

COURSE OUTLINE

**AS 4960F/SS 4960F/AS 9860A Business Skills
2019/2020****Instructor Information**

Instructors:	Kevin Aselstine	Kristina Sendova
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Office Hours:	By appointment	Mondays 11:00 a.m. – 12:00 p.m.

Course Information

Course Description: This course aims to develop important business skills that are often not emphasized in the formal education of quantitative financial professionals. The course focuses on four main topic areas:

- How businesses work
- Financial statement analysis
- Oral and written communication skills
- Leadership and people management

Lecture Hours:	Thur. 1:30 p.m.–4:30 p.m., NCB 293	Fri. 1:30 p.m.–4:30 p.m., NCB 117
	September 5, 19, 26	September 6, 13, 20, 27
	October 17, 24	October 18, 25
	November - none	November - none
	December 5	December 6

Course Materials

No textbook is required for this course. However, students will be required to purchase cases from prescribed sources.

Students should check OWL (<http://owl.uwo.ca>) on a regular basis for news and updates. This is the primary method by which information will be disseminated to all students in the class. Students are responsible for checking OWL on a regular basis.

Assessment

The overall course grade will be calculated as listed below:

Participation	30%
Written Assignments	20%
Presentations, Role Plays, etc.	20%
Final Project	30%

Accommodation and Accessibility

If you are unable to meet a course requirement due to illness or other serious circumstances, you must provide valid medical or supporting documentation to the Academic Counselling Office of your home faculty as soon as possible. If you are a Science student, the Academic Counselling Office of the Faculty of Science is located in WSC 140, and can be contacted at scibmsac@uwo.ca.

For further information, please consult the university's medical illness policy at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

Academic Policies

The website for Registrar's Services is <http://www.registrar.uwo.ca>.

In accordance with policy, <http://www.uwo.ca/its/identity/activatenonstudent.html>, the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at this website:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Support services

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 661-2111 ext. 82147 if you have questions regarding accommodation.

The policy on Accommodation for Students with Disabilities can be found here:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_disabilities.pdf

The policy on Accommodation for Religious Holidays can be found here:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Students who are in emotional/mental distress should refer to Mental Health@Western (http://www.health.uwo.ca/mental_health) for a complete list of options about how to obtain help.

This course is supported by the Science Student Donation Fund. If you are a BSc or BMSc student registered in the Faculty of Science or Schulich School of Medicine and Dentistry, you pay the Science Student Donation Fee. This fee contributes to the Science Student Donation Fund, which is administered by the Science Students' Council (SSC). One or more grants from the Fund have allowed for the purchase of equipment integral to teaching this course. You may opt out of the Fee by the end of September of each academic year by completing paperwork in the Faculty of Science's Academic Counselling Office. For further information on the process of awarding grants from the Fund or how these grants have benefitted undergraduate education in this course, consult the chair of the department or email the Science Students' Council at ssc@uwo.ca.

E-mail communication

You are welcome to communicate with your instructor by e-mail, but e-mail communication should only be used to provide him/her with information or to ask a question that requires a brief response. The best means of learning material that you find challenging is to book an appointment or drop by during office hours. If you do e-mail us, please use your UWO account, as these are the preferred e-mail addresses (as e-mails sent from other addresses often get spammed).

Attendance

Classroom attendance is viewed as a vital part of the learning and the evaluation process as several assessments are done in class.