

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 315
Course Title: Word Processing
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Orientation to word processing concepts, terminology, and procedures, and software. Students are given experience with basic functions of word processing software.
- II. Prerequisites: ADMS 314 or approval of department head.
- III. Expanded Course Description: This course is designed to acquaint students with current word processing software. Students completing this course will be familiar with basic skills in word processing.
- IV. Intended Student Outcomes:
 - acquire skills in preparing word processing documents
 - understand how to properly format characters and paragraphs
 - learn how to customize paragraphs with formatting features
 - acquire skills in formatting pages and enhancing documents

At the conclusion of the course the student will:

 - prepare correct word processing documents
 - demonstrate competency in formatting word processing characters and paragraphs
 - demonstrate competency in customizing word processing paragraphs
 - demonstrate correct word processing format and enhance documents
- 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:

Signature

____/____/_____
Date