4. Texas A&M University at Galveston

New Courses

**MARS 362. Biochemical Adaptations. (1-0). Credit 1.** Seminar on biochemical adaptations and contemporary biochemical methodology emphasizing marine life; an examination of how marine organisms, based on a common set of biochemical structures and processes and subject to a common set of physical-chemical laws, adapt to marine environmental conditions. Prerequisites: MARS 360 or concurrent enrollment.

**MARS 412. Remote Field Investigations in Marine Sciences. Credit 1 to 6.** An overview of marine sciences in remote locations varying by instructor and selected topics; lectures on recent scientific papers, methods, and concepts related to field area; individual projects; data collection; data analysis and presentation. May be taken 3 times for credit. Prerequisite: Junior or senior classification or approval of instructor.

**PHIL 381. Ethical Theory. (3-0). Credit 3.** Values and conduct such as moral relativism, self-interest, utilitarianism, rules, nature of valuation, ethical language and argumentation. Prerequisite: 3 hours of philosophy other than PHIL 240.

Change in Course

**MARS 250. Computer Applications.**

<table>
<thead>
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<th>Course Number</th>
<th>From: MARS 250.</th>
<th>To: MARS 350.</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>From: Computer Applications.</td>
<td>To: Advanced Computer Applications.</td>
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<tr>
<td>Lecture Hours and Credit Hours</td>
<td>From: (2-2). Credit 3.</td>
<td>To: (1-2). Credit 2.</td>
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**Course Description and Prerequisite**

From: Introduction to microcomputer business and data applications. Fundamental concepts of information technology and algorithm development. Use of integrated word processing, spreadsheet and database applications software to solve science and/or business problems.

To: Data manipulation, merging selection, filtering and querying in Microsoft Office primarily using large real data sets; applications of GIS, MATLAB, and other software relevant to science and/or business applications; discussion of algorithm development in structured and object oriented programming languages.
Texas A&M University  
**Departmental Request for a New Course**  
**Undergraduate/Graduate Professional**

Submit original form and 25 copies. Attach a course syllabus to each.*

1. This course is submitted by the Department of Marine Sciences.

2. Course prefix, number and complete title of course: MARS 362 Biochemical Adaptations

3. Course description (not more than 50 words): A seminar on biochemical adaptations and contemporary biochemical methodology emphasizing marine life; an examination of how marine organisms, based on a common set of biochemical structures and processes and subject to a common set of physical-chemical laws, adapt to marine environmental conditions.

4. Prerequisite(s) MARS 360, or concurrent enrollment Cross-listed with

5. Is this a variable credit course? Yes X No If yes, from ________ to ________

6. Is this a repeatable course? Yes X No If yes, this course may be taken ________ times.

   Will the course be repeated within the same semester/term? Yes X No

7. Has this course been taught as a 489/689? X Yes Q No If yes, how many times? ________

   Indicate the number of students enrolled for each academic period it was taught. 071 - 15

8. This course will be:
   
   a. Required for students enrolled in the following degree program(s) (e.g., B.A. in history)

   b. an elective for students enrolled in the following degree program(s) (e.g., M.S., Ph.D. in geography)

   marine biology, marine sciences

9. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. Attach approval letters.

10. **Prefix** | **Course #** | **Title (exclude punctuation)** |
    -----------------|-----------------|-----------------------------|
    **MARS** | 362 | BIOCHEMICAL ADAPTATIONS |

    | Lect. | Lab | SCH | Subject Matter Content Code | Admin. Unit | Academic Year | FICE Code |
    |-------|-----|-----|-----------------------------|-------------|---------------|-----------|
    | 01    | 00  | 01  | 3001010302                  | 18100809    | 010298        |

    Approval recommended by:
    
    Head of Department Date 1/15/68

    Chair, College Review Committee Date 1/14/06

    Head of Department (if cross-listed course) Date

    Dean of College Date

    Submitted to Coordinating Board by: Dean of College Date

    Director of Academic Support Services Date Effective Date

* Attach a syllabus according to the guidelines on the web site www.tamu.edu/coursetemplates. To have this form reviewed, please send to Linda F. Lacey, Mail Stop 1265 or fax to 847-8737.

OAR/AS-697  
2 of 15 C
Biochemical Adaptations of Marine Organisms
MARS 362

Instructor
Dr. Susan L. Knock
116 Kirkham Hall
409-740-4826
knocks@tamug.edu

Course Description
This is a one-semester seminar course that focuses on the important biochemical adaptations that have occurred in marine organisms. Students will be introduced to the biochemical methodology used in contemporary studies with specific reference made to studies involving marine life. The central question to be addressed is "How have marine organisms, which are based on a common set of biochemical structures and processes and subject to a common set of physical-chemical laws, been able to adapt to the enormously wide spectrum of marine environmental conditions.

Course Objectives
- Understand the methodology used to study complex biomolecules and metabolic pathways.
- Apply fundamental thermodynamic relationships to explain the energetics of cellular activities.
- Understand what the adaptational challenges facing biochemical system are and how these systems have been modified through evolution to permit the same fundamental types of structures and processes to be sustained in all organisms, in all marine environments.
- Become proficient at reading and presenting the current literature in biochemistry and molecular biology.
- Develop writing skills in this subject area.

Prerequisites
MARS 360 or concurrent enrollment

Evaluation and Grading Policy
Each week, I will present a 5-10 minute synopsis of the underlying biochemical process or of a methodology used in the papers to be discussed. Then, students will present a summary of the specific journal article that discusses the week's topic. Two students will present 2 different papers each week. At the end of the semester, those students wishing to earn an A in the course will write a "review paper" over five current journal articles. Grades will be assigned as follows:
- A grade of A will be assigned for participating in class discussion each week, presenting 2 journal articles and writing a high quality review paper.
- A grade of B will be assigned for participating in class discussion each week, presenting 2 journal articles and writing a satisfactory review paper.
- A grade of C will be assigned for participating in class discussion each week and presenting 2 journal articles.
- A grade of D will be assigned for participating in class discussion each week and presenting 1 journal article.
• Any effort less than described immediately above will be assigned a grade of F.

**Required Texts**
None

**THE AMERICANS WITH DISABILITIES ACT:** The Americans with Disabilities Act (ADA), is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact the Director of Counseling.

**ACADEMIC DISHONESTY:** For many years Aggies have followed a Code of Honor, which is stated in this very simple verse: "Aggies do not lie, cheat, or steal, nor do they tolerate those who do." Please refer to the Honor Council Rules and Procedures on the web http://www.tamug.edu/honorsystem/ for more information.

**ABSENCES:** Information concerning absences are contained in the University Student Rules Section 7. The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments. 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).

**FAMILY EDUCATIONAL AND RIGHTS TO PRIVACY ACT (FERPA):** FERPA is a federal law designed to protect the privacy of educational 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. To obtain a listing of directory information or to place a hold on any or all of this information, please consult the Admissions & Records Office. Items that can never be identified as public information are a student's social security number or institutional identification number, citizenship, gender, grades, CPR or class schedule. All efforts will be made in this class to protect your confidentiality.
Texas A&M University

Departmental Request for a New Course
Undergraduate • Graduate • Professional
- Submit original form and attach a course syllabus.
- Submit original form and attach a course syllabus.

1. This request is submitted by the Department of Marine Sciences-TAMUG
2. Course prefix, number and complete title of course: Mars 412-Remote field investigations in Marine Sciences
3. Course description (not more than 50 words): An overview of marine sciences in remote locations varying by instructor and selected topics; lectures on recent scientific papers, methods, and concepts related to field areas, individual projects; data collection; data analysis and presentation.

4. Prerequisite(s) Jr. or Sr. or approval of instructor
5. Is this a variable credit course? Yes □ No □ If yes, from 1 to 6.
6. Is this a repeatable course? Yes □ No □ If yes, this course may be taken 3 times. Will the course be repeated within the same semester/term? Yes □ No
7. Has this course been taught as a 289/489/689? Yes □ No If yes, how many times? Indicate the number of students enrolled for each academic period it was taught. Taught 848-8 students 063
8. This course will be:
   a. required for students enrolled in the following degree program(s) (e.g., B.A. in History)
   b. an elective for students enrolled in the following degree program(s) (e.g., M.S., Ph.D. in Geography)
   Marine Sciences, Marine Biology, Ocean and Coastal Resources

9. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. Attach approval letters.

10. Prefix Course # Title (excluding punctuation) Mars 412 Remote Field Mars
    Lect. Lab. SCH Subject Matter Content Code Admin. Unit Acad. Year HCE Code 06 00 06 30 10 10 30 21 80 10 08 09 20 07 31 8

Approval recommended by:
Head of Department Date
Dean of College Date

Submitted to Coordinating Board by:
Director of Academic Support Services Date
Effective Date

Questions regarding this form should be directed to Sanders Williams at 845-8856.
OAR/AS - 04/07

5 of 15 C
MARS 412 Remote Field Investigations in Marine Sciences
Generic Course Syllabus

Instructor: The course will be taught by one or more faculty at TAMUG.

Prerequisite: Junior or senior standing or permission of the instructor.

Course Details: This is a field based course that involves both extensive off campus work and analysis (on and off campus). The specific topic of the field investigation will determine the precise ratio of off and on campus work as well as the credit hours for the course. Grades will be based upon instructor evaluation of the development of field skill and work (such as laboratory notebooks or papers) that are required. A final examination (either oral or written) may be required depending upon the nature of the course and on whether a significant final project is required.

For example, a field investigation which is an overview of the geology of volcanic islands and tropical eco-systems associated with the active and dormant volcanoes of Oahu and Hawaii (Big Island). Lectures will be given both prior to the trip and after the trip and will focus on recent scientific papers, methods, and concepts related to the geology of volcanic islands and coral reef geology of atolls (see topics below). Each student will select a theme for an aspect of both the geology of volcanism in Hawaii and coral reef geology of volcanic islands. Students will be responsible (in consultation with and approval of the faculty member) for deciding stops and points of interest and leading the portions of the field trip which relate to their theme. Upon returning to TAMUG, each student will develop a formal field trip report detailing what they found and observed and linking it to the background research they conducted prior to the trip. For this example the student grade would be based upon seminar participation and presentations (40%), written report (60%).

For some field locations sampling techniques and data collection and analysis will be an integral part of the course. In those instances their grade will be based partly on the quality of their data and its analysis as well as its presentation.

Field trip fee: $1500 includes room, board, and equipment usage and may include airfare depending upon study sites.

Americans with Disabilities Act (ADA) Policy Statement: The following ADA Policy Statement (part of the Policy on Individual Disability Evaluation) was submitted to the University Curriculum Committee by the Department of Student Life. The policy statement was forwarded to the Faculty Senate for information.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation 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, Northern Student Center, or call (409)740-4587.

Aggie Honor System: Aggie Honor Code: "An Aggie does not lie, cheat, or steal or tolerate those who do." Upon accepting admission to Texas A&M University at Galveston, 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 excuse any member of the TAMUG community from the requirements or the processes of the TAMUG Honor System. For additional information: http://www.tamug.edu/honorsystem/.
Attachment C

Statement on Absences: Information concerning absences are contained in the University Student Rules Section 7. The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments. 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).

If the absence is excused per the process outlined in the University Student Rules, the student must be given the opportunity to make up work that was missed. The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unauthorized absence. See Part III, Student Grievance Procedures, Section 49, Unexcused Absences, for more information about appealing an instructor’s decision.

Statement on the Family Educational Rights and Privacy 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. To obtain a listing of directory information or to place a hold on any or all of this information, please consult the Admissions & Records Office.

Items that can never be identified as public information are a student's social security number or institutional identification 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.
Texas A&M University
Departmental Request for a New Course
Undergraduate + Graduate + Professional
* Submit original form and attach a course syllabus.*

1. This request is submitted by the Department of General Academics

2. Course prefix, number and complete title of course: PHIL 381 Ethical Theory

3. Course description (not more than 50 words): Values and conduct such as moral relativism, self-interest, utilitarianism, rules, nature of evaluation, ethical language and representations.

4. Prerequisite(s) 3 hours of Philosophy other than PHIL 240

5. Cross-listed with Cross-listed courses require the signature of both department heads.

6. Is this a variable credit course? Yes No If yes, from ______ to ______.

7. Is this a repeatable course? Yes No If yes, this course may be taken ______ times. Will the course be repeated within the same semester/term? Yes No

8. Has this course been taught as a 289/489/689? Yes No If yes, how many times? ______ Indicate the number of students enrolled for each academic period it was taught.

9. This course will be:
   a. required for students enrolled in the following degree program(s) (e.g., B.A. in history)
   b. an elective for students enrolled in the following degree program(s) (e.g., M.S., Ph.D. in geography)

10. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. Attach approval letters.

<table>
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<th>Prefix</th>
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</table>

Approval recommended by:
Head of Department
Date

Chair, College Review Committee
Date

Head of Department (if cross-listed course)
Date

Dean of College
Date

Submitted to Coordinating Board by:
Dean of College
Date

Director of Academic Support Services
Date

Effective Date

Questions regarding this form should be directed to Sandra Williams at 845-8836.
OAR/AS – 04/07
Texas A&M University at Galveston
Philosophy 381, Ethical Theory
Spring 2008

Instructor: Prof. Darren Domsky
Office: CLB 125
Office hours: Monday and Wednesday 2:15-4:00 and by appointment
Email: domskyd@tamug.edu (but please speak to me in person if possible—I’d really appreciate it)
Lectures: Monday and Wednesday 4:00-5:15

Required Text


Course Description

What, in any given situation, is the right thing to do? Is it to bring about the best possible state of affairs? Is it to follow the set of rules that, if followed by everyone, would tend to bring about the best possible states of affairs? Is it to follow certain duties, or respect certain rights, irrespective of their consequences? Is it to follow moral principles that people would rationally or reasonably choose or agree to, under certain, ideal conditions? Is it to do something else entirely?

Intermixed with these questions lie still more. Are moral principles agent-neutral (for example, are we to avoid friends being betrayed), or are moral principles agent-relative (for example, is each of us to avoid betraying our friends)? If states of affairs matter morally, which ones matter, and to what comparative degree? And how does any of this play out practically? Can progress in ethical theory break up any of the log jams that have formed around such topics as abortion, euthanasia, the death penalty, gay marriage, affirmative action, world hunger, or the use of state sanctioned torture? Will it?

These are the questions that we will face in this course, and they are some of the thorniest in all of philosophy. Let us build up not just a tolerance but a love of thorns, that we may one day see not the grief of our various moral dilemmas, but the garden.

Week by Week Course Outline (Approximately one reading per week)

From Consequentialism:
1. John Rawls, “Classical Utilitarianism”
2. Philip Pettit, "Consequentialism"
3. Samuel Scheffler, From The Rejection of Consequentialism
4. Derek Parfit, From Reasons and Persons
5. Peter Railton, "Alienation, Consequentialism, and the Demands of Morality
6. Richard B. Brandt, "Toward a Credible Form of Utilitarianism"
7. Robert Adams, "Motive Utilitarianism"

From Deontology:
9. Thomas Nagel, "Agent-Relativity and Deontology"
10. Stephen Darwall, "Agent-Centered Restrictions From the Inside Out"
11. Judith Jarvis Thomson, "The Trolley Problem"
13. Christine M. Korsgaard, "The Right to Lie: Kant on Dealing with Evil"

Course Requirements

1st exam (25%)
1st essay (25%)
2nd exam (25%)
2nd essay (25%)

Please note: Essays are to be handed in at the start of class on the day they are due, and digital copies are also to be emailed to a specific email address (details to follow), so that they can be tested for plagiarism.

Late essays will be penalized by 10% each day they are late, except in cases of documented, university-recognized excuses.

Grading Scheme

Grades will be assigned according to the following table:

A: 90-100  B: 80-89  C: 70-79  D: 60-69  F: 0-59

Disclaimer

This course is not about teaching you what to think; it is about teaching you how to reason about, and how to rationally defend, what you think. You will not in any way be told what is true or false, or right or wrong; you will be asked. And it will not matter (where your grades are concerned) which particular answers you give. What will matter, in addition to your critical understanding of the readings and lectures, is how persuasively you defend and/or support your answers compared to people who share your same position.

Americans with Disabilities Act (ADA) policy statement. The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things,
this legislation 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 Department of Student Life, Services for Students with Disabilities in Room 118 of Cain Hall, on the Internet at http://studentlife.tamu.edu/ssd/, or by telephone at 979-845-1637.

Academic Integrity Statement. The Aggie Honor Code states that "An Aggie does not lie, cheat, or steal or tolerate those who do." Effective September 1, 2004, Texas A&M University has an Honor Code that defines campus policy on academic misconduct. The Aggie Honor System is charged with the enforcement of this Code. Students are advised to familiarize themselves with definitions of "academic misconduct" and procedures for handling it under Rule #20 of the TAMU Student Rules: http://student-rules.tamu.edu/rule20.htm.

Recommended Writing Advice on the World Wide Web

* Maybe the best one, quite extensive and complete:
  http://www.cofc.edu/~portmord/tips.htm
* Very nice and fairly short:
  http://philosophy.utoronto.ca/phlwrite/sousa.html
* Very good:
  http://www.sfu.ca/philosophy/writing.htm
* Very good, but a bit long:
  http://www.princeton.edu/~jimpryor/general/writing.html
* Advanced (and superb), written for graduate students by the former editor of Analysis:
  http://www.phil.cam.ac.uk/teaching_staff/Smith/students/writing.html
* Perhaps the best advice article I know of, aimed at graduate students and professors:
Donna Lang

From: Joseph Szucs
Sent: Wednesday, December 05, 2007 12:10 PM
To: Donna Lang
Subject: FW: support for offering phil 381 (ethical theory) here at TAMU atGalveston

-----Original Message-----
From: Daniel Conway [mailto:conway@philosophy.tamu.edu]
Sent: Wednesday, December 05, 2007 9:31 AM
To: Darren Domsky
Cc: kjakubik@tamu.edu; Joseph Szucs
Subject: Re: support for offering phil 381 (ethical theory) here at TAMU atGalveston

Dear Dr. Szucs:

I am pleased to report that I support Dr. Darren Domsky's proposal to offer Phil 381 (Ethical Theory) on the Galveston campus of TAMU. Dr. Domsky has conferred with specialists here, and his syllabus is both sensible and well organized.

All best,

Dan

Daniel Conway
Professor and Head of Philosophy
Texas A&M University
314 Bolton Hall
4237 TAMU
College Station, TX 77843-4237
Voice: (979) 845-5696
FAX: (979) 845-0458
E-Mail: conway@philosophy.tamu.edu

------------------------------------------------------------------------

This message was sent using IMP, the Internet Messaging Program.
Texas A&M University  
Departmental Request for a Change in Course  
Undergraduate • Graduate • Professional  
• Submit original form and attachments  

1. This request is submitted by the Department of Marine Sciences-TAMUG  

2. Course prefix, number and complete title of course: MARS 250 Computer Applications  

Attach a brief supporting statement for changes made to items 3a thru 3d, and 5 below.  

3. Change requested  
   a) Prerequisite(s): From __________________________ To approval  
   b) Withdrawal (reason) __________________________  
   c) Cross-list with __________________________  
   d) Change in course title and description. Enter complete current course title and current course description; complete proposed course title and proposed course description in items 4 and 5.  
   e) Change in credit/contact hours. Complete item 6b. Underline change(s). Attach a course syllabus.  

4. Complete current course title and current course description: Computer applications. Introduction to microcomputer business and data applications. Fundamental concepts of information technology and algorithm development. Use of integrated word processing, spreadsheet and database applications software to solve science and/or business problems.  

5. Complete proposed course title and proposed course description (not to exceed 50 words): Advanced Computer Applications. Data manipulation, merging selection, filtering and querying in Microsoft Office primarily using large real data sets; Applications of GIS, MATLAB, and other software relevant to science and/or business applications; Discussion of algorithm development in structured and object oriented programming languages. 

6. a) As currently in course inventory:  

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   b) Change to:  

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Approval recommended by:  

Head of Department  
Date  
Chair, College Review Committee  
Date  
Dean of College  
Date  

Submitted to Coordinating Board by:  
Dean of College  
Date  

Director of Academic Support Services  
Date  
Effective Date  
Questions regarding this form should be directed to Sandra Williams at 845-8836.  
OAR/AS – 04/07  

13 of 15 C
MARS 350 Advanced Computer Applications  
Course Syllabus

Instructor: Dr. Melanie J. Lesko, leskomin@tamu.edu 409/740-4517  
Text: there is no text, but there will be notes and other materials on WebCT Vista. You will also need a portable storage medium, such as a USB "jump" drive (highly recommended) or several high density 3.5 inch floppy disks. If you wish you may benefit from a general book on Microsoft Office.  
Homepage for this class is on http://elearning.tamu.edu/, and choose TAMU. Your login name is the same as your TAMU NBO account. If you need help let me know asap. Check the homepage for lab assignments, assessments, a calendar, copies of handouts, lecture notes and references, etc.

This course covers advanced computer software use. My experience has been that students today already have a working knowledge of many of the programs to be used in this class; therefore the assignments are designed to build upon that foundation. If you are not familiar with a software application perhaps you will have to work a bit harder, but you will have help. A preliminary list of topics for the laboratories is listed below. The lectures will cover general topics in computer use such as word processors, spreadsheets, databases, structured vs object oriented programming and others. Some topics will be covered by guest lecturers. Even if you are already comfortable with computers and some of the applications software expect to be challenged. Computers are a lot like any other piece of equipment; they sometimes have glitches or power failures, so get into the habit of saving your work frequently where you can find it.

Laboratories will assign specific tasks which students will attempt to perform based on the information given in lecture and on use of the available help screens, etc. provided in the laboratory itself. Students should try to work individually in laboratory and not seek advice from neighbors (unless really frustrated). The laboratory portion of the grade is primarily based on accomplishing the specific tasks, and on the effort expended during the period as evidenced by (1) completing the assigned tasks as the directions indicate, (2) evidence of individual understanding, and (3) participation/attendance. All labs will have some component to be submitted into WebCT Vista, and some will also have a printed portion to turn in. Reading and following instructions will make the task easier.

Grading and Attendance:

<table>
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<th>Labs</th>
<th>14 x 15 pts each</th>
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There will be online quizzes (assessments) with a fixed time slot during which time you must complete each quiz in a limited amount of time. The quizzes can only be taken in the LRC or in one of the computer labs in CLB. They will cover material discussed in lecture and/or relevant software questions. If you have done the labs then at least some of these questions will be familiar. I will use the calendar rather than an announcement in Vista to let you know when they are ready (and an announcement in class and/or lab). There will be no opportunity to formally make up quizzes or laboratory attendance except in cases of official university excused absence with documentation. Missing three or more laboratories (more than 25% of the total) will be regarded as missing too much of the semester to complete it in the scheduled time. If you have an excused absence you will be given an opportunity to turn in labs beyond the scheduled time limit, but the instructors will not give instruction during lab for students trying to make up late work. Lab assignments are to be turned in on Vista, and it will accept them late but it will note that it is late. Any printed materials that are requested as part of a lab assignment must be turned in on time.

ABSOLUTELY NOTHING will be accepted after the final deadline. It is your responsibility to sign roll sheets for attendance in both lecture and lab.

The class will be divided into groups and each group will be assigned a group leader and a thematic area. The group will have space to post their work on the class web at http://wikis.tamu.edu. Each individual will prepare a 1000 word paper with references on their subtopic, which will be critique by your group. Part of your research project grade will be based upon your participation in this process. Your research subtopic will also be the basis for material used to prepare a PowerPoint slide show for one of the lab assignments. Each group will make a PowerPoint presentation to the class on the thematic area to which each member of the group will contribute. Together all of these activities will total 45 points. More information about this process will be presented in lecture and online.
Tentative Topics (Not Necessarily in Order)

- File management, word processing with graphics, tables and headers
- Word processing with merging and recipient selection
- Desktop publishing
- Spreadsheet (3 weeks) data filtering, pivot tables, graphing
- Database (3 weeks) building databases, table relationships, queries
- PowerPoint and wikis
- Introduction to GIS and ArcGIS software
- Google Earth and Google Sketchup with georeferencing
- Introduction to MATA
- Graphics (object oriented programming)

Americans with Disabilities Act (ADA) Policy Statement: The following ADA Policy Statement (part of the Policy on Individual Disabling Condition) was submitted to the University Curriculum Committee by the Department of Student Life. The policy statement was forwarded to the Faculty Senate for information. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation 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, Northen Student Center, or call (409)740-4587.

Aggie Honor System: Aggie Honor Code: "An Aggie does not lie, cheat, or steal. He tolerates those who do." Upon accepting admission to Texas A&M University at Galveston, 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 excuse any member of the TAMUG community from the requirements or processes of the TAMUG Honor System. For additional information: http://www.tamug.edu/honorsystem/.

Statement on Absences: Information concerning absences are contained in the University Student Rules Section 7. The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments. 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 Privacy 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. To obtain a listing of directory information or to place a hold on any or all of this information, please consult the Admissions & Records Office. Items that can never be identified as public information are a student's social security number or institutional identification 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.