Virginia Western Community College
AST 232
Microcomputer Office Applications

Prerequisites
AST 101 or successful completion of VWCC's AST 101 Credit by Exam.

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

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 Access and Excel 365 Complete: In Practice*, 2021 Edition, delivered via SimNet.

IA ISBN: 9781265758561 – This online eTextbook with SimNet is **purchased at the time of registration for the AST 232 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: Access – 9781265609801 and Excel - 9781264993796

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:

- Reinforce Windows and Microsoft Word skills learned in other classes
- Create spreadsheets and graphs using Excel 365
- Create databases using Access 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) exam

Topical Description

AST 232 MICROCOMPUTER OFFICE APPLICATIONS

AST 232 TENTATIVE CALENDAR Any revisions to the calendar will be posted in Canvas.
WEEK	**CHAPTER**	**TOPICS COVERED**
1	Introduction	Syllabus, Orientation, Getting Started, Register SimNet, *Create GMetrix, LearnKey, and Certiport Accounts*
2	Excel Chapter 1	Creating and Editing Workbooks *Begin using SimNet Lessons and Projects*
3	Excel Chapter 3	Creating and Editing Charts
4	Excel Chapter 2	Working with Formulas and Functions
5	Excel Chapter 2/Chapter 4	Working with Formulas and Functions (wrap up) Formatting, Organizing, and Getting Data (Begin)
6	Excel Chapter 4	Formatting, Organizing, and Getting Data (wrap up) Begin GMetrix assignments (2-3 assignments)
7	Gmetrix – Excel	Excel GMetrix (3 assignments)
8	Gmetrix – Excel	Excel GMetrix (3 assignments)
9	**Excel-MOS Exam** Access Chapter 1	**Excel MOS exam and retakes as applicable** Creating a Database and Tables
10	Access Chapter 2	Using Design View, Data Validation, and Relationships Begin GMetrix assignments
11	Access Chapter 3	Creating and Using Queries
12	Access Chapter 3	Creating and Using Queries (continued)
13	Access Chapter 4 GMetrix - Access	Creating and Using Forms and Reports GMetrix - Access
14	GMetrix – Access/SIMnet	GMetrix Access/SIMnet projects
15	**Access MOS Exam or Capstone Exam**	**Access exam or Capstone exam**
16	**Exam Week**	**Access exam or Capstone exam**

<u>Notes to Instructors</u>

- Course handouts may include:
  - o Instructions for Office 365 ProPlus Download
  - o SimNet hardware requirements and instructions
  - o CertPrep (formally called Gmetrix) instructions and access code
  - o LearnKey (delivered on CertPrep platform) instructions and access code
  - o MOS Excel and Access Exam Objectives
    - The instructor will decide if students take the Access MOS exam or a Capstone exam through SIMnet. The Access exam and the Gmetrix/Learnkey modules are NOT available in 365 – they are only available in Office 2016 and 2019. If the instructor decides not to test the students in Access because students are using Office 365, then the instructor should create additional practice and a Capstone assignment in Access.
    - Students will take the MOS Excel 365 exam
  - o MOS 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.