**CALENDAR OF ASSIGNMENTS**

**Bus 302: Spring 2021**

**Calendar for classes meeting on Tuesdays (13857)**

| **Week** | **Date[[1]](#footnote-1)** | **Topic** | **Agenda** | **Reading[[2]](#footnote-2) & Homework Due** |
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| 1 | 26-Jan | Course Introduction | **Agenda**:* Administrative
* PPT slides: “Welcome to Business 302”
* Course Overview
* Explore website (10 min.)
* Ice Breaker (60 min.)
 | **Upload before class:****Completed:*** BUS 302 Team Assignment Form - (Canvas & Email)
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| 2 | 2-Feb | Team Process | **Agenda:*** 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.)
* David Nazarian COBAE options assigned & explained (20 min.)
* Building Effective Teams: Sister Act Video Clip & (25 min.)
 | **Bring to class:****Completed:*** Humanmetrics-Jung Typology Test @ http://www.humanmetrics.com/cgi-win/JTypes2.asp

**Course Pack or Online BUS302 Website:*** Building Effective Teams - CP pp. 9-12
* 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
* David Nazarian COBAE Options Exercise
* Bus. 302 Career Options in Business
* David Nazarian COBAE Options Grading Sheet
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| 3[[3]](#footnote-3) | 9-Feb | Handshake & VMockCase Process | **Agenda:*** Guest speaker or video recording (30 min)
* Case Process (40 min.)
	+ Coaching Session
		- Work Plan
		- Work Plan Exercise
	+ Presentation Session
		- Oral Presentation
		- Challenge Team
		- Written Report
		- Team Evaluation
 | **Course Pack or Online BUS302 Website:*** 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
* 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
* Team Evaluation Form - CP p. 38
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| 4 | 16-Feb | Academic Honesty and Ethics | **Agenda:*** Discuss Team Exercises 1 & 2
* Academic Honesty (50 min.)
* Core Values
* Academic Honesty
* Plagiarism
* Ethical Theories/Approaches
* Statistical background for case #1
 | **Presentation by team representative(s):*** Team exercise # 1

**Upload to Canvas before class:** * Team Exercises 2
* Signed/Dated Student Core Values Statement – Canvas
* Signed/Dated Statement on Academic Honesty and Plagiarism – Canvas

**Course Pack or Online BUS302 Website:** * Ethical Decision Making - CP pp. 93-102
* CSUN Catalog Copy on Academic Dishonesty – CP p. 47-48
* Avoiding Plagiarism and Citing Electronic Documents – CP pp. 51-63
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| 5 | 23-Feb | David Nazarian COBAE OptionsCoaching Session for Case 1 “July at the Multiplex” | **Agenda:*** David Nazarian COBAE options presented (75 min.)
* Each team having 7-10 min. to present with 1 min. to set up, etc.
* Coach “July at Multiplex” – Case #1 (60 min.)
 | **Will be provided by Instructor:*** David Nazarian COBAE Options Exercise Grading Sheet - Canvas

**Read prior to class and bring your questions to class:*** “July at the Multiplex” – class website

**Complete before deadline:** * Team evaluation forms on Canvas. Evaluate each team member’s performance in preparing David Nazarian COBAE exercise.
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| 6 | 2-Mar | Instructors present Case 1Coaching session for Case 2: “Chameleon Network” | **Agenda:**  * 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:*** “Chameleon Network Products” and Case Library – class website

**Complete and bring to class:*** Work Plan (first draft): “Chameleon Network Products” - Case #2
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| 7 | 9-Mar | Present Case 2 “Chameleon Network Products” | **Agenda:*** Present Case #2
 | **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 # 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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| 8 | 16-Mar | **Spring Recess (no instruction) - Monday 3/15 thru Sunday 3/21** |
| 9 | 23-Mar | Coach Case 3: “Bank of Green Valley” | **Agenda:*** Coach Case #3
* Meetings with Instructor
 | **Read prior to class and bring your questions to class:*** “Bank of Green Valley” – Class website

**Complete and bring to class:*** Work Plan (first draft): “Bank of Green Valley” - Case #3
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| 10 | 30-Mar | Present Case 3: “Bank of Green Valley” | **Agenda:*** Present Case #3
 | **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 # 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 | 6-Apr | Coach Case 4: “Slippery Slope” | **Agenda:*** Coach Case 4 (60 min.)
* Meetings with Instructor
 | **Read prior to class and bring your questions to class:*** “Slippery Slope” - Class website

**Complete and bring to class:*** Work Plan (first draft): “Slippery Slope” - Case #4
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| 12 | 13-Apr | Present Case 4: “Slippery Slope” | **Agenda:*** Present Case #4
 | **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 | 20-Apr | Ethics Case | * Ethics Cases
* Meetings with Instructor
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| 14 | 27-Apr | Coach Case 5: “BrightForm Inc.” | **Agenda:*** Coach Case 5 (60 min.)
* Meetings with Instructor
 | **Read prior to class and bring your questions to class:*** “BrightForm Inc.” – Class website

**Complete and bring to class:*** Work-plan (first draft): “BrightForm Inc.” - Case #5
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| 15 | 4-May | Present Case 5: “BrightForm Inc.” | **Agenda:*** Present Case # 5
 | **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 # 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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| 16 | 11-May | In Class Ethics Writing Assignment | **Agenda:*** In-class Ethics Writing Assignment
* Analysis of case 5
* Course wrap-up and review of grading
* Debrief and celebration
 | **Read prior to class:** * Ethical Decision Making - CP pp. 93-102
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1. The last day of formal instruction is Friday, May 14. This semester’s holidays are March 31 (Cesar Chavez Holiday) and Monday thru Sunday, March 15-21 (spring 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 CP 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)