

Virginia Western Community College
AST 141
Word Processing I (Microsoft Word 2019)

Prerequisites

AST 101 or equivalent

Course Description

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software.

Semester Credits: 3**Lecture Hours: 3****Lab/Clinical/Internship Hours: 0****Required Materials****Required Textbook:**

Microsoft Word 365 Complete: In Practice + SimNet for Word 365/2019 Complete, Nordell, SIMbook, Single Module Registration Code, Word Complete, The McGraw-Hill Companies, Inc., 2019.
ISBN for package: 9781260989151.

Other Required Materials:

- In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](#)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all [Business and Professional Services programs](#) and ITE 115 is a required course in almost all Virginia Western transfer programs.
- USB/Flash Drive 256 MB or higher for homework, classwork, and projects (does not need to be brand new)

Recommended Miscellaneous Items:

- Folder
- Small Stapler

Suggested (but not required) Items:

- Dictionary

Course Outcomes

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

1. Be proficient in file/disk management.
2. Be proficient with Office 2019 ribbons, tabs, and quick access toolbar.
3. Demonstrate the basic concepts of word processing (using Microsoft Word 2019) and able to apply these concepts in other classes and on the job.
4. Demonstrate the competencies required to pass the Microsoft Office Specialist (MOS) core certification exam for Microsoft Office Word 2019.
5. Use GMetrix to practice for the MOS core Word 2019 certification exam by completing the core training and testing assignments.
6. Understand and demonstrate word processing terminology and basic equipment capabilities of a Windows 10 based personal computer system.
7. Create and revise business documents using proper formatting and proofreading techniques.
8. Demonstrate the use of basic character, paragraph, and page formatting features to enhance the readability of single-page documents and multiple-page documents.
9. Use the Speller, Thesaurus, Grammar Checker, AutoCorrect, and AutoText.
10. Create and edit tables.
11. Create and customize columns.
12. Work with graphics, including pictures, SmartArt, WordArt, and shapes.
13. Use indents, bullets, and symbols to format paragraphs and lists.
14. Move and copy text between areas of different documents.
15. Use Find/Replace to edit text.
16. Control printing features and print envelopes and labels.
17. Create and edit headers and footers, footnotes and endnotes, bibliographies, bookmarks, and tables of contents in multiple-page documents.
18. Create, modify, and use style options and themes available in Word 2019.
19. Create new templates, attach templates to documents, and modify templates.
20. Create customized documents using Mail Merge.
21. Use and apply basic word division rules.

Topical Description

Chapter	Topics Covered
	View Campus Safety Video, Syllabus Course Introduction, Windows 10 Overview, Office 2019 Overview
1	Creating and Editing Documents Non-breaking Hyphens and Spaces (handout)
1	Creating and Editing Documents (continued) Introduction to SimNet Software and LMS integration Printing reports in SimNet
2	Formatting and Customizing Documents
2	Formatting and Customizing Documents (continued)
	Review for Unit 1 Test
	Unit 1 Test (Chapters 1 & 2)
3	Collaborating with Others and Working with Reports
3	Collaborating with Others and Working with Reports (continued)
4	Using Tables, Columns, and Graphics
4	Using Tables, Columns, and Graphics (continued) Review for Unit 2 Test
	Unit 2 Test (Chapters 3 & 4)
5	Using Templates and Mail Merge
5	Using Templates and Mail Merge (continued) Special Mail Merge Challenge Assignment
6	Introduction to GMetrix Using Custom Styles and Building Blocks
6	Using Custom Styles and Building Blocks (continued)
6	Using Custom Styles and Building Blocks (continued)
	Review for Final Exam
	Unit 3 Exam (Chapters 5 & 6 OR Capstone Exam—TBD)

Notes to Instructors

1. Course handouts include:
 - a. File management
 - b. Nonbreaking hyphens and spaces
 - c. Word Division guidelines
 - d. Creating columns using the key line method
 - e. SimNet hardware requirements and instructions
 - f. Printing SimNet Assignment Grades
 - g. GMetrix instructions and access code