**CALENDAR OF ASSIGNMENTS**

**Bus 302: Spring 2016**

**(Generic Calendar for classes meeting *once* per week)**

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | | **Agenda** | | **Reading[[2]](#footnote-2) & Homework Due** | |
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| 1 | 25-Jan | Course Introduction | | **Agenda**:   * Course Overview * Administrative (30 minutes)  (roll, name tags, 3x5 cards) * PPT slides: “Welcome to Business 302” – (35 min.) overview of course * Explore website (10 min.) * Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate. | |  | |
| 2 | 1-Feb | Team Process | | **Agenda:**   * Teams Formed/Assigned Seats * Jung Typology (Myers Briggs) (20 min.) * PPT slides: “Types and Teams” * Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.) * Team Process Rules (10 min.) * PPT slides: “Building Effective Teams” * Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.) * COBAE options assigned & explained (20 min.) | | **Bring to class:**   * **Completed:**   + Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp   + BUS 302 Team Assignment Form –CP p. 8 * **Course Pack or online resource:**   + Building Effective Teams - CP pp. 9-12   + Types and Teams – CP pp. 13-16   + Exercise #1 – Team Trust Building – CP p. 17   + Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18   + Exercise #2 - Rules of Behavior – CP p. 20   + Grading Criteria: Exercise #2 - Rules of Behavior – CP p. 21   + Ice Breakers / Mixers – CP pp. 23-28   + COBAE Options Exercise   + Bus. 302 Career Options in Business   + COBAE Options Grading Sheet | |
| 3[[3]](#footnote-3) | 8-Feb | Team Building  Case Process | | **Agenda:**   * Team Building Exercise (25 min.) (Instructor’s choice – beach ball, construction paper, etc.) * Debrief exercise (10 min.) * Case Process (40 min.)   + Coaching Session     - Work Plan     - Work Plan Exercise   + Presentation Session     - Oral Presentation     - Challenge Team     - Written Report     - Team Evaluation | | **Bring to class:**   * Team Exercise - Team Process Rules – CP p. 34 * Work Plan – Template; Sample Team Work Plan; Team Work Plans: Evaluation Criteria; Steps In Creating Winning Teams – CP pp. 35-39 * Doing Case Analysis as a Team CP p. 40 * Team Evaluation Form - CP p. 38 * Suggestions for Making Effective Presentations; Presentation Evaluation Form; Role of the Challenge Team; Challenge Team Grading Form – CP 41-44 * Guidelines for Written Communications – CP pp. 116-118 | |
| 43 | 15-Feb | Academic Honesty and Ethics | **Agenda:**   * Discuss Team Exercises 1 & 2 * Academic Honesty (50 min.) * Core Values * Academic Honesty * Plagiarism * Ethical Theories/Approaches | | **Turn in at start of class:**   * Team Exercises 1 & 2 * Team Case Preferences * Signed/Dated Student Core Values Statement – CP p. 46 * Signed/Dated Statement on Academic Honesty and Plagiarism – CP p. 49   **Bring to class:**   * Ethical Decision Making - CP pp. 93-102 * CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48 * Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63 | |
| 5 | 22-Feb | COBAE Options  Coaching Session for Case 1 “July at the Multiplex” | **Agenda:**   * COBAE options presented (75 min.) * Each team having 7-10 min. to present with 1 min. to set up, etc. * Coach “July at Multiplex” – Case #1 (60 min.) * Review Work Plan – “July at the Multiplex” – Case #1 | | **Read prior to class:**   * “July at the Multiplex” – BUS302 website   **Complete prior to class:**   * Team Evaluation Form CP p. 38 – evaluate each team member’s performance in preparing COBAE exercise. Work Plan: “July at Multiplex” – Case #1 * List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1   **Bring to class:**   * COBAE Options Exercise Grading Sheet - CP P. 32 | |
| 6 | 29-Feb | Instructors present Case 1  Coaching session for Case 2: “Rock Cookware, Inc.” | **Agenda:**   * Successful Presentation Skills (25 min.) * Faculty Present Case #1: (30 min.) * Challenge Techniques (20 min.) * Coach Case 2 (75 min.) * Review Work Plan Case 2 | | **Turn in at beginning of class:**   * Written Report for “July at the Multiplex” * Team Evaluation Form CP p. 38 – “July at the Multiplex” - Case #1   **Bring to class:**   * Presentation Evaluation Form (blank) – CP p. 42 * Challenge Team Grading Form (blank) – CP p. 44   **Read prior to class:**   * “Rock Cookware, Inc.” and Case Library – BUS302 website   **Complete and bring to class:**   * Work Plan: “Rock Cookware, Inc.” - Case #2 * List of individual team questions to be resolved regarding “Rock Cookware, Inc.” - Case #2 | |
| 7 | 7-Mar | Present Case 2 “Rock Cookware, Inc.” | **Agenda:**   * Present Case 2 (2 teams) | | **Non-presenting groups turn in :**   * Written case 2 * Team evaluation forms (CP p. 42) * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 2 (75 min. for each group) | |
| 8 | 14-Mar | Coach Case 3: “Citywide Fitness Center, Inc.” | **Agenda:**   * Coach Case #3 * Dialogue & Feedback Skills | | **Read prior to class:**   * “Citywide Fitness Center, Inc.” - BUS302 website   **Complete and bring to class:**   * Work Plan: “Citywide Fitness Center, Inc.” - Case #3 * List of individual team questions to be resolved regarding “Citywide Fitness Center, Inc.” - Case #3 | |
| 9 | 21-Mar | **Spring Recess (no instruction) - Monday 3/21 thru Saturday 3/26** | | | | |
| 10 | 28-Mar | Present Case 3: “Citywide Fitness Center, Inc.” | **Agenda:**   * Present Case #3 (2 teams) | | **Non-presenting groups turn in :**   * Written case 3 * Team evaluation forms (CP p. 42) * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 3 (75 min. each team) | |
| 11 | 4-Apr | Ethics Case | **Agenda:**   * Ethics Case (75 min.) * Team Meetings With Instructor | |  | |
| 12 | 11-Apr | Coach Case 4: “Cruising with Flip Flops” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 | | **Read prior to class:**   * “Cruising with Flip Flops” - BUS302 website   **Complete and bring to class:**   * Work Plan: “Cruising with Flip Flops” - Case #4 * List of individual team questions to be resolved regarding “Cruising with Flip Flops”- Case #4 | |
| 13 | 18-Apr | Present Case 4: “Cruising with Flip Flops” | **Agenda:**   * Present: Case 4 (2 teams) | | **Non-presenting groups turn in :**   * Written case 4 * Team evaluation forms (CP p. 42) * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 4 (75 min. each) | |
| 14 | 25-Apr | Coach Case 5: “Canoga Sporting Goods, Inc.” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 | | **Read prior to class:**   * “Canoga Sporting Goods, Inc.” – BUS302 website   **Complete and bring to class:**   * Work-plan: “Canoga Sporting Goods, Inc.” - Case #5 * List of individual team questions to be resolved regarding “Canoga Sporting Goods, Inc.” - Case #5 | |
| 15 | 2-May | Present Case 5: “Canoga Sporting Goods, Inc.” | **Agenda:**   * Present: Case 5 (2 teams) | | **Non-presenting groups turn in :**   * Written case 5 * Team evaluation forms (CP p. 42) * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 5 (75 min. each) | |
| 16 | 9-May | In Class Ethics Writing Assignment | **Agenda:**   * In-class Ethics Writing Assignment * Analysis of case 5 * Course wrap-up and review of grading * Debrief and celebration | |  | |

1. The dates apply to a Monday class. Adapt these to suit your schedule. The last day of formal instruction is Friday, May 13. This semester’s holidays are Thursday, March 31 (Cesar Chavez Holiday) and Monday thru Saturday March 21-26 (spring recess.) [↑](#footnote-ref-1)
2. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make purchasing the print form of CP mandatory. [↑](#footnote-ref-2)
3. Similar to previous semesters, on week 3 or 4, there will possibly be a visit to your class by one of the directors of the college career centers to provide important information to students.  Luella Jones or Craig Oka may contact the instructor to make the arrangement for a 30-minute presentation. [↑](#footnote-ref-3)