**CALENDAR OF ASSIGNMENTS**

**BUS302: Fall 2020**

**Calendar for classes meeting on Saturdays - 13700**

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | **Agenda** | **Reading[[2]](#footnote-2) & Homework Due** |
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| 1 | 22-Aug | Course Introduction | **Agenda**:* Introduction
* Administrative
* PPT slides: “Welcome to BUS 302”
* Explore website
* Course Overview
* Ice Breaker (60 min.)
 | **Bring to class:** * Completed Team Assignment form
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| 2 | 29-Aug | Team Process | **Agenda:*** Teams Formed/Assigned Seats
* Jung Typology (Myers Briggs) (20 min.)
* PPT slides: “Types and Teams”
* Building Effective Teams: Sister Act Video Clip - Debrief (25 min.)
* Team Process Rules (10 min.)
* PPT slides: “Building Effective Teams”
* Team Exercises 1 & 2 – explained & grading criteria reviewed (25 min.)
* David Nazarian College Options Infomercial assigned & explained (20 min.)
 | **Bring to class:*** **Completed:**
	+ Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp
	+ BUS 302 Team Assignment Form –CP p. 8
* **Course Pack or BUS302 online resource:**
	+ Building Effective Teams - CP pp. 9-12
	+ Types and Teams – CP pp. 13-16
	+ Exercise #1 – Team Trust Building – Canvas
	+ Grading Criteria: Exercise #1 – Team Trust Building – Canvas
	+ Exercise #2 - Rules of Behavior – Canvas
	+ Grading Criteria: Exercise #2 - Rules of Behavior – Canvas
	+ Ice Breakers / Mixers – CP pp. 23-28
	+ David Nazarian College Options Infomercial
	+ Bus. 302 Career Options in Business
	+ David Nazarian College Options Infomercial Grading Sheet (Canvas)
	+ [Cal State Pays (pdf)](https://www.csun.edu/sites/default/files/CalStatePays%20PowerPoint%20Slide.pdf)
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| 3 | 5-Sep | **Labor Day Holiday Weekend – No Instruction** |
| 4[[3]](#footnote-3) | 12-Sep | Handshake & VMockCase Process | **Agenda:*** Guest speaker or video recording (30 min)
* Coaching Session
	+ Work Plan
	+ Work Plan Exercise
* Presentation Session
	+ Oral Presentation
	+ Challenge Team
	+ Written Report
	+ Team Evaluation
 | **Course Pack or Online BUS302 Website:*** 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 - CP p. 38
* Suggestions for Making Effective Presentations
* Presentation Evaluation Form (Canvas)
* Role of the Challenge Team; Challenge Team Grading Form – CP 41-44
* Guidelines for Written Communications – CP pp. 116-119
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| 5 | 19-Sep | EthicsCoaching Session for Case 1 “July at the Multiplex” | **Agenda:*** Ethical Theories/Approaches
* Statistical background for case #1
* Coaching Case # 1
* Review Work Plan – “July at the Multiplex” – Case #1
 | **Course Pack or Online BUS302 Website:*** Ethical Decision Making - CP pp. 93-102

**Read prior to class and bring your questions to class:*** “July at the Multiplex”- BUS302 class website
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| 6 | 26-Sep | David Nazarian College Options InfomercialExercise 1 & 2Academic Honesty & Plagiarism | **Agenda:*** David Nazarian College Options Infomercial presented (90 min.)
* Each team having 7-10 min. to present with 1 min. to set up, etc.
* Discuss Team Exercises 1 & 2
* Academic Honesty (50 min.)
* Core Values
* Academic Honesty
* Plagiarism
 | **Will be provided by instructor:*** David Nazarian College Options Infomercial Grading Sheet - Canvas

**Turn in before the start of class:** * Team Exercises 1 & 2
* Signed/Dated Student Core Values Statement – Canvas
* Signed/Dated Statement on Academic Honesty and Plagiarism – Canvas

**Course Pack or Online BUS302 Website:*** CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48
* Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63

**Complete before deadline:** * Team evaluation form on Canvas. Evaluate each team member’s performance for the case preparation
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| 7 | 3-Oct | Instructors present Case 1Coaching session for Case 2: “Turnkey Corp” | **Agenda:** * Successful Presentation Skills (25 min.)
* Faculty Present Case #1: (30 min.)
* Challenge Techniques (20 min.)
* Coach Case 2 (75 min.)
* Review Work Plan Case 2
 | **Read prior to class and bring your questions to class:*** “Turnkey Corp” – BUS302 website

**Complete and bring to class:*** Work Plan: “Turnkey Corp” - Case #2
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| 8 | 10-Oct | Present Case 2 “Turnkey Corp” | **Agenda:*** Present case 2
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written report and work plan (non-presenting teams)

**Presenting Team:*** Present case # 2 (75 minutes each team)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 9 | 17-Oct | Coach Case 3: “Carson’s Inn”Teams meet with Instructor | **Agenda:*** Coach Case #3
* Teams meet with Instructor
 | **Read prior to class and bring your questions to class:*** “Carson’s Inn” - BUS302 website

**Complete and bring to class:*** Work Plan: “Carson’s Inn” - Case #3
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| 10 | 24-Oct | Present Case 3: “Carson’s Inn” | **Agenda:*** Present Case #3
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written report and work plan (non-presenting teams)

**Presenting Team:*** Present case # 3 (75 minutes each team)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 11 | 31-Oct | Coach Case 4: “Wellness 100” | **Agenda:*** Coach Case 4 (60 min.)
* Review Work Plan Case #4
 |  **Read prior to class and bring your questions to class:*** “Wellness 100” - BUS302 website

**Complete and bring to class:*** Work Plan: “Wellness 100” - Case #4
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| 12 | 7-Nov | Present Case 4: “Wellness 100” | **Agenda:*** Present: Case 4 (2 teams)
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written reports and work plan (non-presenting teams)

**Presenting Team:*** Present case # 4 (75 minutes each team)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 13 | 14-Nov | Coach Case 5: “Comfort Now LA”Ethics Case | * Coach Case 5 (60 min.)
* Review Work Plan Case 5
* Ethics Case (75 min.)
 | **Read prior to class and bring your questions to class:*** “Comfort Now LA” – BUS302 website

**Complete and bring to class:*** Work Plan: “Comfort Now LA” – Case #5
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| 14 | 21-Nov | Present Case 5: “Comfort Now LA” | **Agenda:*** Present: Case 5
 | **Upload to turnitin in Canvas before class:*** PowerPoint slides and work plan (presenting teams)
* Written report and work plan (non-presenting teams)

**Presenting Team:*** Present case # 5 (75 minutes each team)

**Complete before deadline:*** Team evaluation forms on Canvas. Evaluate each team member’s performance for the case preparation
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| 15 | 28-Nov | **Thanksgiving Recess – No Instruction** |
| 16 | 5-Dec | In Class Ethics Writing Assignment | **Agenda:*** In-class Ethics Writing Assignment (Canvas)
 |  **Read prior to class:** * Ethical Decision Making - CP pp. 93-102
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1. The last day of formal instruction is Tuesday, December 8. This semester’s holidays are Saturday 9/5 thru Monday 9/7 (Labor Day Holiday), Wednesday 11/11 (Veterans’ Day Holiday) and Thursday 11/26 thru Sunday 11/29 for Thanksgiving recess. [↑](#footnote-ref-1)
2. Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online. Instructors may make purchasing the print form of Course Pack mandatory. [↑](#footnote-ref-2)
3. A visit to your class by Craig Oka, Career Education and Professional Development Center director, 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 career center office, the EY Center, and the new resources being offered for this Fall. Tentatively, this presentation has been scheduled for the 3rd week of the semester. [↑](#footnote-ref-3)