embed objects, and use mail merge rules.
 - Templates and macros, including creating, saving, and customizing templates, creating, running and editing macros, and using macro-enabled templates.
 - Forms and master documents, including using content control fields, advanced content control fields, create and insert subdocuments into a master document.
 - Customize Word 2013 and become familiar with SkyDrive and Office Web Apps.
3. You will learn competencies required to pass the MOS: Microsoft Office Specialist 2013 certification exam for Microsoft Office Word 2013.
4. You will use GMetrix software to complete practice training and testing for the MOS Exam.
5. You will create, revise, and print business documents using advanced word processing features.
6. You will use proper formatting and proofreading techniques.
7. You will learn to send your documents to your instructor using Insight.
8. You will review basic word division rules and apply them.

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



AST 238-N1 Word Processing Advanced Operations

Required Materials:

Required: Internet access

McGraw-Hill Internet Resource Center is www.mhhe.com/office2013inpractice
Simnet/Simgrader is <https://viriniawestern.simnetonline.com>

Required Software: Microsoft Office 2013. Virginia Western offers free software.
Please go to the following Virginia Western website to download Microsoft Office 365
Plus if you need it:
<http://www.viriniawestern.edu/iet/helpdesk/studentsoftware.php>

One 256 MB or higher USB key (for homework, classwork, and projects)
Stapler
Pencil sharpener
Folder

Suggested: *Gregg Reference Manual* and a dictionary.

Textbook:

Microsoft Office Word 2013 Complete: In Practice + SIMnet for Office 2013, Nordell, SIMbook, Single Module Registration Code, Word Complete, The McGraw-Hill Companies, Inc., 2014. ISBN for package: : 9781259674044.

The following supplementary materials are available:

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



AST 238-N1 Word Processing Advanced Operations (Due Dates will be changed)

Topical Description:

Tuesday, 6-7:15 p.m., M306

Mrs. Donna Abbatello

Chapter	Topics Covered	Projects/Exams	HW Due Date
1, 2 Review	Syllabus SimNet Review Chapter 1 (Due 9/1) and Chapter 2 (Due 9/1)		
3 4 Review	Working with Reports and Multipage Documents (Due 9/8) Using Tables, Columns, and Graphics (Due 9/8) GMetrix Logon Work on GMetrix Core Test 1 Training and Core Test 1 Testing (Due 9/8)		
5 Review	Word Division Handout (Study Rules) Word Division Rules last two pages due 9/15 Using Templates and Mail Merge (Due 9/15)	Project 3 Due 9/15 GMetrix Core Test 1 Training and Core Test 1 Testing Due 9/8	
6 Review	Word Division Handout (Single Sheet) (Due 9/22) Work on GMetrix Core Test 2 Training and GMetrix Core Test 2 Testing (Due 10/13) Using Custom Styles and Building Blocks (Review) (Due 9/22)	Project 4 Due 9/22	
7	Advanced Tables and Graphics (Due 9/29)	Project 5 Due 9/29	
8	Using Desktop Publishing and Graphic Features (Due 10/6)	Project 6 Due 10/6	
9	Working Collaboratively and Integrating Applications	Project 7 Due 10/13	

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273



Chapter	Topics Covered	Projects/Exams	HW Due Date
	Work on GMetrix Core Test 3 Training and Testing (Due 10/20)		
9 10	Working Collaboratively and Integrating Applications (Continued) (Due 10/20) Automating Tasks Using Templates and Macros	Project 8 Due 10/20 GMetrix Core Test 2 Training and Testing Due 10/13	
10	Automating Tasks Using Templates and Macros (Continued) (Due 10/27)	Project 9 Due 10/27 GMetrix Core Test 3 Training and Testing Due 10/20	
	Work on GMetrix Project 1 Training and Testing (Due 11/3)	Project 10 Due 11/3	
11	Working With Forms and Master Documents (Continued) (Due 11/10)	GMetrix Project 1 Training and Testing Due 11/3	
12	Customizing Word 2013 and Using SkyDrive and Office Web Apps (Due 11/17)	Project 11 Due 11/17	
	Work on GMetrix Project 2 Training and Project 2 Testing (Due 12/1)	Project 12 Due 12/1	
	NO CLASS		
	Work on GMetrix Project 3 Training and Testing (Due 12/8)	GMetrix Project 2 Training and Testing Due 12/1	
	MOS EXAM	GMetrix Project 3 Testing and Training Due 12/8	
6-8 p.m.	MOS Exam Retake	Final Exam	

VIRGINIA WESTERN COMMUNITY COLLEGE
 PO Box 14007
 Roanoke, VA 24038
 (540)-857-7273



AST 238-N1 Word Processing Advanced Operations

Notes to Instructors

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

A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2013 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Students can earn a Microsoft Office Specialist (MOS) certification in Microsoft Word 2013. After earning the MOS certification, students receive a certificate that verifies successful completion of the exam. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials.

See the following link to learn more about the MOS Exam:

<http://www.certipoint.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2013.html>

VIRGINIA WESTERN COMMUNITY COLLEGE
PO Box 14007
Roanoke, VA 24038
(540)-857-7273

