

## Undergraduate Administration Courses

**ADMS 1305. Intermediate Keyboarding. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Students will master the alpha-numeric computer keyboard by touch, with attention to accuracy and the correct formatting of business documents such as letters, memorandums, formal reports, forms, and other business correspondence. Prerequisite: Beginning typewriting in high school or college.

**ADMS 3314. Advanced Document Production. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Students will prepare high-quality documents using the computer. Prerequisite: ADMS 1305.

**ADMS 3315. Word Processing. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Orientation to word processing concepts terminology, procedures, and hardware. Students are given experience with basic and advanced functions of dedicated word processors and microcomputer word processing software. Prerequisite: Approval of department head.

**ADMS 3316. Advanced Word Processing. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A comprehensive study of microcomputer word processing software. Students will develop proficiency in the use of word processing software through extensive hands-on experience with advanced formatting functions including macros, graphics, drawing, merging, and sorting to create documents with columns, tables, and charts. Prerequisite: ADMS 3315 or approval of department head.

**ADMS 3318. Current Issues in Business Operations. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

A survey of current topics to acquaint the business student with a variety of technological changes encountered in the business environment. Prerequisite: Junior classification.

**ADMS 3319. Current Issues in Business Operations. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).** [WI (<http://catalog.tarleton.edu/academicaffairs/>)]

Examination of a variety of contemporary issues affecting business operations in the areas of accounting, finance, business communication, business law, management, marketing, and economics. Prerequisite: Junior classification.

**ADMS 4086. Problems. 1-3 Credit Hours (Lecture: 0 Hours, Lab: 1-3 Hours).**

A directed study of selected problems in administrative systems. May be repeated with department head approval. Prerequisites: Senior classification and approval of department head.

**ADMS 4313. Administrative Information Systems. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Business information and decision support systems are examined as critical elements in business data and information systems. Emphasis is placed on data and records management systems, electronic filing and retrieval systems, reprographics systems, telecommunication systems, and machine transcription systems. The course includes discussion of current and future technological trends. Prerequisite: Junior classification.

**ADMS 4314. Administration of the Electronic Office. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).**

Principles of office management, including planning, organizing, staffing, directing, and controlling are examined. Emphasis is placed on improved managerial performance, including procedures, personnel requirements, and equipment needs. Prerequisite: Junior classification.