



Adult & Career Education (ACED), Valdosta State University
 ACED 2050 Communication 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 2050 Communication for the Workplace.

Course Description

Prerequisite: ENGL 1102. Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation, and appreciation of cultural differences in the U.S. and abroad.

5. Know how e-mail, voice mail, facsimile machines, cellular phones, telecommuting, teleconferences, a

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10. Examine and apply team communication skills in a classroom environment.
 11. Know how to outline an effective presentation and use visual aids appropriately; then demonstrate effective speaking by making a short presentation before the class.
 12. Develop skill in the job acquisition process by locating information about employers' needs for workers, preparing an effective resume and cover letter, and preparing for the job interview.
 13. Write effective letters related to employment (follow-up, thank-you, job-acceptance, job-refusal, and resignation letters) and complete application forms accurately.

Content of Exam

The ACED 2050 Communication for the Workplace Exemption Exam consists of three parts, all timed (140 minutes allotted) and taken at a computer in the presence of a proctor:

1. OBJECTIVE TEST (70% TO PASS). Timed objective test with 60 questions covering concepts from the course objectives. The minimum score for passing is 42 correct answers. Only one attempt is allowed.
2. PROOFREADING TEST (70% TO PASS). A document with errors that need to be corrected.
3. COMPOSITION TEST (70% TO PASS). A scenario provided where the student will be asked to compose a document using correct business writing principles.

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 business communication textbook, looking specifically at those sections related to the course objectives listed above.

