Adult & Career Education (ACED), Valdosta State University
ACED 3400 Applied Computer Technology—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 3400 Applied Computer Technology.*

Course Description
Prerequisite: ACED 2400 or CS 1000 or consent of instructor. Development of intermediate and **advanced** skills in the use of word processing, spreadsheet, and database software. Emphasis placed on creation of computer projects appropriate to the student's major.

Course Objectives
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.
2. Use a word processing package to create newsletters, brochures, programs, tables, and other textual documents that incorporate text and graphics.
3. Use both word processing and database software packages to prepare and print mailing labels and form letters to be used for mass mailings.
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.
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.

Content of Exam
The *ACED 3400 Applied Computer Technology* Exam consists of two parts, both 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. 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 intermediate and advanced features of current software applications such as Microsoft Windows and Microsoft Office.

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 intermediate or advanced computer applications 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 .