

Course Description: 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 creating P D M R U

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.

This overview is provided only to those students who have registered for the ACED 3400 Exemption Exam. It is considered academically dishonest to share this overview with anyone else. Please

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