CALENDAR OF ASSIGNMENTS

BUS302: Fall 2021

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

Week	Date[1]	Topic	Agenda	Reading[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.)	
1	1-Sep	Course Introduction	• Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.	
2	6-Sep	**Labor Day Holiday**		

2	8-Sep	Team Process	**Agenda:**
			• Teams Formed/Assigned Seats
			• PPT slides: "Types and Teams" Jung Typology (Myers Briggs) (20 min.)
			• Video Clip & Debrief: Sister Act or Remember the Titans (25 min.)
			• Slides: "Building Effective Teams" Team Process Rules (10 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

[1] The dates apply to Monday/Wednesday classes. Adapt these to suit your schedule. The last day of formal instruction is Monday, December13. 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.

[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 Course pack mandatory.

Week	Date[1]	Topic	Agenda	Reading[2] & Homework Due

3	13-Sep	Team Process	**Agenda:**
			• Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.)
			• David Nazarian 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
				  • David Nazarian COBAE Options Exercise
				  • Bus. 302 Career Options in Business
				  • David Nazarian COBAE Options Grading Sheet

3[3]	15-Sep	Handshake & VMock Team Building	**Agenda:** • Guest speaker (30 min) • 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 • Complete Handshake and VMock assignments by the deadline in Canvas

4	20-Sep	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

[3] A visit to your class by Craig Oka, Career Education and Professional Development Center (CEPD) director, 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.

Week	Date[1]	Topic	Agenda	Reading[2] & Homework Due
4	22-Sep	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
5	27-Sep	Ethics	**Agenda:** • Ethical Theories/Approaches	**Bring to class:** • Ethical Decision Making - CP pp. 93-102
5	29-Sep	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:** • David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32 • Work Plan: "July at Multiplex" – Case #1 • List of Individual Team Questions to be Resolved Regarding "July at Multiplex" - Case #1 •
6	4-Oct	David Nazarian COBAE Options	**Agenda:** • David Nazarian 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 David Nazarian COBAE exercise. **Bring to class:** • David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32
6	6-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
7	11-Oct	Coaching session for Case 2: "All Star Computer Services"	**Agenda:** • Coach Case 2 (75 min.) • Review Work Plan Case 2	**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

Week	Date[1]	Topic	Agenda	Reading[2] & Homework Due
7	13-Oct	Ethics Case	**Agenda:** Ethics Case (75 min.)	Instructor choice
8	18-Oct	Present Case 2 "All Star Computer Services"	**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.)
8	20-Oct	Present Case 2 "All Star Computer Services"	**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.)
9	25-Oct	Ethics Case	**Agenda:** Ethics Case (75 min.)	Instructor choice
9	27-Oct	Team Meetings w/ instructor	**Agenda:** Team Meetings with Instructor	
10	1-Nov	Coach Case 3: "Future Security Bank"	**Agenda:** • Coach Case #3 • Review Work Plan Case 3	**Bring to class:** • Work-plan for case 3 • Read "Future Security Bank" - BUS302 website • List of Individual Team Questions to be Resolved Regarding "Future Security Bank" - Case #3
10	3-Nov	Dialogue and Feedback Skills	**Agenda:** • Dialogue & Feedback Skills	**Bring to class:** • Dialogue and Feedback Skills (CP p. 110-113)
11	8-Nov	Present Case 3: "Future Security Bank"	**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.)
11	10-Nov	Present Case 3: "Future Security Bank"	**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.)

Week	Date[1]	Topic	Agenda	Reading[2] & Homework Due
12	15-Nov	Coach Case 4: "Art Vector"	**Agenda:** • Coach Case 4 (60 min.) • Review Work Plan Case #4	**Bring to class:** • Work-plan for case 4 • Read "Art Vector" – BUS302 website • List of Individual Team Questions to be Resolved Regarding "Art Vector" - Case #4
12	17-Nov	Open	**Open**	Instructor choice
13	22-Nov	Present Case 4: "Art Vector"	**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	24-Nov	Present Case 4: "Art Vector""	**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	29-Nov	Coach Case 5: "Village Hill Spirits"	**Agenda:** • Coach Case 5 (60 min.) • Review Work Plan Case 5 • Ethics Case (75 min.)	**Bring to class:** • Work-plan for case 5 • Read "Village Hill Spirits" – BUS302 website • List of Individual Team Questions to be Resolved Regarding "Village Hill Spirits" - Case #4
14	1-Dec	Open	**Open**	Instructor choice
15	6-Dec	Present Case 5: "Village Hill Spirits"	**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	8-Dec	Present Case 5: "Village Hill Spirits"	**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.)

Week	Date[1]	Topic	Agenda	Reading[2] & Homework Due
16	13-Dec	In Class Ethics Writing Assignment Wrap-up	**Agenda:** • In-class Ethics Writing Assignment • Course wrap-up and review of grading • Debrief and celebration	