

## Business Skills – Fall 2023 – Course Outline

### 1. Course Information

**Course Name:** Business Skills

**Term:** Fall 2023

Course Number	SS4960F/SS9860F	MDA 9160A-01	MDA 9160A-02
Location	NCB 293	UCC 66	NCB 284
Time	Thu 12:30 – 3:30 PM	Wed 9:30 AM – 12:30 PM	Fri 9:30 AM – 12:30 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 if you are dropped from a course for failing to have the necessary prerequisites.

### 2. Instructor Information

Instructors	Email	Office	Phone	Office Hours
Ashley McAlpine	amcalpi3@uwo.ca	WSC 274	Ext 82771	Thu 10 – 11 AM
TA for SS4960F: Aleksandr Chen ( <a href="mailto:achen669@uwo.ca">achen669@uwo.ca</a> )				
TA for MDA9160-01: Saman Ebrahimpour ( <a href="mailto:sebrah24@uwo.ca">sebrah24@uwo.ca</a> )				
TA for MDA9160-02: Daniel Guerrero Santaren ( <a href="mailto:dguerre4@uwo.ca">dguerre4@uwo.ca</a> )				

#### OWL Forum

All course-related questions should be asked in the OWL forum. This way all students can benefit from seeing the questions and help their peers by providing responses. The forum will be monitored on a regular basis and the instructors will interject with corrections or responses as necessary. As this is an open forum, please be respectful. Derogatory, discriminatory, or otherwise inappropriate language or topics will be removed and dealt with at the instructor's discretion.

#### Email

Emails are reserved strictly for private and confidential communications. Students must use their Western (@uwo.ca) email addresses when contacting their instructor. If the instructor's office hours do not work with your class schedule, send an email and another time will be arranged to meet.

### 3. Course Syllabus, Schedule, Delivery Mode

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:

1. How businesses work
2. Financial statement analysis
3. Oral and written communication skills
4. Leadership and people management

Week	Topics	SS4960/ SS9860	MDA 9160-01	MDA 9160-02
1	Intro to course Working with cases Business Framework (Netflix)	Sept 14	Sept 13	Sept 8
2	Business Framework (Costco & McDonalds) Effective Writing, Working in Teams <i>Assignment 1: Business Proposal (assigned)</i>	Sept 21	Sept 20	Sept 15
3	<i>Assignment 1: Business Proposal (due)</i> Business Proposal Presentations Southwest case	Sept 28	Sept 27	Sept 22
4	Intro to Financial Ratios Southwest case (continued) Guess the Audience Game	Oct 5	Oct 4	Oct 6
5	Debate Delisle case <i>Assignment 2: Delisle Report (assigned)</i>	Oct 12	Oct 11	Oct 13
6	<i>Assignment 2: Delisle Report (due)</i> Social Styles, Plane Crash Exercise Volvo case	Oct 19	Oct 18	Oct 20
7	Effective Presentations, Volvo Presentations Project Management, Discuss Final Project <i>Assignment 3: Volvo Report (assigned)</i> <i>Presentation 1: Stats Topic (assigned)</i>	Oct 26	Oct 25	Oct 27
8	Reading week	Oct 31 to Nov 6		
9	<i>Presentation 1: Stats Topic (due)</i> <i>Assignment 3: Volvo Report (due)</i> <i>Presentation 2: Role Play (assigned)</i>	Nov 9	Nov 8	Nov 10
10	<i>Presentation 2: Role Play (due)</i> <b>Final Project: Plan (due)</b> People Management, Giving Feedback	Nov 16	Nov 15	Nov 17
11	<b>Final Project: PowerPoint Presentation (due)</b> <i>Presentation 3: Final Project Presentations</i>	Nov 23	Nov 22	Nov 24
12	<b>Final Project: Report (due)</b> <i>Presentation 3: Final Project Presentations</i>	Nov 30	Nov 29	Dec 1
13	Guest Speaker	Dec 7	Dec 6	Dec 8

Although the intent is for this course to be delivered in person, should any university-declared emergency require some or all of the course to be delivered online, either synchronously or asynchronously, the course will adapt accordingly. The grading scheme will **not** change. Any assessments affected will be conducted online as determined by the course instructor.

## 4. Course Materials

These are resources required for this course:

- **Ivey Coursepack - \$79.65**
  - Purchase using this link: <https://www.iveypublishing.ca/s/ivey-coursepack/a1R5c00000FvXA1EAN> (you will need to create a student account)
  - This provides you an e-version of the cases and articles.
- **Southwest Airlines Case Study - \$16.00**
  - Purchase using this link: [https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2023A&courses%5B0%5D=001\\_UW/STA4960F](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2023A&courses%5B0%5D=001_UW/STA4960F)
  - Pick up the printed version of the case (no e-version available) at the Western Bookstore.

Students are responsible for checking the course OWL site (<http://owl.uwo.ca>) on a regular basis for course material and updates. This is the primary method by which information will be distributed to all students in the class. 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 by phone at 519-661-3800 or ext. 83800.

## 5. Methods of Evaluation

The overall course grade will be calculated as listed below:

Group Assignments	Business Proposal	7.5%
	Delisle	7.5%
	Volvo	<u>7.5%</u>
		22.5%
Participation	In class - weeks 1 to 6	10%
	In class - weeks 7 to 13	10%
	Key Learnings (best 7/9)	<u>10%</u>
		30%
Presentations	Role Play	5%
	Technical Topic	5%
	Final Project	<u>10%</u>
		20%
Final Project	Project Plan	5%
	Report - individual component	10%
	Report - group component	<u>12.5%</u>
		27.5%
Total		100%

## 6. Student Absences

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

### **Assessments worth less than 10% of the overall course grade:**

For work worth less than 10% of the total course grade, the instructor is empowered to grant academic considerations without referring the student to their academic counsellors. If an assessment was missed for valid reasons, the instructor will arrange for a make-up opportunity.

### **Assessments worth 10% or more of the overall course grade:**

For work totalling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Counselling Office of your Faculty of Registration as soon as possible. For further information, please consult the University's medical illness policy at

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_medical.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf).

The Student Medical Certificate is available at

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

Late assessments without approval from academic counselling 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 approval from academic counselling should be submitted within 24 hours of the last approved day of absence.

## 7. Accommodation and Accessibility

### **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>.

### **Accommodation Policies**

Students with disabilities are encouraged to contact Accessible Education, 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).

## 8. 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](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 their 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](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>).

**AI tools, such as ChatGPT, are prohibited for this course.** Using these tools would be considered academic misconduct. A key expectation of this course is that students complete their own work.

## 9. 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/>.

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

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at [https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).

To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

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 [http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html) if you have any questions regarding accommodations.