University of North Texas
G. Brint Ryan College of Business
Information Technology and Decision Sciences
BUSI 3100 - Professional Development II-Critical Thinking and Decision Making in Business
This is an 8-week course (8/29/2022 – 10/21/2022)
Subject to Change

Course Information
>BUSI 3100 – Professional Development II-Critical Thinking and Decision Making in Business
>Class Meeting: Course offered remote. This is an 8-week course.
>Date/Time of meetings: every week Monday from 10:00 a.m.– 12:00 p.m. with zoom. Your zoom link will be published in your canvas course at: https://unt.instructure.com
>
>**Students are required come to campus at their designated class time during week 7 and or week 8 to take the Microsoft Office Specialist: Excel Associate (Excel 2019) Certification Exam at UNT's Sage Hall Test Center.**

Instructor Contact
>Instructor: Dr. Donna Glenn
>Office location: On zoom
>Office hours: Monday 9:00 a.m. – 10:00 a.m., 1:00 p.m. – 2:00 p.m. same zoom link
>Email: Use the Inbox in Canvas (MUST include BUSI 3100 in the Subject Line)
>Normally, I will reply to an email within 24 to 48 hours. If I'm unable to respond within that time frame, I will inform the class in advance. ***Please email me and not the course coordinator Dr. Glenn***

Communication Expectations
The most convenient way to communicate with the instructor is through the Inbox in Canvas. Download the mobile app for your convenience

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 to keep the discussion on topic. Specific topic instructions on discussions are provided in the forums when needed.

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.

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.

About the Professor/Instructor
Welcome to BUSI 3100. My name is Dr. Glenn and I will be your professor for the course.

Course Description
Professional Development II-Critical Thinking and Decision Making in Business. The second of three required 1-hour professional development courses for the BBA programs. Focuses on crucial desired skills in managers and business

leaders. 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.

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.

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.

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 (Excel 2019)* – Upon completion of the course, all students must take the excel certification exam to past the course and thus earn the Associate Certification.

Course Structure
This course is an online course which lasts 8 weeks. Students will need to make arrangements to take the MOS Excel Associate Certification at the scheduled date and time which will be held at the UNT Sage Hall Test Center. Makeup MOS Excel exams cannot be rescheduled. Plan accordingly.

Course Pre-requisites and/or Other Restrictions
Restricted to College of Business majors

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 concept for critical thinking and decision making in business, using primarily Microsoft Excel 2019.
2. Identify how different parts of excel works
3. Apply basic computing principles to develop useful spreadsheets with Microsoft Excel 2019 to prepare for EXCEL Certification
4. Demonstrate effective use of software by passing the Microsoft Excel 2019 Basic Certification.

Required Materials

Custom MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, 1 term Instant Access , 1st Edition

Patrick Carey; Katherine T. Pinard; Ann Shaffer; Mark Shellman; Sasha Vodnik
ISBN-10: 0-357-30459-4
ISBN-13: 978-0-357-30459-4

Technical Requirement & Skills
Minimum Technology Requirements

- Computer, laptop (note: MAC users should use VMWare from the COB website)
- Microsoft Excel 2019
- Reliable Internet access
- Webcam
- Speakers
- Microphone
- Access to MindTap/Sam Software
- UNT Canvas
- Canvas mobile app

Getting Help
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.
UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130 – Check schedule hours
Walk-In Availability: 8am-9pm Check schedule hours
Telephone Availability: Check schedule hours
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm Check schedule hours

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)
Student Support Services
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Student Affairs Care Team (https://studentaffairs.unt.edu/care)
- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Pride Alliance (https://edo.unt.edu/pridealliance)

Academic Support Services
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

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."

Tutoring Services
ITDS online tutoring is available this semester (see canvas for details)
Zoom sessions will be available (see canvas for details)
ITDS tutoring is available through zoom (see canvas for details)

Code of Conduct and Ethics
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.

COURSE REQUIREMENTS AND GRADING:
Your grade will be determined on the basis of 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. All points will show up in Canvas. Be sure to review the grading schema below to determine your letter grade.

MOS EXCELTRAINING:
Excel training and practice exams will be conducted through Canvas/Cengage. During the simulation 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 with the highest-grade counting. You must achieve a score of 80% or higher in order to take the Microsoft Office Specialist certification in excel.

MOS EXCEL PRACTIC EXAMS
Excel practice exams will be conducted through Canvas/Cengage. You will have three attempts to complete the practice exam with the highest-grade counting. You must achieve a score of 80% or higher in order to take the Microsoft Office Specialist certification in excel.

COLLABORATIVE TEAM PROJECT
Each group will be assigned a team project. Employers consider critical thinking and presentation important skills when hiring employees. In this collaborative team project, you will develop critical Excel skills, critical thinking approaches and the ability to communicate confidently and competently with a team presentation. The project will

have a case scenario where you will gather data and use excel to demonstrate your findings while using Microsoft PowerPoint to present your conclusions. The collaborative team project is worth a total of 150 points.

GROUP PARTICIPATION POLICY

Group work is the cornerstone of this course. Except for the professionalism portion of the grading scheme, everything else (assignments and project) 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 and create a performance improvement plan (PIP) for the offending team member. **If the team member fails to meet the obligations outlined in the PIP, or if the problematic behaviors reoccur after completion of the PIP, the student will be removed from the team and must complete all remaining deliverables alone. The maximum grade that may be achieved on a given deliverable by an individual fired from their team is 80% of the associated points.**

CASE STUDIES

There will be one case study (critical thinking certificate) during the semester.

MICROSOFT OFFICE SPECIALIST EXCEL 2019 (MO-200 EXAM)

Certiport Exams
You must take the exam scheduled with your section only at UNT's Sage Hall Test Center.

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 regularly 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 an accommodation from Certiport in the first week of class. The student must show proof of 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
- 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 to receive credit.

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	
Perform Operations by using Formulas and Functions	50%			
Manage Charts	63%		Pass	✔

Students must pass the MOS exam grade to earn 400 points. If a student fails the MOS exam, no points are awarded.

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".

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.

GRADE CRITERIA:
The instructor will post UNOFFICIAL grade reports using Canvas. All grades from MindTap will automatically sync with Canvas. If you find an error, you must immediately contact your professor. Proof of your MOS Certification must be uploaded as a graded assignment within Canvas in order to receive a grade.

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.

Assessments	Grading
Orientation quiz	5
Statement of Understanding ITDS Policies & Procedures	5
Meet your Classmates discussion	10
Certiport account setup	10
In class attendance & possible assignments	120
Collaborative team project	150
5 MOS training @ 10 points each – must earn at least 80% on each training	50
5 MOS exams @ 10 points each – must earn at least 80% on each exam	50
1 MOS total practice exam @ 100 points – must earn at least 80%	100
Case Study	100
Microsoft Office Specialist Excel 2019 (MO-200 exam). **If you make 700 or more = 400 points otherwise zero.**	400
Total points	1000

Note: No makeup assignments and/or exams. In class assignments cannot be made up. Your attendance is mandatory to each week's zoom class meetings. You must be present to earn the in-class assignment points. The only exceptions must come from the Dean of Student Services.

You may still pass the course with a grade of a "C" if you do not pass the MOS exam after two attempts if you meet the following:
- **Must have completed all assignments**
- **Must complete all excel training and exams with a grade of 80% or better**
- **Must have taken the MOS exam twice**

If you meet these terms, an additional assignment will be given. You cannot choose this option if you do not attempt to take the MOS certification at least twice.

Total Points (%)	Letter Grade
900 & above	A
800 - 899	B
700 - 799	C
600 - 699	D
599 & below	F

Note: Must complete each and every MOS training, MOS exam, case studies with at least 80% in order to take the Microsoft Certification Exam.

INCOMPLETE GRADES: A grade of "I" will be given only in exceptional circumstances to passing students who have completed at least 80% 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).

You may still pass the course with a grade of a "C" if you do not pass the MOS exam after two attempts if you meet the following:
- Must have completed all assignments
- Must complete all excel training and exams with a grade of 80% or better
- Must have taken the MOS exam twice

If you meet these terms, an additional assignment will be given. You cannot choose this option if you do not attempt to take the MOS certification at least twice.

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.

You have **one week** after the return of an assignment or exam to request a review of its grade. The instructor has final authority to determine the credit for an assignment or examination.

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. Donna Glenn (donna.glenn@unt.edu), send the completed form.

If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

ETHICAL ACADEMIC BEHAVIOR IN ITDS CLASSES

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 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.

Schedule (subject to change)
This is an 8-week semester

	Due Date	Assignment/Exams
Week 1 8/29		Meet Your Instructor / Introduce Yourself (Meet your classmates discussion) Orientation Quiz Start Here Confirmation Quiz Signup for Certiport Account Team up Team contract
Week 2 9/5		No class – Labor Day Manage Worksheet and Workbooks
Week 3 9/12		Collaborative Team Project assigned Manage Tables and table data Manage Data Cells and Ranges- second part
Week 4 9/19		Perform Operations with Formulas and Functions
Week 5 9/26		Manage Charts
Week 6 10/3		Collaborative Team Project Presentations & Case Study Due date Excel Associate Microsoft Office Specialist (MOS) Practice Exam-2019 Last day to complete all MindTap training, exams, and case studies

Week 7 10/10		Microsoft Office Specialist Excel Exam at the UNT Sage Hall Test Center
Week 8 10/17		Second chance for exam – for those who failed MOS Exam ONLY
Last Day of semester Oct 21, 2022		