**CALENDAR OF ASSIGNMENTS**

**BUS302: Fall 2017**

**(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 | 29-Aug | 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.
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| 2 | 5-Sep | 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.)
* David Nazarian 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
	+ David Nazarian COBAE Options Exercise
	+ Bus. 302 Career Options in Business
	+ David Nazarian COBAE Options Grading Sheet
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| 3 | 12-Sep | 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
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| 4 | 19-Sep | 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
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| 5 | 26-Sep | David Nazarian COBAE OptionsCoaching Session for Case 1 “July at the Multiplex” | **Agenda:*** David Nazarian 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
 | **Complete prior to class:** * Team Evaluation Form CP p. 38 – evaluate each team member’s performance in preparing David Nazarian COBAE exercise.
* Work Plan: “July at Multiplex” – Case #1
* List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1

**Read prior to class:*** “July at the Multiplex” – BUS302 website

**Bring to class:*** David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32
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| 6 | 3-Oct | 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
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| 7 | 10-OCT | Coaching session for Case 2: “The Real Time” | * Coach Case 2 (75 min.)
* Review Work Plan Case 2
 | **Read prior to class:*** “The Real Time” and Case Library – BUS302 website

**Complete and bring to class:*** Work Plan: “The Real Time” - Case #2
* List of individual team questions to be resolved regarding “The Real Time” - Case #2
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| 8 | 17-Oct | Present Case 2 “The Real Time” | **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)
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| 9 | 24-Oct | Coach Case 3: “Motel 365” | **Agenda:*** Coach Case #3
* Review Work Plan Case #3
* Dialogue & Feedback Skills
* Teams Meetings with Instructor
 | **Read prior to class:*** “Motel 365” - BUS302 website

**Complete and bring to class:*** Work Plan: “Motel 365” - Case #3
* List of individual team questions to be resolved regarding “Motel 365” - Case #3
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| 10 | 31-Oct | Present Case 3: “Motel 365” | **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)
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| 11 | 7-Nov | Coach Case 4: “Global Investment Opportunities” | **Agenda:*** Coach Case 4 (60 min.)
* Review Work Plan Case #4
* Ethics Case (75 min.)
 |  **Read prior to class:*** “Global Investment Opportunities” - BUS302 website

**Complete and bring to class:*** Work Plan: “Global Investment Opportunities” - Case #4
* List of individual team questions to be resolved regarding “Global Investment Opportunities”- Case #4
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| 12 | 14-Nov | Present Case 4: “Global Investment Opportunities” | **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)
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| 13 | 21-Nov | Coach Case 5: “Beverage Center #4” | **Agenda:*** Coach Case 5 (60 min.)
* Review Work Plan Case 5
* Ethics Case (75 min.)
 | **Read prior to class:*** “Beverage Center #4” – BUS302 website

**Complete and bring to class:*** Work-plan: “Beverage Center #4” - Case #5
* List of individual team questions to be resolved regarding “Beverage Center #4” - Case #5
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| 14 | 28-Nov | Present Case 5: “Beverage Center #4” | **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)
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| 15 | 5-Dec | 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
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1. The dates apply to a Tuesday class. Adapt these to suit your schedule. The last day of formal instruction is Sunday, December 10. This semester’s holidays are Saturday 9/2 thru Monday 9/4 (Labor Day Holiday), Friday 11/10 thru Saturday 11/11 (Veteran’s Day Holiday) and Thursday 11/23 thru Sunday 11/26 for Thanksgiving 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 Course Pack mandatory. [↑](#footnote-ref-2)