

**BUS 302 – Calendar**  
**Summer 2009 (with dates)**

Class		Topics	Agenda	Readings and Deliverables
1	Wed. Jul 8	Course Introduction Create Winning Teams	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.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.	
2	Fri. Jul 10	Team Process	Jung Typology (Myers Briggs) (25 min.) PPT slides: "Types and Teams" Team Process Rules (30 min.) PPT slides: "Building Effective Teams" Remember the Titans Clip (20 min.) <b>Teams Formed/Assigned Seats/Team Meetings (10 min.)</b> Team Exercises 1 & 2 – explained & grading criteria reviewed (20 min.)	<ul style="list-style-type: none"> <li>• Building Effective Teams (ppt) Course Pack</li> <li>• Complete Humanmetrics-Jung Typology Test @ <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a> (Bring scored form to class)</li> <li>• Types and Teams (ppt) CP*</li> <li>• Complete and bring Bus 302 Team Assignment Form (doc) CP*</li> <li>• Communicating in Small Groups and Teams, Textbook (TB)** pp. 1-25</li> <li>• COBAE Options Exercise (pdf) CP*</li> <li>• Bus. 302 Career Options in Business (doc) CP*</li> <li>• COBAE Options Grading Sheet (doc) CP*</li> <li>• Team Exercise #2: Rules of Behavior (pdf). CP*</li> <li>• Grading Criteria: Team Rules of Behavior Exercise – (pdf) CP*</li> </ul>
2	Fri. Jul 10	Ethics	Introduction (75 min.) What is ethics? Ethical Theories/Approaches	<ul style="list-style-type: none"> <li>• Ethics Reading Assignment** TB pp. 81-125</li> <li>• Ethical Decision Making (ppt)* CP p. 93</li> </ul>
3	Mon. Jul 13	Team Process	Sister Act Clip & Debrief (30 min.) COBAE options assigned & explained (15 min.) Team Building: Exercise (25 min.) (Instructor's choice – beach ball, construction paper, etc) Debrief exercise (10 min.)	<ul style="list-style-type: none"> <li>• Turn in Team Exercises 1 &amp; 2</li> <li>• Team Exercise #1: Building Trust &amp; Confidence (pdf) CP*</li> <li>• Grading Criteria: Team Building Trust Exercise - (pdf) CP*</li> <li>• Ice Breakers / Mixers (doc) CP*</li> </ul>

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3	Mon. Jul 13	Ethics Case	Ethics Case (30 min.)	<ul style="list-style-type: none"> <li>Ethics Case (Instructor will assign case) CP pp. 103-109</li> </ul>
4	Wed. Jul 15	Team Building Case Process	<p>Team Building: Exercise (25 min.) (Instructor's choice – beach ball, construction paper, etc) Debrief exercise (10 min.) Case Process (40 min.) Work Plan/Work Plan Exercise Coaching Oral Presentation Discussion/Challenge Team Written Report</p>	<ul style="list-style-type: none"> <li>Team Process Rules Exercise (doc)* CP p. 34</li> <li>Workplan – Template (doc)*; Sample Team Workplan (doc)*; Team Workplan Criteria (doc)*; Workplans – Presentation (ppt)* CP pp. 35-39</li> <li>Doing Case Analysis as a Team (doc)* (<i>Option of Instructor – See Instructor</i>) CP p. 40</li> <li>Team Evaluation Form (doc)* <i>On line – see web page</i></li> <li>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</li> <li>Written Communication Guidelines* CP p. 116</li> </ul>
4	Wed. Jul 15	Coaching Practice Strategic Thinking	<p>Coach Let's Go to the Movies – Case #1 (60 min.) Discuss Strategic Thinking (15 min.)</p>	<ul style="list-style-type: none"> <li>Case Questions</li> <li>Completed Work Plan: Let's Go to the Movies – Case #1</li> <li>Read Let's Go to the Movies Case and Case Library TB** pp. 135-138</li> <li>Read Strategic Thinking: A Discussion Paper (pdf) CP*</li> </ul>
5	Fri. Jul 17	Present COBAE Options	COBAE options presented	<ul style="list-style-type: none"> <li>Team Evaluation – Prior to Attending Class, Complete On-Line Team Evaluation Form – evaluate each team member's performance in preparing COBAE exercise.</li> <li>COBAE Options Exercise Grading Sheet CP*</li> </ul>
5	Fri. Jul 17	Coach Case 2	<ul style="list-style-type: none"> <li>Economic Forecasting at Bank of Green - TB pp. 139-40</li> </ul> <p>- Case #2 (75 min.) Review Work Plan – Bank of Green - Case #2</p>	<ul style="list-style-type: none"> <li>Case Questions</li> <li>Completed Work Plan: Bank of Green - Case #2</li> <li>Read Bank of Green</li> </ul>
6	Mon. Jul 20	Time Management or Work Plan Activity	Time Management/Calendar Exercise (60 min.)	<ul style="list-style-type: none"> <li>Typical Weekly Calendar (pdf) CP*</li> <li>Time Management Insights (ppt) CP*</li> </ul>
6	Mon. Jul 20	Present: – Case #1 (Instructors Present Case)	<p>Successful Presentation Skills (25 min.) Faculty Present Let's Go to the</p>	<ul style="list-style-type: none"> <li>Written Report – Let's Go to the Movies - Case #1</li> <li>Review Let's Go to the Movies Case</li> </ul>

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			Movies Case (25 min.) – Case #1 Discussion/Challenge Techniques (20 min.)	<ul style="list-style-type: none"> <li>and Library** TB pp. 135-138</li> <li>Presentation Evaluation Form (blank)* CP p. 65</li> <li>Discussion/Challenge Team Grading Form (blank)* CP p. 66</li> </ul>
7	Wed. Jul 22	Present Case 2	Present Bank of Green – Case #2 (75 min.)	<ul style="list-style-type: none"> <li>Written Report – Bank of Green - Case #2</li> <li>Prior to Attending Class, Complete On-Line Team Evaluation Form – Bank of Green - Case #2</li> <li>Presentation Evaluation Form (blank)* CP p. 42</li> <li>Discussion/Challenge Team Grading Form (blank)* CP p. 44</li> </ul>
7	Wed. Jul 22	Coach Case 3	Coach Bluefield Health. - Case #3 (75 min.) Review Work Plan – Bluefield Health. - Case #3	<ul style="list-style-type: none"> <li>Case Questions</li> <li>Completed Work Plan: Bluefield Health. – Case #3</li> <li>Read Bluefield Health. Case and Library** TB pp. 150-152</li> </ul>
8	Fri. Jul 24	Dialogue & Feedback Skills	Dialogue & Feedback Exercises (75min.)	<ul style="list-style-type: none"> <li>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)*-(doc) CP*</li> </ul>
8	Fri. Jul 24	Academic Honesty	Academic Honesty (75 min.) Core Values Academic Honesty Plagiarism	<ul style="list-style-type: none"> <li>Turn in Case Preferences</li> <li>Student Core Values Statement (html) CP*</li> <li>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*</li> </ul>
9	Mon. Jul 27	Coach Case 4	Coach BARON ART - Case #4 (60 min.) Review Work Plan – BARON ART. - Case #4	<ul style="list-style-type: none"> <li>Case Questions</li> <li>Completed Work Plan: BARON ART - Case #4</li> <li>Read Baron Art Mart, Inc. and Case Library – Case#5 - TB pp. 235-246</li> </ul>
9	Mon. Jul 27	Ethics Case	Ethics Case (75 min.) (Shareholder summit or other exercise.)	<ul style="list-style-type: none"> <li>Ethics Case (Instructor will assign case) CP*</li> </ul>
10	Wed. Jul 29	Present Case 3	Present Bluefield Health. – Case #3 (75 min.)	<ul style="list-style-type: none"> <li>Written Report – Bluefield Health. - Case #3</li> <li>Prior to Attending Class, Complete On-Line Team Evaluation Form – Bluefield Health. - Case #3</li> <li>Presentation Evaluation Form</li> </ul>

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				(blank)* CP p. 42 <ul style="list-style-type: none"> <li>• Discussion/Challenge Team Grading Form (blank)* CP p. 44</li> </ul>
11	Fri. Jul 31	Coach Case 5	Analysis of Case 3 Coach Instructor Choice - Case #5 (60 min.) Review Work Plan – Instructor Choice - Case #5	<ul style="list-style-type: none"> <li>• Case Questions</li> <li>• Work Plan: Instructor Choice- Case #5</li> <li>• Read Instructor Choice** TB pp. 148-149</li> </ul>
12	Mon. Aug 3	OPEN	Possible Oral Presentations – (second chance to improve presentation skills)	
13	Wed. Aug 5	Present Case 4 (Rotate Team Seating)	Present BARON ART – Case #4	<ul style="list-style-type: none"> <li>• Written Report –BARON ART- Case #4</li> <li>• Prior to Attending Class, Complete On-Line Team Evaluation Form – BARON ART- Case #4</li> <li>• Presentation Evaluation Forms (blank)* CP p. 42</li> <li>• Discussion/Challenge Team Grading Forms (blank)* CP p. 44</li> </ul>
14	Fri. Aug 7	Ethics	Analysis of BARON ART - Case #4 Ethics Case (75 min.) (Shareholder summit or other exercise.)	<ul style="list-style-type: none"> <li>• Ethics Case* (Instructor will assign) CP pp. 103-109</li> </ul>
15	Mon. Aug 10	In Class Writing	In Class Writing – Ethics Problem (75 min.)	
16	Wed. Aug 12	Present Case 5 (Rotate Team Seating)	Present Instructor Choice - Case #5	<ul style="list-style-type: none"> <li>• Written Report – Instructor Choice - Case #5</li> <li>• Prior to Attending Class, Complete On-Line Team Evaluation Form – Instructor Choice- Case #5</li> <li>• Presentation Evaluation Forms (blank)* CP p. 42</li> <li>• Discussion/Challenge Team Grading Forms (blank)* CP p. 44</li> </ul>
17	Fri. Aug 14	Debrief	Analysis of Instructor Choice- Case #5 Jeopardy Game or other fun exercise	
18	Mon. Aug 17	Debrief	Debrief and Celebration	