

**BUS 302 – Calendar (revised, July 15, 2008)
Summer 2008**

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Week Of	Class	Topics	Agenda	Readings and Deliverables
7/10 Thursday	1	Course Introduction Create Winning Teams	<p>Course Overview Administrative (30 minutes) (roll, name tags, 3x5 cards) PPT slides: "Welcome to Business 302" – (35 min.) Overview of course Explore website (5 min.) Ice Breaker (50 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.</p> <p>Teams Formed/Assigned Seats/Team Meetings (10 min.)</p> <p>Team Exercises 1 & 2 – explained & grading criteria reviewed (20 min.)</p>	
7/14 Monday	1	Team Process	<p>Jung Typology (Myers Briggs) (20 min.) PPT slides: "Types and Teams" Team Process Rules (30 min.) PPT slides: "Building Effective Teams" Sister Act Clip & Debrief (30 min.) COBAE options assigned & explained (15 min.)</p>	<ul style="list-style-type: none"> • Building Effective Teams (ppt) Course Pack • Complete Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp (Bring scored form to class) • Types and Teams (ppt) CP* • Complete and bring Bus 302 Team Assignment Form (doc) CP* • Communicating in Small Groups and Teams, Textbook (TB)** pp. 1-25 • COBAE Options Exercise (pdf) CP* • Bus. 302 Career Options in Business (doc) CP* • COBAE Options Grading Sheet (doc) CP* • Team Exercise #1: Rules of Behavior (pdf). CP* • Grading Criteria: Team Rules of Behavior Exercise – (pdf) CP*

* Items are 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>. Click on Course Materials: Cases and Downloads link.)

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

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7/14 Monday	2	Ethics	Introduction (25 min.) What is ethics? Ethical Theories/Approaches	<ul style="list-style-type: none"> Ethics Reading Assignment** TB pp. 81-125 Ethical Decision Making (ppt)* CP p. 93
7/14 Monday	3	Team Process	Team Building: Exercise (25 min.) (Instructor's choice – beach ball, construction paper, etc) Debrief exercise (10 min.)	<ul style="list-style-type: none"> Turn in Team Exercise 1 Team Exercise #1: Building Trust & Confidence (pdf) CP* Grading Criteria: Team Building Trust Exercise - (pdf) CP* Ice Breakers / Mixers (doc) CP*
7/15 Tuesday	1	Ethics Case	Ethics Case (30 min.)	<ul style="list-style-type: none"> Ethics Case (Instructor will assign case) CP pp. 103-109
7/15 Tuesday	2	Team Building Case Process	Case Process (40 min.) Work Plan/Work Plan Exercise Coaching Oral Presentation Discussion/Challenge Team Written Report Successful Presentation Skills (25 min.)	<ul style="list-style-type: none"> Team Process Rules Exercise (doc)* CP p. 34 Workplan – Template (doc)*; Sample Team Workplan (doc)*; Team Workplan Criteria (doc)*; Workplans – Presentation (ppt)* CP pp. 35-39 Doing Case Analysis as a Team (doc)* (<i>Option of Instructor – See Instructor</i>) CP p. 40 Team Evaluation Form (doc)* <i>On line – see web page</i> Suggestions for Making Effective Presentations (pdf)*; Presentation Evaluation Form (pdf)*; Role of the Discussion/Challenge Team (pdf)*; Discussion/Challenge Team Grading Form (doc)* CP pp. 41-44 Written Communication Guidelines* CP p. 116
7/17 Thursday	1	Coaching Practice Strategic Thinking Time Management	Coach Let's Go to the Movies – Case #1 (60 min.) Discuss Strategic Thinking (15 min.) Time Management/Calendar Exercise (60 min.)	<ul style="list-style-type: none"> Turn in Team Exercise 1 Case Questions Completed Work Plan: Let's Go to the Movies – Case #1 Read Let's Go to the Movies Case and Case Library TB** pp. 135-138 Read Strategic Thinking: A Discussion Paper (pdf) CP* Typical Weekly Calendar (pdf) CP* Time Management Insights (ppt) CP*
7/21	1	Present	COBAE options presented	<ul style="list-style-type: none"> Complete On-Line Team Evaluation

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Monday 7/21 Monday		COBAE Present COBAE	COBAE options presented	<ul style="list-style-type: none"> – Prior to Attending Class • Team Evaluation Form – evaluate each team member’s performance in preparing COBAE exercise. • COBAE Options Exercise Grading Sheet CP*
7/22 Tuesday	1	Coach Case # 2	Coach Hotel California - Case #2 (75 min.) Review Work Plan – Hotel California - Case #2	<ul style="list-style-type: none"> • Case Questions • Completed Work Plan: Hotel California - Case #2 • Read Hotel California and Library** TB pp. 183-191
7/22 Tuesday	2	Academic Honesty	Academic Honesty (75 min.) Core Values Academic Honesty Plagiarism	<ul style="list-style-type: none"> • Student Core Values Statement (html) CP* • CSUN Catalog Copy on Academic Dishonesty (pdf); • Statement on Academic Honesty and Plagiarism (pdf); • Academic Integrity Quiz; • Avoiding Plagiarism and Citing Electronic Documents (ppt); CP*
7/24 Thursday	1	Present: – Case #1	Let’s Go to the Movies Case (30 min.) – Case #1 Presentation Discussion/Challenge Techniques (20 min.)	<ul style="list-style-type: none"> • Written Report – Let’s Go to the Movies - Case #1 • Review Let’s Go to the Movies Case and Library** TB pp. 135-138 • Presentation Evaluation Form (blank)* CP p. 65 • Discussion/Challenge Team Grading Form (blank)* CP p. 66
7/28 Monday	1	Present Case 2	Present Hotel California – Case #2 (75 min.)	<ul style="list-style-type: none"> • Written Report – Hotel California - Case #2 • Prior to Attending Class, Complete On-Line Team Evaluation Form – Hotel California - Case #2 • Presentation Evaluation Form (blank)* CP p. 42 • Discussion/Challenge Team Grading Form (blank)* CP p. 44
7/29 Tuesday	1	Coach Case 3	Coach Bluefield Health. - Case #3 (75 min.) Review Work Plan – Bluefield Health. - Case #3	<ul style="list-style-type: none"> • Case Questions • Completed Work Plan: Bluefield Health. – Case #3 • Read Bluefield Health. Case and Library** TB pp. 150-152
7/29 Tuesday	2	Dialogue & Feedback Skills	Dialogue & Feedback Exercises (75min.)	<ul style="list-style-type: none"> • Team Building Exercise: Using Good Dialogue Skills (doc); Team Exercise: Providing Constructive Feedback (pdf); Placement of Students: Communication Skills Video; Team Evaluation Form – Feedback Role-play (doc)*- CP*

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7/31 Thursday	3	In-class office hours	Each team needs to meet with the instructor	
7/31 Thursday	1	Coach Case 4	Coach ACME - Case #4 (60 min.) Review Work Plan – ACME. - Case #4	<ul style="list-style-type: none"> Case Questions Completed Work Plan: ACME - Case #4 Read ACME Case and Library** TB pp. 172-182
8/04 Monday	1	Ethics Case	Ethics Case (75 min.) (Shareholder summit or other exercise.)	<ul style="list-style-type: none"> Ethics Case (Instructor will assign case) CP*
8/04 Monday	2	Present Case 3	Present Bluefield Health. – Case #3 (75 min.)	<ul style="list-style-type: none"> Written Report – Bluefield Health. - Case #3 Prior to Attending Class, Complete On-Line Team Evaluation Form – Bluefield Health. - Case #3 Presentation Evaluation Form (blank)* CP p. 42 Discussion/Challenge Team Grading Form (blank)* CP p. 44
8/05 Tuesday	1	Coach Case 5	Analysis of Case 3 Coach Dave’s Truck - Case #5 (60 min.) Review Work Plan – Dave’s Truck - Case #5	<ul style="list-style-type: none"> Case Questions Work Plan: Dave’s Truck- Case #5 Read Dave’s Truck** TB pp. 148- 149
8/05 Tuesday	2	OPEN	Possible Oral Presentations – (second chance to improve presentation skills)	
8/07 Thursday	1	Present Case 4 (Rotate Team Seating)	Present ACME – Case #4	<ul style="list-style-type: none"> Written Report –ACME- Case #4 Prior to Attending Class, Complete On-Line Team Evaluation Form – ACME- Case #4 Presentation Evaluation Forms (blank)* CP p. 42 Discussion/Challenge Team Grading Forms (blank)* CP p. 44
8/11 Monday	1	Ethics	Analysis of ACME - Case #4 Ethics Case (60 min.) (Shareholder summit or other exercise.)	<ul style="list-style-type: none"> Ethics Case* (Instructor will assign) CP pp. 103-109
8/11 Monday	2	In Class Writing	In Class Writing – Ethics Problem (75 min.)	
8/12 Tuesday	1	Present Case 5 (Rotate Team Seating)	Present Dave’s Truck - Case #5	<ul style="list-style-type: none"> Written Report – Dave’s Truck - Case #5 Prior to Attending Class, Complete On-Line Team Evaluation Form – Dave’s Truck- Case #5 Presentation Evaluation Forms (blank)* CP p. 42

Week Of	Class	Topics	Agenda	Readings and Deliverables
				<ul style="list-style-type: none"> Discussion/Challenge Team Grading Forms (blank)* CP p. 44
8/14 Thursday	3	Debrief	Analysis of Dave's Truck- Case #5 Review in Statistics	
8/18 Monday	1	Debrief	Debrief and Celebration	<ul style="list-style-type: none"> Bring overall team evaluations