



BUSI 3100 - Professional Development II-Critical Thinking and Decision Making in Business Fall 2026

General Information

8-week course consisting of 6 weeks of recorded lectures (August 17 through September 21) and 2 weeks of in-person exam/testing at GAB 550/550A (September 28-October 2 and if necessary, October 5-9). Recordings are accessible via Canvas (<https://unt.instructure.com>) and will be posted on Tuesday of the instructional week.

Students are required to come to Denton campus at their scheduled test time during week 7 (and if necessary, week 8) to take the Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) Certification Exam at UNT's GAB Room 550/550A.

Instructor

Instructor: Aprille Lim

Contact: Aprille.Lim@untsystem.edu (MUST include BUSI 3100 in the Subject Line) or use the Inbox in Canvas. I will reply within 24 to 48 hours.

Office location and hours: Please make an appointment with me. We can meet via [Zoom](https://unt.zoom.us/j/3453658626) (<https://unt.zoom.us/j/3453658626>) or Teams.

I am currently a Senior Financial Analyst with UNT System in the Treasury department. I hold both a Bachelor's and Master's of Science in Finance. Looking forward to a great semester!

Please only email me and not the course coordinator, Dr. Ted Peterson.

Course Overview

Course Philosophy

A variety of instructional techniques are used to achieve the pedagogical objectives of this course. The modules are designed to introduce the philosophies and methodologies in computers in our world. Problems and methodologies are illustrated in class with an emphasis on mixed learning techniques. Cengage MindTap provides students with simulation training for Microsoft Excel study tools and a mobile app.

Course Pre-requisites and/or Other Restrictions

Prerequisite(s): Restricted to College of Business majors only. Must have completed all pre-business prerequisites.

Corequisite(s): DSCI 3710 or DSCI 3870 depending on major requirement.

Course Description

Professional Development II-Critical Thinking and Decision Making in Business is the second of three required 1-hour professional development courses for the BBA programs. This course focuses on crucial desired skills in managers and business leaders. This course is divided into modules: defining the problem, developing alternative solutions, decision making, and presenting your decision. Relies on experiential learning, lectures and workshops to expose students to the knowledge and skills required for critical thinking and decision making in business. This course examines the fundamental concepts of computing in various business disciplines. The course also provides an introduction to programming and to software programs you will use in later courses and in business.



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The course is divided into five main concepts:

1. *Critical thinking - Identify or define the problem* - More often than not, managers face situations that are ill-defined, unstructured, and ambiguous. In fact, some may face situations that some define as the problem, but in fact may be just symptoms. This stage involves looking at the symptoms, assumptions, and information; identifying possible causes/underlying factors; and separating symptoms from causes.
2. *Excel - Develop and examine alternatives/solutions* - To find an appropriate solution, managers must diligently consider a range of possibilities. This stage involves examining assumptions, researching information, not jumping to obvious conclusion, adopting different perspectives, and managing ambiguity and confusion due to multiple options.
3. *Excel - Decision making* – Module three covers evaluating alternatives using data, information, assumptions, tangible and intangible cost-benefit analyses, theories and principles (including ethical principles); and arriving at one or two solution(s).
4. *Presenting your decision through an Excel critical thinking project* – Taking ownership of your decision, being aware of its consequences, and effectively communicating your decision to others.
5. *Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps)* – Upon completion of the course, all students must take the excel certification exam to pass the course and thus earn the Associate Certification.

Course Objectives

This course introduces students to the importance of using reliable sources to make decisions in business, using critical thinking and problem-solving skills to evaluate the feasibility of decisions, presenting effectively and making viable recommendations, while establishing and maintaining collaborative relationships with others. Upon completion of this course, learners will be able to:

1. Recall key concepts for critical thinking and decision making in business, using primarily Microsoft Excel (Microsoft 365 Apps).
2. Identify how different parts of Excel work
3. Apply basic computing principles to develop useful spreadsheets with Microsoft Excel (Microsoft 365 Apps) to prepare for Microsoft Office Specialist (MOS) certification
4. Demonstrate effective use of software by passing the Microsoft Excel (Microsoft 365 Apps) Certification.

Required Materials

MindTap for Campbell/Carey/Shaffer/Shellman's The New Perspectives Collection, Microsoft® 365® & Office®, 1 term Instant Access / 1st Edition by Jennifer Campbell/Patrick Carey/Ann Shaffer/Mark Shellman
ISBN-13: 9780357882016

Technical Requirement & Skills

Computer, laptop (note: recommended MAC users should use Citrus from the COB website)

Microsoft Excel 365 or 2019

Reliable Internet access

Peripherals: Webcam / Speakers / Microphone

Access to MindTap/Sam Software

Access to programs and its mobile apps if applicable: Canvas, Cengage MindTap, Certiport, Zoom



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Course Schedule	Due Date	Assignment/Exams
Week 1 8/18 (Tuesday)	8/25/26	Orientation Quiz / Register for Certiport Account / Statement of Understanding BUSI 3100 Policies & Procedures / Meet Your Classmates/Introduce Yourself Discussion / Signup for ODA in Certiport if needed
Week 2 8/25	9/1/26	Manage Worksheet and Workbooks / Individual Project & Case Study assigned
Week 3 9/1	9/8/26	Manage Data Cells and Ranges
Week 4 9/8	9/15/26	Manage Tables and Table Data
Week 5 9/15	9/22/26	Perform Operations with Formulas and Functions / Manage Charts
Week 6 9/22	9/22/26 9/29/26	Collaborative Team Project & Case Study Due Microsoft Office Specialist (MOS): Excel Associate (Microsoft 365 Apps) Practice Exam
Week 7 9/29	9/29/26	MOS: Excel Associate (Microsoft 365 Apps) Exam at the UNT GAB, Room 550/550A
Week 8 10/6	10/6/26	Second chance for exam – ONLY for those who did not pass first attempt of MOS Exam

Course Assignments Overview

MOS Excel Trainings and Practice Exams

Excel training and practice exams will be conducted through Cengage/MindTap. During the trainings, students will be able to observe, practice, and apply each task while engaging and learning Excel. You will have three attempts to complete the training and the practice exam with the highest-grade counting. You must complete each and every MOS training and MOS exam with at least 80% in order to take the Microsoft Certification Exam. There is a late penalty of 10% if you do not submit your assignments on time.

Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) Exam

You must schedule your exam during Week 7 at your own time and take it at the location instructed. Students must pass the MOS exam grade to earn 400 points. If a student fails the MOS exam, 100 points are awarded. Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all students must follow the same testing procedures. Test location, date, and time will be given the first day of class. All students must take the exam with their scheduled section at UNT Test Center Sage Hall. There are no exceptions. The Microsoft Office Specialist Excel exam is an industry standard exam.

The Ryan College of Business has paid for all BUSI 3100 students to take the MOS Excel exam certification up to two times during the semester. Rules and guidelines follow:

- All students must come to campus to take their exam.
- Students must take the exam with their regular schedule section during week seven of the semester for their first attempt. If a student does not take the exam on that day the student forfeits one attempt and may take the exam the following week (week 8).
- If a student has an ODA modification, it is the student's responsibility to notify the professor the first week of class and to request accommodation from Certiport in the first week of class. The student must show proof of



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requesting a special modification from Certiport to their instructor. It takes several weeks for Certiport to set up an exam for an ODA student and therefore if a student does not request the modification during week one of classes, they may lose their opportunity to take the exam and may not pass the course.

- There are no retakes allowed outside of the normal exam dates. Plan accordingly.

Day-of-Exam Procedures for Students

- Students must arrive 15 minutes prior to exam start time and follow social distancing requirements at the UNT Sage Hall Test Center on the third floor.
- **You must check in and out with your professor. Your professor will be there the entire time.**
 - Once the exam starts, no one is allowed to enter the Test Center to take the exam. No exceptions. Student will forfeit their attempt if they arrive late.
- Students must have a valid UNT visible at all times during the exam.
- Students must show proof of a valid Certiport account to the instructor.
- No cell phones used or on desk during exam and no food or drink in the test center
- After exam is over and after the student leaves the Test Center, the student will download their certificate from Certiport. **To receive credit for the exam, the student must upload their results in Canvas the same day.**

Collaborative Team Project and Case Study

Employers consider critical thinking and presentation important skills when hiring employees. In this collaborative team project and case study, you will develop critical Excel skills, critical thinking approaches and the ability to communicate confidently and competently through essay format. The team project and case study involve researching for data, applying Excel technical skills, and creating an essay for each. The collaborative team project and case study are worth a total of 110 points each.

Group Participation Policy

Group work is the cornerstone of this course. Projects will be completed in groups. Details related to team formation will be delivered in class and/or on the course website. Because of the volume of group work and the possibility that some team members may not contribute to the overall team success, a team may document problematic behaviors and recommend that a non-performing member of the team be "fired." In such circumstances, I will meet with the team to affirm next steps. **If the team member fails to communicate and meet the obligations assigned in the group, the student will be removed from the team and must complete all remaining deliverables alone.**

Course Grading

Your grade will be determined on your performance on the activities identified below. No make-up for exams, simulations, or homework will be given. No "extra work" will be assigned to individuals as a replacement for, or in addition to, these components. No makeup assignments and/or exams. Your attendance is mandatory for each week's Zoom class meetings. You must be present to earn the attendance points. The only exceptions must come from the Dean of Student Services. All points will show up in Canvas. Be sure to review the grading schema below to determine your letter grade.



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Assessments	Grading
Orientation Quiz	5
Statement of Understanding BUSI 3100 Policies & Procedures	5
Meet Your Classmates / Introduce Yourself Discussion	10
Certiport Account Setup	10
Individual Project	160
Case Study	160
5 MOS training @ 50 points each - must earn at least 80% on each training	250
5 MOS exams @ 50 points each – must earn at least 80% on each exam	250
1 MOS total practice exam @ 250 points – must earn at least 80%	250
Microsoft Office Specialist Excel 2019 (MO-200 exam).	400
If you score 700 or more points, you will receive 400 points, otherwise you will receive 100 points.	
Total points	1500

Incomplete Grades

RESULTS	100	200	300	400	500	600	700	800	900	1000
Required Score										
Your Score										

SECTION ANALYSIS		FINAL SCORE	
Manage Worksheets and Workbooks	40%	Required Score	700
Manage Data Cells and Ranges	75%	Your Score	721
Manage Tables and Table Data	83%	OUTCOME Pass	
Perform Operations by using Formulas and Functions	50%		
Manage Charts	63%		

A grade of "I" will be given only in *exceptional* circumstances to passing students who have completed at least 70% of the course, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a Zoom meeting (I cannot discuss grades over email). You should come to our scheduled Zoom meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute.

If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem **NO LATER THAN 2 DAYS** after the submission date. Beyond that date, we will no longer deal with this type of problem. If you do not contact me to schedule a meeting within TWO (2) days of receiving your grade, you also forfeit your right to a grade dispute. The instructor has final authority to determine the credit for an assignment or examination.

Total Points	Letter Grade
1350 and above	A
1200 - 1349	B
1050 - 1199	C
900 - 1049	D
899 and below	F



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Any problems experienced with the administration of this course must follow the procedure outlined below.

1. Make an appointment and discuss the issue with your professor.
2. If the problem cannot be resolved at this meeting, you and your instructor complete and sign the Student Problem Form.
3. Make an appointment with the BUSI 3100 course coordinator, Dr. Ted Peterson (ted.peterson@unt.edu), and send the completed form.

Attendance

Attendance in a Remote/Online course is just as important as in a face-to-face class. Regular attendance is an important factor for student success in any Remote/Online course. Regular and punctual attendance for the full period of each class is expected (irrespective of whether roll calls are made or otherwise). Absences and tardiness are likely to cause you to miss the presentation of significant material and this may result in a lower grade. Simply logging into Canvas does not constitute participation in the course. I recommend logging in a minimum of three times a week to complete a module in addition to our weekly Remote class. Each module has an opening introduction and overview for the week.

Students who will miss class work because of a university-sponsored activity must arrange with the instructor to complete any work that will be missed before their absence rather than after the absence. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a "university authorized absence" or a "state law exception".

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Communication Expectations

Discussion Board Communication

Please post general course or assignment questions to the General Course Questions & Answers Discussion Topic. For your convenience you may read online communication tips at: <https://clear.unt.edu/online-communication-tips>. Students are encouraged to respond to their fellow classmates' questions. I will read all discussion postings and add comments/suggestions/questions as necessary. Specific topic instructions on discussions are provided in the forums when needed.



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Canvas Notifications

Receive instant notifications about course events, such as submissions, discussion messages, and announcements through Canvas. Assignments and all deliverables will be graded and returned soon after the due date.

Code of Conduct and Ethical Academic Behavior in ITDS Classes

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. Sharing files also counts as academic dishonesty. A second incident will result in a grade of F in this course and a recommendation for further action by the office of the Vice President for Student Development.

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (<https://policy.unt.edu/policy/06-003>) UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether



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you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

Getting Help

Students with Disabilities

The G. Brint Ryan College of Business in cooperation with UNT and the Office of Disability Accommodation, complies with the Americans with Disabilities by making reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu."

Technical Assistance

Part of working in the Canvas environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues. Check the support hours and more information on their website: **IT Help Desk:** <https://aits.unt.edu/support>

Contact Info: helpdesk@unt.edu / 940-565-2324 / Sage Hall, Room 330

Standard Hours (CST): Monday–Thursday: 8 a.m.- 9 p.m.

Friday: 8 a.m.- 5 p.m.

Saturday–Sunday: 11 a.m.- 3 p.m.

Walk-In Availability (CST): Monday–Friday: 8 a.m.- 5 p.m.

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)



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- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

Tutoring Services

ITDS online tutoring is available through Zoom (see Canvas for details)