

Course Change Request

New Course Proposal

Date Submitted: 03/09/18 11:31 am

Viewing: **MARA 350 : Maritime Business Computer**

Programming and Security

Last edit: 04/04/18 1:54 pm

Changes proposed by: zalesakm

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Kris Knox	knoxj@tamug.edu	409-740-4442

Course prefix MARA Course number 350

Department Maritime Administration

College/School Galveston Campus

Academic Level Undergraduate

Undergraduate course level justification (Select One)
Prerequisites

All prerequisites will be enforced through COMPASS.

Academic Level
(alternate) Graduate

Effective term 2019-2020 Galveston

Complete Course Title
Maritime Business Computer Programming and Security

Abbreviated Course MARA BUSI COMP PROG & SECURITY
Title

Catalog course
description

Concepts of computer programming and security utilizing Visual Basic for Applications with emphasis to business and maritime area specifically; includes basic programming logic, programming in VBA, computer security principles and techniques for enhancing computer security.

Prerequisites and
Restrictions

MARA 250 and junior or senior classification.

Concurrent Enrollment No

Should catalog
prerequisites /
concurrent enrollment
be enforced? Yes

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. Faculty Senate
10. Provost II
11. President
12. Curricular Services
13. Banner

Approval Path

1. 03/09/18 12:32 pm
Kris Knox (knoxj):
Approved for MARA Department Head
2. 03/09/18 4:39 pm
Sandra Williams (sandra-williams):
Approved for Curricular Services Review
3. 03/29/18 10:20 am
Meredith Zalesak (zalesakm): Approved for GV Committee Preparer UG
4. 04/03/18 8:40 am
Meredith Zalesak (zalesakm): Rollback to MARA Department Head for GV Committee Chair UG
5. 04/04/18 1:44 pm
Joan Mileski (mileskij):
Approved for MARA Department Head
6. 04/04/18 1:54 pm
Sandra Williams (sandra-williams):
Approved for Curricular Services Review
7. 04/05/18 9:32 am
Meredith Zalesak (zalesakm): Approved for GV Committee Preparer UG
8. 04/05/18 9:33 am
Meredith Zalesak

(zalesakm): Approved for GV Committee Chair UG
 9. 04/11/18 5:27 pm Patrick Louchouarn (loup): Approved for GV College Dean UG
 10. 04/11/18 9:01 pm Sandra Williams (sandra-williams): Approved for UCC Preparer
 11. 05/08/18 3:15 pm Sandra Williams (sandra-williams): Approved for UCC Chair

Enforced Prerequisites / Concurrent Enrollment

And/Or	(Course Prefix/Number	Min Grade/Score	Academic Level)	Concurrency?
		MARA 250	D	UG		

Crosslistings No Crosslisted With

Stacked No Stacked with

Semester 3 Contact Hour(s) Lecture: 3 Lab: 0 Other: 0 Total 3
 Credit Hour(s) (per week):

Repeatable for credit? No

Three-peat? No

CIP/Fund Code 5212010016

Default Grade Mode Letter Grade(G)

Alternate Grade Modes Satisfactory/Unsatisfactory

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.

Students complete 5 modules of instruction, on-line quizzes and a final exam.

Hours

Meets traditional face-to-face hours.

Describe how hours are met or provide justification why they are not met.

The time required to complete the 5 modules of instruction is similar to a 3 credit hour face-to-face course.

Will this course be taught as a distance education course? Yes

I verify that I have reviewed the FAQ for Yes

Export Control Basics
for Distance Education.

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:

Required (select
program)

Elective (select
program)

Program(s)
(BS-MARA) Maritime Administration - BS

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
ICD consideration? No

Course Syllabus

Syllabus: Upload syllabus

Upload syllabus [MARA 350 Maritime Business Computer Programming Security 1.docx](#)

Letters of support or
other documentation No

Additional information

Reviewer Comments **Sandra Williams (sandra-williams) (03/08/18 6:23 pm):** Edits made to catalog course description to conform to catalog style guide.

Sandra Williams (sandra-williams) (03/08/18 6:30 pm): Rollback: Form has an inaccurate CIP code; are the course objectives in the syllabus the learning outcomes - if so, it should state learning outcomes.

Sandra Williams (sandra-williams) (03/09/18 4:39 pm): Update received.

Meredith Zalesak (zalesakm) (04/03/18 8:40 am): Rollback: Per GV-UCC, changes required

Sandra Williams (sandra-williams) (05/08/18 3:15 pm): UCC approved May 2018.

Reported to state?
Add

TEXAS A&M UNIVERSITY AT GALVESTON
Department of Maritime Administration

MARA 350 – Maritime Business Computer Programming and Security

Instructor: Steven M. Conway conways@tamug.edu, cell – 409-939-4714

Meeting Times: Online

Texts:

- Pearson “VBA for Microsoft Office 2016 Brief”, Paotsy, Davidson and Grauer,
ISBN-13: 978-0-13-449708-2 (Print Version ~\$42.00) **OR**
ISBN-13: 978-0-13-451296-9 (Digital Subscription version ~\$10.00)

- Assigned Online Readings in the Blackboard learning management system

Course Prerequisites: MARA 250, junior or senior classification

COURSE DESCRIPTION:

Concepts of computer programming and security utilizing Visual Basic for Applications with emphasis to business and maritime area specifically; includes basic programming logic, programming in VBA, computer security principles and techniques for enhancing computer security.

FULLY ONLINE SECTION:

The fully online section of MARA 350 is the same as a face to face course with lectures in that it takes the same amount of time and effort as an equivalent 3 credit course. 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.

Learning Outcomes:

1. Apply knowledge of basic programming principals by writing, testing and executing VBA programs. Students will be able to utilize fundamental programming concepts such as variables, modular programming, decision structures, repetitive structures, and arrays to develop VBA programs that manipulate Excel spreadsheets and perform basic calculations.
2. Use knowledge of VBA syntax by writing, testing and executing VBA programs.
3. Identify basic security principals and techniques to minimize risk to computer systems.

This course is being supported by eCampus on Blackboard learning management system.

GRADING SCHEME:

Online activities including reading , homework and Quiz(s)	70%
Major Programming Exercise	15%
Final Exam	15%

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 (Call or Text, please include name in text or leave message if I cannot answer your call)

E-mail: conways@tamug.edu or stevenisretired@gmail.com

TA: John (Jack) Stencil, johnstencil@gmail.com, 832-405-8503

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 in the text and a PowerPoint of a relevant rule of thumb for that module. You are required to own Microsoft Office for this course, it is available from the main TAMU campus as part of the Microsoft office suite for \$5.00-\$10.00, order via software.tamu.edu .

IMPORTANT it is preferred that students with Windows computers should use Office 2016 however Office 2010 or 2013 is acceptable. I DO NOT recommend using a Mac for this course since the VBA in the Office version for Mac is not as robust as the Windows Office VBA. If you use a Mac you MUST USE OFFICE 2011 FOR MAC because VBA support in Office 2016 for Mac is currently inadequate to meet the needs of this course. You are required to have or 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 make have to check your NEO email account to receive all messages.

COURSE SCHEDULE

Week 1	Introduction Module
Week 2	Module 1- Introduction to Programming and VBA
Weeks 3-5	Module 2- Getting Started with VBA and programming logic
Weeks 6-7	Module 3- Customizing Excel with VBA Deadline is midnight
Weeks 8-11	Module 4- Customizing Access with VBA
Weeks 12-13	Major programming exercise
Weeks 14-15	Module 5- Basic Security Principles and Programming security issues
Final Exam	

ASSESSMENTS

Online Reading Quizzes – There will be quizzes over assigned readings in some of the modules. 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. Some of the assignments are paired with a quiz. In these cases this is how the assignment and paired quiz are graded. I have you turn in the associated 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 give feedback to the students more quickly. These quizzes are 10 points each. Some of the assignments are turned in and graded, each assignment will include directions on how it will be graded.

Major Programming Exercise – The assigned Major Programming Exercise will cover the programming material covered in the course and will be weighted as 15% of your final grade.

Final – The online final will be weighted as 15% of your final grade. The format for the test 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.

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. 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> . 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> and Safari <https://helpx.adobe.com/flash-player/kb/enabling-flash-player-safari.html>

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 ACCOMODATIONS:

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:

- Final – This an online test, 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 with others or use of other online material is allowed.
- Homework Assignment and Programming Assignments– 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://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html. 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 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. 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.