I. Catalog Description: 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.

II. Prerequisites: Junior Classification

III. Expanded Course Description: This course is designed to incorporate the administrative skills the student has learned in previous courses with current business information and decision support systems and to enhance the student’s understanding of the human relation skills necessary to succeed in a chosen administrative profession.

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 the personal traits and administrative skills necessary for a successful office employee; (2) Communicate effectively through written and oral communications; (3) Describe the elements of an effective business information and decision support systems including data and records management systems, electronic filing and retrieval systems, reprographics systems, telecommunication systems, and machine transcription systems; (4) Explain diversity in the workplace and list strategies for successfully working with people in the workplace; and (5) Define the components a successful job search.

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