Argosy University
COURSE SYLLABUS
BUS312
Critical Thinking and Planning

Faculty Information
Faculty Name: Dr. Shaun Aghili
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Office Hours: Mon. thru Thurs. 10AM-2PM

Course description: Principles, procedures, and practices of good communication and their relationship to management supervision are discussed. Oral and written communication skills, critical thinking skills, and time-management planning are emphasized.

Course Pre-requisites: None

Required Textbook:

Chaffee, J. (2006). *Thinking critically.* (8th ed.). Boston: Houghton Mifflin. ISBN: 0618536485

Technology: Pentium III CPU/ Windows 98; 128MB RAM, printer; Microsoft Office Acrobat (full version), Microsoft Internet Explorer 5.5 (PC) 5.0 (MAC) or Netscape Navigator 4.08. Norton Antivirus.

Course length: 7.5 Weeks

Contact Hours: 45 Hours

Credit Value: 3.0

Program Outcomes:

1. **Communication**
   1.1 Communicate business concepts effectively, both written and orally appropriate to the audience
2. **Team**
   2.1 Define the attributes of an effective team member and leader and the characteristics of an effective team in reaching specific business goals
3. **Cognitive**
   3.1 Problem Solving – Given a business problem, select and defend a business solution chosen from specific alternatives
   3.2 Information Literacy – Given a business research question, access information from a variety of sources, select appropriate sources to respond to a business question
4. **Analysis/Application**
   4.1 Integration – Describe the interrelationship of the functional business areas of statistics, accounting, operations, finance, marketing, and strategy
5. **Ethics/Diversity**
   5.1 Diversity – Identify the issues and challenges related to diversity in current business organizations
   5.2 Ethics – Identify the issues and challenges related to ethics in current business organizations

Course Objectives:

1. **<u>Problem solve systematically:</u>** *Work individually and in groups to gather information and apply the concepts of critical thinking and integrated thinking to effectively solve problems.* **(Program Outcome(s): 1, 2, & 4.1)**
   1.1. Understand the interdisciplinary evolution of critical thinking.
   1.2. Describe the relationship between problem solving and critical thinking.
   1.3. Recognize the cognitive processes which influence the way people think and act.
   1.4. Describe the correlation between integrated thinking and language abilities.
2. **<u>Evaluate information:</u>** *Work individually and in groups to gather information and use constructive arguments and critical reasoning to evaluate the logic and validity of information.* **(Program Outcome(s): 1, & 3.1)**
   2.1. Evaluate author's point of view for bias, accuracy, judgment, and opinion.
   2.2. Comprehend abstract and complex ideas.
   2.3. Identify the processes of constructive arguments and critical reasoning.
3. **<u>Use multiple perspectives:</u>** *Work individually and in groups to gather information to use multiple perspectives to solve complex issues in diverse environments.* **(Program Outcome(s): 1, 2, 3.1, & 3.2)**
   3.1. Differentiate between a variety of perspectives.
   3.2. Explore issues from multiple perspectives.
   3.3. Apply multiple perspectives to a variety of problems.
   3.4. Apply the processes of constructive arguments and critical reasoning.
   3.5. Use an organized approach to solving complex issues in a diverse environment.
4. **<u>Make effective decisions:</u>** *Work individually and in groups to gather information and make decisions that are supported by reason and evidence.* **(Program Outcome(s): 1, 2, & 3.1)**
   4.1. Develop informed solutions that are supported by reason and evidence.
   4.2. Approach decision-making in an organized fashion.
   4.3. Create effective action plans and strategies.
   4.4. Organize and generate ideas.
5. **<u>Take responsibility for decisions:</u>** *Work individually and in groups to gather information and take actions to monitor and adjust decision outcomes to ensure effectiveness.* **(Program Outcome(s): 1, 3.1, & 4)**
   5.1. Take actions required to be personally responsible and accountable for decisions and their outcomes.
   5.2. Include appropriate deadlines and contingencies in solutions.
   5.3. Systematically evaluate solutions for relevancy to all stakeholders.
   5.4. Apply methods to monitor and adjust solutions to ensure their effectiveness over time.
6. **<u>Solutions Focused Plan</u>**: *Work individually and in teams to develop a solutions focused plan to manage the timely and effective implementation of problem solutions.* (Program Outcomes 1-7) **(Program Outcome(s): 1, & 4)**
   6.1. Systematically evaluate solutions for stakeholder relevancy.
   6.2. Apply methods to compare actual outcome with desired outcome.

Suggested Supplemental Journal Reading

The Argosy University/San Francisco Bay Area campus subscribes to these journals and others in addition to a variety of books relating to this module. However, the student is not limited to the journals listed below and may use the EBSCO Database to assist in finding additional reading.

The Atlantic Monthly, Business Horizons, The Business Journal, Creativity and Innovation Management, Fast Company, Harvard Business Review, HR Magazine, Inc. The Journal of Business, Journal of Management, Management Science, The New Republic, Sloan Management Review, US News and World, The Wall Street Journal

Academic Dishonesty/Plagiarism Statement
The University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The University further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used. Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from the University.

If you are unsure what constitutes plagiarism, visit the following web site: http://www.turnitin.com/research_site/e_home.html. Argosy University routinely submits student papers to Turnitin.com for Originality Reports. Papers submitted to Turnitin are checked against published works, content on the Internet, and every other paper submitted to Turnitin.

Grading Criteria
Weekly online DB postings (6)	40%
Weekend Meetings Assignments	40%
Final Paper	20 %

Online Component: Discussion Board Minimum Requirements
These weekly Discussion Board assignments will be evaluated qualitatively. To explain, thoughtful responses for each posted topic will receive 80% of the total possible points. More in-depth, insightful responses will receive 100% of the possible points. Any information gathered from an external resource must serve as supporting documentation to your answers. Include proper references. Quantitatively, you must have a minimum of one major posting submittal. **Note that this is a "discussion" board**. This means you have an opportunity to learn from your classmates. You also have opportunities to offer substantive comments that could improve your grade. All posts must be completed during the week that the unit is in progress. Also note that one or two sentence replies to your class mates posting such as, " *nice job*" or " *I really like the way you organized your thoughts*" with no further idea discussion or expansion are not acceptable. You are expected to initiate discussions by submitting questions or discussions that arise from your reading assignments. You are also encouraged to contribute to the DB by bringing up your own thoughts and ideas. Class participants are expected to contribute to the discussion board at least twice a week

Weekend Session Components

WEEKEND I	**Review chapters 1,2,3,4,5**
	Writing skills/Time Management Lecture & Assignment I
	Explain/describe why you enrolled in the bachelor program at Argosy University. What possible obstacles lie ahead? Utilizing your critical thinking skills, develop creative solutions for each obstacle you identified. You may use narrative, outline or spreadsheet format. APA format is not required for this assignment. Be creative and enjoy the process.
Saturday	Writing Assignment II
	Creating your dream job.
	Define Your Dream Job (Thinking Activity 1.6). Write a two-page description of your ideal job. Use Thinking Activity 1.6 as a guide.
	Critical Thinking Checklist Lecture
Sunday	Select two articles on the same subject with different points of view. Be prepared to orally present your findings and critical analysis to the class.

WEEKEND II	**Review chapters 7,8,9,10,11 before class**
Saturday	Morale decision making and evaluating resources- Lecture, Discussion and class exercises.
Sunday	Final Paper: Discussion, outlining, research and the writing process

ARGOSY UNIVERSITY
REVISED COURSE ADD/DROP POLICY

Students dropping a class must provide official notification to the Student Services Department by completing the ADD/DROP Form (on campus and distance courses)

PLEASE NOTE: For weekend courses, the official start date may precede the on campus component. Tuition credits will be applied to the student's account according to the refund schedule below:

For 15 week courses, if a student drops:	Refund percentage
By noon of the second Friday after the session start date	100%
After noon of the second Friday of session start date	0%

For 7 1/2 week courses, if a student drops:	**Refund percentage**

Within the first 7 days of the session start	100%
After the 7th day of the session start date	0%

In order to receive a refund of 100%, dropped courses must be communicated to Student Services by Add/Drop form the following dates. Please note the noon deadline for 15 week courses.

Disclaimer: This syllabus is subject to change.

Your notes: