

COLLEGE OF EDUCATION  
VALDOSTA STATE UNIVERSITY  
DEPARTMENT OF ADULT & CAREER EDUCATION  
COURSE SYLLABUS  
ACED 2400/CS1000  
FALL "A" 2008  
MONDAY 5:30 – 10:15 PM  
COMPUTER TECHNOLOGY FOR THE WORKPLACE  
INTRODUCTION TO MICROCOMPUTER APPLICATIONS  
3 SEMESTER HOURS CREDIT

**REQUIRED TEXTBOOK**

Beskeen, Cram, Duffy, Friedrichsen, Reding. (2008). Microsoft Office 2007—Illustrated Introductory, Windows XP Edition. Boston, MA: Thomson Learning, Inc. ISBN: 1-41886-047-6

**COURSE DESCRIPTION**

This course provides students with introductory, hands-on computer applications for development of workplace skills. Topics include word processing, databases, spreadsheets, communication, and presentation software.

**COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK PRINCIPLES**

The following College of Education Conceptual Framework Principles will be addressed in this course:

1. The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
2. The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage students' development of critical thinking, problem solving, and performance skills.
3. The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques, including technology, to foster active inquiry, collaboration, and supportive interaction in the classroom.

**COURSE OBJECTIVES**

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

1. Demonstrate a basic knowledge of computer hardware and software concepts.
2. Demonstrate a basic knowledge of the various components of a personal computer system.
3. Use a word processing software package to input, edit, and manipulate text to produce a variety of documents and materials.
4. Use an electronic spreadsheet software package to construct and use worksheets for grading, budgeting, and other projects pertinent to the workplace/educational environment.
5. 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.
6. Use a database management software package to set up files, manipulate files, query files, and create simple reports from these files.

7. Use electronic mail and the Internet for communicating, and downloading files and electronic media.
8. Demonstrate skills in preparing instructional presentations using a multimedia presentation software package.

### **COURSE REQUIREMENTS**

1. There will be 12-16 lab assignments required for the course.
2. Each student will have an active e-mail account and e-mail will be the primary method of correspondence to and from the instructor.
3. Each student will complete tutorials and/or exercises in each of the following types of application software: word processing, spreadsheet, database management, and presentation.
4. Each student will actively participate 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.

### **COURSE EVALUATION**

The final course grade will be calculated as follows:

All lab assignments will be equally weighted to determine the final grade

Final letter grade will be determined as follows:

90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, <60 = F

### **ATTENDANCE POLICY**

Attendance at all sessions is mandatory. In the case of unavoidable absences, the instructor should be notified as soon as possible. Prior notice is preferred, when possible. Since this is a performance-based course, 5% will be deducted from the final grade for each class period missed. Any student missing in excess of 20% of class time will receive an "F" for the course. Tardiness accumulates!

### **INSTRUCTOR**

Mr. H.C. Carter  
Adult and Career Education Department  
Valdosta State University  
Phone: 904-556-1722 (leave message if no answer)  
E-mail: [vsucomputerclass@tds.net](mailto:vsucomputerclass@tds.net)

### **SPECIAL NEEDS STATEMENT**

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the quarter. Students not registered with the Special Services Program must contact the Special Services Office in Nevins Hall, Room 1115. The phone number is

245-2498.

**PLEASE NOTE**

1. A USB flash drive is highly recommended to transport files to/from class.
2. Labwork can be done at home provided the correct software is used, however it is highly encouraged to use the VSU computer lab.
3. Office hours are by appointment, typically 1 hour prior to class periods. Other arrangements can also be made by contacting me in advance.
4. It is expected that each student will complete all assignments on time. Late assignments will not be accepted. **If you do not get an email acknowledging receipt of your assignments, I did not get it and you will need to contact me BEFORE THE DUE DATE/TIME.** Students are responsible for ensuring their assignments are received by the instructor.
5. There will be NO MAKEUP for missed examinations unless prior approval is obtained from the instructor. For a missed examination, the exam grade will be zero (0).
6. If a student misses a class or any portion of a class, the student is responsible for all material that was covered in the class.
7. Smoking, food, and drinks are NOT ALLOWED in the computer labs at any time!
8. 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. Do not turn in someone else's work as your own or allow someone else to copy your work.