

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

Master Course Syllabus Outline

Department: Management, Marketing, and Administrative Systems
Course Prefix/Number: ADMS 318
Course Title: Current Issues in Business Technology
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: A survey of current topics to acquaint the business student with a variety of technological changes encountered in the business environment.
- II. Prerequisites: Junior classification
- III. Expanded Course Description: This course is designed to acquaint students with current topics relating to business technology and business teacher education. Students completing the course will be familiar with requirements for a Texas teaching certificate in business and will know how to organize, present, and assess information in secondary business courses that utilize business technology in the course content.
- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).

At the conclusion of the course the student will: (1) Identify current technology used in the business environment, (2) Define the requirements for a Texas teaching certificate in business, and (3) Describe how to organize, present, and assess information in secondary business courses that utilize business technology in the course content.

- 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