

CALENDAR OF ASSIGNMENTS *(Revised)*
Tue/Thu Day Sections (Prof. Macklin and Prof. Smith)
Business 302 – Spring 2010

Week#/Day	Topic	Agenda	Reading* & Homework Due
1 Jan 19	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 Jan 21	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"> Completed Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp Completed Bus 302 Team Assignment Form –Course Pack (CP*) p. 8 Building Effective Teams - CP pp. 9-12
2 Jan 26	Team Process	Teams Formed/Assigned Seats Jung Typology (Myers Briggs) (20 min.) PPT slides: "Types and Teams" Team Process Rules (10 min.) PPT slides: "Building Effective Teams" Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.)	READ/DO PRIOR TO CLASS <ul style="list-style-type: none"> Communicating in Small Groups and Teams, Textbook (TB)** pp. 1-25 Completed Team Information form online (WebCT***) BRING TO CLASS: <ul style="list-style-type: none"> 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

* 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)

***WebCT: <http://webteach.csun.edu>

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2 Jan. 28		Career options assigned & explained (20 min.) Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.)	<ul style="list-style-type: none"> • COBAE Options Exercise – see WebCT*** • Bus. 302 Career Options in Business – see Web CT*** • COBAE Options Grading Sheet – see WebCT***
3 Feb 2	Team Building Case Process	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 Challenge Team Written Report Team Evaluation	BRING TO CLASS: <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 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 Feb. 4	Team Building Academic Honesty	Report out on Team Exercises 1 & 2 Academic Honesty (50 min.) Core Values Academic Honesty Plagiarism	TURN IN AT START OF CLASS: <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 BRING TO CLASS: <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
4 Feb 9	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 Feb 11	Case Analysis: Coach: "July at the Multiplex" – Case #1	Coach "July at Multiplex" – Case #1 (60 min.) Review Work Plan – "July at the Multiplex" – Case #1	READ PRIOR TO CLASS: <ul style="list-style-type: none"> • "July at Multiplex" – TB pp. 231-234. COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> • Work Plan: "July at Multiplex" – Case #1 • List of Individual Team Questions to be Resolved Regarding "July at

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			Multiplex" - Case #1
5 Feb 16	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 Feb 18		Successful Presentation Skills (25 min.) Challenge Techniques (20 min.)	
6 Feb 23	Present: "July at Multiplex" – Case #1	Present "July at Multiplex" (30 min.) – Case #1	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – evaluate each team member’s performance in completing "July at Multiplex" Written Report TURN IN AT START OF CLASS <ul style="list-style-type: none"> Written Team Report –"July at Multiplex" - 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
6 Feb. 25	Coach: "Goliath Productions" - Case #2	Coach "Goliath Productions" - Case #2 (75 min.) Review Work Plan – "Goliath Productions" - Case #2	READ PRIOR TO CLASS: <ul style="list-style-type: none"> "Goliath Productions" and Case Library- TB pp. 207-213 COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: "Goliath Productions" - Case #2 List of Individual Team Questions to be Resolved Regarding "Goliath Productions" - Case #2
7 Mar 2		Written Skills	
7 Mar 4		Oral Presentation Skills	
8 Mar 9	Present: "Goliath Productions" - Case #2	Present "Goliath Productions" – Case #2 (75 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – "Goliath Productions" - Case #2 TURN IN AT START OF CLASS: <ul style="list-style-type: none"> Written Report – "Goliath Productions" - Case #2 BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42

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			<ul style="list-style-type: none"> Challenge Team Grading Form (blank) – CP p. 44
8 Mar 11	Coach: "Convenience Cookware" - Case #3	Coach "Convenience Cookware" - Case #3 (75 min.) Review Work Plan – "Convenience Cookware" - Case #3	<p>READ PRIOR TO CLASS</p> <ul style="list-style-type: none"> "Convenience Cookware" and Case Library – TB pp. 190-200. <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> Work Plan: "Convenience Cookware" - Case #3 List of Individual Team Questions to be Resolved Regarding "Convenience Cookware" - Case #3
9 Mar 16	Critique "Goliath Productions" - Case #2 Ethics Case	Analysis of "Goliath Productions" - Case #2 (15 min.) Ethics Case (50 min.) Team Questions: "Convenience Cookware" - Case #3 (10min.)	<p>READ PRIOR TO CLASS:</p> <ul style="list-style-type: none"> Ethics Case (Instructor will assign case) CP <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> List of Team Questions Remaining to be Resolved Regarding "Convenience Cookware" - Case #3
9 Mar 18	Team Meetings With Instructor	Each Team Meets as a Team With Instructor	<ul style="list-style-type: none"> Discussion of Team Progress
10 Mar 23	Present: "Convenience Cookware" - Case #3	Present "Convenience Cookware" – Case #3 (75 min.)	<p>COMPLETE PRIOR TO CLASS:</p> <ul style="list-style-type: none"> On-Line Team Evaluation Form –"Convenience Cookware"- Case #3 <p>TURN IN AT START OF CLASS:</p> <ul style="list-style-type: none"> Written Report –"Convenience Cookware" - 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
10 Mar 25	Critique "Convenience Cookware" - Case #3 Coach: "City Spirits Shoppe" - Case #4	Analysis of "Convenience Cookware"- Case #3 (15 min.) Coach "City Spirits Shoppe" - Case #4 (60 min.) Review Work Plan – "City Spirits Shoppe" - Case #4	<p>READ PRIOR TO CLASS</p> <ul style="list-style-type: none"> "City Spirits Shoppe" – Case #4 - TB pp. 201-206 <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> Work Plan: "City Spirits Shoppe" - Case #4 List of Individual Team Questions to be Resolved Regarding "City Spirits Shoppe" - Case #4
11 Mar 30	OPEN		
11 Apr 1	OPEN		
Apr 6		(no class—Spring Break)	

Week# /Day	Topic	Agenda	Reading* & Homework Due
Apr 8		(no class—Spring Break)	
12 Apr 13	Present: "City Spirits Shoppe" – Case #4 (2 teams)	Present "City Spirits Shoppe" – Case #4 (first team) (75 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – "City Spirits Shoppe" - Case #4 TURN IN AT START OF CLASS: <ul style="list-style-type: none"> Written Report – "City Spirits Shoppe" - Case #4 BRING TO CLASS: <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Form (blank) – CP p. 44
12 April 15		Present "City Spirits Shoppe" – Case #4 (second team) (75 min.)	BRING TO CLASS <ul style="list-style-type: none"> Presentation Evaluation Form (blank) – CP p. 42 Challenge Team Grading Forms (blank) – CP p. 44
13 Apr 20	Critique "City Spirits Shoppe" – Case #4 Coach: "A Day at the Beach" – Case #5	Analysis of "City Spirits Shoppe" – Case #4 (15 min.) Coach "A Day at the Beach" – Case #5 (60 min.) Review Work Plan – "A Day at the Beach" – Case #5	READ PRIOR TO CLASS <ul style="list-style-type: none"> "A Day at the Beach" – Case#5 - TB pp.246-260 BRING TO CLASS: <ul style="list-style-type: none"> Work Plan: "A Day at the Beach" – Case #5 List of Individual Team Questions to be Resolved Regarding "A Day at the Beach" – Case #5
13 Apr 22	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 case) CP
14 Apr 27	OPEN	(but you still need to come class)	
14 Apr 29	Present: "A Day at the Beach" – Case #5 (2 teams)	Present "A Day at the Beach" – Case #5 (team) (75 min.)	COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> On-Line Team Evaluation Form – "A Day at the Beach" - Case #5 TURN IN AT START OF CLASS: <ul style="list-style-type: none"> Written Report – "A Day at the Beach" - 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 May 4	Ethics Writing	In-class ethics writing assignment	
15 May 6	Debrief	Analysis of "A Day at the Beach" – Case #5 (15 min.)	

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		Jeopardy Game or other fun exercise (45 min.) Course Wrap-Up and Review of Grading (15 min.) Debrief and Celebration (75 min.)	
16 May 11	Finals Week	(no final exam—no class)	
16 May 13	Finals Week	(no final exam—no class)	