

Commerce 3S03 Management Skills Development Fall 2020: ALL SECTIONS

COURSE OBJECTIVE

The objective of this course is to enhance key global skills that are being sought by employers around the globe; critical thinking/problem solving, teamwork, communication, adaptability, and interpersonal skills. These skills are also reflected with the Learning Goals and Objectives on which DeGroote School of Business is assessed and accredited by the American Association of Collegiate Schools of Business (AACSB). The foundational knowledge of most of these skills was provided in Commerce 1BA3 (Organizational Behaviour), as such, this course focuses more on application and development of these skills. Being able to convince employers that you have and are continuing to work on these skills is essential to acquiring internships, graduate jobs, promotion, interesting opportunities, and so on. These skills also reflect those seen in successful entrepreneurs.

INSTRUCTOR AND CONTACT INFORMATION

Name: Frances Tuer C01: C02: C03 Carolyn Capretta: C04, C05, C06, C07, C08, C09	tuerfl@mcmaster.ca capretc@mcmaster.ca
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Virtual Class Times: First 90 minutes of each regularly scheduled class

C01	Virtual CR	Mo	08.30	11.20
C02	Virtual CR	Tu	08.30	11.20
C03	Virtual CR	Fr	08.30	11.20
C04	Virtual CR	Fr	11.30	14.20
C05	Virtual CR	Fr	14.30	17.20
C06	Virtual CR	Th	08.30	11.20
C07	Virtual CR	Th	11.30	14.20
C08	Virtual CR	Th	14.30	17.20
C09	Virtual CR	Tu	19.00	22.00

Virtual Office Hours: TBD – one hour during each week and by appointment.

COURSE DELIVERY

LEARNING ACTIVITIES	DELIVERY	DESCRIPTION	TOOL(S)
Core Content	Asynch	Self-study of recorded lectures prior to Virtual Class activities	Interactive PP on A2L
Applied Activities	Synch	75 - 90 minutes including any/all of sharing of self-assessments, compilation and analysis of group data, problem solving, case study discussion	Full class and breakout groups on Zoom
Skill Development	Asynch	Completion of self-assessments, reflections, virtual class insights	Module 1 and Module 2 workbooks on PebblePad

EVALUATIONS	WEIGHT	DESCRIPTION
Team Profile	10%	Compilation and analysis of break-out group self-assessment data
Module 1 Workbook	15%	Completion of self-assessments, skill reflections, post-class insights, skill development process for one chosen skill NOT MSAF eligible
Module 2 Workbook	15%	Same as Module 1 workbook NOT MSAF eligible
Midterm 1	30%	50 applied m/c questions, 75 minutes during scheduled class time
Midterm 2	30%	50 applied m/c questions, 75 minutes during scheduled class time