Adult & Career Education (ACED), Valdosta State University
ACED 2400 Computer Technology for the Workplace—Exemption Exam Information

An ACED Exemption Exam is offered for current VSU students who have experiential learning or previous coursework equivalent to the content taught in VSU's course, *ACED 2400 Computer Technology for the Workplace.*

Course Description
Introductory, hands-on computer applications for development of workplace skills. Topics include word processing, databases, spreadsheets, communication, and presentation software.

Course Objectives
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 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.
5. Use an electronic spreadsheet software package to construct and use worksheets for grading, budgeting, and other projections pertinent to the workplace/educational environment.
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.
7. Use a database management software package to set up files, manipulate files, query files, and create simple reports from these files.
8. Use electronic mail and the Internet for communicating, locating resources, and downloading files and electronic media.
9. Demonstrate skills in preparing instructional presentations using a multimedia presentation software package.

Content of Exam
The *ACED 2400 Computer Technology for the Workplace* Exam consists of two parts, all timed (approximately three hours) and taken at a computer in the presence of a proctor: (1) an objective test, and (2) hands-on software application assignments. Total time allotted = 180 minutes.

1. **OBJECTIVE TEST (70% TO PASS).** Fifty questions covering content from the course objectives, such as basic computer concepts, operating system commands, word processing, spreadsheets, databases, communications, and graphics. The minimum score for passing is 35 correct answers. Only one attempt is allowed. ***The student must pass the objective test to proceed to the software application section of the exam.***
2. **SOFTWARE APPLICATIONS (70% SPEED & ACCURACY TO PASS).** A timed production test over various software applications such as the current version of Microsoft Windows and Office (Word, Access, Excel, and PowerPoint).

Study Guide
Although it is assumed that a student requesting this exemption exam has experiential learning or previous coursework equivalent to the content taught in VSU's course, it is recommended that the student review a current introduction to computers textbook, looking specifically at those sections related to the course objectives listed above. A study guide for this exemption exam is available upon payment of the exam fee.

For more information about this specific exemption exam, please contact acedexams@valdosta.edu .