



To: Incoming MBA Students, Full-Time Program

From: Dr. Shreevardhan Lele, Assistant Dean of Academic Affairs (MBA Programs)

Re: Pre-Skills Courses

Date: June 3, 2015

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Welcome to the Robert H. Smith School of Business MBA Program. You are taking the first steps in what will be a life-changing adventure.

The adventure comes with a challenge though. The first semester of the program can be difficult, especially if your quantitative skills have become rusty.

To help you make the transition back to school the Smith School faculty have selected four online “pre-skills” courses from Harvard Business School Publishing: *Financial Accounting*, *Spreadsheet Modeling: Excel 2013*, *Quantitative Methods*, and *Finance*. The material covered in these online pre-skills courses is used in three Smith School core courses in the Fall semester of the first year: *Financial Accounting*, *Data, Models and Decisions* (or DMD), and *Financial Management*. Your performance in each pre-skills course will contribute in part to your grade in the corresponding Smith School core course. In the following pages, you will find registration instructions as well as details on each pre-skills course.

The pre-skills courses share a common objective, which is to equip you with basic quantitative concepts, so that the subsequent Smith School courses can be conducted at a “higher level” (focusing on managerial implications instead of getting stuck in the quantitative details). Some of the topics covered in the pre-skills courses will be re-visited in the Smith School courses; your prior familiarity with these topics will be crucial in eventually developing mastery in these areas.

All pre-skills courses must be completed by **6:00PM on Sunday, August 9, 2015**. The accompanying letters from each faculty member provide estimated time needed to complete each pre-skills course. However, please note that (1) the actual time required to complete a course will depend on your prior background in that area, and (2) many students significantly underestimate the time required to complete these courses, especially *Quantitative Methods*.

I hope you have a wonderful summer. I look forward to meeting you in person in August.

## Harvard Business School Publishing Online Courses – Fast Facts & Registration

Course descriptions at: <http://hbsp.harvard.edu/list/online-courses>

Required courses for the Smith School of Business:

BUSI 610: Financial Accounting – Intro section	(#6002)	\$45.00
BUSI 630: Spreadsheet Modeling	(#9052)	\$33.00
BUSI 630: Quantitative Methods	(#504702)	\$45.00
BUSI 640: Finance – Intro section	(#6000)	\$35.00

Payment: Individually by student directly to HBSP. You are receiving the above prices at a discounted rate.

### Login Information

- Turn off all pop-up blockers
- Click on: <https://cb.hbsp.harvard.edu/cbmp/access/37480893>
- Click on "Register Now" if you are a new user.
- Create your account and follow the instructions to complete registration.
- Once you have completed your account registration you will be prompted to log in. You will then see the "Fall 2015 Pre-Skills" coursepack with the 4 online courses
- Purchase coursepack

### Technical Specifications

HBSP online courses are internet-based and cannot be accessed off-line. You can use different computers to access the course as long as each computer satisfies the following requirements:

Device	Computer with minimum 1024x768 screen resolution
Internet	High speed Internet connection (DSL/cable modem quality)
Operating System	Windows 2000, XP, Vista, 7 / Mac OS 10.x
Web browser	Firefox 3.6+ / Safari 4+ / Chrome; JavaScript and cookies enabled (Internet Explorer is not recommended)
Microsoft Excel	2003+

More details can be found at: <https://cb.hbsp.harvard.edu/cbmp/pages/content/techspecs>. An online tool is available at the above site to perform a system check for compatibility (including operating system, browser version, Flash Player settings, JavaScript settings, screen resolution and cookies settings).

### Technical Support

24 hours a day, 7 days a week  
Phone: (800) 810-8858 (+1 617-783-7700 outside U.S. and Canada)  
Fax: (+1)(617) 783-7666  
E-mail: [techhelp@hbsp.harvard.edu](mailto:techhelp@hbsp.harvard.edu).