

**Faculty of Liberal & Professional Studies  
School of Administrative Studies**

**Course Outline** [as at January 1, 2020]

**AP/ADMS3510 3.0  
Managerial Cost Accounting and Analysis  
Winter 2020**

**COURSE WEBSITE:** <https://moodle.yorku.ca>

**Please note:** You need to be registered and have a York Passport ID for site access.

<b>Class time, location and instructor</b>	<b>Section</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Course Director</b>
	W	Wednesday	9:00am-12:00pm	LMP D109**	Amy Kwan
	Z	Wednesday	1:00pm-4:00pm	LMP D109**	Amy Kwan
	O	Wednesday	11:30am-2:30pm	DB 1005	Stefan Pop
	M	Wednesday	7:00pm-10:00pm	ACE 007	Muneeb Ruhi

\*\*Classes held at York University at IBM Canada in Markham: 3600 Steeles Avenue East.

<b>Instructor Contact Info</b>	<b>Instructor</b>	<b>Email*</b>
	Marcela Porporato (Area Coordinator)	porpomar@yorku.ca
	Amy Kwan	amykwan@yorku.ca
	Stefan Pop	spop@yorku.ca
	Muneeb Ruhi	muneebr@yorku.ca
	<b>*Remember to include "ADMS3510" at the beginning of the email subject line</b>	

<b>Tutorial time and location</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>
	Saturday	11:00am-1:00pm	SLH-B
	<i>Please see Tutorial Schedule for a details</i>		

<p><b>Prerequisites*</b></p>	<p><i>AP/ADMS 2320 3.0, and AP/ADMS 2510 3.0, and AP/ECON 1010 3.0 Any equivalent course</i></p> <p><i>*Students who do not fulfill the pre-requisite requirements will be de-enrolled from the course during any point of the term, once the Registrar's Office detects the missing pre-requisite(s). Students are solely responsible for financial loss or any other losses as a result of de-enrolment due to lack of prerequisites.</i></p> <p>There are three required texts for this course. (See next page for a list of purchase options)</p>
<p><b>Required* Course Materials</b></p>	<p><b>1. Blocher, Stout, Juras and Smith</b> Cost Management: A Strategic Emphasis, 8<sup>th</sup> edition, McGraw Hill Education, 2019.</p> <p><b>AND</b></p> <p><b>2. Richardson, Teeter, and Terrell</b> Data Analytics for Accounting, McGraw Hill Education, 2019.</p> <p><b>AND</b></p> <p><b>3. Spraakman</b> Custom eCasebook for Current Trends and Traditions in Management Accounting Case Analysis, 7e, Custom Edition (modular text).</p> <p><i>*Connect is required to complete the online course assignments. Students can purchase Connect Access Codes through the York Bookstore or online when they register in their Connect Course (see Connect Registration Instructions. Students have access to Connect for 1 year from when they register. The step by step purchase and registration videos are provided below.</i></p> <p><a href="https://youtu.be/Rgv4qubhaZc">https://youtu.be/Rgv4qubhaZc</a> - Digital Only Purchase Direct from MHE <a href="https://youtu.be/amuBNCjVWGo">https://youtu.be/amuBNCjVWGo</a> - Purchase with Access Code via Bookstore</p> <p><i>More information regarding your Text Book Options will be covered during your first class from a representative of the publisher. If you are unsure of the best option for you, it is advisable to wait until your first class.</i></p>

<b>Blocher Textbook Purchase Options</b>	<p><b>1. Textbook + Connect package</b> Blocher et al. Cost Management: A Strategic Emphasis with Connect Access Code Card, 8th edition, © 2019, McGraw-Hill Education ISBN: 978-1-260-09172-4</p> <p><b>OR</b></p> <p><b>2. Connect (with eBook/SmartBook)</b> Blocher et al. Cost Management: A Strategic Emphasis, 8th edition, © 2019, McGraw-Hill Education ISBN: 978-1-260-09172-4</p> <p><b>OR</b></p> <p><b>3. Connect eBookless (Assignments only – without eBook/SmartBook)</b> Blocher et al., Cost Management: A Strategic Emphasis, 8th, © 2019, McGraw-Hill Education ISBN: 978-1-260-09172-4</p>
<b>Richardson Textbook Purchase Options</b>	<p><b>1. Textbook + Connect package</b> Richardson et al. Data Analytics for Accounting with Connect Access Code Card, 1<sup>st</sup> edition, © 2019, McGraw-Hill Education ISBN: 978-1-260-09172-4</p> <p><b>OR</b></p> <p><b>2. Connect (with eBook/SmartBook)</b> Richardson et al. Data Analytics for Accounting, 1<sup>st</sup> edition, © 2019, McGraw-Hill Education ISBN: 978-1-260-37513-8</p> <p><b>OR</b></p> <p><b>3. Connect eBookless (Assignments only – without eBook/SmartBook)</b> Richardson et al. Data Analytics for Accounting, 1<sup>st</sup> edition, © 2019, McGraw-Hill Education ISBN: 978-1-260-37513-8</p>
<b>Spraakman Textbook Purchase Options</b>	<p><b>1. Online Purchase</b> To purchase, please go to: <a href="http://www.captus.com/information/onlinepub-adopt.htm">http://www.captus.com/information/onlinepub-adopt.htm</a> and select the following:</p> <p><i>York University - ADMS3510 - WINTER - eCasebook</i> Current Trends and Traditions in Management Accounting Case Analysis, 7e, Custom Edition</p>

## IMPORTANT INFORMATION BEFORE YOU DECIDE TO ENROL

### **Note 1**

This course outline has been designed to provide you in advance with detailed guidance on every conceivable rule and regulation in the course. It represents a contract between you as a student and the Course Director, and there should be no deviations from these rules by either party. **There will be no exceptions to assignment requirements, examination dates, and grade weighting.** You should print out this document and keep it handy for reference throughout the course.

### **Note 2**

From the beginning of the term, you should keep in mind the due dates for Connect LearnSmart and Assignments. The schedule of the Connect due dates is listed in this course outline under section heading Connect LearnSmart and Homework Assignments Schedule. The weight from missed Connect LearnSmart and Assignments cannot be transferred to the midterm examination and/or final examination. **There is no extended deadline for missed Connect LearnSmart and Assignments, as the solutions will be posted right after the due dates.** It would be wise to review the solutions right after due dates to reinforce learning and to take timely corrective action on questions not successfully completed. Student's lowest score of the assigned LearnSmart chapters as well as their lowest homework assignment score will be dropped when calculating the final Connect grade.

## ENROLMENT DEADLINE

All sections for this course normally fill months in advance so early registration is important. Very few students drop in the open enrolment period in the first two weeks of classes. If you did not get into the course before classes start, your chances of successfully enrolling are very slim. However, you can request the Receptionist at room 282 Atkinson Building to add your name to a list that is maintained with the only purpose of estimating the unsatisfied demand for the course, but students are not contacted when vacancies occur. The Course Director is not involved in the registration process in any way and cannot assist you with this process. Due to the high volume of material covered and because of early dates of examinations, **no registration under any circumstances is permitted after the "last date to enroll without permission".**

Be aware of the important dates that apply to this course by checking the following site:  
<https://registrar.yorku.ca/enrol/dates/fw19>.

## COURSE INFORMATION

### Course Description

ADMS3510 is a course based on theories and techniques of cost accounting and managerial accounting. Emphasis is placed on cost accumulation for purposes of (a) asset valuations and income measurement and (b) planning and control.

### Course Objectives

The overall objectives of the course are to:

1. Meet the academic requirements of an honours level course as part of a business degree program at university.
2. Meet requirements to be counted by CPA Ontario towards professional certification.
3. Prepare students to commence their careers.

In particular, this course aims to:

1. Help students learn to gather and develop information.
2. Help students learn to draw conclusions and form opinions from a set of data.
3. Introduce students to an entity's strategic plan and its planning process.
4. Assist students in understanding how to evaluate the entity's performance management and the internal reporting system.
5. Introduce students to the concept of the entity's risk management process.
6. Help students understand and be able to identify management information sources and needs.
7. Assist students in understanding how to prepare an entity's budget and how to relate this to the entity's planning process.

## EVALUATION AND GRADES

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well they have command of the course materials.

Participation	<i>Ongoing See guidelines below</i>	5%
Connect LearnSmart Assignments	<i>Ongoing Refer to Connect schedule</i>	5%
Connect Homework Assignments	<i>Ongoing Refer to Connect schedule</i>	10%
Mid Term Test 1**	Sat, Feb 8, 2020 2pm-5pm	20%
Mid Term Test 2**	Sat, Mar 7, 2020 2pm-5pm	20%
Final Examination (cumulative)	Final Exam Period	<u>40%</u>
Total		<u>100%</u>

*\*\*Room locations will be posted on the course website closer to the midterm date.*

**Alternative Midterms** (for religious accommodation/conflicts with main scheduled sitting)

Midterm 1: Friday, February 7, 2020 10:00am-1:00pm

Midterm 2: Friday, March 6, 2020 10:00am-1:00pm

*Alternative midterms are available for students who are unable to attend the regular midterm sitting. Please see for instructions under University Regulations and Procedures on how to apply to write during an alternative sitting.*

## COURSE COMPONENTS

### Lectures

There is a three-hour lecture each week. On-campus sections will have their lecture in the designated lecture hall at York. Attending class lectures is essential to help you better understand class materials and provide you chances to ask course directors course-related questions face to face.

### Participation (5%)

Attendance will be taken at the end of each class. The criteria for participation marks are:

- 1 - Generally attends
- 2 - Attends and participates frequently
- 3 - Attends, participates frequently, makes some contributions
- 4 - Attends, participates frequently, makes many contributions
- 5 - Attends, participates frequently, and makes insightful and frequent contributions

\*In addition to general in-class participation, opportunities for participation contributions may be offered, i.e., presenting cases, etc.

### Weekly Connect Assignments – LearnSmart and Homework (15%)

**Please carefully read Connect step by step registration instructions.**

The Connect LearnSmart (5%) and the Connect Homework Assignments (10%) are part of your course work and are located in Connect, which is an adaptive learning tool that pinpoints critical concepts you need to learn and maps out a personalized study plan to ensure success

When working in Connect, students can also access SmartBook. SmartBook provides an adaptive reading experience that reinforces what students need to learn and ensures they retain the information. For another short video on SmartBook and how to improve your performance in the course, visit [www.improveyourgrades.ca](http://www.improveyourgrades.ca).

The Connect due dates are available in this course outline and in Connect and each assignment is due at **11:59 pm** on the due date which cannot be extended.

*Connect LearnSmart (5%)* is an online interactive, adaptive study tool that assesses a student's proficiency and knowledge within each assigned chapter, tracks which topics have been mastered, and identifies areas that need more study. Students have unlimited attempts for each Connect LearnSmart and only their best mark will be kept and applied to their final grade. Student's lowest score of the assigned chapters will be dropped when calculating the final grade.

*Connect Homework Assignments (10%)* include quantitative and algorithmic questions. Students are allowed 3 attempts to finish assignments #1 to #10 and only your best attempt will be recorded by the professor when exporting your Connect Assignment grades. There is no time limit for each attempt. Students can work on these assignments over time and their work and progress will be saved. Student's lowest score of the homework assignments will be dropped when calculating the final grade. The following feedback will be provided for each attempt:

- First attempt: total scores, question scores, correct/incorrect indicators
- Second attempt: total scores, question scores, correct/incorrect indicators
- Final attempt: total scores before the due date, and detailed feedback after the due date

**In order to access the detailed feedback after the due date you must complete 3 attempts OR score 100% (remember only your BEST score will be recorded):**

1. Click "See Report" next to any submitted assignment

2. On the next screen, find the assignment for which you would like to view feedback
3. Click into your final attempt
4. You should see each question with detailed feedback

### **Midterm Tests (two midterms 20% each)**

As a multi-section course, the midterm tests in ADMS3510 are scheduled outside of class on a Saturday. Each midterm examination will consist of four (4) questions. The first midterm may include an Excel-based assignment to be done during the test. Each question will be worth 25 out of 100 marks and will be based on exercises and problems from the assigned textbook chapters. You should not take this course if you are unable to attend the midterm tests.

**Important:** Once a midterm test begins, you are considered a sitting writer (your paper will be marked and your grade recorded). Your midterm grade is *not* eligible to be transferred or reweighted due to poor performance, or if you choose to not continue to write or leave early. Students are not permitted to leave the test location during the first 30 minutes and last 15 minutes of the test. Students who arrive more than 30 minutes late for the midterm test will not be allowed to write. You must sign in and out of the test location. Please remember to bring your YorkU Student ID or Canadian Government Issued ID.

If you are unable to attend the regular midterm sitting (Saturday, 6pm-9pm), then you should make arrangements to write the alternative sitting the day before (Friday, 10am-1pm). To do so, please email your Course Director at least two weeks in advance of the midterm test.

If you miss a midterm test, there is no make-up test. The full weight of only one midterm test can be transferred to the Final Exam. *The Final can be a maximum of 70% of the course.* If you miss two midterm examinations, you will need to take one of them next term; this requires written approval of the course director. *Please refer to policies and procedures for missed exams under University Regulations and Procedures for more information.*

### **Tutorial Sessions**

*Please refer to the Tutorial Schedule for details.*

Attendance at tutorial sessions is not mandatory. Tutorial sessions are designed to cover a set of problems and exercises, but beyond them, they are largely unstructured. In general, after the mandated exercises have been covered during each tutorial session, the TA is available to address questions you have in person. When the TA is getting multiple questions on a single theme, this will usually turn into a group teaching moment.

There will be a two-hour weekly tutorial. The TA will go through worked examples of textbook problems and assist students in areas where they have concerns. Tutorial sessions are unstructured as there is no prepared agenda beyond the list provided below and TA's are there simply to help you with any questions you have on accounting theory, study techniques, and practice problems. The best feature of these tutorials is that if you wish to get extra help, you are invited to attend all the sessions offered each week. With 2 hours of tutorials a week, there is no need to spend money on expensive outside tutors.

### **Practice Problems**

There are lots of practice problems and solutions in your textbook. As you will be tested with questions modified from the textbook, all textbook exercises and problems are good practice for the midterm and final examinations. The formula for success in a "problems" course such as accounting is always to work as many exercises and problems as time permits. Whenever a student asks their accounting professor how to improve their grade, the automatic answer is to work more exercises and problems. You are expected to spend substantial amount of time on problems. For problems you are still confused after understanding textbook materials and

reviewing solutions, you could seek help by asking your course director in class, attend tutorial sessions, or email your course director.

### **Final Examination (40%)**

The final exam is scheduled by the York University Registrar Office for the formal examination period from April 7 to 25, 2020, and thus the date of the final exam is not known when this course outline is issued. The final exam will consist of four (4) questions. One question will be a new unique case that is similar to those done in class. It will be worth 40 marks out of 100 marks. The other three (3) questions will be based on exercises and problems from the assigned textbook chapters. Each of these three (3) questions will be worth 20 marks out of 100 marks. You should not book travel plans during this period. Exact date is published around Week 10. Consult the York University website for official timetable information. You will not be allowed to write the exam if you are 30 minutes late for the exam.

If for any reason you will have to miss the final exam, you need to submit a formal request to the school (not to the course director) by following procedures specified in the “Relevant University Regulations” section of this course outline, before the stated deadline.

### **Bonus Mark (1%)**

At the course director’s discretion, students in this course may receive a 1% bonus if 70% or more of them complete the online course evaluation. The course director will explain the importance of evaluations and provide time in class for completing the evaluation.

## **CONTACT INFORMATION**

*All computing issues* - contact: [helpdesk@yorku.ca](mailto:helpdesk@yorku.ca)

*All administrative questions, textbook materials, and chapter problems* – contact the Course Director. Course Directors answer all administrative questions and questions related to the textbook materials and end-of-chapter questions. If you want help with a problem, please email it to your course director. It is important that your email be properly labeled and show the calculations you have made. Make sure you send your message from your yorku.ca email account. For security reasons, we might not respond to Gmail/Hotmail etc. Make sure to include your name, student number, and section number in all your emails. This course has many students, it is important for you to follow the email protocol. Messages that do not follow the above email protocol might be returned to you asking for re-submission or might be recognized as junk mail and will not be addressed.

*When do I contact the Course or Area Coordinator?*

Email the Course or Area Coordinator if you do not hear from the email Course Director within 72 hours (excluding weekends and holidays), or if you feel your questions/concerns are not properly addressed by the Course Director.

### **Course Website**

All course materials are contained on the Moodle website under the course code ADMS3510. The website has restricted access; you will have to log in with your York Passport account.

The website contains:

- This course outline
- Announcements on all important matters in the course. You should check these several times a week and especially before class in case there is a class cancellation



- Lecture slides to print as course notes
- Examination information
- Solution for all even numbered exercises and problems from the textbook. Due to copyright requirements, not all solutions can be posted on the course website. If you would like to review solutions for odd numbered exercises and problems, you need to email your course director and share your attempt or bring it to the Saturday tutorial. Your attempted solutions will then be used to provide guidance on how to solve the problem.

### **Computing Requirements**

This course has an extensive computer interface and you will need access to a multi-media computer with a high-speed Internet connection. The most recent versions of Adobe Reader and Apple QuickTime are required to view course materials, available by free download from [www.adobe.com](http://www.adobe.com) and [www.quicktime.com](http://www.quicktime.com), respectively. A computer and speakers (or headphones) will be required to read and listen to the recorded material that complements the text. 'Adobe Reader' and 'QuickTime' are needed to view the multimedia clips that illustrate and explain the concepts. There are free computer labs on campus for registered students who do not possess these computing resources. Campus computers do not have speakers, so you will have to supply your own headphones.

## **UNIVERSITY REGULATIONS AND PROCEDURES**

### **Missed Tests and Assignments (including midterm examinations)**

If you miss a midterm test, the weight can be transferred to the Final Exam. An Attending Physician's Statement (APS) form is *not* required for ADMS3510 missed midterm test. *The Final can be a maximum of 70% of the course*; therefore, it is not advised to miss both midterm tests. Connect assignments and quizzes CANNOT be transferred.

If you have a prolonged illness that prevents you from writing both midterm tests, you need to submit the APS to the main office within 7 calendar days of the second missed midterm. In such case, you will have to write a deferred midterm exam in the following term, subject to approval of your APS(s). Note you cannot defer both your midterm tests and final exam. If this happens, either your midterm or final exam grade will be recorded as zero.

You could find the APS from the following link:

<https://myacademicrecord.students.yorku.ca/pdf/attending-physicians-statement.pdf?tab=3>.

If you are from an online section, you could email your Course Director within 7 calendar days after the regular exam with an attachment of your APS and mail the original APS to the main office (the date stamped on the envelop must be on or before the designated deadline).

### **Concerns with Marking**

If you have any concern with the marking of your work, contact your course director in class or through email to have your concern addressed. Note, as there is a certain amount of judgment in marking, the entire exam or assignment may be re-marked, and the overall mark could go up, stay the same, or fall. *Please note, if you wrote in pencil the midterm test paper may not be re-marked if the course director cannot decide if the writing is original.*

### **Deferred Exams**

Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: [http://www.registrar.yorku.ca/pdf/deferred\\_standing\\_agreement.pdf](http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf)  
Attending Physician's Statement form: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

To apply for deferred standing, students must register at: <https://sas-app.laps.yorku.ca/> Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

### **Academic Honesty**

The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated, and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<http://www.yorku.ca/secretariat/policies/document.php?document=69>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

### **Grading Scheme and Feedback Policy**

The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

*Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: <http://www.yorku.ca/univsec/policies/document.php?document=86>*

### **Tests and Exams - the 20% Rule**

For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

### **Reappraisals**

Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

### **Accommodation Procedures**

LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations/>

### **Religious Accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

### **Academic Accommodation for Students with Disabilities (Senate Policy)**

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require special accommodations.

## CONNECT REGISTRATION INSTRUCTIONS

To register for Connect (or purchase online); go to your section's Connect web address listed below. Note: You will not be able to register until January 1, 2020, when registration opens.

When registering in Connect please ensure that your profile includes the following: Where it asks for last name, type your last name, leave a blank space, and then type your student number\*. Where it asks for your first name, only type your first name. For example, if your name on your YorkU Student ID is John Smith and your Student ID is 999888777, enter "John" for your first name and "Smith 999888777" for your last name. Should the information not be accurate or complete, the grade will not be extracted from Connect and merged with your marks. Students who do not provide their correct YorkU student ID number in their Connect profile may receive a mark of zero for their final Connect grade.

Section	Connect URL
All	<a href="https://connect.mheducation.com/class/ADMS3510-Winter2020-BlocherText">https://connect.mheducation.com/class/ADMS3510-Winter2020-BlocherText</a> <a href="https://connect.mheducation.com/class/ADMS3510-Winter2020-RichardsonText">https://connect.mheducation.com/class/ADMS3510-Winter2020-RichardsonText</a>

\*If you do not include your YorkU student ID after your last name, we may not be able to properly identify you and assign a grade to you for the Connect assignments. Please ensure that you register on Connect using the exact name as you are registered with York, paying attention to last name and first name order. Failure to enter your correct name and YorkU student ID in the correct profile boxes may result in a mark of zero for your final Connect grade.

### Connect step by step registration instructions:

If you are **new** to this course:

1. Go to the Connect Web Address provided by your course director.
2. Click on "Register Now."
3. Enter your York email address (this will become your Connect username). If you already have a McGraw-Hill account, you will be asked for your password and will not be required to create a new account.
4. Enter your Connect registration code or purchase it online here.
5. Follow the on-screen directions.
6. When registration is complete, click on "Go to Connect Now."
7. You are now ready to use Connect.

If you have taken this course before and purchased a license in a prior term:

1. Please ensure you are signed out of Connect, clear your browser history and cache
2. Go to the Connect Web Address provided by your course director
3. Click on "Register Now"
4. Enter the same email address you previously used and your password when prompted
5. Connect will recognize you have a valid license and you will be registered into the new Connect section

### Connect Support

For any questions or issues related to Connect, submit a support ticket with the McGraw-Hill Care Centre at by going to [www.mhhe.com/support](http://www.mhhe.com/support). You will be issued a case or reference number. Please keep for your records. Please include in your email, what course you are taking, your section and course director name, and the email address you used to register for Connect.

**Connect LearnSmart and Homework Assignments Schedule (subject to revision)**

<b>Week of:</b>	<b>Textbook</b>	<b>Learn Smart Quizzes</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Homework Assignments</b>	<b>Start date</b>	<b>Due Date</b>
Jan. 6	Blocher	Chapter 12	Jan 05, 2020	Jan 21, 2020	Assignment 1	Jan 10, 2020	Jan 23, 2020
Jan. 13	Blocher	Chapter 15	Jan 05, 2020	Jan 21, 2020	Assignment 2	Jan 17, 2020	Jan 23, 2020
Jan. 20	Blocher	Chapter 16	Jan 12, 2020	Jan 21, 2020	Assignment 3	Jan 24, 2020	Jan 30, 2020
Jan. 27	Blocher	Chapter 17	Jan 19, 2020	Jan 28, 2020	Assignment 4	Jan 31, 2020	Feb 06, 2020
Feb. 3	Blocher	Chapter 18	Jan 26, 2020	Feb 11, 2020	Assignment 5	Feb 07, 2020	Feb 20, 2020
Feb. 10	Blocher	Chapter 19	Feb 02, 2020	Feb 11, 2020	Assignment 6	Feb 14, 2020	Feb 20, 2020
Feb. 17	<i>No Connect Learn Smart Quizzes or Assignments Due – Reading Week</i>						
Feb. 24	Blocher	Chapter 20	Feb 16, 2020	Feb 25, 2020	Assignment 7	Feb 28, 2020	Mar 05, 2020
Mar. 2	Richardson	Chapter 1	Feb 23, 2020	Mar 10, 2020	Assignment 8	Mar 06, 2020	Mar 19, 2020
Mar. 9	Richardson	Chapter 2	Mar 01, 2020	Mar 10, 2020	Assignment 9	Mar 13, 2020	Mar 19, 2020
Mar. 16	Richardson	Chapter 3	Mar 08, 2020	Mar 17, 2020	Assignment 10	Mar 20, 2020	Mar 26, 2020
Mar. 23	Richardson	Chapter 4	Mar 15, 2020	Mar 24, 2020	Assignment 11	Mar 27, 2020	Apr 02, 2020

## ADMS3510 WINTER 2020 – WEEKLY CLASS SCHEDULE\*

All three books are referenced, B = Blocher et al., R = Richardson, and S = Sprakman

Class	Week of	Topic	Readings	Class work
1	Jan-6	Capital Budgeting; Materials prepared by instructor	S: Chapters 1-3	Chapter 12 Supplied by the instructor
2	Jan-13	Operational Performance Measures, Indirect Costs	B: Chapter 15 S: Case 33-Precious Metals	B-15: 35, 38, 40
3	Jan-20	Operational Performance Measures	B: Chapter 16 S: Case 12-Container Products	B-16: 41, 50, 57
4	Jan-27	Quality Control	B: Chapter 17 S: Case 8-Coffee	B-17: 42, 52, 58
5	Feb-3	Strategic Performance Measures, Responsibility Centres	B: Chapter 18 S: Case 10-Consolidated Pump	B-18: 43, 52, 53
	Feb 7-8	<b>Common Midterm Test; Ch 15-17, Capital Budgeting</b> <b>Regular Sitting:</b> Sat Feb. 8, 2020 2pm-5pm <b>Alternative Sitting:</b> Fri Feb. 7, 2020 10am-1pm		
6	Feb-10	Strategic Performance Measures, Transfer Pricing	B: Chapter 19 S: Case 5-Brights	B-19: 42, 46, 48
	Feb 17-21	<i>Feb 17-21: No Classes (Family Day &amp; Reading Week)</i>		
7	Feb-24	Management Compensation	B: Chapter 20 S: Cases 17-Dindal;	B-20: 44, 47, 53
8	Mar-2	Data Analysis	R: Chapter 1 S: Cases 19-Dowie, 14-Dennison	
	Mar 6-7	<b>Common Midterm Test; Ch 18-20</b> <b>Regular Sitting:</b> Sat March 7, 2020 2pm-5pm <b>Alternative Sitting:</b> Fri March 6, 2020 10am-1pm		
9	Mar-9	Data Analysis	R: Chapter 2 S: Cases: 7-Clearwater, 30-Ontario,	
10	Mar-16	Data Analysis	R: Chapter 3 S: Cases 9-Colonial, 29-Modern Chair	
11	Mar-23	Data Analysis	R: Chapter 4 S: Cases 1-Adam Tran, 42-Upper Canada	
12	Mar-30	Review 15-24, 16-42, 17-54, 20-31. Cases: 4-Binson, 31-Pasta etc., 27-King Coal		
	Apr 7-25	<b>Final Examination, Comprehensive</b> B: Ch 15-20, R: Ch 1-4, Capital Budgeting		

\*Subject to revision. Please visit <https://registrar.yorku.ca/enrol/dates/fw19> for course drop dates.

**ADMS3510 TUTORIAL SCHEDULE (subject to revision)**

<b>Week #</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Tutorial Questions</b>
1	Jan. 18	11am to 1pm*	SLH-B	Capital budgeting questions supplied by instructor
2	Jan. 25			B15 -52
3	Feb. 1			B16-7
4	Feb. 8*			B17 – 65; B17-70
5	Feb. 15			B18 – 29; 18 – 30; 18-44, B19 – 44; 19 – 49
Reading Week				N/A
6	Feb. 29			B19 – 44; B19-44
7	Mar. 7*			B20-R1, Lab 1-2
8	Mar. 14			R3, Lab 2-3
9	Mar. 21			R3, Lab 3-2
10	Mar. 28			R4, Lab 4-3
11	Apr. 4	Review		

\*10am to 11am on Feb. 8 and Mar. 7 (weeks of the midterm test)