

**CALENDAR OF ASSIGNMENTS (Revised)**  
**Monday Evening 7-10pm section (Wayne Smith's class #17983)**  
**Business 302 – Spring 2010**

| Week#/Day    | Topic                | Agenda   | Reading* & Homework Due  |
|--------------|----------------------|--|--|
| 1<br>Jan 25  | Course Introduction  | Course Overview<br>Administrative (30 minutes) (roll, name tags, 3x5 cards)<br>PPT slides: "Welcome to Business 302" – (35 min.) overview of course<br>Explore website (10 min.)   | BRING TO CLASS:<br>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<br>Jan. 25 | Create Winning Teams | Administrative (15 minutes) (roll, add students, etc.)<br>Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate.  | BRING TO CLASS: <ul style="list-style-type: none"> <li>Completed Humanmetrics-Jung Typology Test @ <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a></li> <li>Completed Bus 302 Team Assignment Form –Course Pack (CP*) p. 8</li> <li>Building Effective Teams - CP pp. 9-12</li> </ul>  |
| 2<br>Feb 1   | Team Process         | Teams Formed/Assigned Seats<br>Jung Typology (Myers Briggs) (20 min.)<br>PPT slides: "Types and Teams"<br>Team Process Rules (10 min.)<br>PPT slides: "Building Effective Teams"<br><br>Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.) | READ/DO PRIOR TO CLASS <ul style="list-style-type: none"> <li>Communicating in Small Groups and Teams, Textbook (TB)** pp. 1-25</li> <li>Completed Team Information form online (WebCT***)</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>Types and Teams – CP pp. 13-16</li> <li>Exercise #1 – Team Trust Building – CP p. 17</li> <li>Grading Criteria: Exercise #1 – Team Trust Building – CP p. 18</li> <li>Exercise #2 - Rules of Behavior – CP p. 20</li> <li>Grading Criteria: Exercise #2 - Rules of Behavior – CP p. 21</li> <li>Ice Breakers / Mixers – CP pp. 23-28</li> </ul> |

\* 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<br>Feb 1  |  | Career options assigned & explained (20 min.)<br>Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.)   | <ul style="list-style-type: none"> <li>• COBAE Options Exercise – see WebCT***</li> <li>• Bus. 302 Career Options in Business – see Web CT***</li> <li>• COBAE Options Grading Sheet – see WebCT***</li> </ul>   |
| 3<br>Feb 8  | Team Building<br>Case Process                    | Team Building Exercise (25 min.) (Instructor's choice – beach ball, construction paper, etc)<br>Debrief exercise (10 min.)<br>Case Process (40 min.)<br>Work Plan/Work Plan Exercise<br>Coaching<br>Oral Presentation<br>Challenge Team<br>Written Report<br>Team Evaluation | BRING TO CLASS: <ul style="list-style-type: none"> <li>• Team Exercise - Team Process Rules – CP p. 34</li> <li>• Work Plan – Template; Sample Team Work Plan; Team Work Plans: Evaluation Criteria; Steps In Creating Winning Teams – CP pp. 35-39</li> <li>• Doing Case Analysis as a Team CP p. 40</li> <li>• Team Evaluation Form - <i>On line – see web page</i></li> <li>• Suggestions for Making Effective Presentations; Presentation Evaluation Form; Role of the Challenge Team; Challenge Team Grading Form – CP 41-44</li> <li>• Guidelines for Written Communications – CP pp. 116-118</li> </ul> |
| 3<br>Feb. 8 | Team Building<br><br>Academic Honesty            | Report out on Team Exercises 1 & 2<br><br>Academic Honesty (50 min.)<br>Core Values<br>Academic Honesty<br>Plagiarism  | TURN IN AT START OF CLASS: <ul style="list-style-type: none"> <li>• Team Exercises 1 &amp; 2</li> <li>• Team Case Preferences</li> <li>• Signed/Dated Student Core Values Statement – CP p. 46</li> <li>• Signed/Dated Statement on Academic Honesty and Plagiarism – CP p. 49</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48</li> <li>• Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63</li> </ul>   |
| 4<br>Feb 15 | Ethics   | Introduction (75 min.)<br>What is ethics?<br>Ethical Theories/Approaches   | READ PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• Ethics Expectations &amp; Approaches to Ethical Decision Making - TB pp. 81-125</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• Ethical Decision Making - CP pp. 93-102</li> </ul>   |
| 4<br>Feb 15 | Case Analysis:<br>Coach: "July at the Multiplex" | Coach "July at Multiplex" – Case #1 (60 min.)  | READ PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• "July at Multiplex" – TB pp. 231-234.</li> </ul>   |

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|--------------|--|---|---|
|              | - Case #1  | Review Work Plan – “July at the Multiplex” – Case #1  | COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> <li>• Work Plan: “July at Multiplex” – Case #1</li> <li>• List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1</li> </ul>   |
| 5<br>Feb. 22 | COBAE Options                                      | COBAE options presented (75 min.)<br>Each team having 7-10 min. to present with 1 min. to set up, etc.  | COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• On-Line Team Evaluation Form – evaluate each team member’s performance in preparing COBAE exercise.</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• COBAE Options Exercise Grading Sheet - CP P. 32</li> </ul>  |
| 5<br>Feb. 22 | Coach: “Goliath Productions” - Case #2             | Coach “Goliath Productions” - Case #2 (75 min.)<br>Review Work Plan – “Goliath Productions” - Case #2   | READ PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• “Goliath Productions” and Case Library- TB pp. 207-213</li> </ul> COMPLETE AND BRING TO CLASS: <ul style="list-style-type: none"> <li>• Work Plan: “Goliath Productions” - Case #2</li> <li>• List of Individual Team Questions to be Resolved Regarding “Goliath Productions” - Case #2</li> </ul>   |
| 6<br>Mar 1   |  | Turn in “July at the Multiplex” (first case, all teams)<br>Written Skills (75 min.)                     | TURN IN AT START OF CLASS: <ul style="list-style-type: none"> <li>• Written Report – “July at the Multiplex” - Case #1</li> </ul>   |
| 6<br>Mar 1   |  | Oral Presentation Skills (75 min.)  |   |
| 7<br>Mar 8   | Present: “Goliath Productions” - Case #2 (2 teams) | Present “Goliath Productions” – Case #2 (75 min.) (first team)  | COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• On-Line Team Evaluation Form – “Goliath Productions” - Case #2</li> </ul> TURN IN AT START OF CLASS: <ul style="list-style-type: none"> <li>• Written Report – “Goliath Productions” - Case #2</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Form (blank) – CP p. 44</li> </ul> |
| 7<br>Mar 8   |  | Present “Goliath Productions” – Case #2 (75 min.) (second team)   |   |
| 8<br>Mar 15  | Coach: “Convenience Cookware” - Case #3            | Coach “Convenience Cookware” - Case #3 (75 min.)<br>Review Work Plan – “Convenience Cookware” - Case #3 | READ PRIOR TO CLASS <ul style="list-style-type: none"> <li>• “Convenience Cookware” and Case Library – TB pp. 190-200.</li> </ul> BRING TO CLASS:   |

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|----------------|---|---|---|
|                |   |   | <ul style="list-style-type: none"> <li>• Work Plan: "Convenience Cookware" - Case #3</li> <li>• List of Individual Team Questions to be Resolved Regarding "Convenience Cookware" - Case #3</li> </ul>  |
| 8<br>Mar 15    | In-class "office hours" / intervention              | Instructor meets individually with Teams 1, 2, 3, 4 (other teams are excused for this time period)    |   |
| 9<br>Mar 22    | Coach: "City Spirits Shoppe" - Case #4              | Coach "City Spirits Shoppe" - Case #4 (60 min.)<br>Review Work Plan – "City Spirits Shoppe" - Case #4 | READ PRIOR TO CLASS <ul style="list-style-type: none"> <li>• "City Spirits Shoppe" – Case #4 - TB pp. 201-206</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• Work Plan: "City Spirits Shoppe" - Case #4</li> <li>• List of Individual Team Questions to be Resolved Regarding "City Spirits Shoppe" - Case #4</li> </ul>   |
| 9<br>Mar 22    | In-class "office hours" / intervention              | Instructor meets individually with Teams 5, 6, 7, 8 (other teams are excused for this time period)    |   |
| 10<br>Mar 29   | Present: "Convenience Cookware" - Case #3 (2 teams) | Present "Convenience Cookware" – Case #3 (75 min.) (first team)                                       | COMPLETE PRIOR TO CLASS: <ul style="list-style-type: none"> <li>• On-Line Team Evaluation Form –"Convenience Cookware"- Case #3</li> </ul> TURN IN AT START OF CLASS: <ul style="list-style-type: none"> <li>• Written Report –"Convenience Cookware" - Case #3</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Form (blank) – CP p. 44</li> </ul>  |
| 10<br>Mar 29   |   | Present "Convenience Cookware" – Case #3 (75 min.) (second team)                                      |   |
| 11<br>Apr 5    |   | (no class—Spring Break)   |   |
| 12<br>April 12 | 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"> <li>• On-Line Team Evaluation Form – "City Spirits Shoppe" - Case #4</li> </ul> TURN IN AT START OF CLASS: <ul style="list-style-type: none"> <li>• Written Report – "City Spirits Shoppe" - Case #4</li> </ul> BRING TO CLASS: <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Form (blank) – CP p. 44</li> </ul> |
| 12             |   | Present "City Spirits Shoppe" –   | BRING TO CLASS  |

| Week#/Day      | Topic   | Agenda  | Reading* & Homework Due  |
|----------------|---|---|--|
| April 12       |   | Case #4 (second team) (75 min.)   | <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Forms (blank) – CP p. 44</li> </ul>   |
| 13<br>April 19 | Critique "City Spirits Shoppe" - Case #4<br>Coach: "A Day at the Beach" - Case #5 | Analysis of "City Spirits Shoppe" - Case #4 (15 min.)<br>Coach "A Day at the Beach" - Case #5 (60 min.)<br>Review Work Plan – "A Day at the Beach" - Case #5                                | <p>READ PRIOR TO CLASS</p> <ul style="list-style-type: none"> <li>• "A Day at the Beach" – Case#5 - TB pp.246-260</li> </ul> <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> <li>• Work Plan: "A Day at the Beach" - Case #5</li> <li>• List of Individual Team Questions to be Resolved Regarding "A Day at the Beach" - Case #5</li> </ul>   |
| 13<br>April 19 |   | Ethics Case (50 min.)   | <p>READ PRIOR TO CLASS:</p> <ul style="list-style-type: none"> <li>• Ethics Case (Instructor will assign case) CP</li> </ul>   |
| 14<br>Apr 26   | Present: "A Day at the Beach" - Case #5<br>(2 teams)                              | Present "A Day at the Beach" - Case #5 (first team) (75 min.)   | <p>COMPLETE PRIOR TO CLASS:</p> <ul style="list-style-type: none"> <li>• On-Line Team Evaluation Form – "A Day at the Beach" - Case #5</li> </ul> <p>TURN IN AT START OF CLASS:</p> <ul style="list-style-type: none"> <li>• Written Report – "A Day at the Beach" - Case #5</li> </ul> <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Form (blank) – CP p. 44</li> </ul> |
| 14<br>April 26 |   | Present "A Day at the Beach" - Case #5 (second team) (75 min.)  | <p>BRING TO CLASS:</p> <ul style="list-style-type: none"> <li>• Presentation Evaluation Form (blank) – CP p. 42</li> <li>• Challenge Team Grading Form (blank) - CP p. 44</li> </ul>   |
| 15<br>May 3    | Ethics Writing  | In-class ethics writing assignment  |  |
| 15<br>May 3    | Debrief   | Analysis of "A Day at the Beach" – Case #5 (15 min.)<br>Jeopardy Game or other fun exercise (45 min.)<br>Course Wrap-Up and Review of Grading (15 min.)<br>Debrief and Celebration (75 min) |  |
| 16<br>May 10   | Finals Week   | (no final exam—no class)  |  |