

**College of Education**  
*VALDOSTA STATE UNIVERSITY*  
**Department of Adult and Career Education**

**ACED 3400/7600--Applied Computer Technology**  
**3 semester hours**

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**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.

### REQUIRED TEXTBOOK

Beskeen, Cram, Duffy, Friedrichsen, & Wermers. (2008) Microsoft Office 2007 Illustrated Second Course, Windows Vista, Thomson Course Technology, Boston, MA.

### COURSE DESCRIPTION

Prerequisite: ACED 2400 or consent of instructor.

Development of intermediate and advanced skills in the use of word processing, spreadsheets, databases, communications, and presentation software. Emphasis placed on creation of computer projects appropriate to the student's major.

### 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.
- II. KNOWLEDGE OF STUDENTS AND THEIR LEARNING: Teachers support the intellectual, social, physical, and personal development of all students.
- V. PLANNING AND INSTRUCTION: Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.

### COURSE OBJECTIVES

(Numbers in parentheses following each objective refer to the College of Education Conceptual Framework Standards). Upon completion of this course, the student will be able to:

1. Demonstrate a mastery of basic system commands and concepts used in the Windows Vista environment. (I, V)
2. Use a word processing package to create newsletters, brochures, programs, tables, and other textual documents that incorporate text and graphics. (I,V)
3. Use both word processing and database software packages to prepare and print mailing labels and form letters to be used for mass mailings. (I,V)
4. Use a linear presentation software package incorporating text and graphics to prepare on screen class presentations, transparencies, class note-taking handouts, and speaker notes. (I, II, V)
5. Use the advanced functions of an electronic spreadsheet package to construct sophisticated worksheets for budgeting and grading projections as well as graphs and charts for educational presentation material. (I,V)
6. Use a database management software package to set up class projects where students create, manipulate, print, and maintain data files, for illustrative groups of students. (I,V)

## REQUIREMENTS

Students will complete hands-on computer exercises, projects, and written exercises in Word Processing Software (2,3); Presentation Software (4); Spreadsheet Software (5); Database Management Software (6); Windows Operating System Software (1); Examinations (1-6).

## SUPPLIES

One jump drive

One-inch notebook for project

## PLEASE NOTE:

1. It is expected that each student will complete all assignments on time. Late assignments will carry a penalty of 50 percent deduction of the total assignment points **before** grading. Work will be accepted for grading no later than one class meeting after due date.
2. There will be NO MAKEUP for missed examinations unless a student has made prior arrangements with the professor. For a missed examination, the exam grade will be zero (0).
3. If a student misses a class, the student is responsible for all material that was covered in the class.
4. It will be necessary to attend "open lab" to complete the assignments. The hours for the computer labs are posted. Smoking, food, and drinks are NOT ALLOWED in the computer labs at anytime.
5. It is the instructor's opinion that "group computing" is an effective learning experience for only one member of the group--the one who does the work. **Warning:** Do not turn in someone else's lab work or class work as your own or allow someone else to copy your work or your disk. **This is cheating.** Please VSU's statement on plagiarism below.

COURSE EVALUATION (Course Objectives 1-6). The final course grade will be calculated as follows:

**Classwork/Homework Assignments** = 30 percent of course grade (Objectives 1-6)

**Examinations** = 50 percent of course grade (Objectives 1-6)

**Project** = 20 percent of course grade (Objectives 1-6)

Grading Scale: 90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

ATTENDANCE POLICY: Absences, for whatever reason (excused or unexcused), will be handled in the following manner. The nature of the course requires attendance to all classes and an absentee policy will be enforced. There will be NO MAKEUP for missed examinations unless a student has made prior arrangements with the professor; the exam grade will be zero (0). If a

student misses a class, the student is responsible for all material that was covered in the class. The following points will be deducted from the **final course average** for:

- 0-3 hours = Final course average will not be affected.
- 4 hours = 2 points deducted from final course average.
- 5 hours = 4 points deducted from final course average.
- 6 hours = 6 points deducted from final course average.
- 7 hours = 8 points deducted from final course average.
- 8 hours = 10 points deducted from final course average.
- 9 hours = 12 points deducted from final course average.
- 10 hours = Student dropped from class roll with grade of F.

NOTE: THE CALCULATIONS ABOVE ARE FOR HOURS, NOT DAYS FOR ABSENCES. ALSO, TWO (2) TARDIES = 1 HOUR OF ABSENCE.

#### 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 because of 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 (voice) and (229) 219-1348 (tty).

#### INSTRUCTOR

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*Office hours as posted on door*