

ACED 3400
Applied Computer Technology
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.

Positively Impacting Learning Through Evidence-Based Practices

NO TEXTBOOK REQUIRED

COURSE DESCRIPTION

Prerequisite: ACED 2400 or CS 1000 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)

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

- 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 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

Complete hands-on computer exercises, projects, and written exercises in the following areas:

Word Processing Software (2,3)
Presentation Software (4)
Spreadsheet Software (5)
Database Management Software (6)
Windows Operating System Software (1)
Examinations (1-6)

COURSE EVALUATION (Course Objectives 1-6)

The final course grade will be calculated as follows:

Classwork/Homework Assignments = 40% of course grade (Obj. 1-6)
Examinations = 40% of course grade (Obj. 1-6)
Project = 20% of course grade (Obj. 1-6)

Grading Scale: 90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

PLAGIARISM AND CHEATING

The following penalties will be enforced:

FIRST OFFENSE: The student will earn a "0" on the assignment, test, project, etc. **In Addition,** the students final course grade will be lowered one letter grade.

SECOND OFFENSE: The student will earn the letter grade of "F" for the course, and further action involving referral of the matter (with documentation) to the appropriate university officials within the administrative structure will be taken.

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 requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students not registered with the Special Services Program must contact the Access Office for Students with Disabilities located in Room 1115, Nevins Hall. The phone number is 245-2498.

SUPPLIES

1 jump drive
Two Notebooks

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. 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.**

INSTRUCTOR

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