**CALENDAR OF ASSIGNMENTS**

**Bus 302: Spring 2017**

**(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 | 23-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.)
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| 1 | 25-Jan | Course Introduction | * Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.
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| 2 | 30-Jan | 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
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| 2 | 1-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
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| 3 | 6-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
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| 3 | 8-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
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| 4 | 13-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
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| 4 | 15-Feb | Ethics | **Agenda:*** Ethical Theories/Approaches
 | **Bring to class:** * Ethical Decision Making - CP pp. 93-102
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| 5 | 20-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
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| 5 | 22-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
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| 6 | 27-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
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| 6 | 1-Mar | Coaching session for Case 2: “The Big Picture” | **Agenda:** * Coach Case 2 (75 min.)
* Review Work Plan Case 2
 | **Read prior to class:*** “The Big Picture” and Case Library – BUS302 website

**Complete and bring to class:*** Work Plan: “The Big Picture” - Case #2
* List of Individual Team Questions to be Resolved Regarding “The Big Picture” - Case #2
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| 7 | 6-Mar | Present Case 2 “The Big Picture” | **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.)
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| 7 | 8-Mar | Present Case 2 “The Big Picture” | **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.)
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| 8 | 13-Mar | Coach Case 3: “Paula’s Palette” | **Agenda:*** Coach case #3
* Review Work Plan Case 3
 | **Bring to class:*** Work-plan for case 3
* Read “Paula’s Palette” - BUS302 website
* List of Individual Team Questions to be Resolved Regarding “Paula’s Palette” - Case #3
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| 8 | 15-Mar | Team Meetings w/ instructor | **Agenda:** * Team Meetings With Instructor
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| 9 | 20-Mar 22-Mar | **Spring Recess (no instruction) - Monday 3/20 thru Sunday 3/26** |
| 10 | 27-Mar | Present Case 3: “Paula’s Palette” | **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.)
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| 10 | 29-Mar | Present Case 3: “Paula’s Palette” | **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.)
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| 11 | 3-Apr | Ethics Case | **Agenda:*** **Ethics Case (75 min.)**
 |  **Instructor choice** |
| 11 | 5-Apr | Dialogue and Feedback Skills | **Agenda:*** **Dialogue & Feedback Skills**
 | **Bring to class:*** **Dialogue and Feedback Skills (CP p. 110-113)**
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| 12 | 10-Apr | Coach Case 4: “Royal Bank of Midwest” | **Agenda:*** Coach Case 4 (60 min.)
* Review Work Plan Case #4
 |  **Bring to class:*** Work-plan for case 4
* Read “Royal Bank of Midwest” – BUS302 website
* List of Individual Team Questions to be Resolved Regarding “Royal Bank of Midwest” - Case #4
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| 12 | 12-Apr | (open) | **(open-instructor choice)** | **(open-instructor choice)** |
| 13 | 17-Apr | Present Case 4: “Royal Bank of Midwest” | **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.)
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| 13 | 19-Apr | Present Case 4: “Royal Bank of Midwest” | **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.)
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| 14 | 24-Apr | Coach Case 5: “Green Guard Care” | **Agenda:*** Coach Case 5 (60 min.)
* Review Work Plan Case 5
* Ethics Case (75 min.)
 |  **Bring to class:*** Work-plan for case 5
* Read “Green Guard Care” – BUS302 website
* List of Individual Team Questions to be Resolved Regarding “Green Guard Care” - Case #5
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| 14 | 26-Apr | (open) | **(open-instructor choice)** | **(open-instructor choice)** |
| 15 | 1-May | Present Case 5: “Green Guard Care” | **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.)
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| 15 | 3-May | Present Case 5: “Green Guard Care” | **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.)
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| 16 | 8-May | In Class Ethics Writing Assignment | **Agenda:*** In-class Ethics Writing Assignment
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| 16 | 10-May | Wrap-up | **Agenda:*** Analysis of case 5
* Course wrap-up and review of grading
* Debrief and celebration
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1. The dates apply to a Monday/Wednesday class. Adapt these to suit your schedule. The last day of formal instruction is Friday, May 12. This semester’s holidays are Monday thru Sunday March 20-26 (spring recess) and Friday, March 31 (Cesar Chavez Holiday) [↑](#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)