

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 314  
Course Title: Advanced Document Production  
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Students will develop the ability to format high-quality documents using the computer.
- II. Prerequisites: ADMS 105
- III. Expanded Course Description: Students will learn advanced procedures of document production using current word processing software. This course will emphasize proofreading, editing, and keying business documents.
- IV. Intended Student Outcomes:
  - understand advanced formatting skills
  - possess an advanced knowledge in proofreading document
  - possess an advanced knowledge in editing business documents
  - acquire skills in preparing effective employment documents

At the conclusion of the course the student will:

- demonstrate effective designs to various advanced keyboarding documents
  - prepare effective employment documents
  - master advanced document commands to share and secure document content
  - produce error-free documents
  - demonstrate competency
- 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 or 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:

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Signature

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Date