

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing, & Administrative Systems
Course Prefix/Number: ADMS 105
Course Title: Intermediate Keyboarding
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Students will master the alpha-numeric computer keyboard by touch, with attention to accuracy and the correct formatting of business documents. Students will apply standard formatting skills required to prepare business letters, reports, tables, and memoranda.
- II. Prerequisites: None
- III. Expanded Course Description: This course is designed to acquaint students to the standard formatting skills required to prepare business documents using the alpha-numeric computer keyboard or the QWERTY keyboard layout. This course will provide skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Students completing this course will be familiar with the proper style of keyboarding for various business documents.
- IV. Intended Student Outcomes:
 - use standard formatting skills using the alpha-numeric computer keyboard or the QWERTY keyboard
 - acquire keyboarding technologies
 - recognize various business documents including letters, memorandums, and formal reports

At the conclusion of the course the student will:

- demonstrate competency using the alpha-numeric computer keyboard or the QWERTY keyboard layout
- demonstrate the proper format in memos, email, letters, reports, and tables
- apply basic design skills to newsletters and announcements
- properly enhance documents with basic graphics
- demonstrate proper keyboarding commands

- demonstrate competency in creating, editing, and formatting documents effectively
- V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:
- a) Course Requirements
 - b) Required Text(s)
 - c) Bibliography
- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.
- VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____

Date