

CALENDAR OF ASSIGNMENTS

Bus 302 - Spring 2012

Class No. 17997 : Dr. Nguyen
Friday 9:00 AM - 11:45 AM, Room JH 2230

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
1	Jan-27	Course Introduction	Agenda: <ul style="list-style-type: none"> • Course Overview • Administrative (30 minutes) • PPT slides: “Welcome to Business 302” – (35 min.) overview of course • Explore course website (10 min.) • Ice Breaker (60 min.) – 3x5 cards – hair & eye color, shoes, etc. – find classmate. 	<ul style="list-style-type: none"> • Complete in class: <ul style="list-style-type: none"> ○ BUS 302 Team Assignment Form – CP p. 8
2	Feb-3	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 • Team Process Rules (10 min.) • PPT slides: “Building Effective Teams” • 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"> • 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 (new additions) • 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 ○ 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

¹ This semester’s holidays are **Friday March-30** (Cesar Chavez), and **Friday April-6** (Spring Recess)

² Items in the BUS 302 Course Pack are abbreviated CP. Course Pack materials are available in print form and online.

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
3	Feb-10	Team Building	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"> • 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; Role of the Challenge Team; Challenge Team Grading Form – CP 41-44 • Guidelines for Written Communications – CP pp. 116-118
4	Feb-17	Academic Honesty and Ethics	Agenda: <ul style="list-style-type: none"> • Discuss Team Exercises 1 & 2 • Academic Honesty (50 min.) • Core Values • Academic Honesty • Plagiarism • <i>Ethical Theories/Approaches</i> 	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"> • 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
5	Feb-24	COBAE Options Coaching Session for Case 1 “July at the Multiplex”	Agenda: <ul style="list-style-type: none"> • 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.) • Review Work Plan – Case #1 	Read prior to class: <ul style="list-style-type: none"> • “July at the Multiplex” – BUS302 website 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. Work Plan: “July at Multiplex” – Case #1 • List of Individual Team Questions to be Resolved Regarding “July at Multiplex” - Case #1 Bring to class: <ul style="list-style-type: none"> • COBAE Options Exercise Grading Sheet - CP P. 32

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
6	Mar-2	Instructors present Case 1 Coaching session for Case 2: "Acme Electronics"	Agenda: <ul style="list-style-type: none"> • 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 	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 Read prior to class: <ul style="list-style-type: none"> • "Acme Electronics" and Case Library – BUS302 website Complete and bring to class: <ul style="list-style-type: none"> • Work Plan: "Acme Electronics" - Case #2 • List of Individual Team Questions to be Resolved Regarding "Acme Electronics" - Case #2
7	Mar-9	Present Case 2 "Acme Electronics"	Agenda: <ul style="list-style-type: none"> • Present Case 2 • <i>Practice Ethics Case</i> 	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. for each group)
8	Mar-16	Coach Case 3: "International Investments, Inc."	Agenda: <ul style="list-style-type: none"> • Coach Case 3 • Dialogue & Feedback Skills 	Bring to class: <ul style="list-style-type: none"> • Work-plan for case 3 • Read "International Investments, Inc." - BUS302 website
9	Mar-23	Ethics Case	Agenda: <ul style="list-style-type: none"> • <i>Ethics Case 1</i> (75 min.) • Team Meetings With Instructor 	
Mar -30 Cesar Chavez Day Observed (No Class)				
Apr-6 Spring Recess (No Class)				
10	Apr-13	Present Case 3: "International Investments, Inc."	Agenda: <ul style="list-style-type: none"> • Present Case 3 	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. each)

Week	Date ¹	Topic	Agenda	Reading ² & Homework Due
11	Apr-20	Coach Case 4: "Citywide Spirits Shoppe"	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 "Citywide Spirits Shoppe" – BUS302 website
12	Apr-27	Present Case 4: " Citywide Spirits Shoppe "	Agenda: <ul style="list-style-type: none"> Present: Case 4 Ethics Case 2 (75 min.) 	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. each)
13	May-4	Coach Case 5: "A Day at the Beach"	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 "A Day at the Beach" – BUS302 website
14	May-11	Present Case 5: " A Day at the Beach " (9:00-10:15)	Agenda: <ul style="list-style-type: none"> Present: Case 5 	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. each)
		In Class Ethics Writing Assignment (10:30-11:30)	<ul style="list-style-type: none"> In-class Ethics Writing Assignment 	Bring to class: <ul style="list-style-type: none"> Blue /Green book 8 x 11 Pens/Pencils