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 365/2019, Nordell SimBook, Office Suite Registration Code + Nordell, MS Office 365/2019: In Practice—Excel and Access. *This is a customized textbook that can only be purchased through the VWCC bookstore.*
ISBN: 9781307506839

OTHER REQUIRED MATERIALS:
- One USB Flash Drive
- 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.

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 2019
- Create databases using Access 2019 and extract information from them
- 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 Canvas to access course information
- Prepare for and attempt the Microsoft Office Specialist (MOS) exams (2019)

Topical Description

AST 232 MICROCOMPUTER OFFICE APPLICATIONS

	AST 232 <u>TENTATIVE</u> CALENDAR** Any revisions to the calendar will be posted in Canvas.	
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 Chapter 1	Creating and Editing Workbooks *Begin using SimNet Lessons and Projects*
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 2019 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 2019 MOS exam**
12	TBD by Instructor	
13		
14		
15		
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 and Access 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.