Virginia Western Community College
AST 238
Word Processing Advanced Operations

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.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Course Materials

Required Software: Microsoft Office 365 ProPlus. Virginia Western offers **free software**. Please go to the following Virginia Western website to download Microsoft Office 365 ProPlus if you need it:

http://virginiawestern.edu/iet-services/student-tutorials-training/microsoft-office-365-proplus-for-students/. You will then click on http://office.vccs.edu/. The login will be your full MyVWCC e-mail address (e.g. student123@email.vccs.edu) and your password is your MyVWCC password.

Note: Access to the Internet and a Windows-based computer is required. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. AST/ITE courses are required in all Business and Professional Services programs and ITE 152 is a required course in almost all Virginia Western transfer programs.

Required eTextbook: Nordell, *Microsoft Word 365 Complete: In Practice*, 2021 Edition, delivered via SimNet.

IA ISBN: 9781265756109 – This online eTextbook with SimNet is **purchased at the time of registration for the AST 141 Class, which is a prerequisite to this course**. We will use the same resources. Students will access both in Canvas; **this will include** the Online Book and SimNet. SimNet/SimGrader is https://virginiawestern.simnetonline.com

Optional Loose Leaf Copy: If you would like a physical copy of the eTextbook, you may purchase a loose leaf copy at VWCC's Bookstore. This does NOT replace the SimNet component required for this course.

IA LL ISBN: 9781264992560

Recommended Miscellaneous Items:

Folder and a USB (for in person courses)

<u>Course Outcomes</u>

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

1. You will reinforce the Word features that were covered in AST 141.
2. You will learn the following Word 365 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.
3. You will learn competencies required to pass the MOS: Microsoft Office Specialist Word Expert 365 certification exam.
4. You will use CertPrep/GMetrix software to complete practice training and testing for the MOS Word Expert Exam.
5. You will create, revise, and print business documents using advanced word processing features.
6. You will use proper formatting and proofreading techniques.

Topical Description

	AST 238 Tentative 16-Week Course Calendar
1	Syllabus/Required Orientation Assignment/Create SIMnet Account/Create GMetrix/LearnKey and Certiport Accounts
2	Read Chapter 7 SIMNet/LearnKey Homework and Project Assignments
3	Chapter 7 Continued - SIMNet/LearnKey Homework and Project Assignments
4	Read Chapter 8 SIMNet/LearnKey Homework and Project Assignments
5	Chapter 8 Continued - SIMNet/LearnKey Homework and Project Assignments
6	Read Chapter 9 SIMNet/LearnKey Homework and Project Assignments
7	Chapter 9 Continued - SIMNet/LearnKey Homework and Project Assignments
8	Read Chapter 10 SIMNet/LearnKey Homework and Project Assignments
9	Chapter 10 Continued - SIMNet/LearnKey Homework and Project Assignments
10	Read Chapter 11 SIMNet/LearnKey Homework and Project Assignments
11	Read Chapter 12 SIMNet/LearnKey Homework and Project Assignments GMetrix Assignments
12	GMetrix/LearnKey Assignments
13	GMetrix/LearnKey Assignments
14	GMetrix/LearnKey Assignments
15	MOS Exam
16	MOS Exam Retakes

Notes to Instructors

- Course handouts may include:
    - Instructions for Office 365 ProPlus Download
    - SimNet hardware requirements and instructions
    - CertPrep (formally called Gmetrix) instructions and access code
    - LearnKey (delivered on CertPrep platform) instructions and access code
    - MOS 365 Word Expert Exam Objectives
    - MOS 365 Word Expert Exam Retake Policy
- Students must use the same Office product in which they use to practice in CertPrep/GMetrix/LearnKey. Ex: If the student is practicing in these platforms in Office 365, Office 365 must be locally installed (not cloud-based) on the Windows computer.
- The above is also true for MOS testing. The only exception is when using Certiport's remote exams, Exams From Home, as the remote exams are delivered by Certiport's virtual machines.
- LearnKey is funded through the Perkins Grant and may not always be available as an added learning resource. If not available, remove from the Course Calendar and just use SIMnet.

A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 365 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 365. 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.