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## 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.

Vah Wherview is provided only to those students who have register 3400 Exemption Exam. It is considered academically dishonest to Overview with anyone else. Please as a tool to fully prepare for the exam.

The exemption exam for ACED 3400 Applied Computer Technology can be Fall semester from September through November and Spring semester from April. The date of the exam is coordinated with the test administrator and through the ACED and Testing Center's website. The test is designed for staken previous computer courses or who have taken a "similar" computer 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 e1.3% ()Tj17.8()Tj-0.002 Tc 0.402 Tw 0.48 Tddthe

• The Overview is not designed to prepare you for the exam—it is merely