

**IBH 1AB3 - Perspectives on Canadian Business  
(Integrated Business and Humanities Program)  
Winter 2021 Course Outline**

**DeGroote School of Business, Strategic Management Area  
McMaster University**

**COURSE OBJECTIVE**

This course will examine how the business environment can affect Canadian organizations and their stakeholders. Functional areas of business will be introduced in order to understand the basics of management.

**INSTRUCTOR AND CONTACT INFORMATION**

**Professor Rita Cossa**  
cossar@mcmaster.ca  
Student (Office) Zoom Hours:  
By Appointment

**Section 1:**  
Tues. 2:30 - 4:20 p.m.  
Fri. 2:30 - 3:20 p.m.  
Zoom & Top Hat

**Teaching Assistant (Sarah)**  
Student (Office) Zoom Hours:  
Fri. 12:30 – 2:00 p.m.

**Course Website:** <http://avenue.mcmaster.ca>

**COURSE ELEMENTS**

Credit Value:	3	Leadership:	Yes	IT Skills:	Yes	Global View:	Yes
Avenue to Learn:	Yes	Ethics:	Yes	Numeracy:	Yes	Written Skills:	Yes
Participation:	Yes	Innovation:	Yes	Group Work:	Yes	Oral Skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	No	Guest Speakers:	No

**COURSE DESCRIPTION**

This course will introduce students to business principles, techniques, and terms within both the Canadian and global context. It will include a discussion on the business environment, management theory, and the introduction of functional areas of business. Upon completion, students will have a foundation for future business courses.

**LEARNING OUTCOMES (LOs)**

Upon successful completion of this course, students will be able to complete the following keys tasks:

- LO 1: Identify and apply principles and terms used by business practitioners.
- LO 2: Actively contribute to group decision-making through an online simulation with the goal to manage a financially healthy and profitable company.
- LO 3: Consider and evaluate each member's overall online simulation contributions.
- LO 4: Collaborate in delivering a group presentation based on your group experience.
- LO 5: Develop your skills (e.g., time management, organization, communication, analysis, etc.) while focussing on optimizing academic performance.

## REQUIRED COURSE MATERIALS: REGISTRATION INSTRUCTIONS IN AVENUE

Free Online Platforms: Avenue to Learn (<http://avenue.mcmaster.ca>), Zoom (<http://mcmaster.ca.us/>), and Top Hat (<https://tophat.com/>)

Item 1 (Nickels, William G., James M. McHugh, Susan M. McHugh, Rita Cossa, and Julie Stevens. *Understanding Canadian Business*. 10th Canadian ed. Toronto: McGraw-Hill Ryerson, 2019.): Based on this textbook, buy access to Connect, a Web-based learning solution that includes the etext and SmartBook for \$92.95 + tax with the option to purchase a loose-leaf print text that will be shipped directly to you (\$30 plus shipping & handling) **OR** a package that includes the paper textbook and access to Connect for \$129.95 + tax

Item 2 (Register via Capsim.com as per the Course Schedule): CapsimCore Business Simulation Registration for US\$35.99 + tax

## EVALUATION

There are no extra assignments. See the Course Schedule for details. Your final grade is calculated as follows:

### Assessment: Components and Weights

Individual: LO 1, LO 5	Midterm #1 (Feb. 23): 6 Chapters Midterm #2 (April 6): 6 Chapters	30% 30%
Individual: LO 1, LO 5	SmartBook Assignments: Average of 15 Assignments/Chapters of up to 0.67% each	10%
Individual: LO 1, LO 5	Application-Based Activities (ABAs): 6 ABAs of up to 0.67% each	4%
Group: LO 1, LO 2, LO 5	CapsimCore Simulation (March 9 to April 9)	15% <sup>1</sup>
Group & Individual: LO 3, LO 5	CapsimCore Peer Evaluation #1 (March 16)	1% <sup>2</sup>
	CapsimCore Peer Evaluation #2 (April 13)	5% <sup>2</sup>
Group: LO 4, LO 5	CapsimCore Video (April 13)	5%
Total		100%
Participation Bonus	Based on active participation in 8 out of 9 weeks of class (see p. 4 - Conversion)	

<sup>1</sup>Students that do not submit a Team Charter will receive a notation of incomplete (INC) in their transcript. Students that are not part of a group and/or do not actively participate in group decision making will receive a mark of 0 for the simulation and a notation of INC in their transcript.

<sup>2</sup>Students that do not actively participate in groupwork, and/or are not part of a group, and/or miss the peer evaluation deadline will receive a mark of 0.

### Course Overview: Weekly Deadlines

Deadlines are firm and a missed deadline will result in a mark of zero (0). Consider what to do on the next page for an extension, if applicable, as there is no re-weighting.

In addition, review the [Missed Course Work Policy](#) for details on the [McMaster Student Absence \(MSAF\)](#) and the [Notification of Absence](#).

**Delivery: Asynchronous (A) and Synchronous (S)**

<b>Delivery &amp; Component</b>	<b>Platform</b>	<b>Day of Week</b>	<b>Deadline Time</b>	<b>What to Do if You Miss the Deadline and Do Not Want 0</b>
A: SmartBook Assignments (i.e., text chapters)	Connect	Mon.	11:00 p.m.	Submit an MSAF that includes my email; in the follow up email to me state (1) why you missed the deadline and (2) the new day and time when you will complete this work <u>in the days following the deadline</u>
A: ABAs	Connect	Fri.	11:00 p.m.	See above
A: Midterm #1 A: Midterm #2	Avenue Avenue	Tues., Feb. 23 Tues., April 6	2:30 p.m. 2:30 p.m.	Contact the Student Experience Office ( <a href="mailto:buscom@mcmaster.ca">buscom@mcmaster.ca</a> ) to request conflict approval and include supporting documentation when completing a <a href="#">Notification of Absence</a> ; if approved, be prepared to complete a different Midterm soon after the Midterm date
A: CapsimCore Team Charter	Avenue	Fri., Feb. 12	11:00 p.m.	No extension and notation of incomplete (INC) in student's transcript
A: CapsimCore Decisions  S: Team Meetings	Capsim.com  Your Choice	Tues. (even years) Fri. (odd years)  As Needed and Team Scheduled	11:00 p.m. 11:00 p.m.  Plan for deadlines	MSAF not approved and no extension will be granted; team shares the mark  Communicate any issues (e.g., you miss a meeting) with your team; it is up to you to make up the missed work
A: Peer Evaluation #1 #2	Capsim.com	Mon., March 15 Mon., April 12	11:00 p.m. 11:00 p.m.	MSAF not approved and no extension will be granted; as per p. 2 above, a mark of zero will apply to the student that does not complete the Peer Evaluation by the deadline
A: CapsimCore Video	Avenue	Mon., April 12	11:00 p.m.	MSAF not approved and no extension will be granted; video will be shown in class on April 13

## Conversion

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme.

LETTER GRADE	PERCENT	LETTER GRADE	PERCENT	LETTER GRADE	PERCENT
A+	90 – 100	C+	67 - 69	F	0 - 49
A	85 - 89	C	63 - 66		
A-	80 - 84	C-	60 - 62		
B+	77 - 79	D+	57 - 59		
B	73 - 76	D	53 - 56		
B-	70 - 72	D-	50 - 52		

### PARTICIPATION BONUS DETAILS:

- To be eligible, you need to actively participate in **8 out of the 9 classes** during Weeks 3-5, 7-11, and 13. Then, if your final grade is in the “grey zone” between letter grades, your Instructor will use her discretion to move you to the next letter grade.
  - For example, if your grade is 79.6% (B+ as per above), it will be adjusted to an A-.
- Participation is evaluated through Top Hat. This includes several attendance polls for each class, so you need to be in attendance and on time. In addition, you will need to complete polling questions and participate in Breakout Rooms (e.g., your camera is on and you are engaging in discussions).
  - You can see your weekly progress in Top Hat > Gradebook.
- Since this is a bonus, an MSAF (e.g., Internet issue or illness) will not be accepted for missed work.

<b>COURSE DELIVERABLES</b>
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### Asynchronous and Synchronous Learning: Common Courtesy is Expected Throughout the Term

Most of this course has been created with asynchronous learning in mind. With asynchronous learning, you are expected to be an independent learner whereby you create your own learning schedule. Consequently, you will have more flexibility and can complete work at your own pace while keeping deadlines in mind. Learning will occur primarily through a self-paced manner under your Instructor’s guidance and with the course LOs in mind. Preparation includes reviewing content (e.g., files and pre-recorded podcasts) that is posted in Avenue to Learn (Avenue), McMaster University’s Learning Management System (LMS). As has always been the case, expect that significant learning will take place outside the classroom. To maximize your academic performance, stay focused and schedule sufficient time to complete all the work by each deadline while keeping your health and commitments in mind.

You are expected to attend the weekly synchronous (live) classes that will run through both Zoom and Top Hat platforms. Classes will be recorded but the recordings will not be posted. Turn your camera on. To understand these platforms, review the information in the Getting Started module in Avenue. Here is additional information:

- Register for Top Hat with your [@mcmaster.ca](mailto:@mcmaster.ca) email. You will receive Top Hat registration details in your [@mcmaster.ca](mailto:@mcmaster.ca) email prior to our first class. Direct all questions to Top Hat Support. See Avenue for contact details.
- You can find the Zoom link in the About the Course module in Avenue. You must sign in with your [@mcmaster.ca](mailto:@mcmaster.ca) email as only authenticated users can access the class. This is also the case for any Student Hours you attend.
- At the beginning of each class, login to both Top Hat and Zoom for participation purposes.

Complete the assigned work by each deadline (see Course Schedule). Since the focus for each class is application, this presumes that you have completed the specified content (e.g., SmartBook Assignments) and are prepared to actively participate in both polling questions and Breakout Rooms.

### **I. Individual Examinations (60%): Midterm #1 on Feb. 23 & Midterm #2 on April 6, both at 2:30 p.m.**

Worth 30% of your final grade, each “open book” Midterm will be 50 minutes in length and will cover six chapters, totaling twelve chapters. Both Midterms consist of equally weighted multiple-choice questions. You are responsible for the assigned work and course content which includes both asynchronous (e.g., chapter podcasts) and synchronous work. In addition to providing two practice quizzes, sample questions will be covered during our classes. More details will be communicated prior to each Midterm.

#### **NOTES:**

- Review two Avenue sub-modules for optimal results: How to Approach the Course and Study Approach.
- See Avenue for the MSAF process if you cannot complete the Midterm as scheduled. This process requires supporting documentation to the Student Experience Office ([buscom@mcmaster.ca](mailto:buscom@mcmaster.ca)).
  - If you are approved for an MSAF by this Office, be prepared to complete a different Midterm soon after the Midterm date as there is no re-weighting.
- There is no final exam as Midterm #2 will take its place. This means that the course is completed by Tuesday, April 13 (4:30 p.m.).

### **II. Individual SmartBook Assignments through Connect (15%): Mondays by 11:00 p.m.**

**Register for Connect with your @mcmaster.ca email.** Connect is a Web-based learning solution that gives students access to SmartBook and ABAs (see below). Instructions on Connect are available in Avenue’s Getting Started module.

SmartBook includes an adaptive textbook as well as SmartBook Assignments. These Assignments are publisher created and chapter-specific multiple-choice questions. Correctly answer the questions by each deadline though unlimited attempts. The questions are based on highlighted content in the adaptive textbook; however, for midterm purposes you are responsible for all chapter content.

#### **NOTES:**

- **Direct all Connect issues (e.g., SmartBook and ABAs) to Connect Support. Contact details are in Avenue.**
- You can complete the questions early and in multiple sittings. Plan for 60-90 minutes per chapter.
- You will be tested on 50 concepts and approximately 100 questions per Assignment. For incorrectly answered questions, the system will generate additional questions.
- Refresh your page regularly especially if you step away from your electronic device.
- Partial marks (based on the correct number completed by the deadline) are possible.
- Excuses for missed deadlines (e.g., I had Internet issues) will not be accepted.
- If using the ReadAnywhere App, connect to the Internet for answers to be submitted by the deadline.
- Students that access an Assignment through the Avenue homepage widget may see a message that they missed the deadline even though they completed the Assignment on time. To avoid this message, access each Assignment through the applicable weekly Avenue module.
- After the due date scores do not change and Assignments are converted to Recharge mode. Recharge allows you to continue practicing concepts and receiving feedback.
- You will not be tested on three of these chapters on the Midterms: Chapters 2, 16, and 18.

### III. Individual ABAs (4%): Fridays by 11:00 p.m.

Accessed through SmartBook, ABAs (Application-Based Activities) are case studies for students to develop their problem-solving skills with guided practice. Ranging from understanding foundational concepts to solving complex scenarios, students apply their knowledge to situations they might face in their careers.

#### NOTES:

- You have one attempt to complete each ABA.
- The correctness of your ABA answers is evaluated by the Connect system. Answers are not negotiable.

### IV. Group CapsimCore Simulation (15%): Tuesdays & Fridays by 11:00 p.m.

**Register for CapsimCore with your [@mcmaster.ca](mailto:mcmaster.ca) email.** CapsimCore is a flexible online business simulation that provides a hands-on environment where students can apply course concepts while exploring the challenges of running a business. Over five weeks, each team will make business decisions as they manage a company that creates sensors. Due to changes in the legal environment, teams must focus on improving their products through decisions in four areas: Research and Development; Marketing; Production; and Finance.

Groups will be randomly formed. CapsimCore starts with two practise rounds so students can understand the simulation as they develop their group skills. This is followed by eight bi-weekly decisions that will cover a period of eight years with the goal to manage a healthy and profitable company. All team members will share the same final grade which will be based on your company's results in six key performance indicators (KPIs) – profit, market share, ROS, ROA, ROE, and stock price – as compared to the results of the other teams in the course.

Be prepared to meet outside of class time to make decisions by each deadline. During meetings, turn on your camera and participate (i.e., talk). **If you do not actively participate, you will be “fired” from your group.**

Contact me now if you do not plan to participate in group work as you will not be placed in a group. Your decision means that you will receive 0 for the CapsimCore components and a notation of INC in your transcript as you will not have met three course learning outcomes.

#### NOTES:

- **Direct all questions to Capsim Support. Contact details are in Avenue.**
- Review the videos and corresponding files that are posted in Avenue for information.
- Be sure to complete the online tutorials as per the Course Schedule and before the simulation begins.
- Once you have been placed in your CapsimCore team, you can make decisions for Practice Round 1.
- Once a deadline passes, you can make decisions for the next round (e.g., odd-round yearly decisions can be input from Tuesday at 11:30 p.m. until Friday by 11:00 p.m.).
- When inputting your Year 8 decisions, assume that the company will continue to operate beyond Year 8 and along the same trajectory as the earlier years.

### V. Group CapsimCore Peer Evaluation (6%): March 16 (1%) & April 13 (5%) by 11:00 p.m.

Submit peer ratings through your CapsimCore Dashboard. You will be assessed across three areas: self-management/accountability; quality of work and conceptual performance; and quantity of work. Set aside at least 45 minutes to complete each Peer Evaluation.

**NOTE:** Without exception, failure to complete either Peer Evaluation by its deadline will result in a grade of zero for that student as an MSAF will not be approved.

### VI. Group CapsimCore Video (5%): April 13 in Class

Each video is to be a maximum of eight minutes and needs to be closed captioning enabled. You decide on the content with attire consistent with the theme chosen. Groups will be evaluated in three areas: (1) the

thoroughness of the presentation content (e.g., detail the decision-making process and results from Years 1 to Year 8); (2) communication skills (e.g., introduction, conclusion, speakers are clear and keep a good pace, easy to follow, etc.); and (3) creativity. Each member should have relatively equal presentation time.

**NOTES:**

- Be prepared to introduce your video as a group.
- All members should attend the full class.

## COMMUNICATION AND FEEDBACK

Students who wish to correspond with Instructors or Teaching Assistants directly via email must send messages that originate from their official McMaster University email accounts. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should not be sent to the Area Administrative Assistants.

All students will receive feedback for at least 20% of their final grade prior to the final date by which a student may cancel the course without failure by default. Your Instructor may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

## REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar by reviewing [Requests for Relief for Missed Academic Term Work](#).

## ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences (e.g., the grade of zero on an assignment, the loss of a credit with a notation on your transcript where the notation reads "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the University.

For information on the various types of academic dishonesty, please refer to the [Academic Integrity Policy](#). While there are more examples, the following illustrates three forms of academic dishonesty:

1. Plagiarism (e.g., the submission of work that is not one's own or for which other credit has been obtained).
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

## AUTHENTICITY/PLAGIARISM DETECTION

This course uses a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. As a result, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g., Avenue) using plagiarism detection, a service supported by Turnitin.com, so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details, review McMaster's use of [Turnitin.com](https://turnitin.com).

## COURSES WITH AN ONLINE ELEMENT

Some courses may use online elements (e.g., email, Avenue, LearnLink, Web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that when they access the electronic components of a course using these elements, private information such as first and last names, usernames for the McMaster email accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses online elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with your Instructor.

## ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

## CONDUCT EXPECTATIONS

As a McMaster University student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all our living, learning, and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with University functions on online platforms (e.g., use of Avenue, WebEx or Zoom for delivery) will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved student's access to these platforms.

## ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) through its site or by calling 905-525-9140 ext. 28652 to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

## ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their Instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.



## COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an Instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical, and artistic work, **including lectures** by University instructors.

The recording of lectures or other methods of instruction are prohibited during this course except by your Instructor. Your Instructor will record the lectures but has no plans to release these recordings. As a result, you are encouraged to attend the lecture so that you do not fall behind. Students should be aware that their voice and/or image may be recorded during the class. Please speak with the Instructor if this is a concern for you.

## EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, Avenue, and/or McMaster email.

## ACKNOWLEDGMENT OF COURSE POLICIES

Your enrollment in COMMERCE 1E03 will be considered implicit acknowledgement of the course policies outlined above or any other that may be announced during lecture and/or in Avenue. **It is your responsibility to read this Course Outline, to familiarize yourself with the course policies, and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

## COURSE SCHEDULE

Module #	Format & Deadlines	Topics and Activities	Source
Week 1: Jan. 11	Preparation Before Class	Review: Getting Started Module Review: About the Course Module	Avenue Avenue
	Tues. (Class)	Discuss Course incl. Course Outline	Zoom & Top Hat
	Fri. (Class)	Questions and Answers (this is the only planned Friday class for the term)	Zoom & Top Hat
	Fri. by 11:00 p.m.	ABA Practice: Goal Setting (estimate 10 minutes) Read: End-of-Week Announcements (estimate 5 minutes)	Connect Avenue
Week 2: Jan. 18	Mon. by 11:00 p.m.	Chapter 1: The Dynamic Business Environment Chapter 2: How Economic Issues Affect Business	Connect Connect
	Tues. (Class)	Application	Zoom & Top Hat
	Fri. by 11:00 p.m.	Read: End-of-Week Announcements (estimate 5 minutes)	Avenue

<b>Module #</b>	<b>Format &amp; Deadlines</b>	<b>Topics and Activities</b>	<b>Source</b>
Week 3: Jan. 25	Mon. by 11:00 p.m.	Chapter 6: Forms of Business Organization Chapter 7: Entrepreneurship and Starting a Small Business	Connect Connect
	Tues. (Class)	Application incl. Participation Bonus Week #1	Zoom & Top Hat
	Fri. by 11:00 p.m.	ABA #1: Tracking Your Time (estimate 15 minutes) Read: End-of-Week Announcements (estimate 5 minutes)	Connect Avenue
Week 4: Feb. 1	Mon. by 11:00 p.m.	Chapter 12: Human Resource Management Chapter 13: Dealing with Employee-Management Issues	Connect Connect
	Tues. (Class)	Application incl. Participation Bonus Week #2 Discuss: Team Charter and CapsimCore Informal Course Evaluation	Zoom & Top Hat  Avenue
	Fri. by 11:00 p.m.	ABA #2: Preparing for a Job Interview (estimate 10 minutes) ABA #3: Group Work (estimate 10 minutes) Read: End-of-Week Announcements (estimate 5 minutes)	Connect Connect Avenue
Week 5: Feb. 8	Mon. by 11:00 p.m.	Chapter 10: Producing World-Class Goods and Services Chapter 5: Ethics and Social Responsibility	Connect Connect
	Tues. (Class)	Application incl. Participation Bonus Week #3 Midterm #1 Review & Practice Quiz	Zoom & Top Hat Avenue
	Fri. by 11:00 p.m.	ABA #4: Bump Up Your Bumper (estimate 15-45 minutes) ABA #5: Labor Practices in Vietnam (estimate 15 minutes) Team Charter (one per group) Read: End-of-Week Announcements (estimate 5 minutes)	Connect Connect Avenue Avenue
Feb. 15- 21		No Classes due to the Mid-Term Recess	Avenue
Week 6: Feb. 22	Tues. (Class)	Midterm #1: Chapters 1, 6, 7, 10, 12, 13 (will not test Chapter 2)	Avenue
	Fri. by 11:00 p.m.	CapsimCore Registration Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue
Week 7: March 1	Mon. by 11:00 p.m.	Chapter 16: Accounting and Financial Information Chapter 17: Financial Management	Connect Connect
	Tues. (Class)	Application incl. Participation Bonus Week #4	Zoom & Top Hat
	Fri. by 11:00 p.m.	Complete CapsimCore Online Training Tutorials Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue
Week 8: March 8	Mon. by 11:00 p.m.	Chapter 18: The Canadian Financial System Chapter 15: Managing the Marketing Mix	Connect Connect
	Tues. (Class)	Application incl. Participation Bonus Week #5 CapsimCore Quiz (Preparation: CapsimCore Module)	Zoom & Top Hat Avenue

<b>Module #</b>	<b>Format &amp; Deadlines</b>	<b>Topics and Activities</b>	<b>Source</b>
	Tues. by 11:00 p.m.	CapsimCore Practice Round 1 Decisions	Capsim.com
	Wed. – Fri.	Review CapsimCore Practice Round 1 Feedback Podcast	Avenue
	Fri. by 11:00 p.m.	CapsimCore Practice Round 2 Decisions ABA #6: Frondescence Food Truck (estimate 15 minutes) Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Connect Avenue
March 14		CapsimCore Simulation Re-Starts	Noon
Week 9: March 15	Mon. by 11:00 p.m.	Chapter 3: Competing in Global Markets	Connect
	Tues. (Class)	Application incl. Participation Bonus Week #6	Zoom & Top Hat
	Tues. by 11:00 p.m.	CapsimCore Peer Evaluation #1 CapsimCore Round 1 Decisions	Capsim.com Capsim.com
	Fri. by 11:00 p.m.	CapsimCore Round 2 Decisions Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue
March 20		Email me details if there is a student in your group that is not actively participating; include details and signature of the rest of your group members in an attached file	Noon
March 21		Notify Fired CapsimCore Students for not Actively Participating	
Week 10: March 22	Mon. by 11:00 p.m.	Chapter 4: The Role of Government in Business	Connect
	Tues. (Class)	Application incl. Participation Bonus Week #7	Zoom & Top Hat
	Tues. by 11:00 p.m.	CapsimCore Round 3 Decisions	Capsim.com
	Fri. by 11:00 p.m.	CapsimCore Round 4 Decisions Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue
Week 11: March 29	Mon. by 11:00 p.m.	Chapter 8: Management and Leadership	Connect
	Tues. (Class)	Application incl. Participation Bonus Week #8 Midterm #2 Review & Practice Quiz Last Week for Student Hours	Zoom & Top Hat Avenue Zoom
	Tues. by 11:00 p.m.	CapsimCore Round 5 Decisions	Capsim.com
	Fri. by 11:00 p.m.	CapsimCore Round 6 Decisions Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue

Module #	Format & Deadlines	Topics and Activities	Source
Week 12: April 5	Tues. (Class)	Midterm #2: Chapters 3-5, 8, 15, 17 (will not test Chapters 16 & 18)	Avenue
	Tues. by 11:00 p.m.	CapsimCore Round 7 Decisions	Capsim.com
	Fri. by 11:00 p.m.	CapsimCore Round 8 Decisions Read: End-of-Week Announcements (estimate 5 minutes)	Capsim.com Avenue
Week 13: April 13	Tues. (Class)	CapsimCore Videos incl. Participation Bonus Week #9 (video link by 11:00 p.m. night before) McMaster University Online Course Evaluation	Zoom & Top Hat Avenue evals.mcmaster.ca
	Tues. by 11:00 p.m.	CapsimCore Peer Evaluation #2	Capsim.com

**Notes:**

- Details will follow in class and in Avenue if there are any changes to this Schedule.
- You need to check Avenue and your McMaster email daily during the term and note any changes.
- Emails sent to your Instructor – via your [@mcmaster.ca](mailto:@mcmaster.ca) email – need to include five parts: a completed Subject line with our course code (IBH 1AB3), a greeting, body (that follows grammar rules), closing, and salutation (that includes your full name, student number, and group number).

Updated: January 5, 2021