

**Virginia Western Community College**  
**AST 141**  
**Word Processing I (Microsoft Word 365)**

**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**

Students will take the MOS 365 Word Associate exam at the end of the course. VWCC will pay for the first attempt at the exam and depending on a student's performance in CertPrep/GMetrix and completion of all CertPrep/Gmetrix assignments, a student may be eligible for a second attempt at the cost of the college. The instructor will outline retake eligibility near the end of the semester.

**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**. 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)

## Course Outcomes

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

1. Be proficient in file management.
2. Be proficient with Office 365 ribbons, tabs, and quick access toolbar.
3. Demonstrate the basic concepts of word processing (using Microsoft Word 365) 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 365.
5. Use CertPrep/GMetrix to practice for the MOS core Word 365 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 365.
19. Create new templates, attach templates to documents, and modify templates.
20. Create customized documents using Mail Merge.

**Topical Description**

<b>AST 141 Tentative 16-Week Course Calendar</b>	
<b>Week/Chapter</b>	<b>Topics Covered</b>
<b>Week 1</b>	View Safety Video, Course Introduction, Syllabus, etc. Introduction to Simnet Software Download and create an account for CertPrep/GMetrix/LearnKey Windows 10 Overview
<b>Week 2 Chapter 1</b>	<b>Creating and Editing Documents</b> LearnKey Assignments
<b>Week 3 Chapter 1</b>	<b>Creating and Editing Documents</b> (continued)
<b>Week 4 Chapter 2</b>	<b>Formatting and Customizing Documents</b> LearnKey Assignments
<b>Week 5 Chapter 2</b>	<b>Formatting and Customizing Documents</b> <b>Test 1 (Chapters 1 and 2)</b>
<b>Week 6 Chapter 3</b>	<b>Collaborating with Others and Working with Reports</b> LearnKey Assignments
<b>Week 7</b>	<b>Collaborating with Others and Working with Reports</b>
<b>Week 8 Chapter 4</b>	<b>Using Tables, Columns, and Graphics</b>
<b>Week 9</b>	<b>Wrap up LearnKey Domains 3 and 5</b>
<b>Week 10 Chapter 4</b>	<b>Using Tables, Columns, and Graphics</b> (continued) <b>Test 2 (Chapters 3 and 4)</b>
<b>Week 11 Chapter 5</b>	<b>Using Templates and Mail Merge</b> GMetrix Assignments
<b>Week 12 Chapter 5</b>	<b>Using Templates and Mail Merge</b> (continued) GMetrix Assignments
<b>Week 13 Chapter 6</b>	<b>Using Custom Styles and Building Blocks</b> GMetrix Assignments
<b>Week 14 Chapter 6</b>	<b>Using Custom Styles and Building Blocks</b> (continued) <b>Test 3--Exam (Chapters 5 and 6)</b> GMetrix Assignments
<b>Week 15</b>	<b>MOS Exam</b>
<b>Week 16</b>	<b>MOS Retake Exams/VWCC Final Exam Week</b>

## 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 Exam Objectives
  - MOS 365 Word Exam Retake Policy
  
- Use SIMnet for reading, practice, projects, and assessments
- Use LearnKey to enhance learning alongside of SIMnet
- Use CertPrep/Gmetrix for practice
- 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.