ACED 3940
Intermediate Administrative Office Technology Skills
1-6 Semester Hours

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College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles
(adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a life-long process of development and growth.

Ownership Principle: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

Positively Impacting Learning Through Evidence-Based Practices

COURSE DESCRIPTION

Prerequisite ACED2940. 1 credit per each year of valid, verifiable employment experience beyond 3 years. Reserved for the granting of academic credit based on either successful completion of office administrative and technical experiential credit based on 4 to 9 years of past work experience or approved professional licensure (such as CPS/CAP). Requires approval of academic advisor prior to registration.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

I. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

GENERAL EDUCATION OUTCOMES (GEO):

VSU's eight General Education Outcomes (GEO) provide a broad overview of the skills and knowledge that all VSU students should be able to demonstrate at increasing levels of proficiency throughout their college careers. The GEO addressed in this course:

GEO3. Students will use computer and information technology when appropriate.

COURSE OBJECTIVES (CO):

Upon completion of this course, the student will be able to:

1. Document learning from 4 to 9 years of work experience, military service, or approved professional licensure (such as CPS/CAP) for the granting of academic credit using the *OFFICE ADMINISTRATION AND TECHNOLOGY (OAT) REQUEST FOR EXPERIENTIAL CREDIT FORM*.

REQUIRED TEXT

NONE

COURSE REQUIREMENTS

Credit documentation from at least one of the following (all related to CO 1):

1. Approved professional licensure (CPS/CAP)

2. Guide to the Evaluation of Educational Experiences in the Armed Services

3. In-field work experience

COURSE EVALUATION

Approved by advisor and Department Head.