**CALENDAR OF ASSIGNMENTS**

**BUS302: Fall 2021**

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

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | **Agenda** | **Reading[[2]](#footnote-2) & Homework Due** |
| --- | --- | --- | --- | --- |
| 1 | 30-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.) – hair & eye color, shoes, etc. – find classmate. |  |
| 2 | 6-Sep | **Labor Day Holiday** | | |
| 3 | 13-Sep | Team Process | **Agenda:**   * Teams Formed/Assigned Seats * PPT slides: “Types and Teams” Jung Typology (Myers Briggs) (20 min.) * PPT slides: “Building Effective Teams” - Team Process Rules (10 min.) * Video Clip & Debrief: Sister Act or Remember the Titans (25 min.) * 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 |
| 4[[3]](#footnote-3) | 20-Sep | Handshake & VMock  Team Building  Case Process | **Agenda:**   * Guest speaker (30 min) * 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 Commu5nications – CP pp. 116-118   * Complete Handshake and VMock assignments by the deadline in Canvas which could be the end of the 3rd week. |
| 5 | 27-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 * 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 |
| 6 | 4-Oct | David Nazarian COBAE Options  Coaching 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 |
| 7 | 11-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 |
| 8 | 18-OCT | Coaching session for Case 2: “All Star Computer Services” | * Coach Case 2 (75 min.) * Review Work Plan Case 2 * Ethics Case (75 min.) | **Read prior to class:**   * “All Star Computer Services” and Case Library – BUS302 website   **Complete and bring to class:**   * Work Plan: “All Star Computer Services” - Case #2 * List of individual team questions to be resolved regarding “All Star Computer Services” - Case #2 |
| 9 | 25-Oct | Present Case 2 “All Star Computer Services” | **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) |
| 10 | 1-Nov | Coach Case 3: “Future Security Bank” | **Agenda:**   * Coach Case #3 * Review Work Plan Case #3 * Teams Meetings with Instructor | **Read prior to class:**   * “Future Security Bank” - BUS302 website   **Complete and bring to class:**   * Work Plan: “Future Security Bank” - Case #3 * List of individual team questions to be resolved regarding “Future Security Bank” - Case #3 |
| 11 | 8-Nov | Present Case 3: “Future Security Bank” | **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) |
| 12 | 15-Nov | Coach Case 4: “Art Vector” | **Agenda:**   * Coach Case 4 (60 min.) * Review Work Plan Case #4 * Dialogue & Feedback Skills | **Read prior to class:**   * “Art Vector” - BUS302 website   **Complete and bring to class:**   * Work Plan: “Art Vector” - Case #4 * List of individual team questions to be resolved regarding “Art Vector”- Case #4 |
| 13 | 22-Nov | Present Case 4: “Art Vector” | **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 | 29-Nov | Coach Case 5: “Village Hill Spirits” | **Agenda:**   * Coach Case 5 (60 min.) * Review Work Plan Case 5 * Ethics Case (75 min.) | **Read prior to class:**   * “Village Hill Spirits” – BUS302 website   **Complete and bring to class:**   * Work-plan: “Village Hill Spirits”- Case #5 * List of individual team questions to be resolved regarding “Village Hill Spirits” - Case #5 |
| 15 | 6-Dec | Present Case 5: “Village Hill Spirits” | **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 | 13-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 |  |

1. The dates apply to a Monday class. Adapt these to suit your schedule. The last day of formal instruction is Monday, December 13. This semester’s holidays are Saturday 9/4 thru Monday 9/6 (Labor Day Holiday), Thursday 11/11 (Veterans’ Day Holiday) and Thursday 11/25 thru Sunday 11/28 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)
3. A visit to your class by Craig Oka, Career Education and Professional Development Center (CEPD) director, or a staff member to make a 30-minute presentation regarding career and professional resources (e.g. Handshake and VMock) available to our students. The presentation includes information about career center office, the EY Center, and the new resources being offered for this Fall. Tentatively, this presentation has been scheduled for the 3rd week of the semester. [↑](#footnote-ref-3)