# Professional Development II – Critical Thinking and Decision Making in Business /BUSI 3105 /Coursera – Fall 2025

## Instructor Information

Ted Peterson

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Phone Number: 940-369-6204

Office Location: BLB 385P

Office Hours: Via Zoom/Teams. My office hours are by appointment. I am flexible throughout the week so we can schedule a time to talk.

### 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.

### Course Structure

This Coursera course is administered asynchronously via Canvas. The course is organized into eight weekly modules.

### Course Objectives

1. Recall key concept for critical thinking and decision making in business, using primarily Microsoft Excel 365.
2. Identify how different parts of excel works
3. Apply basic computing principles to develop useful spreadsheets with Microsoft Excel 365
4. Improve success in upper division business courses
5. Gain greater proficiency in Excel as a business analytics tool
6. Demonstrate Excel skills to potential employers
7. Introduce students to the possibility of an Excel Certification

## Required Materials



**IAC ISBN 9780357881996 (one-term access)**

* Custom MindTap for New Perspectives Collection, Microsoft® 365® & Office | Copyright 2025, 1 term Instant Access, 1st Edition
* Technology requirements for courses with digital materials:
	+ Computer, laptop (note: MAC users should use Citrix from the COB web site)
	+ Microsoft Excel 365
	+ Reliable Internet access
	+ Webcam
	+ Speakers
	+ Microphone
	+ Access to MindTap/Sam Software
	+ UNT Canvas
	+ Canvas mobile app

**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) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## How to Succeed in this Course

I want every student in our course to succeed. There is no substitute for your active engagement. Our course success depends on your participation. That includes 1) going over the required materials 2) practicing the Excel assignments 3) completing the required weekly activities. Students should plan for ample time to complete these required course activities.

More information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (https://online.unt.edu/learn).

**Tutoring Services -** ITDS online tutoring is available this semester (see canvas for details)

ADA Accommodation Statement:

The Ryan College of Business Administration complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the ADA and would like to request accommodation, please notify me as soon as possible.

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

## Supporting Your Success and Creating an Inclusive Learning Environment

*Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom’s habits of engagement and I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding* ([Code of Student Conduct](https://deanofstudents.unt.edu/conduct)) (<https://deanofstudents.unt.edu/conduct>)

## Grading

|  |  |  |
| --- | --- | --- |
| **Grading Assessment** |  | **Grading Scale\*** |
| **Component** | **Weight** |  | **Percent** | Grade |
| Cengage Mindtap Exercises | 35% |  | 90.0 % or above | A |
| Introductory Discussion / Orientation QuizCase Study Collaborative Team ProjectModule ExercisesPractice Exam for Excel Associate  | 5%15%15%5%25% |  | 80.0 - 89 %70.0 - 79 %60.0 - 69 %Lower than 60.0 % | BCDF |
| TOTAL | 100% |  |  |  |

Cengage Mindtap Exercises

Using Cengage’s Mindtap you will go through two types of exercises to learn and master Excel.

* 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 exercises with the highest-grade counting.

* MOS EXCEL PRACTICE EXAM

Excel practice exams will be conducted through Canvas/Cengage. You will have two attempts to complete the practice exam with the highest-grade counting. Please note that while the name is called a practice exam, this exam counts towards your grade.

The Mindtap system keeps a record of every assignment ever submitted and has the ability to flag integrity violations. If an integrity violation is identified, both students will receive an automatic 0 for the assignment.

Introductory Discussion / Orientation Quiz

Students will complete an introductory discussion to the class and complete an orientation quiz to ensure that they have read, understand, and agree to the terms and conditions for our class.

CASE STUDY

There will be one case study (critical thinking exercise) during the semester. This is an individual assignment. We will use Turnitin to monitor for plagiarism. Any student receiving a score greater than 30% on Turnitin may be flagged. As a result, you may receive a zero on the assignment and fail the class.

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 Word to present your conclusions. The collaborative team project is worth a total of 110 points. We will use Turnitin.com to verify for plagiarism. Any score over 30% on Turnitin will be flagged. As a result, students involved may receive a zero on the assignment and fail the class.

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. Any score over 25% on Turnitin will be flagged. As a result, students involved may receive a zero on the assignment and fail the class.

Module Excel Exercises

In class there are module Excel exercises for you to follow along the instructor’s in-class videos, complete certain tasks, and submit those videos on Canvas.

Practice Exam for Excel Associate

While our class does not require you to complete or pass the Excel Associate MOS Certification Exam, you are required to take the practice Exam for class. Your completion and performance on this exam is part of your grade. Keep in mind that you do have multiple attempts to complete the practice exam.

**LATE WORK**

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](https://policy.unt.edu/policy/06-039) and provides documentation with 48 hours of the missed deadline.

**TURNAROUND TIME**

I aim to return graded work to you within one week of the due date. For the case study and the collaborative team project, I am to have those completed within two weeks of submission.

**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 discuss the grade, email me to set up a 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. 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.

**EXTRA CREDIT**

There is only one extra credit opportunity in this class. The extra credit opportunity is available to all students. It will be announced in Canvas.

## Course Requirements/Schedule

|  |  |  |
| --- | --- | --- |
| Date | Topic / Reading  | Assessment Due |
| Week 1 Aug 18 | * Class Introduction
* Get familiarized with class expectations
 | * Introduce yourself Discussion
* Orientation Quiz
* Cengage Terms & Conditions
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| Week 2Aug 25 | * Manage Worksheets & Workbooks
 | * MOS Skills Training: Manage Worksheets and Workbooks
* MOS Skills Exam: Manage Worksheets and Workbooks
* Module Exercises
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| Week 3Sep 1 | * Manage Data Cells & Ranges
 | * MOS Skills Training: Manage Data Cells and Ranges
* MOS Skills Exam: Manage Data Cells and Ranges
* Module Exercises
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| Week 4Sep 8 | * Manage Tables & Table Data
 | * MOS Skills Training: Manage Tables and Table Data
* MOS Skills Exam: Manage Tables and Table Data
* Module Exercises
* Start working on Case study
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| Week 5Sep 15 | * Perform Operations by Using Formulas & Functions
 | * MOS Skills Training: Perform Operations by using Formulas and Functions
* MOS Skills Exam: Perform Operations by using Formulas and Functions
* Module Exercises
* Start working on Team Project
 |
| Week 6Sep 22 | * Manage Charts
 | * MOS Skills Training: Manage Charts
* MOS Skills Exam: Manage Charts
* Module Exercises
* Case Study
 |
| Week 7Sep 29 | * Team Project
 | * Collaborative Team Project due
* Extra Credit Opportunity
 |
| Week 8Oct 6 | * Exam
 | * Excel Associate Office Specialist Exam on Cengage
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**Classroom Policies & Procedures**

**INCOMPLETE GRADES**: A grade of “I” will be given only in exceptional circumstances to **passing** students, 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).

**Academic Misconduct**

**This course adheres to the UNT policy on academic integrity. The policy can be found at** [**http://vpaa.unt.edu/fs/resources/academic/integrity**](http://vpaa.unt.edu/fs/resources/academic/integrity)

The UNT College of Business and the ITDS Department expect their students to always behave in an ethical manner. Ethical behavior affirms the personal value and worth of the individual. Adhering to high ethical standards also reflects on our greater campus community. Moreover, professionals in information systems 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 but are not limited to: 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, using AI tools for answering questions that are expected of your response, using 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.

These ethical guidelines are essential to maintain the integrity of the university, college, department, faculty and most importantly the students. Breaking the code of conduct is unfair to your peers and stealing a degree. These ethical guidelines are common to both in-campus and online courses and is especially crucial for online activities.

A few key points to remember:

1. If you can google, I can google. You are not receiving course credits for being the best Googler or web crawler (looking for answers in the website). The course credit is for mastering the content and understanding how to apply it in your career.
2. If you think you are doing something that is not right, then most probably it is not right. Ask the instructor or the tutor before proceeding with that route.
3. Do not use Artificial Intelligence of software tools to do your work. The focus of this class is for you to be able to do the work.
4. Individual activities must be completed individually, and group activities as a group.
5. Give credit to your sources (data, article etc.), cite the source and acknowledge the help you receive – it will solve much of these issues. The instructor will grade based on your contribution.
6. Remember every online activity in Canvas is monitored. Class paper submissions use Turnitin.com to monitor your work.

### Policies

## Attendance and Participation

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course.  It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals.  Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Engagement 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.

**THREE BEFORE ME RULE**: If you have any issues or questions about assignments, class policies and schedules, etc. and want to speak with the instructor following is the policy. You must have attempted at least three different options before you come to me. You must tell me what you tried and the results before I will answer any questions.

### Student Support Services

* [Registrar](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CRegistrar) (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)