

**University of North Texas
G. Brint Ryan College of Business
Information Technology and Decision Sciences**

Course Information

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

Class Structure: This is an 8-week hybrid course. (6/2/2025 – 7/25/2025)

Date/Time of meetings: Fridays 2:00 to 2:50 pm

Zoom link: <https://unt.zoom.us/my/professorlyles>

Students are required to come to campus at their designated class time during week 7 (and week 8, if repeating exam) to take the Microsoft Office Specialist: Excel Associate (Excel 365) Certification Exam at UNT's Test Center in Frisco, FRLD 480.

Course materials may not be recorded, shared, or uploaded online. This includes, but is not limited to, Zoom calls, instructor videos, and instructional materials for in-class activities, case studies, or team projects.

Instructor Contact

Instructor: Jennifer Lyles

Office hours: By appointment on Zoom Fridays in FRLD 474 from 3 PM – 4 PM, or on Zoom.

Email: Use the Inbox in Canvas, or email me directly (Include BUSI 3100 in the subject line):

Jennifer.Lyles@unt.edu

I will generally reply to emails within 48 hours. Please allow more time during the holiday week.

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 Microsoft Excel 365.
2. Identify how different parts of Excel work
3. Apply basic computing principles to develop useful spreadsheets with Microsoft Excel 365 to prepare for EXCEL Certification
4. Demonstrate effective use of software by passing the Microsoft Excel 365 Basic Certification.

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 365)* – Upon completion of the course, all students must take the excel certification exam to pass the course.

Required Materials



MindTap for New Perspectives Collection, Microsoft® 365® & Office® 2021
1st Edition | Copyright 2023

1 term Instant Access ISBN: 9780357671993

Technical Requirement & Skills

Minimum Technology Requirements

- Computer, laptop (note: recommended MAC users should use Citrix from the COB website)
- Microsoft Excel 365
- Reliable Internet access
- Webcam
- Speakers
- Microphone
- Access to MindTap/Sam Software
- UNT Canvas
- Canvas mobile app

BUSI 3100 - Spring 2025

BUSI 3100 - Spring 2025		
	<i>Schedule (subject to change)</i>	
<u>Week</u>	<u>Assignments / Exams</u>	<u>Due Date</u>
1	Signup for ODA in Certiport if needed	Saturday, June 7, 2025
	Signup for Certiport Account	Sunday, June 8, 2025
	Introduce Yourself	Sunday, June 8, 2025
	Orientation Quiz	Sunday, June 8, 2025
	Statement of Understanding	Sunday, June 8, 2025
	Self Assign Teams	Sunday, June 8, 2025
	Manage Worksheet and Workbooks - Training & Exam	Tuesday, June 10, 2025
2	In-Class Activity	Sunday, June 15, 2025
	Manage Charts Training & Exam	Tuesday, June 17, 2025
	Manage Tables & Table Data - Training & Exam	Tuesday, June 17, 2025
3	In-Class Activity	Sunday, June 22, 2025
	Manage Data Cells and Ranges - Training & Exam	Tuesday, June 24, 2025
4	Team Project due	Friday, June 27, 2025
	In-Class Activity	Sunday, June 29, 2025
	Perform Operations with Formulas and Functions Training & Exam	Tuesday, July 1, 2025
5	No Class - work on Case Study	
	Class Activity	Sunday, July 6, 2025
	Mid-Semester Anonymous Survey	Monday, July 7, 2025
6	Case Study	Friday, July 11, 2025
	In-Class Activity	Sunday, July 13, 2025
	Excel Associate Microsoft Office Specialist (MOS) Practice Exam	Tuesday, July 15, 2025
7	MOS Exam @ Testing Center	Friday, July 18, 2025
8	Second Chance for MOS Exam (if needed)	Friday, July 25, 2025
Last day of semester		Friday, July 25, 2025
*Please note that Team Project and Case Study have smaller weekly deadlines		
prior to official deadline for entire submission		

Course Requirements and Grading

Your grade will be determined on the basis of your performance on the activities assigned. 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. Be sure to review the grading schema to determine your letter grade.

MOS Excel Training

Excel training and practice exams will be conducted through 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 retained. To be successful on the certification exam, you will want to achieve an overall score of at least 85%.

MOS Excel Practice Exams

Excel practice exams will be conducted through Cengage. You will have three attempts to complete the practice exam with the highest-grade counting. You may also take the MOS Skills Exams three times and will have three attempts on the MOS Practice Certification Exam. To be successful on the certification exam, you will want to achieve an overall score of at least 85%.

Collaborative Team Project

Students 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. You will self assign teams during the first two weeks of the semester.

Case Study

There will be a multi-part case study (critical thinking exercise) during the semester.

MICROSOFT OFFICE SPECIALIST EXCEL 365 (MO-210 EXAM)

You must take the **Certiport Exam** with your section at UNT’s Test Center. **NO EXCEPTIONS.** Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all students must follow the same testing procedures. The Microsoft Office Specialist Excel exam is an industry standard exam.

Important Note: If a student has an **ODA** accommodation, 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 accommodation 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 accommodation during week one of classes, they may lose their opportunity to take the exam and may not pass the course.

Day of Exam Information

- All students must come to campus to take their exam.
- Students must arrive 15 minutes prior to exam start time.
- You must check in and out with your professor.

- 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 ID card visible at all times during the exam. Alternatively, you may have a state issued driver's license or other state issued identification card PLUS have your student ID number with you
- Students must submit proof of a valid Certiport account to canvas the first week of class. You will need the user ID and password you created when you arrive for testing day
- The Ryan College of Business has paid for all BUSI 3100 students to take the MOS Excel exam certification up to two times during this semester.
- Students must take the exam with their regularly scheduled section during week seven of the semester for their first attempt. If a student does not take the exam on that day, they forfeit one attempt and may take the exam the following week (week 8).
- There are no retakes allowed outside of the scheduled exam dates. Plan accordingly.
- No cell phones may be used, or placed 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. Upload the **Exam Score Report that contains your name, results, exam reference number, and section analysis scores**. Once logged in to Certiport, click on My Transcripts, then choose Score Report. It should look like this, but with your information:

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

SECTION ANALYSIS	
Manage Worksheets and Workbooks	40%
Manage Data Cells and Ranges	75%
Manage Tables and Table Data	83%
Perform Operations by using Formulas and Functions	50%
Manage Charts	63%

FINAL SCORE	
Required Score	700
Your Score	721

OUTCOME	
Pass	

Students must pass the MOS exam grade to earn 400 points. If a student fails the MOS exam, 100 points are awarded. If a student fails to upload their certification exam score report on Canvas on time, the maximum grade that they may receive on the certification exam is 250 points awarded solely at the instructor's discretion. Proof of your MOS Certification must be uploaded as a graded assignment within Canvas in order to receive a grade.

Attendance

Regular attendance is an important factor for student success. Regular and punctual attendance for the full period of each class is. 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. It is also required that students maintain respectful and courteous behavior for our class.

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”.

Grade Criteria

All grades from Cengage will automatically sync with Canvas. If you find an error, you must immediately contact your professor. No makeup assignments and/or exams. In class assignments cannot be made up. Your attendance is mandatory to each week’s class meetings. You must be present to earn the in-class assignment points. Exceptions must come from the Dean of Student Services

Assessment	Points
Screenshot of Certiport account	5
Orientation Quiz	10
Introduce Yourself	10
In Class Activities	125
Case Study	150
Team Project	50
MOS training - Cengage - highest of 3 attempts	250
MOS exams - Cengage - highest of 3 attempts	250
Cengage MOS practice exam - highest of 3 attempts	250
MOS exam - Certiport	400
Total Points Possible	1500

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

Grade Disputes

If you find that there is no grade recorded for submitted work, you must send your instructor an email about the problem within 48 hours.

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you to 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 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 to request a review of its grade. Beyond this date, you forfeit your right to a grade dispute. The instructor has final authority to determine the credit for an assignment or examination.

A grade of “I” (incomplete) 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 a serious illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

Complaints

If you wish to register a complaint, you should first discuss your complaint with your instructor. If you wish to carry it further, contact Dr. Ted Peterson (ted.peterson@unt.edu), the course coordinator, but only after first discussing it with your instructor.

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 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.

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 – Double check hours

Walk-In Availability: 8am-9pm Double check hours

Telephone Availability: Double check hours

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 10am-4pm at Makerspace

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)

- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-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>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

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>)
- [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>)

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."

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. We will use Turnitin.com to monitor academic integrity for classroom submissions. 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.

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 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.