Course Change Request

Viewing: MARA 250: Management Information Systems

Last edit: 02/26/18 11:59 am

Changes proposed by: knox

### As A Banner Prerequisite:
- FINC 341: Business Finance
- MGMT 363: Managing People in Organizations
- MKTG 321: Marketing
- SCMT 303: Statistical Methods
- SCMT 364: Operations Management

### Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Kris Knox</td>
<td><a href="mailto:knoxj@tamug.edu">knoxj@tamug.edu</a></td>
<td>409-740-4442</td>
</tr>
</tbody>
</table>

### Rationale for Course

The proposed changes are part of a routine curriculum review.

### Course Information

- **Course prefix**: MARA
- **Course number**: 250
- **Department**: Maritime Administration
- **College/School**: Galveston Campus
- **Academic Level**: Undergraduate
- **Effective term**: 2018-2019 Galveston
- **Complete Course Title**: Management Information Systems
- **Abbreviated Course Title**: MGMT INFO SYSTEMS

### Catalog course description

Introduction to the concepts and applications of management information systems, including information technology concepts, computer hardware, common business software, software selection and development, management information systems (MIS), decision support systems (DSS), and working in a digital world.

### Prerequisites and Restrictions

- **Should catalog prerequisites / concurrent enrollment be enforced?**: No

### Crosslistings

- **Crosslisted With**: No

### Stacked

- **Stacked with**: No

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In Workflow

1. MARA Department Head
2. Curricular Services Review
3. GV Committee Preparer UG
4. GV Committee Chair UG
5. GV College Dean UG
6. UCC Preparer
7. UCC Chair
8. Faculty Senate Preparer
9. Provost II
10. University President
11. Curricular Services
12. Banner

Approval Path

1. 02/13/18 4:55 pm
   - Joan Mieski (mieskij): Approved for MARA Department Head
2. 02/13/18 6:48 pm
   - Sandra Williams (sandra-williams): Approved for Curricular Services Review
3. 03/07/18 11:51 am
   - Meredith Zalesak (zalesakm): Approved for GV Committee Preparer UG
4. 03/07/18 11:52 am
   - Meredith Zalesak (zalesakm): Approved for GV Committee Chair UG
5. 03/07/18 3:34 pm
   - Patrick Loucheuarn (louchuarn): Approved for GV College Dean UG
6. 03/07/18 3:43 pm
   - Sandra Williams (sandra-williams): Approved for UCC Preparer
7. 03/09/18 3:34 pm
   - Sandra Williams (sandra-williams): Approved for UCC Chair
Credit Hour(s)
(per week):

Repeatability for credit:
No

CIP/Fund Code
5212010016

Default Grade Mode
Letter Grade (G)

Method of instruction
Lecture

Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education)
Yes

Learning Outcomes

Meets traditional face-to-face learning outcomes.

Describe how learning outcomes are met or provide justification why they are not met.
The course has always been taught on-line (i.e., as a nontraditional course). The course will continue to be taught as an on-line course. See course syllabus attached for learning outcomes.

Hours

Meets traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.
The course earns the student 2 credit hours. See course syllabus attached for requirements and assignments.

Will this course be taught as a distance education course?
Yes No

I verify that I have reviewed the FAQ for Export Control Basics for Distance Education.
Yes No

Is 100% of this course going to be taught in Texas?
Yes

Will classroom space be needed for this course?
No

This will be a required course or an elective course for the following programs:

<table>
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<tr>
<th>Program(s)</th>
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<tbody>
<tr>
<td>(BS-MARA) Maritime Administration - BS</td>
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Required (select program)

Elective (select program)

Has/will this course be(en) submitted for core curriculum consideration?
No

Has/will this course be(en) submitted for Writing or Communication consideration?
No

Has/will this course be(en) submitted for

https://nectcatalog.tamu.edu/courseleaf/approve/
# Course Syllabus

<table>
<thead>
<tr>
<th>Syllabus:</th>
<th>Upload syllabus</th>
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<tbody>
<tr>
<td>Upload syllabus</td>
<td><strong>MARA 250 Syllabus.pdf</strong></td>
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**Letters of support or other documentation:** No

**Additional information**

**Reviewer Comments**

*Sandra Williams (sandra-williams) (02/13/18 9:12 am):* Rollback: if you are requesting non-traditional format approval for this course, you need to answer the question on the form “Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education)” and include a traditional syllabus and a non-traditional syllabus (if applicable).

*Sandra Williams (sandra-williams) (03/09/18 3:34 pm):* UCC approved March 9 via e-vote.
TEXAS A&M UNIVERSITY AT GALVESTON
Department of Maritime Administration

Maritime Administration (MARA) 250 – Management Information Systems
Sections 498-499 – Spring 2018

Instructor – Steven M. Conway – conways@tamug.edu  cell – 409-939-4714
Meeting Times: Online  Course Prerequisites: None
Texts: Assigned Online Readings in the Blackboard learning management system
Software required: Microsoft Office for Windows or Mac OS (available from Software.tamu.edu for $10, order immediately if you don’t have it already)

COURSE DESCRIPTION:
This course introduces the concepts and application of management information systems to business. This is a business course about information technology’s use in business it is not an information technology or computer course. Specific topics covered include; information technology terms and concepts, computer hardware, common business software, software selection and development, management information systems (MIS), decision support systems (DSS), project management and implementing change, and working in a digital world.

FULLY ONLINE SECTION:
The fully online section of MARA 250 is the same level of effort as a face to face course with lectures in that it covers the same materials and takes the same amount of time and effort. It is different in that more of the material is presented via readings and less orally, it obviously requires that you spend more time online using the Blackboard learning management system. It requires more discipline on the part of the student because while there are still regular deadlines there is no regular class meeting to remind you of these deadlines. The weighting of the assignments is different reflecting the different process used in an online course.

COURSE OBJECTIVES:
1. State Information Technology vocabulary and concepts
2. Demonstrate skills in Basic Business Software Applications including Microsoft Office and others.
3. Apply basic Database concepts and show their use in the business world including querying and reporting.
4. Justify which software to acquire by purchase or development. BUT – NEVER BUILD IF YOU CAN BUY
5. Discuss how to implement Software including project and change management
6. Identify ways to work in a digital world – Challenges and Opportunities
7. Discuss business ethical conflicts and apply a framework for responding to them
8. Demonstrate knowledge of basic security concepts and business risks associated with information systems.

This course is being supported by eCampus on Blackboard learning management system.
GRADING SCHEME:
Online activities including reading, homework and Quiz(s) 75%
Midterm Exam 12.5%
Final Exam 12.5%

Grade Structure:
90-100 A
80-89 B
70-79 C
60-69 D
< 60 F

Office Hours: NA. Contact is via email, text or phone
Phone: Cell Phone: (409) 939-4714 (if I don’t answer leave a message and a number and I will return your call)
E-mail: conways@tamug.edu or stevenisretired@gmail.com

TEACHING STRATEGIES
Active student focused online learning with students actively engaged in the learning process by doing problems and exercises online will be emphasized throughout this course. The course is divided into modules; typically a module will include a brief introductory video/PowerPoint, online readings, activities such as homework or software training or exercises utilizing software, online quizzes over the material covered and a PowerPoint of a relevant rule of thumb for that module. This course does not use a textbook but you are required to buy software to support learning Excel and Access which costs approximately $20.

CONTACTING YOU
The department and I will use your University neo-E-mail address. Please check your E-mail account several times a week. Please be aware that forwarding of messages from your NEO email account may be restricted and that you have to check your NEO email account to receive all messages.

COURSE SCHEDULE
Introduction Module – Due end of first week of classes. Deadline is midnight Sun 22 Jan.
Module 1- IT terminology Deadline is midnight Sunday 29 Jan.
Module 3-Business Ethics. Deadline is midnight Sun 26 Feb
Midterm – 8am Mon 27 Feb – midnight Wed 1 Mar
12-16 Mar SPRING BREAK
Module 4-Software development and Acquisition. Deadline is midnight Sunday 25 Mar.
Module 5- Implementing software. Deadline is midnight Sun 8 April
Module 6-Working in a Digital World. Deadline is midnight Thurs 22 April
Module 7-Security and Business Continuity. Deadline is Tues 1 May
Final - 8am Fri 4 May – midnight Mon 7 May
**INTERNET BROWSER** - I recommend using a Windows PC and the Firefox browser with eCampus and this course. I’ve tested and had the best luck with Firefox. You should be able to do everything in the course with a Mac using Firefox, however students have reported issues using the Safari browser with eCampus so I recommend using Firefox on the Mac. Also Mac users must use alternative software to Microsoft Access in Module 2. Information on that software is available in Module 2. Often students have problems viewing some of the videos from the course. Our videos are served using the TAMU MediaMatrix system which is using flash to load the videos. Please use Firefox and install the latest flash player from Adobe. Here is the link [https://get.adobe.com/flashplayer/?Lang=Spanish](https://get.adobe.com/flashplayer/?Lang=Spanish). Also here is a link that shows how to get Chrome to show the videos also [https://helpx.adobe.com/flash-player/kb/enabling-flash-player-chrome.html](https://helpx.adobe.com/flash-player/kb/enabling-flash-player-chrome.html) and Safari [https://helpx.adobe.com/flash-player/kb/enabling-flash-player-safari.html](https://helpx.adobe.com/flash-player/kb/enabling-flash-player-safari.html)

**ASSESSMENTS**

**Technology Assessment** – This is an online quiz that is NOT used to calculate your course grade. It is used to give you a baseline of your general computer knowledge as you enter the course. Typical grades range from 20-80 points and are fairly evenly distributed. This is not a predictor of you success in the course. Final grades appear to be unrelated to the scores on the Technology Assessment. Final grades are most related to the level of effort you put into the course.

**Online Reading Quizzes** – There will be quizzes over assigned readings. The purpose of these quizzes over the assigned readings is to ensure that you read the assigned readings. You will normally not be allowed to complete these quizzes after the deadline for the completion of the module where the reading is assigned. These quizzes are 10 points each.

**Homework Assignments and Paired Quizzes** – Individual assignments will be completed and turned in online via eCampus. Each of the assignments is paired with a quiz. The quiz is how the assignment is "graded". I have you turn in the assignments and spot check them but I don’t grade them individually. You will NOT see grades on the assignments in the gradebook in ecampus. By using the quizzes to grade the assignments I am able to get feedback to the students more quickly. These quizzes are 10 points each.

**Midterm and Final** – The online tests will be scored on a 20 point basis and equally weighted as part of the final grade. Each test is 12.5% of your final grade. The format for the tests will be multiple choice, true/false or short answer.

**COURSE DEADLINES**

There are deadlines to complete each course module. After the module deadline you may be unable to access the module materials; generally you will receive grades only on material completed prior to the deadline. Since the majority of the grade is from the
readings and assignments completing the material on time is critical to successfully completing the course with a good grade. The best strategy for being successful in the course is to stay on schedule. If you have a lengthy situation resulting in you being unable to complete online work by the module deadlines please contact the instructor as soon as possible. I strongly suggest not leaving work until the last minute since completion of your work may take longer than you anticipate. Since the system logs activity it is clear when you have put off the work until the last minute. Minor short term problems at the last minute are not excuses for late completion of the modules.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY STATEMENT
The Americans with Disabilities Act (ADA) is a federal non-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this law requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Counseling Office, Seibel Student Center, or call (409) 740-4587. For additional information visit http://www.tamug.edu/counsel/Disabilities.html

COURSE ACCOMMODATIONS:
As a longtime teacher, I believe that all students have different ways of learning and face different issues that might interfere with their learning. If you have a documented disability, I sincerely encourage you to visit with the Counseling office as soon as possible AND to let me know that you are having this discussion. My experience has been that there are many issues that a student can have that can interfere with their successfully completing a course. I will do my best within the parameters of this course to provide you with tools or methods appropriate to your learning needs and any issues you face. I encourage you to contact me with any disability or other issue that you think might interfere with your ability to complete any course requirements. The earlier we can address these issues the more chance you have of success.

ACADEMIC INTEGRITY STATEMENTS
AGGIE HONOR CODE:
“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMUG community from the requirements or the processes of the Honor System. For more information you can review the Honor Council Rules and Procedures on the web:
http://www.tamug.edu/HonorSystem.
COLLABORATION:
During this class you will be assigned activities with different amounts of collaboration allowed. Exceeding the allowed amount of collaboration is considered cheating. These range from:

- Midterm and Final – These are online tests and you may review course materials but all work must be yours and yours alone, you are not allowed communicate with anyone else during the test. Blackboard has extensive logging of all activity including materials accessed, time accessed and the unique id of the computer used. Logs are routinely reviewed after tests. Any evidence of collaboration will be investigated as cheating.
- Online Quizzes – No collaboration or use of other online material is allowed.
- Homework Assignment – If you have difficulties you are allowed to discuss how to do the problems with your classmates but you must do all the work yourself and the answers you turn in must be your work. Copying and turning in a classmate’s homework answers is cheating.

STATEMENT ON COURSE EVALUATIONS
The PICA (Personalized Instructor/Course Appraisal) is an online course evaluation for Texas A&M. We highly encourage you to complete an evaluation for each course on your schedule. Student input is a critical component used to improve curriculum and teaching. Each faculty member values your input to improve his/her methodology. Your comments can also significantly impact the mix and membership of faculty. The PICA website is available at http://pica.tamu.edu, your howdy portal, or by scanning.

STATEMENT ON ABSENCES
Information concerning absences long enough to interfere with completing a module is contained in the University Student Rules Section 7 http://student-rules.tamu.edu/rule07. The University views timely completion of online materials as an individual student responsibility. All students are expected to complete all assignments on time. Please consult the University Student Rules for reasons for excused absences, detailed procedures and deadlines as well as student grievance procedures (Part III, Section 45).

STATEMENT ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACE ACT (FERPA)
FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to https://howdy.tamu.edu and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete FERPA notice to students and the student records policy is available at the Office of the Registrar webpage: http://registrar.tamu.edu/Catalogs.-Policies-Procedures/FERPA/FERPA-Notice-to-Students#0-StatementofRights
Items that can never be identified as public information are a student’s social security number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.