

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 414  
Course Title: Administration of the Electronic Office  
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Principles of office management, including planning, organizing, staffing, directing, and controlling are examined. Emphasis is placed on improved management performance, including procedures, personnel requirements, and equipment needs.
- II. Prerequisites: Junior classification
- III. Expanded Course Description: The purpose of this course is to build on the students' administrative and managerial skills and to assist the students in developing human relation and problem solving skills necessary to succeed in an administrative career.
- 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) Define management and the categories of skills needed by administrative managers, (2) Identify discriminatory practices that are prohibited in the workplace, (3) Describe the components of a successful human resources management program, (4) Discuss the importance of corporate values and business ethics, (5) List the steps in the problem-solving process, and (6) Describe occupational risks of physical and safety problems in offices.

- 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:

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Signature

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Date