

Virginia Western Community College
AST 232
Microcomputer Office Applications

Prerequisites

AST 101 or successful completion of VWCC's AST 101 Credit by Exam.
Pre/Co-requisite(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: SimNet for Office 2016, Nordell SimBook, Office Suite Registration Code + Nordell, MS Office 2016: In Practice—Excel and Access and PowerPoint. *This is a customized textbook that can only be purchased through the VWCC bookstore.*

~~ISBN: 9781260089011~~—To be determined for spring semester.

MICROSOFT OFFICE 2016: Excel 2016, Access 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 10 operating system should be used.

GMETRIX: MOS exam preparation software account (free for student use).

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 2016
- Create databases using Access 2016 and extract information from them
- ~~Create presentations using PowerPoint 2016~~
- 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 and attempt the Microsoft Office Specialist (MOS) exams (2016)

Topical Description**AST 232 MICROCOMPUTER OFFICE APPLICATIONS**

AST 232 <u>TENTATIVE</u> CALENDAR**		
Any revisions to the calendar will be posted in Blackboard.		
WEEK	CHAPTER	TOPICS COVERED
1	Introduction	Syllabus, Orientation, Using Blackboard, Getting Started, Register SimNet, <i>Create GMetrix and Certiport Accounts (record on index cards)</i>
2	Excel Chapter 1	Creating and Editing Workbooks <i>Begin using SimNet Lessons and Projects</i>
3	Excel Chapter 2	Working with Formulas and Functions Begin GMetrix assignments
4	Excel Chapter 3	Creating and Editing Charts
5	Excel Chapter 4	Formatting, Organizing, and Getting Data
6	Excel-MOS Exam	GMetrix review questions & Excel 2016 MOS exam
7	Access Chapter 1	Creating a Database and Tables
8	Access Chapter 2	Using Design View, Data Validation, and Relationships Begin GMetrix assignments
9	Access Chapter 3	Creating and Using Queries
10	Access Chapter 4	Creating and Using Forms and Reports
11	Access-MOS Exam	GMetrix review questions & Access 2016 MOS exam
12	PowerPoint Chapter 1	Creating and Editing Presentations
13	PowerPoint Chapter 2	Illustrating with Pictures and Information Graphics
14	PowerPoint Chapter 3	Preparing for Delivery and Using a Slide Presentation
15	PowerPoint-MOS Exam	GMetrix review questions & PowerPoint 2016 MOS Exam
16	Exam Week	MOS Make-Up Exams
**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 provided an opportunity to attempt the Excel, Access, and PowerPoint Microsoft Office Specialist exams at no additional cost to the student. However, to ensure students are truly prepared and capable of passing the MOS exam, and therefore, not wasting an expensive testing voucher that is being provided free of charge by the college, the following 'benchmark' scoring should be used to determine MOS testing eligibility. If the following 'benchmark' scoring requirements are not met by the student, then the traditional SimNet test will be proctored in place of the MOS exam.
 - All required GMetrix graded assignments must be completed by the posted deadlines. Additionally, each of these assignments must be completed at least one time, prior to the MOS exam testing date, with a minimum passing score of 80%, for the student to be eligible to sit for the scheduled MOS exam.
 - If it is determined the student has not met the above benchmark scoring requirements in time for the scheduled exam, the student will complete a SimNet Capstone test in place of the scheduled MOS exam.

The GMetrix exam prep software, as well as the MOS testing vouchers, are being provided for all students at the college's expense! Because of this, the above procedures should be observed.