

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

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

**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.

**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.

### REQUIRED TEXTBOOK

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

Recommended Media: Jump drive or USB

### COURSE DESCRIPTION

Prerequisite: ACED 2400 or consent of instructor.

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

### 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 environment. (I, V)
2. Use database software packages to prepare and print mailing labels and form letters to be used for mass mailings. (I,V)
3. 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)
4. 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)
5. 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)