**CALENDAR OF ASSIGNMENTS**

**BUS 302: Spring 2015, 2PM**

Richard Gunther, Instructor

*Office Hours:*

3:30 to 4:30 PM MW, 6:00 to 7:00 PM M, and by Appointment

**JH 4143, (818) 677-4464,** **richard.gunther@csun.edu**

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | **Agenda** | **Reading[[2]](#footnote-2) & Homework Due** |
| --- | --- | --- | --- | --- |
| 1 | 21-Jan | Course Introduction | **Agenda**:* Course Overview
* Administrative (45 minutes) (roll, 3x5 cards)
* PPT Slides: “Welcome to Business 302” – (35 min.) Overview of Course
 |  |
| 2 | 26-Jan | Course Introduction | * Explore Website (15 min.)
* Ice Breaker (60 min.) (3x5 cards) (hair & eye color, shoes, etc. – find classmate.)
 | **Bring to class (optional): Laptop, Tablet, Etc.** |
| 2 | 28-Jan | Team Process | **Agenda:*** Teams Formed
* Humanmetrics (Myers-Briggs) (20 min.)
* PPT Slides: “Types and Teams”
* Building Effective Teams: “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

 * **Course Pack or Online Resource:**
	+ Building Effective Teams - CP pp. 9-12
	+ Types and Teams – CP pp. 13-16
 |
| 3 | 2-Feb | Team Process | **Agenda:*** “Sister Act” Video Clip & Debrief (25 min.)
* Team Exercises 1 & 2 – Explained & Grading Criteria Reviewed (15 min.)
* David Nazarian College of Business and Economics Options Assigned & Explained (15 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
	+ David Nazarian College of Business and Economics Options Exercise
	+ Bus. 302 Career Options in Business
	+ David Nazarian College of Business and Economics Options Grading Sheet
 |
| 3 | 4-Feb | Team Building | **Agenda:*** Team Building Exercise (60 min.) (Instructor’s choice – beach ball, construction paper, etc)
* Debrief Exercise (10 min.)
 | **Bring to class:** * Team Exercise - Team Process Rules – CP p. 34
 |
| 4 | 9-Feb | Case Process | **Agenda:*** “Apollo 13” Video Clip & Debrief (35 min.), Team Planning
* Case Process (30 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
 |
| 4 | 11-Feb | Academic Honesty | **Agenda:*** Discuss Team Exercises 1 & 2
* Academic Honesty (50 min.)
* Core Values
* 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
 |
| 5 | 16-Feb | Ethics | **Agenda:*** Ethical Theories/Approaches
 | **Bring to class:** * Ethical Decision Making - CP pp. 93-102

  |
| 5 | 18-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” and Case Library – BUS302 website

**Bring to class:** * Individual Assignment: Case Outline, Main Issues, and List of Questions Regarding “July at the Multiplex” – Case #1
* Team Assignment: Work Plan for “July at Multiplex” – Case #1
 |
| 6 | 23-Feb | David Nazarian College of Business and Economics Options | **Agenda:** * David Nazarian College of Business and Economics Options Presented (75 min.)
* Each Team Has 7 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 David Nazarian College of Business and Economics exercise.

**Bring to class:*** David Nazarian College of Business and Economics Options Exercise Grading Sheet - CP P. 32
 |
| 6 | 25-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
 |
| 7 | 2-Mar | Coaching Session for Case 2: “Artists Rights and the Lady and the Tramp” | **Agenda:** * Coach Case 2 (75 min.)
* Review Work Plan Case 2
 | **Read prior to class:*** “Artists Rights and the Lady and the Tramp” and Case Library – BUS302 website

**Complete and bring to class:*** Work Plan: “Artists Rights and the Lady and the Tramp”- Case #2
* Case Outline, Main Issues, and List of Questions Regarding “Artists Rights and the Lady and the Tramp” - Case #2
 |
| 7 | 4-Mar | Ethics Case | **Agenda:*** Ethics Case (75 min.)
 | **Read Prior to Class*** Ethics Case 1 – Ethical Thinking Exercise – CP pp. 103-104
 |
| 8 | 9-Mar | Present Case 2 “Artists Rights and the Lady and the Tramp” | **Agenda:*** Present Case 2
 | **Teams Turn in:*** Written Case 2

**Presenting Teams:*** Present Case 2 (20 min. Each) and Turn in PowerPoint
 |
| 8 | 11-Mar | Present Case 2 “Artists Rights and the Lady and the Tramp” | **Agenda:*** Challenge and Discussion of Case 2
 | **All Teams Turn in:*** Team Evaluation Forms (CP p.42)
 |
| 9 | 16-Mar | Coach Case 3: “Durham Industries” | **Agenda:*** Coach Case #3
* Review Work Plan Case 3
 | **Read Prior to Class:*** “Durham Industries” – BUS 302 Website

**Complete and Bring to Class:*** Work Plan: “Durham Industries” - Case #3
* Case Outline, Main Issues, and List of Questions Regarding “Durham Industries” - Case #3
 |
| 9 | 18-Mar | Dialogue and Feedback Skills | **Agenda:*** Dialogue & Feedback Skills
 | **Bring to class:*** Dialogue and Feedback Skills (CP p. 110-113)
 |
| 10 | 23-Mar | Present Case 3: “Durham Industries” | **Agenda:*** Present Case #3
 |  **Teams Turn in:*** Written Case 3

**Presenting Teams:*** Present Case 3 (20 min. Each) and Turn in PowerPoint
 |
| 10 | 25-Mar | Present Case 3: “Durham Industries” | **Agenda*** Challenge and Discussion of Case #3
 | **All Teams Turn in:*** Team Evaluation Forms (CP p. 42)
 |
| 11 | 30-Mar | Coach Case 4: “Hotel California” | **Agenda:*** Coach Case 4 (60 min.)
* Review Work Plan Case #4
 | **Read Prior to Class:*** “Hotel California” and Case Library – BUS 302 Website

**Complete and Bring to Class:*** Work Plan “Hotel California” - Case #4
* Case Outline, Main Issues, and List of Questions Regarding “Hotel California” - Case #4
 |
| 11 | 1-Apr | Team Meetings w/ instructor | Team Meetings With Instructor | **Bring Any Questions for Instructor** |
| 12 | 7-Apr9-Apr | **Spring Recess (no instruction) - Monday 4/6 thru Saturday 4/11** |
| 13 | 13-Apr | Present Case 4: “Hotel California” | **Agenda:*** Present: Case 4
 | **Teams Turn in:*** Written Case 4

**Presenting Teams:*** Present Case 4 (20 min. Each) and Turn in PowerPoint
 |
| 13 | 15-Apr | Present Case 4: “Hotel California” | **Agenda:*** Challenge and Discussion of Case #4
 | **All Teams Turn in:*** Team Evaluation Forms (CP p. 42)
 |
| 14 | 20-Apr | Coach Case 5: “Bluefield Health Plan” | **Agenda:*** Coach Case 5 (60 min.)
* Review Work Plan Case 5
 | **Read Prior to Class:*** “Bluefield Health Plan” – BUS 302 Website

**Complete and Bring to Class:*** Work Plan “Bluefield Health Plan” - Case #5
* Case Outline, Main Issues, and List of Questions Regarding “Bluefield Health Plan” - Case #5
 |
| 14 | 22-Apr | Ethics Case | **Agenda:*** Ethics Case (75 min.)
 | **Read Prior to Class*** Ethics Case 3 – BAZ, Inc. – CP pp. 106 and 109
 |
| 15 | 27-Apr | Present Case 5: “Bluefield Health Plan” | **Agenda:*** Present Case #5
 |  **Teams Turn in:*** Written Case 5

**Presenting Teams:*** Present Case 5 (20 min. Each) and Turn in PowerPoint
 |
| 15 | 29-Apr | Present Case 5: “Bluefield Health Plan” | **Agenda:*** Challenge and Discussion of Case #5
 | **All Teams Turn in:*** Team Evaluation Forms (CP p. 42)
 |
| 16 | 4-May | In Class Ethics Writing Assignment | **Agenda:*** In-class Ethics Writing Assignment
 | **Study Prior to Class:*** Ethics Cases and PowerPoint
 |
| 16 | 6-May | Wrap-up | **Agenda:*** Course Wrap-up
* Review of Grading
* Debrief and Celebration
 |  |

1. The last day of formal instruction is Friday, May 8. This semester’s holidays are Tuesday, March 31 (Cesar Chavez Holiday) and Monday thru Saturday April 6-11 (spring recess.) [↑](#footnote-ref-1)
2. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are required and are available at the bookstore. [↑](#footnote-ref-2)