

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 316
Course Title: Word Processing
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: A comprehensive study of word processing software. Emphasis on word processing applications, work measurement, and comparative product evaluation.
- II. Prerequisites: ADMS 315 or approval of department head.
- III. Expanded Course Description: This course is designed to acquaint students with current word processing software. Students will develop proficiency in the use of advanced word processing software.
- IV. Intended Student Outcomes:
 - acquire skills in customizing paragraphs and pages
 - understand how to properly proof documents
 - learn how to automate and customize formatting
 - acquire skills in customizing and navigating in a document

At the conclusion of the course the student will:

- produce custom paragraphs and pages with numbers, bullets, headers, and footers
 - demonstrate competency in proofing documents with spell and grammar check, and display synonyms and antonyms using the thesaurus function
 - create, edit, modify, and delete building blocks
 - demonstrate competency in creating custom theme colors, theme fonts, and theme effects
 - demonstrate competency in navigating a document using thumbnails, bookmarks, hyperlinks, and cross-references
- 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