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
- Integrate files and documents in Excel
- Produce professional quality "mailable" documents that meet current office standards
- Introduction to Generative AI & Copilot
- Understand what Generative AI is, how to use it, and available products.
- Compose Generative AI prompts using a variety of prompt engineering best practices to enhance the likelihood of appropriate and useful output
- Assess ethical and responsible use of Generative AI by understanding ethical considerations, verifying information, editing content, and citing information
- Introduction to databases using Microsoft Office Access
- 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) Excel 365 exam

Topical Description

AST 232 MICROCOMPUTER OFFICE APPLICATIONS

WEEK	CHAPTER	TOPICS COVERED
		AST 232 TENTATIVE CALENDAR **Any revisions to the calendar will be posted in Canvas.**
1	Getting Ready for AST 232 Windows Review Word Review	Syllabus, Orientation, Getting Started, Register SimNet, *Create GMetrix, LearnKey, and Certiport Accounts* *Windows Review Assignment(s)* *Word Review Assignment(s)* *Begin using SimNet Lessons and Projects*
2	Excel Chapter 1	Creating and Editing Workbooks
3	Excel Chapter 2	Working with Formulas and Functions
4	Excel Chapter 3	Creating and Editing Charts
5	Excel Chapter 4	Getting and Managing Data
6	Gmetrix – Excel	Excel GMetrix (6 assignments)
7	Excel MOS Exam Access Chapter 1 Generative AI & COPILOT	MOS Exam Creating a Database and Tables Introduction to Generative AI & COPILOT
Final Exam Week	Access and Generative AI w/COPILOT	Assessment(s) and/or Project(s)

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
  - MOS Excel Objectives
    - Students will take the MOS Excel 365 exam
  - MOS Exam Retake Policy
- Use SIMnet for reading, practice, projects, and assessments
- Use CertPrep/Gmetrix for practice
- Students can log into COPILOT using their MYVWCC credentials (they need to use their full student email)

ADA Statement (PDF)

Title IX Statement (PDF)