**CALENDAR OF ASSIGNMENTS**

**Bus 302: Spring 2016**

**(Generic Calendar for classes meeting *twice* 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.) | |  | |
| 1 | 27-Jan | Course Introduction | | * 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.) * Slides: “Building Effective Teams” | | **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 | |
| 2 | 3-Feb | Team Process | | **Agenda:**   * Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.) * COBAE options assigned & explained (20 min.) | | **Bring to class**   * **Course Pack or online resource:**   + 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 | | **Agenda:**   * Team Building Exercise (25 min.) (Instructor’s choice – beach ball, construction paper, etc.) * Debrief exercise (10 min.) | | **Bring to class:**   * Team Exercise - Team Process Rules – CP p. 34 | |
| 33 | 10-Feb | Case Process | **Agenda:**   * Case Process (40 min.)   + Coaching Session     - Work Plan     - Work Plan Exercise   + Presentation Session     - Oral Presentation     - Challenge Team     - Written Report     - Team Evaluation | | **Bring to class:**   * 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 | **Agenda:**   * Discuss Team Exercises 1 & 2 * Academic Honesty (50 min.) * Core Values * Academic Honesty * Plagiarism | | **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:**   * CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48 * Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63 | |
| 43 | 17-Feb | Ethics | **Agenda:**   * Ethical Theories/Approaches | | **Bring to class:**   * Ethical Decision Making - CP pp. 93-102 | |
| 5 | 22-Feb | Coaching Session for Case 1 “July at the Multiplex” | **Agenda:**   * 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   **Bring to class:**   * List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1 * Work Plan: “July at Multiplex” – Case #1 | |
| 5 | 24-Feb | COBAE Options | **Agenda:**   * COBAE options presented (75 min.) * Each team having 7-10 min. to present with 1 min. to set up, etc. | | **Complete prior to class:**   * Team Evaluation Form CP p. 38 – evaluate each team member’s performance in preparing COBAE exercise.   **Bring to class:**   * COBAE Options Exercise Grading Sheet - CP P. 32 | |
| 6 | 29-Feb | Instructors present Case 1 | **Agenda:**   * Successful Presentation Skills (25 min.) * Faculty Present Case #1: (30 min.) * Challenge Techniques (20 min.) | | **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 | |
| 6 | 2-Mar | Coaching session for Case 2: “Rock Cookware, Inc.” | **Agenda:**   * Coach Case 2 (75 min.) * Review Work Plan Case 2 | | **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 (first team) | | **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.) | |
| 7 | 9-Mar | Present Case 2 “Rock Cookware, Inc.” | **Agenda:**   * Present case 2 (second team) | | **Non-presenting groups turn in :**   * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 2 (75 min.) | |
| 8 | 14-Mar | Coach Case 3: “Citywide Fitness Center, Inc.” | **Agenda:**   * Coach case #3 * Review Work Plan Case 3 | | **Bring to class:**   * Work-plan for case 3 * Read “Citywide Fitness Center, Inc.” - BUS302 website * List of Individual Team Questions to be Resolved Regarding “Citywide Fitness Center, Inc.” - Case #3 | |
| 8 | 16-Mar | Team Meetings w/ instructor | **Agenda:**   * Team Meetings With Instructor | |  | |
| 9 | 21-Mar 23-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 (first team) | | **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.) | |
| 10 | 30-Mar | Present Case 3: “Citywide Fitness Center, Inc.” | **Agenda:**   * Present case #3 (second team) | | **Non-presenting groups turn in :**   * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 3 (75 min.) | |
| 11 | 4-Apr | Ethics Case | **Agenda:**   * **Ethics Case (75 min.)** | | **Instructor choice** | |
| 11 | 6-Apr | Dialogue and Feedback Skills | **Agenda:**   * **Dialogue & Feedback Skills** | | **Bring to class:**   * **Dialogue and Feedback Skills (CP p. 110-113)** | |
| 12 | 11-Apr | Coach Case 4: “Cruising with Flip Flops” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 | | **Bring to class:**   * Work-plan for case 4 * Read “Cruising with Flip Flops” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Cruising with Flip Flops” - Case #4 | |
| 12 | 13-Apr | (open) | **(open-instructor choice)** | | **(open-instructor choice)** | |
| 13 | 18-Apr | Present Case 4: “Cruising with Flip Flops” | **Agenda:**   * Present: Case 4 (first team) | | **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.) | |
| 13 | 20-Apr | Present Case 4: “Cruising with Flip Flops” | **Agenda:**   * Present: Case 4 (first team) | | **Non-presenting groups turn in :**   * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 4 (75 min.) | |
| 14 | 25-Apr | Coach Case 5: “Canoga Sporting Goods, Inc.” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 * Ethics Case (75 min.) | | **Bring to class:**   * Work-plan for case 5 * Read “Canoga Sporting Goods, Inc.” – BUS302 website * List of Individual Team Questions to be Resolved Regarding “Canoga Sporting Goods, Inc.” - Case #5 | |
| 14 | 27-Apr | (open) | **(open-instructor choice)** | | **(open-instructor choice)** | |
| 15 | 2-May | Present Case 5: “Canoga Sporting Goods, Inc.” | **Agenda:**   * Present: case 5 (first team) | | **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.) | |
| 15 | 4-May | Present Case 5: “Canoga Sporting Goods, Inc.” | **Agenda:**   * Present: case 5 (second team) | | **Non-presenting groups turn in :**   * Challenge team grading forms (CP p. 44)   **Presenting Team:**   * Present case 5 (75 min.) | |
| 16 | 9-May | In Class Ethics Writing Assignment | **Agenda:**   * In-class Ethics Writing Assignment | |  | |
| 16 | 11-May | Wrap-up | **Agenda:**   * Analysis of case 5 * Course wrap-up and review of grading * Debrief and celebration | |  | |

1. The dates apply to a Monday/Wednesday class. Adapt these to suit your schedule. The last day of formal instruction is Friday, May 13. This semester’s holidays are Tuesday, 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 the print form of CP a requirement. [↑](#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)