ACED 7400
Computer Technology for the Workplace
3 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.

<u>REQUIRED TEXTBOOKS</u>

Beskeen, D., Cram, C., Duffy, J., Friedrichsen, L., Reding, D. (2007): <u>**Microsoft Office 2007–Illustrated Introductory, Microsoft Windows Vista Edition**</u>. **Boston, MA: Thomson Course Technology.**

David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding
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Softcover

<u>COURSE DESCRIPTION</u>

Introductory, hands-on computer applications for development of workplace skills. Topics include Windows concepts, word processing, databases, spreadsheets, communication, web editor, and presentation software. Exemption test available (two weeks before pre-registration for the next semester). Complete details on the VSUAdult and Career Education Department web site.

<u>COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)</u>

III. LEARNING ENVIRONMENTS: Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.

V. PLANNING AND INSTRUCTION: Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.

VI. PROFESSIONALISM: Teachers recognize, participate in, and contribute to teaching as a profession.

<u>COURSE OBJECTIVES</u> (CO):
[Link each objective to at least one CFS]

The student will:
(Numbers in parentheses following some objectives refer to the College of Education Conceptual Framework Principles)

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

1. Explain the ethical, legal, and privacy issues involved in using computer systems, networking, and computer media in a workplace/educational environment.

2. Demonstrate a basic knowledge of Windows®, computer hardware and software concepts.

3. Demonstrate a basic knowledge of the various components of a personal computer system.

4. Use a word processing software package to input, edit, and manipulate text to produce a variety of documents and materials. (3, 5, 6)

5. Use an electronic spreadsheet software package to construct and use worksheets for projects pertinent to the workplace/educational environment. (3, 5, 6)

6. Use an electronic spreadsheet software package to create and print graphs and charts for presentation material that can be used in the workplace/educational environment. (3, 5, 6)

7. Use a database management software package to set up files, manipulate files, query files, and create simple reports from these files. (5)

8. Use electronic mail and the Internet for communicating, locating resources, and downloading files and electronic media. (3, 5, 6)

9. Demonstrate skills in preparing instructional presentations using a multimedia presentation software package. (3, 5, 6)

10. Use web editor software to insert text, graphics, hyperlinks, and PowerPoint presentation into a basic web site. (5, 6)

COURSE ACTIVITIES / ASSIGNMENTS / REQUIREMENTS
[Link each course activity, assignment or requirement to the corresponding Course Objective. Identify which assignments should be submitted through their LiveText portfolio]

1. Students will be given four examinations in the course. Each examination will cover "hands-on" application of the software as well as objective questions relating to the use of the software in the workplace/educational environment. (CO 1-10)

2. Each student will activate his/her VSU e-mail account and use that account for coursework and for correspondence to and from the instructor. (CO 1, 2, 8)

3. Each student will complete tutorials and/or Assignments in each of the following types of application software: Windows® word processing, spreadsheet, database management, web editor, and presentation. (CO 1-10)

4. Each student will complete Assignments involving the effective use of the Internet. (1, 2, 8)

5. Each student will actively participant in class discussions related to hardware and software concepts and the ethical, legal, and privacy issues involved in using computer systems in the workplace/educational environment. (CO 1, 2, 3, 8)

COURSE EVALUATION

The final course grade will be calculated as follows:

Tutorials and Assignments = 25 percent of course grade (Because reading comprehension is an important employability skill, you will be expected to read and follow instructions in the printed text; you will also be required to proofread each lesson before submitting it. Omissions and errors will affect the grade you receive on your class assignments. Points will be deducted from tutorials as follows: -5 each major formatting error, -3 each minor formatting error, -2 each spelling/typographical error.) Also, make sure you have included all jobs for each lesson. (You will lose between 10-20 points for each printout omitted.)

Examinations (four) = 75 percent of course grade
Exam #1 – Objectives 1, 2, 3, 8 (WINDOWS VISTA/INTERNET EXPLORER)
Exam #2 – Objectives 4, 10   (WORD 2007)
Exam #3 - Objectives 5, 6   (EXCEL 2007)
Exam #4 – Objectives 7, 9   (ACCESS 2007/POWERPOINT 2007)

The final exam, (fourth examination), **WILL BE AT THE SCHEDULED EXAM DATE AND TIME ESTABLISHED BY THE UNIVERSITY AND PRINTED IN THE COURSE SCHEDULE.**

EXAM DATE & TIME: _____ .

ATTENDANCE POLICY (**SICK LEAVE/ABSENTEE/TARDY POLICY**)

Regular attendance is a positive employability skill, and because this is job training, as a student/employee you are expected to attend all regularly scheduled class meetings. **The unexcused absence or "cut" is not regarded as a student/employee privilege.**

The Board of Regents policy on absenteeism will be enforced. This information is printed in the VSU catalog for your review. In accordance with this policy, **any student who misses more than 20% of the scheduled class time (by absences or tardies) will be dropped with a grade of F in the course. This means that you cannot miss more than 6 hours of class time FOR ANY REASON! If you are late to class by more than 15 minutes or leave class more than 15 minutes early, the time counts as absentee time (each 15 minute increment = ½ hour of absence).**

This is the only "leave time" you are entitled to without possibility of being dropped for attendance violation by midterm or failing the class altogether after midterm. You must plan your "leave time" accordingly. If you discover that you cannot attend this class at the scheduled times, (for whatever reason) it would be in your best interest to drop the course by midterm before 5 p.m.

POLICY STATEMENT ON PLAGIARISM AND CHEATING

The full text of this policy is available in the College of Education Dean's Office, EC room 227. The following penalties will be enforced, as stated in the Policy:
✓FIRST OFFENSE: The student will earn a "0" on the assignment, test, project, etc.
✓SECOND OFFENSE: The student will earn the letter grade "F" for the course.
✓THIRD OFFENSE: The student will earn the letter grade "F" for the course, and further action involving referral of the matter (with documentation) to the appropriate college (university) officials within the administrative structure will be taken. (Please also see page 39 of the VSU Student Handbook.)

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in Room 1115 Nevins Hall. The phone numbers are (229) 245-2498 (V/VP) and (229) 219-1348 (TTY).

INSTRUCTOR

Dr. Mary S. Willis	Telephone:	333-5460 (office)
Office: Room 113 or Room 212, Education Center		242-5125 (home)
E-mail: mwillis@valdosta.edu		FAX: (229) 333-7167

PLEASE NOTE:

1. You will need to bring your text book and jump/flash drive **TO CLASS EVERY DAY.**

2. It is expected that each student will complete all assignments on time. A**ssignments will carry a 25 percent penalty if turned in late on the due date and a 50 percent deduction if turned in on the next day.** (ASSIGNMENTS WHICH ARE DUE AT THE BEGINNING OF THE CLASS PERIOD SHOULD BE ALREADY PRINTED AND IN MY BOX BY THE TIME CLASS STARTS.) Assignments which are due and not in the basket by the time I leave the classroom will be counted as late.

3. There will be **NO MAKEUP** for missed examinations and class work unless you have made **prior arrangements with the professor or have a doctor's excuse**. For a missed examination, the exam grade will be zero (0).

4. I don't give make up work or extra credit assignments. If I do it for you, I'll have to do it for all students, all classes.

5. **If you miss a class, must work through the hands-on exercises on your own time. You will have a problem completing the assignments if you skip the hands-on exercises. YOU are responsible for all material and handouts covered on the date(s) you are absent. When you are absent, your assignments will still be due on the date that is printed on the class schedule which you will be given. You won't get extra time to turn in assignments just because you were absent from class. Only those students who are absent with a valid medical excuse will be granted an extension if necessary.**

6. **LOSING YOUR JUMP DRIVE OR BOOK DOES NOT GRANT YOU AN EXTENSION ON YOUR ASSIGNMENTS.** Don't get behind!!! If you need to make another class disk, the class files can be accessed from any lab in this building at: 'Shared On Cedc1\Home' H:>ACED 2400 folder.

7. If you are off campus, you may download the student data files by launching your web browser (Explorer or Netscape) and typing   **www.course.com** in the address bar. On the **Student Downloads** page, click in the **'Search Text Box"** and type **9781423905592,** then click **Go.** Click the **"Download Student Files"** link, then on the **"Student Downloads**" page, click the **"Data Files"** link. Instructions also on **page xxiv** of your course textbook.

8. It will be necessary to attend "open lab" to complete the assignments. I WILL DISCUSS AND DEMONSTRATE YOUR ASSIGNMENTS IN CLASS; YOU WILL COMPLETE THEM OUT OF CLASS. The hours for the computer labs will be posted. Smoking, food, and drinks (including bottled water) are NOT ALLOWED in the computer labs at any time!

9. **<u>Cheating on assignments is unacceptable</u>. NO CREDIT WILL BE GIVEN FOR DUPLICATE OR SHARED WORK**. If you share a computer with another 2400 student, you must each make a folder for your work. Do not turn in someone else's work as your own or allow someone else to copy your work or your disk! If you are caught cheating (or aiding in cheating), you will get a "0" grade (with no makeup), and you may be dropped with an "F".

10. **Once you are taught how to format your coversheet, a correct and complete coversheet should be stapled to every project from the beginning of the semester until the end. (One coversheet for each UNIT, not for each separate printout.**

    e.g. All Windows VISTA UNIT A printouts stapled with one coversheet attached, all Windows VISTA UNIT B printouts stapled with one coversheet, etc.).

Course: ACED 7400 ____ Computiter Technology for the Workplace

LAST NAME: _____FIRST_____

(PLEASE PRINT)

****NOTE: *Before you complete these assignments, be sure you understand specifically how the jobs should be completed.***

CLASS ASSIGNMENTS/PROJECTS = 25% of final grade (AVERAGE * 25%) PTS. EARNED / PTS. POSSIBLE

	PTS. EARNED	PTS. POSSIBLE
Windows VISTA & File Management		
Independent Challenge 1 (p. 46) (You Will need to Print Scrn a copy of your disk Directory)	_____	100
Internet Explorer		
Unit A (IC-3; Real Life IC)	_____	100
Word Processing (MS Word)		
Unit A (Skills Rev, IC-2, Advan Ch; VW; & Personal Resume from Template)	_____	100
Unit B (Skills Rev.; IC-1; IC-3, Adv Ch., VW)	_____	100
Unit C (Skills Rev.; IC-1; VW)	_____	100
Unit D (Skills Rev.; IC-2; VW **Note: TEXT MUST WRAP SIMILAR TO ILLUSTRATION**)	_____	100
Spreadsheets (MS Excel)		
Unit A (Skills Rev.; IC-1, Advan Ch; IC-2; VW)	_____	100
Unit B (Skills Rev.; IC-1 & Formulas; IC-2, Advan Ch; VW)	_____	100
Unit C (Skills Rev. & Formulas; IC-1& Formulas; Real Life IC & Formulas)	_____	100
Unit D (Skills Rev.; IC-1; VW)	_____	100
Database Management (MS Access)		
Unit A (Skills Rev; IC-3, Advan Ch; VW)	_____	100
Unit B (Skills Rev.; IC-1; IC-3)	_____	100
Unit C (Skills Rev.; IC-1, IC-2) **(Optional - Extra Credit Assignment)**	_____	100
Unit D (Skills Rev.; IC-1; IC-2; IC-3)	_____	100
Presentation (MS PowerPoint)		
Unit A (Skills Rev., IC-1, IC-3)	_____	100
Unit B (Skills Rev.; IC-1, IC-2)	_____	100
Unit C (Skills Rev.; IC-2, Advan Ch)	_____	100
Unit D (Skills Rev.; IC-2, Advan Ch)	_____	100

(Major Demo from Handout) **COUNTS AS PERFORMANCE PORTION OF FINAL EXAM**.

EXAMINATIONS = **75% of final grade (AVERAGE * 75%)**   **(Part1/Part2)**   **Exam Average**

Exam #1 Windows VISTA/Internet	DATE:_____(/)	_____/	100
Exam #2 Word 2003	DATE:_____(/)	_____/	100
Exam #3 Excel 2003	DATE:_____(/)	_____/	100
Exam #4 Access/PowerPoint	**DATE:_____(/)**	**_____/**	**100**

DATE DROPPED _____

ABSENT/TARDY_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

MIDTERM COURSE AVERAGE _____ = A B C D F

FINAL COURSE AVERAGE   _____ = A B C D F

ETHICS AGREEMENT: **I UNDERSTAND THAT I MUST NOT TURN IN SOMEONE ELSE'S WORK AS MY OWN AND THAT I MUST NOT ALLOW ANYONE TO COPY MY WORK OR MY DISK.** My signature below indicates that I understand that violation of this policy may result in my being dropped from the course with a grade of "F".

Signed: _____ **(THIS IS YOUR REFERENCE COPY)**

THIS WILL BE YOUR ASSIGNED SEAT FOR THE SEMESTER ➤ COMPUTER #_____

Course: ACED 7400 ____ Computer Technology for the Workplace

LAST NAME: _____FIRST_____

(PLEASE PRINT)

**NOTE: *Before you complete these assignments, be sure you understand specifically how the jobs should be completed.*

 CLASS ASSIGNMENTS/PROJECTS = 25% of final grade (AVERAGE * 25%)   **PTS. EARNED** / **PTS. POSSIBLE**

Windows VISTA & File Management		
Independent Challenge 1 (p. 46) (You Will need to Print Scrn a copy of your disk Directory)	_____	100
Internet Explorer		
Unit A (IC-3; Real Life IC)	_____	100
Word Processing (MS Word)		
Unit A (Skills Rev, IC-2, Advan Ch; VW; & Personal Resume from Template)	_____	100
Unit B (Skills Rev.; IC-1; IC-3, Adv Ch., VW)	_____	100
Unit C (Skills Rev.; IC-1; VW)	_____	100
Unit D (Skills Rev.; IC-2; VW **Note: TEXT MUST WRAP SIMILAR TO ILLUSTRATION**)	_____	100
Spreadsheets (MS Excel)		
Unit A (Skills Rev.; IC-1, Advan Ch; IC-2; VW)	_____	100
Unit B (Skills Rev.; IC-1 & Formulas; IC-2, Advan Ch; VW)	_____	100
Unit C (Skills Rev. & Formulas; IC-1& Formulas; Real Life IC & Formulas)	_____	100
Unit D (Skills Rev.; IC-1; VW)	_____	100
Database Management (MS Access)		
Unit A (Skills Rev; IC-3, Advan Ch; VW)	_____	100
Unit B (Skills Rev.; IC-1; IC-3)	_____	100
Unit C (Skills Rev.; IC-1, IC-2) **(Optional - Extra Credit Assignment)**	_____	100
Unit D (Skills Rev.; IC-1; IC-2; IC-3)	_____	100
Presentation (MS PowerPoint)		
Unit A (Skills Rev., IC-1, IC-3)	_____	100
Unit B (Skills Rev.; IC-1, IC-2)	_____	100
Unit C (Skills Rev.; IC-2, Advan Ch)	_____	100
Unit D (Skills Rev.; IC-2, Advan Ch)	_____	100

(Major Demo from Handout) **COUNTS AS PERFORMANCE PORTION OF FINAL EXAM**.

EXAMINATIONS = **75%** of final grade (AVERAGE * 75%)		(Part1/Part2)	Exam Average
Exam #1 Windows VISTA/Internet	DATE:_____	(/)	_____/ 100
Exam #2 Word 2003	DATE:_____	(/)	_____/ 100
Exam #3 Excel 2003	DATE:_____	(/)	_____/ 100
Exam #4 Access/PowerPoint	**DATE:_____**	(/)	**_____/ 100**

DATE DROPPED _____

ABSENT/TARDY_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

MIDTERM COURSE AVERAGE _____ = A B C D F
FINAL COURSE AVERAGE   _____ = A B C D F

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Signed: _____

***SIGN AND RETURN THIS COPY TO DR. WILLIS