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.

Valdosta State University
ADULT AND CAREER EDUCATION DEPARTMENT
ACED 2400- Computer Technology for the Workplace
Exemption Exam Overview

This Overview is provided only to those students who have registered and paid for the ACED 2400 Exemption Exam. It is considered academically dishonest to share any part of this Overview with anyone else. Please destroy the Overview after you have taken the exam, or return it to the ACED Department.

This ACED 2400 Test Overview is designed to give students a general outline of what they can expect on the day of their exam. It is **NOT** a comprehensive Overview and should not be used as a tool to fully prepare for the exam.

The exemption exam for ACED 2400 Computer Technology for the Workplace can be administered during Fall semester from September through November and Spring semester from February through April. The date of the exam is coordinated with the test administrator and the testing center through the ACED and Testing Center's website. The test is designed for students who have taken previous computer courses or who have taken a "similar" computer course at a two-year community college.

There is a $50.00 non-refundable fee which can be paid online via the ACED website. Other fees may be assessed by the testing site the student chooses to use.

Students are required to present their current VSU photo ID at the testing site on the day of the test. Students without a current VSU photo ID will not be allowed to take the exam.

Grading

Students must score at least 70% on each section of the exam (the objective questions as well as <u>each software application</u>) in order to exempt the course. No graded examination papers will be shown to the students or returned to the students.

Test Results

Within 14 business days from the date of the examination, results of the test will be sent to the student and the advisor by email. Registrar's Office will also be notified of those students who pass the exemption. Please do not call the office for results. If you registered for an ACED 2400 course and pass this exam, please remember to go onto Banner and drop your course. STUDENTS ARE PERMITTED TO TAKE THE TEST ONLY ONE (1) TIME!

Credit

Three hours' credit for ACED 2400 will be earned for passing the test. As no grade will be given, hours earned will not affect GPA. Three semester hours will be credited to the student's overall hours, but will not be credited to the student's semester total. It is advisable that students check with the Financial Aid Office to ensure that financial aid eligibility will not be affected.

Test Overview

Microsoft Windows and Microsoft Word 2013 software will be used for the exam. The test overview is shown below. The test contains two (2) parts. Part I is objective questions dealing with basic computer concepts, operating system commands, word processing, spreadsheets, databases, communications, and graphics. Part II will be hands-on applications where the student will be expected to complete assignments in Windows 8, Explorer, Word, Access, Excel, and Power Point software. The hands- on portion of the exemption exam will require the following:

Windows Operating System:

Create a folder on disk
Store documents within
folders Delete files and
folders

(Word 2013):

Format text- change font, underline, bold, italic, and justify.
Change text alignment (horizontal and vertical), line spacing and margins.
Add bullets, format bullets, page footer, and page header.
Format columns, apply borders and shading, and create section breaks.
Insert and format graphics.

Excel (2013):

Enter, align and format data
Create formulas i.e. % of total, sum, average, max, min, etc.
Create charts from worksheet data
Perform chart and worksheet format enhancements

Access (2013):

Create a database from provided data using correct field type

Set primary key

Sort data

Page change

orientation Add fields

Use input mask

Perform queries

Powerpoint (2013):

Apply design template.

Change slide layout

Insert clip art, table, borders, chart, etc.

Move slides.

Apply transitions and animations

Internet:

Use an internet browser to locate and print specific information with footer.

If you have any other questions about the exam, Dr. Nicole Gunn can be reached at 229-333-5454 or by email at npgunn@valdosta.edu