

CALENDAR OF ASSIGNMENTS (with dates)
Business 302 – Fall 2008
Generic Calendar – Classes Meeting Once a Week

Week #	Ses #	Topic	Agenda	Reading* & Homework Due
1 8/27 Wed	1	Course Introduction	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.)	BRING TO CLASS: DPR (Degree Progress Report) report and any other supporting documentation proof of having met the Bus 302 course prerequisites (ACCT 220, ACCT 230, BLAW 280, BUS 105, COMP 100, ECON 160, ECON 161, SOM 120 or MATH 140, and MATH 102/103/105 or approved equivalents). Please highlight the prerequisite classes on the DPR.
1	2	Create Winning Teams	Administrative (15 minutes) (roll, add students, etc.) Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.	BRING TO CLASS: <ul style="list-style-type: none"> Building Effective Teams - Course Pack - (CP*) pp. 9-12
2 9/3 Wed	3	Team Process	Jung Typology (Myers Briggs) (25 min.) PPT slides: "Types and Teams" Team Process Rules (25 min.) PPT slides: "Building Effective Teams" Remember the Titans Video Clip & Debrief (25 min.)	READ PRIOR TO CLASS <ul style="list-style-type: none"> Communicating in Small Groups and Teams, Textbook (TB**) pp. 1-25 BRING TO CLASS: <ul style="list-style-type: none"> Completed Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp Completed Bus 302 Team Assignment Form CP p. 8 Types and Teams – CP pp. 13-16

* Items in Bus. 302 Course Pack (available at the Matadors Bookstore) (CP) Please bring course pack to class. (Items can also be downloaded from the Gateway website <http://www.csun.edu/bus302>.)

** Readings and cases in the text (text available at the Matadors Bookstore) (TB)

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2	4	Team Process	<p>Teams Formed/Assigned Seats (5 min.)</p> <p>COBAE options assigned & explained (25 min.)</p> <p>Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.)</p> <p>Team Meetings (20 min.)</p>	<p>BRING TO CLASS:</p> <ul style="list-style-type: none"> • COBAE Options Exercise - CP p. 30 • Bus. 302 Career Options in Business - CP p. 31 • COBAE Options Grading Sheet - CP p. 32 • 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
3 9/10 Wed	5	Team Building Case Process	<p>Team Building Exercise (25 min.) (Instructor's choice – beach ball, construction paper, etc)</p> <p>Debrief exercise (10 min.)</p> <p>Case Process (40 min.)</p> <p>Work Plan/Work Plan Exercise</p> <p>Coaching</p> <p>Oral Presentation</p> <p>Challenge Team</p> <p>Written Report</p> <p>Team Evaluation</p>	<p>BRING TO CLASS:</p> <ul style="list-style-type: none"> • 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 (<i>Option of Instructor – See Instructor</i>) CP p. 40 • Team Evaluation Form - <i>On line – see web page</i> • 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	6	Academic Honesty	<p>Sister Act Video Clip & Debrief (25 min.)</p> <p>Academic Honesty (50 min.)</p> <p>Core Values</p> <p>Academic Honesty</p> <p>Plagiarism</p>	<p>TURN IN AT START OF CLASS:</p> <ul style="list-style-type: none"> • 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 <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> • CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48 • Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63 <p>COMPLETE PRIOR TO CLASS:</p> <ul style="list-style-type: none"> • Academic Integrity Quiz – CP p. 50

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4 9/17 Wed	7	Ethics	Introduction (75 min.) What is ethics? Ethical Theories/Approaches	READ PRIOR TO CLASS: <ul style="list-style-type: none"> Ethics Expectations & Approaches to Ethical Decision Making - TB pp. 81-125 BRING TO CLASS: <ul style="list-style-type: none"> Ethical Decision Making - CP pp. 93-102
4	8	COBAE Options	COBAE options presented (75 min.) Each team having 5 min. to present with 1 min. to set up, etc.	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – evaluate each team member’s performance in preparing COBAE exercise. BRING TO CLASS: <ul style="list-style-type: none"> COBAE Options Exercise Grading Sheet - CP p. 32
5 9/24 Wed	9	Coach: Northwest State University – Case #1 Strategic Thinking	Coach Northwest State University – Case #1 (60 min.) Review Work Plan – Northwest State University – Case #1 Discuss Strategic Thinking (15 min.)	READ PRIOR TO CLASS: <ul style="list-style-type: none"> Northwest State University Case – TP pp. 126-129 Strategic Thinking: A Discussion Paper – CP 67-81 COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: Northwest State University – Case #1 List of Individual Team Questions to be Resolved Regarding Northwest State University - Case #1
5	10	Coach: Economic Forecasting at Bank of Green - Case #2	Coach Economic Forecasting at Bank of Green - Case #2 (75 min.) Review Work Plan – Economic Forecasting at Bank of Green - Case #2	READ PRIOR TO CLASS: <ul style="list-style-type: none"> Economic Forecasting at Bank of Green - TB pp. 139-140 COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: Economic Forecasting at Bank of Green - Case #2 List of Individual Team Questions to be Resolved Regarding Economic Forecasting at Bank of Green - Case #2
6 10/1 Wed	11	Present: Northwest State University – Case #1 (Instructors Present Case)	Successful Presentation Skills (25 min.) Faculty Present Northwest State University Case (30 min.) – Case #1 Challenge Techniques (20 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – evaluate each team member’s performance in completing Northwest State University Written Report TURN IN AT START OF CLASS <ul style="list-style-type: none"> Written Report – Northwest State University - Case #1 BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44

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6	12	Time Management or Work Plan Activity	Team Questions: Economic Forecasting at Bank of Green - Case #2 (15min.) Time Management/Calendar Exercise (60 min.)	BRING TO CLASS: <ul style="list-style-type: none"> List of Team Inquiries Remaining to be Resolved Regarding Economic Forecasting at Bank of Green - Case #2 Typical Weekly Calendar – CP p. 83 Time Management Insights – CP pp. 84-86
7 10/8 Wed	13	Present: Economic Forecasting at Bank of Green - Case #2	Present Economic Forecasting at Bank of Green – Case #2 (75 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – Economic Forecasting at Bank of Green - Case #2 TURN IN AT START OF CLASS: <ul style="list-style-type: none"> Written Report – Economic Forecasting at Bank of Green - Case #2 BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44
7	14	Dialogue & Feedback Skills	Dialogue & Feedback Exercises (75min.)	BRING TO CLASS: <ul style="list-style-type: none"> Using Good Dialogue Skills Exercise; Providing Constructive Feedback Exercise; Placement of Students Within Communication Skills Videos; Team Evaluation Summary – Dialog/Feedback Exercise – CP pp. 111-114
8 10/15 Wed	15	Coach: Convenience Cookware, Inc. - Case #3	Coach Convenience Cookware, Inc. - Case #3 (75 min.) Review Work Plan – Convenience Cookware, Inc. - Case #3	READ PRIOR TO CLASS <ul style="list-style-type: none"> Convenience Cookware, Inc. and Case Library - TB pp. 207-217 BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: Convenience Cookware, Inc - Case #3 List of Individual Team Questions to be Resolved Regarding Convenience Cookware, Inc. - Case #3
8	16	Critique Economic Forecasting at Bank of Green - Case #2 Ethics Case	Analysis of Economic Forecasting at Bank of Green - Case #2 (15 min.) Ethics Case (50 min.) Team Questions: Convenience Cookware, Inc. - Case #3 (10min.)	READ PRIOR TO CLASS: <ul style="list-style-type: none"> Ethics Case (Instructor will assign case) CP BRING TO CLASS: <ul style="list-style-type: none"> List of Team Inquiries Remaining to be Resolved Regarding Convenience Cookware - Case #3

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9 10/22 Wed	17	Present: Convenience Cookware, Inc. – Case #3	Present Convenience Cookware, Inc. – Case #3 (75 min.)	<p>COMPLETE PRIOR TO CLASS:</p> <ul style="list-style-type: none"> On-Line Team Evaluation Form – Convenience Cookware, Inc. - Case #3 <p>TURN IN AT START OF CLASS:</p> <ul style="list-style-type: none"> Written Report – Convenience Cookware, Inc. - Case #3 <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44
9	18	Ethics Case	Ethics Case (75 min.) (Shareholder summit or other exercise.)	<p>READ PRIOR TO CLASS:</p> <ul style="list-style-type: none"> Ethics Case (Instructor will assign case) CP
10 10/29 Wed	19	Critique Convenience Cookware, Inc. - Case #3 Coach: Citywide Spirits Shoppe - Case #4	Analysis of Convenience Cookware, Inc. - Case #3 (15 min.) Coach Citywide Spirits Shoppe - Case #4 (60 min.) Review Work Plan – Citywide Spirits Shoppe - Case #4	<p>READ PRIOR TO CLASS</p> <ul style="list-style-type: none"> Citywide Spirits Shoppe - TB pp. 218-223 <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> Work Plan: Citywide Spirits Shoppe - Case #4 List of Individual Team Questions to be Resolved Regarding Citywide Spirits Shoppe - Case #4
10	20	Team Meetings with Instructor	Each Team Meets as a Team With Instructor	<ul style="list-style-type: none"> Discussion of Team Progress
11 11/5 Wed	21	Present: Citywide Spirits Shoppe – Case #4 (2 teams)	Present Citywide Spirits Shoppe – Case #4 (first team) (75 min.)	<p>COMPLETE PRIOR TO CLASS:</p> <ul style="list-style-type: none"> On-Line Team Evaluation Form – Citywide Spirits Shoppe - Case #4 <p>TURN IN AT START OF CLASS:</p> <ul style="list-style-type: none"> Written Report – Citywide Spirits Shoppe - Case #4 <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44
11	22		Present Citywide Spirits Shoppe – Case #4 (second team) (75 min.)	<p>BRING TO CLASS</p> <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Forms (blank) – CP p. 44
12 11/12 Wed	23	OPEN	Possible Oral Presentations – (Second Opportunity to Improve Presentation Skills)	

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12	24	Ethics Case	Ethics Case (75 min.) (Shareholder summit or other exercise.)	READ PRIOR TO CLASS: <ul style="list-style-type: none"> Ethics Case (Instructor will assign) CP
13 11/19 Wed	25	Critique Citywide Spirits Shoppe, Inc. - Case #4 Coach: Baron Art Mart, Inc. - Case #5	Analysis of Citywide Spirits Shoppe - Case #4 (15 min.) Coach Baron Art Mart, Inc. - Case #5 (60 min.) Review Work Plan – Baron Art Mart, Inc. - Case #5	READ PRIOR TO CLASS <ul style="list-style-type: none"> Baron Art Mart, Inc. and Case Library– Case#5 - TB pp. 235-246 BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: Baron Art Mart, Inc. - Case #5 List of Individual Team Questions to be Resolved Regarding Baron Art Mart, Inc. - Case #5
13	26	OPEN	Possible Oral Presentations – (Second Opportunity to Improve Presentation Skills)	
14 11/26 Wed	27	In Class Writing	In Class Writing – Ethics Problem (75 min.)	
14	28	OPEN	Possible Oral Presentations – (Second Opportunity to Improve Presentation Skills)	
15 12/3 Wed	29	Present: Baron Art Mart, Inc. - Case #5 (2 teams)	Present Baron Art Mart, Inc. - Case #5 (first team) (75 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – Baron Art Mart, Inc. - Case #5 TURN IN AT START OF CLASS: <ul style="list-style-type: none"> Written Report – Baron Art Mart, Inc. - Case #5 BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44
15	30		Present Baron Art Mart, Inc. Case #5 (second team) (75 min.)	BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) - CP p. 44
16 12/10 Wed	31	Debrief	Analysis of Baron Art Mart, Inc. – Case #5 (15 min.) Jeopardy Game or other fun exercise (60 min.)	
16	32	Debrief	Debrief and Celebration (75 min.)	

