



**BMGT 2303 001 IN Internet  
Problem Solving and Decision Making  
Spring 2022**

**Instructor Information:**

**Name** Bruce Glover  
Adjunct Professor Business and Computer Technologies

**Email:** **Use the BlackBoard email for this class.**

**Phone** Mobile: 409-682-4555  
Departmental Voice Mail: 409-933-8311

**Student hours and location:**

Tuesday: 10:00-11:00 am Virtual  
Other times by appointment only.

**Required Textbook :**

Critical Thinking: Tools for Taking Charge of Your Learning and Your Life  
Third Edition by Richard Paul and Linda Elder  
ISBN-13: 978-0-13-218091-7  
This text may be new, used, or rented

**Course Description:**

Decision-making and problem-solving in organizations utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

**Course Requirements:**

- A. **Chapter Reading:** We will not cover every chapter in this book, but we will add material not covered by the textbook. You are required to read all the chapters listed in the Schedule of Activities.
- B. **Videos:** There are a series of videos covering both the material in the book and material not covered in the book. These videos are designed as a learning aid to give you a different approach to the material covered in the chapters.
- C. **Think for Yourself Discussions:** There will be 10 discussion forums (one for each chapter covered). You will be required to make an initial discussion posting then comment on a fellow classmate's posting. Rubrics for the grading of the discussion forums are given in each forum.
- D. **Tests:** There will be 3 tests for the material covered in the text. Tests will contain multiple choice, true/false, and essay questions. There will also be a comprehensive final for this course. In this comprehensive final you will assess your progress in becoming a critical thinker and discuss how this progress can be applied to a business environment. **This comprehensive final maps directly to the Critical Thinking Core Objective.**

- E. **Project:** Module 4 in this course covers business problem solving not covered in the text book. There will be a video lecture with PowerPoint slides that you will watch. Once you have completed the videos, there will be a research project covering the material in the video lectures. The research project must be submitted in the assignment drop box. Opening and closing dates are noted in the Schedule of Activities. Grading rubric for the project is in the project description. **This project maps to the Empirical and Quantitative Skills Core Objective.**
- F. **Report:** Module 4 also includes a written report in which you will summarize your learning to date and analyze how your thinking differs at the end of the course from what it was at the beginning of the course. **This report maps to the Communication Skills Core Objective.**
- G. **Module 1:**
- H. By the end of Module 1 (Chapters 1, 2 & 3) students should be able to:
  - I. Discuss the initial ideas and concepts of “taking charge” of one’s learning and one’s life (through the improvement of thinking).
  - J. Describe the stages necessary for critical thinking development.
  - K. Have a have a provisional “game plan” to further their development as thinkers.
  - L. State, elaborate, and illustrate the various traits of mind essential for fair-minded critical thinking.
  - M. State, elaborate, and illustrate the relationship between thoughts, emotions, and desires.
  - N. Have a sense of the challenge that critical thinking represents and a notion of the kind of intellectual work that is required to develop as thinkers.
- O. **Module 2:**
- P. By the end of Module 2 (Chapters 4, 5, & 6) students should be able to:
  - Q. Develop an accurate understanding of these foundations of critical thinking, a sense of their importance, and will begin to get initial practice with them. This is especially true of the art of questioning---using the elements and standards.
  - R. Internalize the distinction between inert information, activated ignorance, and activated knowledge.
  - S. In general, these chapters should serve as a reference for use during the entire semester.
- T. **Module 3:**
- U. By the end of Module 3 (Chapters 7, 8, & 10) students should be able to:
  - V. Develop a comprehensive conception of how to approach the learning process
  - W. Display competence in the art of analyzing the underlying concept of any course they are taking, the form of thinking essential to the course, the logic of the subject, and the general plan for the course
  - X. Become articulate in explaining how they should assess their progress in learning.
  - Y. Become articulate in discussing how to evaluate patterns in their decision-making, especially with respect to “big” decisions
  - Z. Demonstrate their ability to analyze important decisions in their lives
- AA. Demonstrate their ability to identify and analyze patterns in their problem solving
- BB. **Module 4:**
- CC. By the end of Module 4 students should be able to:
  - DD. Understand the different uses for Microsoft Excel, Access, and Project
  - EE. Be able to analyze a specific situation and determine which program would be best suited to solve a particular problem.
  - FF. Understand the necessity of continual training and certification in the use of these software programs
  - GG. Be able to assess their current level of thinking as opposed to when they began the course
  - HH. Be able to recognize the major barriers to further development
  - II. Be able to identify strategies to deal with those barriers

## Determination of Grade:

### Grading Formula

A. Exam 1	100 points
B. Exam 2	100 points
E. Exam 3	100 points
F. Report	100 points
G. Final Comprehensive Exam	100 points
H. Research Project	100 points
I. TFY Discussion forums (10 at 50 each)	500 points
J. Course Evaluation	10 bonus points:
<b>Total points possible</b>	<b>1100 Points</b>

### Grading Scale

<b>A =</b>	<b>&gt;90%</b>	<b>&gt;990 points</b>
<b>B =</b>	<b>80-89%</b>	<b>880-989 points</b>
<b>C =</b>	<b>70-79%</b>	<b>770-879 points</b>
<b>D =</b>	<b>60-69%</b>	<b>660-769 points</b>
<b>F =</b>	<b>&lt;60%</b>	<b>&lt;660 points</b>

It is the standard policy that all minimum requirements as specified in this document must be met, on schedule, to earn the appropriate grade for the course.

**Late Work / Extra Credit Work:** Late work is generally not accepted but the instructor reserves the right to approve late work on a case by case basis. Preference is given to situations where the situation is addressed prior to the deadline of the submission. Any extra credit is totally at the discretion of the instructor

**Make-Up Work:** Only one attempt will be allowed per examination. No retakes are allowed. Make-ups are generally not allowed, but the instructor reserves the right to make individual decisions prior to the opening of the exam. One exam will be dropped from your final grade calculation, but the final comprehensive exam and assignments cannot be dropped.

**Technology Outage:** Occasionally the College may experience emergency technology Outages. Should this occur during a Quiz, you will need to notify the instructor that you will need the Quiz to be reset. Students are responsible for completing all other course work such that due dates can be met. In case of an emergency technology outage that is campus-wide, students will have an opportunity to submit assignments providing they were submitted within the newly designated due date that will be posted as an "Announcement." In case of a personal technology issue or if you have questions about an assignment or need clarification of requirements, you are expected to contact the instructor. The College has several computer labs so access to technology needed to complete assignments should not be an issue.

**Attendance Policy:** Students are expected to log in to the class at least two times per week.

**Communicating with your instructor:** In this course we will communicate via email within Blackboard, discussion forums, announcements, and telephone. Email within the Blackboard course is the preferred method of communication. Students are responsible for any information presented in a discussion forum and monitoring of these forums is required. I will post announcements from time to time, and these are usually time sensitive messages. Any

communication of a personal nature should be delivered via email Please send all emails to the email address within this Blackboard course and **not** to the COM email.

I make every effort to reply to all emails within 24 hours except for weekends. To meet with me in person, it would be best to schedule an appointment. Exams, discussions, and projects will be graded within three business days of the due date. Primary email communication should be the email within the Blackboard class. COM email [bglover@com.edu](mailto:bglover@com.edu) should only be used in an emergency.

### Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Identify individual, group, and organizational decision making processes.	Critical thinking skills	Exam 1
Apply process to solving problems using managerial decision tools and critical-thinking skills.	Critical thinking skills	Project
Write, present, and defend project recommendations.	Communication Skills	Report

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student concerns:** If you have a problem in this class, please discuss the issue with the instructor first. If I cannot resolve the problem with you, your next step would be to contact acting Department Chair, David Knopp at [dknopp@com.edu](mailto:dknopp@com.edu) or 409-933-8259.

### Course Outline:



**BMGT 2303 001 IN Spring 2022**  
**Schedule of Activities**

	<b>Week of</b>	<b>Reading Assignment</b>	<b>Assessments</b>	<b>Points</b>	<b>TFY Disc</b>	<b>Points</b>	<b>Opens (12:01 am)</b>	<b>Closes (Midnight)</b>
<b>Module 1</b>	1/17/22	Introduction	Intro Assignment	0	1.7	50	1/17/22	2/20/22
	1/24/22	Chapter 1			1.10	50	1/17/22	2/20/22
	1/31/22	Chapter 2			2.8	50	1/17/22	2/20/22
	2/7/22	Chapter 3			3.2	50	1/17/22	2/20/22
	2/14/22		Test 1 (Intro & Ch 1,2,3)	100			1/17/22	2/20/22
<b>Module 2</b>	2/21/22	Chapter 4			4.12	50	1/17/22	3/27/22
	2/28/22	Chapter 5			5.8	50	1/17/22	3/27/22
	3/7/22	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>
	3/14/22	Chapter 6			6.8	50	1/17/22	3/27/22
	3/21/22		Test 2 (Ch 4,5,6)	100			1/17/22	3/27/22
<b>Module 3</b>	3/28/22	Chapter 7			7.6	50	1/17/22	4/24/22
	4/4/22	Chapter 8			8.5	50	1/17/22	4/24/22
	4/11/22	Chapter 10			10.8	50	1/17/22	4/24/22
	4/18/22		Test 3 (Ch 7,8,10)	100			1/17/22	4/24/22
<b>Module 4</b>	4/25/22	Chapter 17	Assessing Your Development as a Thinker: Written Report	100			4/25/22	5/1/22
	5/2/22							
	5/9/22		Comprehensive Final	100			5/10/22	5/10/22
			<b>Points Subtotal</b>	<b>500</b>		<b>500</b>		
			<b>Total</b>	<b>1000</b>				

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Link to resource about ways to avoid plagiarism:**

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

**Student Learner Outcomes:** Upon successful completion of this course, students will:

1. Identify individual, group, and organizational decision-making processes. **This course level outcome maps to the Critical Thinking Skills Core Objective.**
2. Write, present, and defend project recommendations. **This course level outcome maps to the Communications Skills Core Objective.**
3. Apply process to solving problems using managerial decision tools and critical-thinking skills. **This course level outcome maps to the Critical Thinking Skills Core Objective.**

**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. Communication Skills-Develop, interpret, and express ideas through written, oral, and visual communication

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw from the class is 4/25/2022.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student

has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

### Success Tips for Students:

**Professionalism:** Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in blackboard as well as all activities with this course. Professional behavior includes:

- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

**Three Prior to Me:** The Business and Computer Technologies faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your text book. Instructors **will** question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

-preparation for the workforce

-increased research skills

-instructors will have more time to provide feedback and interact with students

If you have a question that **ONLY** the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from the student as well as the instructor.