

# SS 400F/AS 9860A COURSE OUTLINE

Fall 2018

## 1. General Course Information

CourseName

Business Skills

Class Schedule

Thursdays 1:30- 4:30 in WSC 248	Fridays 2:30 t 5:30 inMC 204
September 6, 13, 20 October 4, 18, 25 November 29 December 6	September 7, 14, 28  November 30 December 7

Prerequisite Requirements

This course is restricted to students fourth year of a program in the Department of Statistical & Actuarial Sciences

## 2. Instructor Information

Instructors	Kevin Aselstine	Bruce Jones
Offices	WSC 214A	WSC 221
Emails	kaselsti@uwo.ca	jones@stats.uwo.ca
Phones	647-200-2712	Ext. 83149
Office hours	By appointment	Monday 3:00 t 4:00 pm

## 3. CourseDescription/Syllabus

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:

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



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

## 8. 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 ext. 82147 if you have questions regarding accommodation.

The policy on Accommodation for Students with Disabilities can be found here:  
[www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_disabilities.pdf](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](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](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. 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 process of awarding grants from the Fund or how these grants have benefitted undergraduate education. For further information (in the process of awarding grants from the Fund or how these grants have benefitted undergraduate education) please contact ssc@uwo.ca.