

CALENDAR OF ASSIGNMENTS
Bus 302: Spring 2024
(Generic Calendar for classes meeting *twice* per week)

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
1	23-Jan	Course Introduction	Agenda: <ul style="list-style-type: none"> • Administrative (30 minutes) • PPT slides: “Welcome to Business 302” – (35 min.) • Course Overview • Explore website (10 min.) 	
1	25-Jan	Course Introduction	<ul style="list-style-type: none"> • Ice Breaker (60 min.) – Instructor’s Choice 	
2	30-Jan	Team Process	Agenda: <ul style="list-style-type: none"> • Teams Formed/Assigned Seats • Jung Typology (Myers Briggs) (20 min.) • PPT slides: “Types and Teams” • Building Effective Teams: Sister Act Video Clip & Debrief or Remember the Titans Video Clip & Debrief (25 min.) • Team Process Rules (10 min.) • Slides: “Building Effective Teams” 	Bring to class: <ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp ○ BUS 302 Team Assignment Form –CP p. 8 • Course Pack or online resource: <ul style="list-style-type: none"> ○ Building Effective Teams - CP pp. 9-12 ○ Types and Teams – CP pp. 13-16

¹ The dates apply to a Tuesday/Thursday class. Adapt these to suit your schedule. The last day of formal instruction is Friday, May 10. This semester’s holidays are Monday March 18 thru Sunday March 24 (spring recess) and Monday, April 1st (Cesar Chavez Holiday.)

² Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make the print form of CP a requirement.

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
2	1-Feb	Team Process	Agenda: <ul style="list-style-type: none"> • Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.) • COBAE options assigned & explained (20 min.) 	Bring to class <ul style="list-style-type: none"> • Course Pack or online resource: <ul style="list-style-type: none"> ○ 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 ○ COBAE Options Exercise ○ Bus. 302 Career Options in Business ○ COBAE Options Grading Sheet
3 ³	6-Feb	Team Building	Agenda: <ul style="list-style-type: none"> • Guest speaker (30 min) • Team Building Exercise (25 min.) (Instructor’s choice) 	Bring to class: <ul style="list-style-type: none"> • Team Exercise - Team Process Rules – CP p. 34 • Complete Handshake and VMock assignments by the deadline in Canvas which could be the end of the 3rd week.
3	8-Feb	Case Process	Agenda: <ul style="list-style-type: none"> • Case Process (40 min.) <ul style="list-style-type: none"> ○ Coaching Session <ul style="list-style-type: none"> ▪ Work Plan ▪ Work Plan Exercise ○ Presentation Session <ul style="list-style-type: none"> ▪ Oral Presentation ▪ Challenge Team ▪ Written Report ▪ Team Evaluation 	Bring to class: <ul style="list-style-type: none"> • 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 - CP p. 38 • 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
4	13-Feb	Academic Honesty	Agenda: <ul style="list-style-type: none"> • Discuss 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

³ Career Education and Professional Development (CEPD) Presentation - A visit to your class by Craig Oka, CEPD director, or Danielle Rodriguez, CEPD Programs Manager, to make a 30-minute presentation regarding career and professional resources (e.g. Handshake and VMock) available to our students. The presentation includes information about the career center office, the EY Center, and the new resources being offered for this Spring semester. Tentatively, this presentation has been scheduled for weeks 1 thru 3 of semester. You can visit CEPD site at <https://nazariancareers.csun.edu/>.

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
4	15-Feb	Ethics	Agenda: <ul style="list-style-type: none"> Ethical Theories/Approaches 	Bring to class: <ul style="list-style-type: none"> Ethical Decision Making - CP pp. 93-102
5	20-Feb	Coaching Session for Case 1 "July at the Multiplex"	Agenda: <ul style="list-style-type: none"> 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 the Multiplex" – BUS302 website Bring to class: <ul style="list-style-type: none"> List of Individual Team Questions to be Resolved Regarding "July at Multiplex" - Case #1 Work Plan: "July at Multiplex" – Case #1
5	22-Feb	David Nazarian COBAE Options	Agenda: <ul style="list-style-type: none"> David Nazarian COBAE options presented (75 min.) 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"> Team Evaluation Form CP p. 38 – evaluate each team member's performance in preparing COBAE exercise. Bring to class: <ul style="list-style-type: none"> David Nazarian COBAE Options Exercise Grading Sheet - CP P. 32
6	27-Feb	Instructors present Case 1	Agenda: <ul style="list-style-type: none"> Successful Presentation Skills (25 min.) Faculty Present Case #1: (30 min.) Challenge Techniques (20 min.) 	Turn in at beginning of class: <ul style="list-style-type: none"> Written Report for "July at the Multiplex" Team Evaluation Form CP p. 38 – "July at the 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	29-Feb	Coaching session for Case 2: "Croc Your World"	Agenda: <ul style="list-style-type: none"> Coach Case 2 (75 min.) Review Work Plan Case 2 	Read prior to class: <ul style="list-style-type: none"> "Croc Your World" and Case Library – BUS302 website Complete and bring to class: <ul style="list-style-type: none"> Work Plan: "Croc Your World" - Case #2 List of Individual Team Questions to be Resolved Regarding "Croc Your World" - Case #2
7	5-Mar	Present Case 2 "Croc Your World"	Agenda: <ul style="list-style-type: none"> Present case 2 (first team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Written case 2 Team evaluation forms (CP p. 42) Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 2 (75 min.)
7	7-Mar	Present Case 2 "Croc Your World"	Agenda: <ul style="list-style-type: none"> Present case 2 (second team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 2 (75 min.)

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
8	12-Mar	Coach Case 3: "Payback"	Agenda: <ul style="list-style-type: none"> Coach case #3 Review Work Plan Case 3 	Bring to class: <ul style="list-style-type: none"> Work-plan for case 3 Read "Payback" - BUS302 website List of Individual Team Questions to be Resolved Regarding "Payback" - Case #3
8	14-Mar	Team Meetings w/ instructor	Agenda: <ul style="list-style-type: none"> Team Meetings with Instructor 	
9	19-Mar 21-Mar	Spring Recess (no instruction) - Monday 3/18 thru Sunday 3/24		
10	26-Mar	Present Case 3: "Payback"	Agenda: <ul style="list-style-type: none"> Present case #3 (first team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Written case 3 Team evaluation forms (CP p. 42) Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 3 (75 min.)
10	28-Mar	Present Case 3: "Payback"	Agenda: <ul style="list-style-type: none"> Present case #3 (second team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 3 (75 min.)
11	2-Apr	Ethics Case	Agenda: <ul style="list-style-type: none"> Ethics Case (75 min.) 	Instructor choice
11	4-Apr	Dialogue and Feedback Skills	Agenda: <ul style="list-style-type: none"> Dialogue & Feedback Skills 	Bring to class: Dialogue and Feedback Skills (CP p. 110-113)
12	9-Apr	Coach Case 4: "Green Outlook Bank"	Agenda: <ul style="list-style-type: none"> Coach Case 4 (60 min.) Review Work Plan Case #4 	Bring to class: <ul style="list-style-type: none"> Work-plan for case 4 Read "Green Outlook Bank" – BUS302 website List of Individual Team Questions to be Resolved Regarding "Green Outlook Bank" - Case #4
12	11-Apr	Ethics Case	Agenda: <ul style="list-style-type: none"> Ethics Case (75 min.) 	Instructor choice
13	16-Apr	Present Case 4: "Green Outlook Bank"	Agenda: <ul style="list-style-type: none"> Present: Case 4 (first team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Written case 4 Team evaluation forms (CP p. 42) Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 4 (75 min.)

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
13	18-Apr	Present Case 4: "Green Outlook Bank"	Agenda: <ul style="list-style-type: none"> Present: Case 4 (first team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 4 (75 min.)
14	23-Apr	Coach Case 5: "Adam's Petro & Diner"	Agenda: <ul style="list-style-type: none"> Coach Case 5 (60 min.) Review Work Plan Case 5 	Bring to class: <ul style="list-style-type: none"> Work-plan for case 5 Read "Adam's Petro & Diner" – BUS302 website List of Individual Team Questions to be Resolved Regarding "Adam's Petro & Diner" - Case #5
14	25-Apr	Open	Agenda: <ul style="list-style-type: none"> Open 	Instructor choice
15	30-Apr	Present Case 5: "Adam's Petro & Diner"	Agenda: <ul style="list-style-type: none"> Present: case 5 (first team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Written case 5 Team evaluation forms (CP p. 42) Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 5 (75 min.)
15	2-May	Present Case 5: "Adam's Petro & Diner"	Agenda: <ul style="list-style-type: none"> Present: case 5 (second team) 	Non-presenting groups turn in: <ul style="list-style-type: none"> Challenge team grading forms (CP p. 44) Presenting Team: <ul style="list-style-type: none"> Present case 5 (75 min.)
16	7-May	In Class Ethics Writing Assignment	Agenda: <ul style="list-style-type: none"> In-class Ethics Writing Assignment 	
16	9-May	Wrap-up	Agenda: <ul style="list-style-type: none"> Analysis of case 5 Course wrap-up and review of grading Debrief and celebration 	