

COURSE OUTLINES (SYLLABI) FOR UNDERGRADUATE COURSES

(To be posted no later than the first day of class in the term a course is given)

Business Skills SS 4960F Course Outline**1. Course Information****Course Information**

Course Name: Business Skills

Course Number: SS 4960F

Term: Fall

Location: NCB 293

Time: Thu 12:30 PM – 3:30 PM

List of Prerequisites

Registration in fourth year of an Actuarial Science, Data Science, Statistics or Financial Modeling module.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

2. Instructor Information

Instructors	Email	Office	Phone	Office Hours
Kyle Leistner	kleistne@uwo.ca	WSC27 2	n/a	Tue: 10:30 AM – 11:30 AM Thu 10:30 AM – 12:30 PM
TA: Pingbo Hu	phu43@uwo.ca		n/a	
TA: Xiaotian Zhu	xzhu444@uwo.ca		n/a	

Students must use their Western (@uwo.ca) email addresses when contacting their instructors.

If you plan on meeting me during my office hours, please email me in advance to schedule an appointment. This will reduce timing conflicts with other students.

3. Course Syllabus, Schedule, Delivery Mode

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

Classes are in person.

Week 1 September 9	Introduction Case analysis framework Netflix case
Week 2 September 16	Costco case McDonald's case Assignment [5%]: Business Proposal (assigned)
Week 3 September 23	Southwest case Assignment [5%]: Business Proposal (due)
Week 4 September 30	Introduction to financial ratios Southwest case (continued)
Week 5 October 7	Southwest case (continued) Delisle case Assignment [7.5%]: Delisle Report (assigned)
Week 6 October 14	Volvo case Social Styles discussion Desert Island Exercise Assignment [7.5%]: Delisle Report (due)
Week 7 October 21	Volvo case (continued) Effective writing exercise Assignment [7.5%]: Volvo Report (assigned) Presentation [5%]: Technical Stats Topic (assigned)
Week 8 October 28	Presentation [5%]: Technical Stats Topic (due) Presentation [5%]: Undergrad class (assigned)
Week 9 November 4	Reading week
Week 10 November 11	Assignment: Volvo Report (due) Presentation [5%]: Undergrad class (due)
Week 11 November 18	People and project management Course project planning

Week 12 November 25	Guest speaker
Week 13 December 2	Final project presentations (day 1) [day 2 of final project presentations TBD]

Classes begin: September 8, 2021; January 3, 2021
 Reading Week: November 1–7, 2021; February 19–27, 2022
 Classes end: December 8, 2021; April 5, 2022

For individuals unable to attend lectures as a result of delays in getting to Canada, quarantine requirements, and other reasons related to the COVID-19 pandemic, there will be a live zoom session of each lecture. However, a recordings of these lectures **will not** be posted to the course website, so please attend the live session.

Contingency plan for an in-person class pivoting to 100% online learning

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor.

4. Course Materials

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

Students are responsible for checking the course OWL site (<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.

All course material will be posted to OWL: <http://owl.uwo.ca>.

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Technical Requirements

For students who are starting the semester abroad, or in the event of a COVID-19 resurgence, the following technical requirements apply:

- Stable internet connection
- Computer with working microphone
- Zoom

5. Methods of Evaluation

The overall course grade will be calculated as listed below:

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

Accommodated Evaluations

- Late assessments without illness self-reports will be subject to a late penalty of 20%/day, and assessments that are submitted 5 or more days late will not be graded
- Late assessments with illness self-reports should be submitted within 24 hours of submission of the last illness self-report
- An assessment cannot be submitted after it has been returned to the class. The weight will be transferred to the final project if the assessment was missed for valid reasons

Rounding of Marks Statement

Across the Sciences Undergraduate Education programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. **Final grades** on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g. a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for mark “bumping” will be denied.

6. Student Absences

Academic Consideration for Student Absences

Students who experience an extenuating circumstance (illness, injury or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- (i) Submitting a Self-Reported Absence (SRA) form provided that the conditions for submission are met. To be eligible for a Self-Reported Absence:
 - an absence must be no more than 48 hours
 - the assessments must be worth no more than 30% of the student’s final grade
 - no more than two SRAs may be submitted during the Fall/Winter term
- (ii) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Counselling office of their Faculty of Registration.
- (iii) Submitting appropriate documentation for non-medical absences to the Academic Counselling office in their Faculty of Registration.

Note that in all cases **except for an SRA**, students are required to contact their instructors within 24 hours of the end of the period covered, unless otherwise instructed in the course outline.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For the policy on Academic Consideration for Student Absences – Undergraduate Students in First Entry Programs, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

and for the Student Medical Certificate (SMC), see:

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

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

6. Accommodation and Accessibility

Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

[https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf),

7. Academic Policies

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy,

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf,

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 the following Web site:

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

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

8. Support Services

Please visit the Science & Basic Medical Sciences Academic Counselling webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: <https://www.uwo.ca/sci/counselling/>.

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 Accessible Education at (519) 661-2147 if you have any questions regarding accommodations.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

Learning-skills counsellors at the Student Development Centre (<http://www.sdc.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

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

Additional student-run support services are offered by the USC, <http://westernusc.ca/services>.