

COURSE WEBSITE : TBC

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

Section	Mode	Day	Class Time	Location	Course Director
A	LECT	Thursday	2:30pm - 5:30pm	DB0001	Taslina Nasreen
B	LECT	Thursday	7:00pm – 10:00pm	DB0001	Timothy Ng
C	ONLN	Any day / time	None	Online	Timothy Ng
Tutorials	Remote	Saturday	9:00am-11:00am	Zoom	Emily Xu

There are two modes (types) of the course depending on the section you are enrolled in. Please ensure you fully understand the expectations of the mode of your enrolled section.

- **LECT (in-person) mode:** classes take place on campus in designated classrooms, unless there is a change of university policy against in-class lectures by the time of the classes. Test-taking will take place on the scheduled dates, they can be in eClass, Connect.
- **ONLN (online) mode:** classes are delivered by recorded class lectures, which will be made available at the end of each week. You may choose to watch the lecture videos and complete your learning any time during the week at your convenience. Test-taking will take place on the scheduled dates, they can be in eClass, Connect.

This course will have both synchronous and asynchronous elements – please read:

- Recorded lecture/tutorial videos are posted on the course eClass site.
- Test-taking will take place on the scheduled dates, they can be in eClass or Connect.
- Weekly meetings will be in-person (sections A and B)
- Tutorials will be via Zoom at days and times as scheduled during the term
- **It is important to ensure you keep on top of the announcements posted on eClass.**
- It is highly recommended to attend the weekly meetings and have the opportunity to engage, participate, and ask questions.

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All course materials, including this course outline, power points, recordings, examinations, etc. are copyright protected and should only be used by students enrolled in this course. As a student in this course, you may not publish, post on an Internet site, sell, or otherwise distribute any of this work. Commercial use of these materials is strictly prohibited.

This course requires you to maintain access to internet as well as a good working device such as a desktop or laptop during assignments, exams and/or Zoom meetings. If you do not have access to a stable internet or any of the above-mentioned equipment, you may consider using the resources available at York Libraries system or taking this course at another time.

Note on Private Third-Party Tutoring Companies and Academic Honesty

Many private, third-party tutoring companies advertise their services to YorkU students. One way you can help eliminate these advertisements is by changing your eClass profile settings to private. To hide your email address in eClass please follow these steps:

- Step1: Click your name on the top-right of the eClass website, then click “Profile” on the drop-down menu;
- Step 2: Under “User details” click “Edit profile”;
- Step 3: From the “Email display” drop-down menu choose “Hide my email address from non-privileged users”;
- Step 4: Scroll to the bottom of the page and click on the “Update profile” button.

Some of these private companies claim to be affiliated with, or recognized and supported by, York University. Some also claim to help you by providing you with assignment and test answers, suggesting that this practice is safe and permitted by York. **These claims are not true.** York University has not officially recognized or endorsed any third-party tutoring service. When you are provided with assignment, test and exam answers, you run into the risk of violating the university’s academic honesty policy. Students have been caught using these services to cheat and gain unfair advantage over honest students. The cheating students and “tutors” have received academic dishonesty punishments ranging from failing courses, to being expelled, to losing their YorkU degrees. If you are prompted to pay, it is not endorsed or provided by YorkU.

Computing Requirements

You will need to have access to a device to watch live and recorded lectures and to participate in the weekly live sessions if not on campus. This course requires an intermediate level of computer interface and the minimum you will need is access to a computer with Internet connection and a recent version of *Adobe Reader* (www.adobe.com). It is highly recommended you use a word processor and a spreadsheet to solve and present the required quizzes.

1) IMPORTANT INFORMATION BEFORE YOU DECIDE TO ENROLL

Note 1: ADMS 2500 is one of the largest enrolment classes on campus (*approximately 2,000 students per year*). This regrettably necessitates a very legalistic and inflexible approach to course administration. 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 the student and the Course Director and there can be no deviations by either party from these rules. There will be **no exceptions to submission deadlines, term work requirements, exam dates and grade weighting**. You may want to print out this document and keep it handy for reference throughout the course.

Note 2: When you experience a conflict in your agenda to write an examination, attend a lecture or a Zoom meeting, contact your professor 48 hours in advance to check if you may attend another lecture or Zoom meeting or other alternatives.

Note 3: From the beginning of the term, you should keep in mind the due dates for Connect Quizzes/tests and eClass quizzes/assignments. The schedule of eClass and Connect due dates is listed in this course outline under section heading “Graded Components of the Course”. The weight from missed eClass and Connect quizzes (and assignments) cannot be transferred to other examinations. **There is no extended deadline for missed Connect or eClass Quizzes and assignments, as the solutions will be posted or discussed in class right after the due dates.** If you anticipate that you would need more time and face time constraint around the deadlines, you may want to start working on those quizzes and assignments earlier since they are made available to you on Day 1 of the term. 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. **Connect assignments or tests that allow multiple attempts only count the best mark.**

ENROLMENT DEADLINE

All sections for this course normally fill months in advance so early registration is important. If you did not get into the course before classes start, your chances of successfully enrolling are very slim. However, you can inquire by emailing apsas@yorku.ca if there are seats available that you can qualify for; note the School does not keep a wait list. 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 (four chapters in the first two weeks), **no registration is permitted after the “last date to enroll without permission” (i.e. Sunday, May 22, for Summer 2022).**

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

PRE-REQUISITE

None. However, AP/ADMS1000 3.00 is strongly recommended.

2) REQUIRED COURSE MATERIAL

Required Course Material	<u>Introduction to Financial Accounting in the 21st Century</u>, Gaber & Porporato, McGraw-Hill, Summer 2022 edition. The link to the eBook is T This text is updated each term to include a new term project. Ensure you are using the text for the current semester (if not, please switch the session to the current one within Connect). York Bookstore will sell you a pin code which gives you access to the most current Connect version (term projects and assignments) and the ebook if so desired. There are 2 different PIN codes according to the product requested: Option 1: <i>Textbook + Connect package*</i> Option 2: <i>Connect eBookless* (Quizzes only – without eBook)</i> Students who do not want to work with an eBook can purchase a reduced version that contains only the Connect quiz, that is, term projects, eBook assignments and some exams (eClass quizzes are accessible from the course website). <i>*Connect is required to complete the online course quizzes. 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> <i>https://youtu.be/amuBNCjVWGo - Purchase with Access Code via Bookstore</i> <i>https://youtu.be/Rgv4qubhaZc - Digital Only Purchase Direct from MHE (some terms this is not available)</i>
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CONNECT REGISTRATION INSTRUCTIONS

To register for Connect (or purchase online); go to this term's Connect web address at <https://connect.mheducation.com/class/a-2500-summer-2022>

Note: You will be able to register in the Summer 2022 section on or after May 2, 2022, when registration opens.

When registering in Connect please ensure that your profile includes the following: Where it asks for last name, type your official or legal last name (same as the one provided to YorkU). Where it asks for your first name, only type your first name. Should the information not be accurate or complete, the grade will not be extracted from Connect and merged with your marks. **Failure to enter your correct name 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 <https://connect.mheducation.com/class/a-2500-summer-2022>
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.
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 (activated within 12 months):

1. Please ensure you are signed out of Connect, clear your browser history and cache
2. Go to the Connect Web Address <https://connect.mheducation.com/class/a-2500-summer-2022>
3. Click on “Register Now”
4. Enter the same email address you previously used and your password when prompted
5. Please follow the instruction posted on eClass to pair your eClass profile with Connect

Connect Support: For any questions or issues related to Connect, submit a support ticket with the McGraw-Hill Care Centre by going to 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.

OTHER RECOMMENDED TEXTBOOKS

Besides the text used to map the week-by-week course outline, it is highly recommended that you have access to another introductory financial accounting textbook (make sure to work with a 2011 or newer Canadian edition). There is a big selection of such textbooks in business libraries and all of them cover the same topics in a similar sequence.

- **Gaber** and Porporato (2020) McGraw Hill. Introduction to Financial Accounting in the 21st Century.
- **Libby**, Libby, Short, Kanaan and Sterling (2020) McGraw Hill "Financial Accounting" 7th Canadian edition (prior versions also useful and are available in York Libraries)
- **Harrison**, Hongren, Thomas, Tietz, Berberich and Seguin (2017) Pearson "Financial Accounting" 6th Canadian Edition (available in York Libraries the 2011 edition, but not mapped here)
- **Dauderis**, Henry and D. Annand (2019) "Introduction to Financial Accounting" full pdf book available at <https://lyryx.com/introduction-financial-accounting/>

To simplify your study please see the mapping of content of the mentioned books:

Gaber (e-book)	Libby	Harrison	Dauderis
Chapters 1 to 4 - Bookkeeping	Ch 1-4	Ch 1 – 3	Ch 1-4
Chapter 5 & Cash budget	Ch 7 LO 1,2,3	See Ch 5	Ch 5
Chapter 6 – Cash	Ch 7 LO 6&7	Ch 4 Obj 1&2	Ch 7
Chapter 7 – Receivables	Ch 7 LO 4&5	Rest of Ch 4	Ch 7
Chapter 8 – Inventory	Ch 8	Ch 5	Ch 6
Chapter 9 – Fixed Assets	Ch 9	Ch 6	Ch 8
Chapter 10 - Liabilities	Ch 10 and Ch 11	Ch 8	Ch 9
Chapter 11- Owners' Equities	Ch 12	Ch 9	Ch 10 & 13
Chapter 12 – Cash Flows	Ch 5 App A&B	Ch 10	Ch 11
Chapter 13 – FS Analysis	Ch 13	Ch 11	Ch 12
Appendix A – Accounting Theory	parts of Ch 1 and 6	Ch 1 Obj 4&5	Parts of Ch 1
Appendix B – Time Value of Money	App Ch11 A, B, D & E	Ch 7	Ch 9 Appendix A

A special note to students: accounting is a language with many hundreds of technical terms. If your English skills are weak, then count on spending extra time to master the terminology of accounting.

3) GRADED COMPONENTS OF THE COURSE

This is the grading scheme of the course (the same applies to all sections regardless of mode of delivery):

Component & Weight		Content and Style	Due date
Term Project (available in Connect at the beginning of the term)			
Part I (eClass)	3%	One attempt only assignment – MC. Use your own works to provide answers, avoid cheating or plagiarism.	midnight 11:59pm Friday June 10th
Part II (eClass)	10%	One attempt only assignment – MC. Use your own works provide answers, avoid cheating or plagiarism.	midnight 11:59pm Friday July 8th
Part III (eClass)	3%	One attempt only assignment – MC. Use your own works provide answers, avoid cheating or plagiarism.	midnight 11:59pm Friday Aug 5th
Weekly Assignments and Quizzes			
Connect assignments	15%	Assignments testing knowledge on topics of Chapters 1 to 13 and Appendixes A and B (1% each). Assignments open on May 9 th and have various due dates as indicated in Connect (MC, 3 attempts, highest grade counts).	midnight 11:59pm Saturday of week: 3, 6, 7, 9, 11 & 12
Connect quizzes	30%	Quizzes testing knowledge on topics of Chapters 1 to 13 and Appendixes A and B (2% each). Quizzes open and close at various dates as indicated in Connect (MC or fill in the blanks, 1 attempt with time limit of 45 minutes).	2pm to 7pm on Friday of week: 3, 6, 7, 9, 11 & 12
Examinations (Good working desktops/laptops and access to stable internet are necessary)			
Midterm	15%	Covering topics of Week 1 to Week 6 . This is a timed, closed book, online exam in Connect or eClass (MC, 1 attempt with time limit).	10am to 1pm Sunday June 26th
Analytics quiz (eClass)	4%	Database will be released 1 hour before the assignment opens (MC, 1 attempt with time limit).	2pm to 7pm Friday July 22th
Final Exam	20%	Actual final exam is scheduled by the Office of the Registrar (closed book exam with time limit). Your Course Director learns about the final exam time at the same time you do. For exact date check: https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/cur_exam This is a timed, closed book online exam in Connect, eClass or on Campus. Access to stable internet are required. Final exam covers topics of Week 7 to Week 12 . Students unable to write the mid-term exam will write a comprehensive final that will cover all the material of the course .	Final exam period is between August 11th to August 18 th . Mode of the exam to be announced: online or in person.
Total	100%		

If You Write It... It Counts

Under no circumstances is the result of an examination changed once it is written. If you don't feel well, go to the doctor and do not open the online examination.

Once the online examination/assignment/quiz is opened it is marked, if left blank, the mark is zero.

Note 1: There are **no** deviations from this published grading scheme. The most common request is "If I do better on the final, can I count the midterm less?" The answer is no.... The term project requires you start work on it early. It is essential that you write out a study plan that dedicates at least six hours a week (in addition to the virtual class time). Two hours of study for each classroom hour has been the rule of thumb forever in Honours University accounting courses as the minimum work ethic to guarantee a passing grade.

Note 2: No two exams can ever be of equal difficulty. York requires that second year courses in honours professional programs be submitted with predetermined normal grade distributions. Accordingly, grades in this course will be adjusted up **or** down to conform to York requirements.

Note 3: From day one you are going to be bombarded with flyers from outside "tutoring companies" that guarantee you high grades on the term project and a pass on the exam. Such claims are completely false, and you are not only wasting your money, **but also risk expulsion from the University**. eClass and Connect allow to compare submissions for plagiarism, if you purchase or share even the template of your submission is likely to be red flagged and you will be called in to a disciplinary hearing. The principal purpose of working the term project is to give you essential skills for job interviews as well as to prepare for exams, buying a term project doubles your chances of failing the exams and be called to a disciplinary hearing. Be smart and actually learn the material. If you need assistance, it is there for you. Please use all the resources available in this course.

Note 4: Student that miss the mid-term exam do not need to submit an APS or any other documentation. The weight of the missed mid-term exam is automatically transferred to the final and the final exam will be comprehensive covering the entire course content.

Note 5: No student can miss the final exam and receive a passing grade in the course. Deferred status is available for authorized absence in the final exam. Students missing the final exam must satisfy all requirements of the Deferred Exam policy of the School of Administrative Studies (Deferred Standing Agreement) and will write a comprehensive final exam.

Note 6: To best ensure academic integrity, online exam questions might be sequential, meaning that you cannot go back and forth between questions and once you answer a question and move on to the next, it is final. If this exam setting does not work for you, you may consider taking this course at another time.

Note 7: Private Third-Party Tutoring Companies, Academic Honesty and Support Resources

Many private, third-party tutoring companies advertise their services to YorkU students. One way you can help eliminate these advertisements is by changing your eClass profile settings to private (see instructions below). Some of these private companies claim to be affiliated with, or recognized and supported by, York University. Some also claim to help you by providing you with assignment and test answers, suggesting that this practice is safe and permitted by York. These claims are not true. York University has not officially recognized or endorsed any third-party tutoring service. When you are provided with assignment, test and exam answers, you run the risk of violating the university's academic honesty policy. Students have been caught using these services to cheat and gain unfair advantage over honest students. The cheating students and "tutors" have received academic dishonesty punishments ranging from failing courses, to being expelled, to losing their YorkU degrees. Officially supported resources to help students learn course material will be provided by YorkU officials, such as your professors and your department. These services are offered at no cost to you as a student. Your professor will likely provide weekly office help hours to meet with students and you can join for free our weekly Peer Assisted Study Sessions (PASS). If you require help with any of your numeracy-related courses that involve math, statistics or Excel, drop in online to meet with one of our peer tutors at the Student Numeracy Assistance Centre at Keele (SNACK). If you are ever unsure of whether a resource is allowable or endorsed by YorkU, please feel free to email the School at apsas@yorku.ca and they would be happy let you know.

To hide your email address in eClass:

Step 1: Click your name on the top-right of the eClass website, then click “Profile” on the drop-down menu;

Step 2: Under “User details” click “Edit profile”;

Step 3: From the “Email display” drop-down menu choose “Hide my email address from non-privileged users”;

Step 4: Scroll to the bottom of the page and click on the “Update profile” button.

Deferred Exams

Deferred standing may be granted to students who are unable to write final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Students must register to apply for deferred standing. Details on the process, steps and forms are here available: <https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>

The formal process includes handing in a completed DSA form and supporting documentation (if not temporarily suspended due to COVID-19) directly to the main office of the School of Administrative Studies (282 Atkinson) and adding 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 final exam. These requests will be considered on their merit and decisions will be made available by logging into the School of Administrative Studies DSA system.

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(s). 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 will 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 or APS (if not temporarily suspended due to COVID-19); a “Doctor’s Note” will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

APS Form: <https://secure.students.yorku.ca/pdf/attending-physicians-statement.pdf>

Other Exam Information

- 1) All written examinations are expected to be the original work of students (use their own words and formats), and any deviation represents a violation of York’s Senate Policy on Academic Honesty.
- 2) If supplementary reading is assigned by your course director, it is deemed examinable.
- 3) In this course deferred exams by definition cover the entire course and its current content
- 4) You cannot receive a grade in this course if you miss the final.
- 5) Official course grades are released by the Registrar (not the Course Director, TA or the School of Administrative Studies).
- 6) Fire alarms and bomb scares are part of the academic landscape. There is a well-defined protocol on your exam instructions as to the conditions whereby an exam will be restarted or if marks are to be prorated.
- 7) Your midterm result will be posted on the course website prior to the “last date to drop without receiving a grade” date.

4) COURSE COMPONENTS

In-class sections (on campus):

In-class lectures are to be delivered on a weekly basis during the designated class time.

Section	Day	Class time	Instructor	e-mail
A	Thursday	2:30pm - 5:30pm	Prof. Taslima Nasreen	nasreenr@yorku.ca
B	Thursday	7:00pm – 10:00pm	Prof. Timothy Ng	timkhng@yorku.ca

Online sections:

Students watch recorded lectures posted at the end of each week.

Section	Day	Instructor	e-mail
C	Any day	Prof. Timothy Ng	timkhng@yorku.ca

Internet study is not for everyone. Attending Zoom class has the very huge benefit of forcing you to stay up to date each week. If you fall more than a week behind in an accounting course, failure is almost a certainty. Cramming is just not an option in ADMS 2500. The other benefit of coming to Zoom class is that you can ask questions in real-time as opposed to putting your queries in email or a discussion board.

Student conduct: Students, course instructors and staff have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the Code of Student Rights and Responsibilities. Whether online or in-person, students and course instructors are expected to cultivate and sustain a professional relationship characterized by mutual respect and courtesy. In all classrooms, any disruptive and/or harassing behaviour will not be tolerated. To ensure that you adhere to the rules of the virtual classroom, please review what counts as proper ‘netiquette’ (the basic rules for communicating with others in online spaces) by consulting the student guide to e-learning. If you experience an inappropriate online incident that makes you feel unsafe or uncomfortable, please contact your course instructor immediately. Please respect the privacy of your peers and instructors. Never share private information about your peers and instructors without their permission.

Tutorial Groups and Sessions

Attendance to **tutorial sessions** is not mandatory. Tutorial sessions on Saturday mornings are largely unstructured. In general, the TA will present some examples of problems and you come with your questions. The TAs are simply there to help you. With 2 hours a week of free tutoring, there is no need to spend money on expensive outside tutors that falsely claim to be linked to York University and offer solutions to quizzes/assignments/exams that will risk you to fail the course and be called into a disciplinary hearing. The detail of tutorial dates and themes for each session can be found later in this course outline.

Textbook Reading

Reading the textbook selected again and again until you totally understand the concepts and techniques of accounting is an essential learning process. You should always fulfill the reading requirement before you start to attempt any accounting problems. Since each textbook may vary in styles and languages, it is a very good idea to attempt a few different textbooks, which are available in our business library, to help you gain more insights. Once again, you can never have too much reading in accounting.

Practice Problems

There are lots of practice problems and solutions in your textbook. The course website contains practice exams (they are actual exams used in past terms, so be prepared for them having some errors). For students who absolutely insist on an ‘A’ in the course, there are numerous intro accounting textbooks in the business library containing a wealth of worked examples. The formula for success in a “problems” course such as accounting is always to work as many problems as time permits. Whenever a student asks their accounting professor how to improve their grade, the automatic answer is to work more problems.

Connect Chapter Assignments and Quizzes (Connect)

Attempt the assignment and quiz when you have completed reviewing the chapter, associated lecture and have attempted the practice problems. The assignment gives you instant feedback on your overall level of learning accomplishment and you have 3 attempts at each assignment and only the best mark is retained. The quizzes admit one attempt and have time limit; so learning during the quizzes is an important part of your exam preparation. Note that not submitting before the deadline implies a grade of zero and its weight cannot be transferred to any other component on the course. Assignments and quizzes are only open until certain specific dates each term, they do not remain open the whole term so plan accordingly.

Term Project (eClass)

In addition to exams, assignments and quizzes, this course contains one term project requirement. The completion and submission of a term project comprises a significant percentage of your grade. Submission can be completed at any time until the deadlines indicated in this course outline. Submissions cannot be accepted once the system closes and grades calculated, so not completing the term project quiz or submitting it before the deadline implies a grade of zero and its weight cannot be transferred to any other component on the course, so plan accordingly. The term project will give you hands-on experience applying the concepts presented in this course. When you complete the term project, you have mastered the key learning objectives of this course. It is comprised of three major tasks:

1. Read and understand an annual report for a real company,
2. Maintain a set of accounting records and generating financial statements for a small business,
3. Perform an analysis of financial statements.

The term project for this semester and explicit instructions on how to complete and submit it are available in the ebook (Connect). Complementary details applicable to this course/semester might appear in the course website (eClass). If you do not comply with the requirements, you might end up with a zero in the quiz.

Your answers to the quiz for each part of the term project can be submitted only once, so before submitting it, make sure it is correct and complete. No second or subsequent submissions or amendments by e-mail will be considered. There is a grade penalty for late submission on a non-exception basis; this applies to all term project assignments attempted after the deadline according to the records of the course account, no matter if it is late for a couple of seconds, minutes, hours or days. There are no excused reasons (e.g., sickness or travel arrangement) for late submission because the term projects can be submitted at any time between the beginning of its availability and the prescribed deadline. Should you believe you would need longer time to complete the term project, or you would not be available to make submission around the due date, you may want to act early to avoid being negatively affected. The electronic feedback of the graded term projects will not be immediate, but key elements will be discussed in the class immediately after its due date.

Business and Data Analytics Quiz (eClass)

As a first step in business analytics, each student on an individual basis must answer an eClass assignment using Excel. The course web site has a section “Analytics Quiz” dedicated to the assignment preparation. Instructions, tutorial, and a mock assignment with complete data set are made available in eClass for students to browse and practice in advance.

The purpose of this requirement is to expose you to an essential tool, Excel, that must be mastered by those intended to work in organizations as business professionals. It has been mentioned by employers and advanced students that it is too late to wait until your senior year to start familiarizing with Excel functionalities and data analytics visualization software such as Power BI. Active learning of the capabilities of these software tools is regularly mentioned as an asset to bring to job interviews.

Plagiarism: Please note that while you may discuss project requirements with classmates, each student must submit a personalized and unique solution (including template and formatting). Each semester several students are convicted of plagiarism for copying classmate’s materials or using purchased solutions from off-campus sources. Do not jeopardize your academic program by such foolish behavior. Beware of the off-campus company handing out notices on campus for assistance with your term project. If you buy a solution from them, you will end up with a zero in the course and a notation of academic dishonesty on your transcript. Please read and be familiar with York regulations on plagiarism. They are enforced scrupulously in this course. Copied solutions

will be detected. This course uses sophisticated detection methods, and you will be caught. Doing this project by yourself is essential to your achieving the learning objectives of this course.

Course Website

eClass, My Courses shows one course web site for all sections offered this term, it contains all the course material and announcements. This ensures all sections get consistent information at the same time. It also facilitates our objective of making the learning experience identical for both on campus and off campus students.

The eClass website contains this course outline and the following:

- Announcements on all important matters in the course. You should check these announcements several times a week and especially before class in case there is a class cancellation.
- Recorded lectures and tutorials
- Lecture slides to print as course notes
- Information on completing the term project
- Exam information and exam results
- Practice exams and practice problems

Access to the course web site is restricted to students enrolled in the course. You will have to log in with your York Passport account in the eClass @York University link.

Course Materials Fee. Please note that this is a misnomer, and it is not for course materials. Any York student taking an Online or Blended course is charged a certain fixed amount for system access to York servers. The fee is charged and collected by the University and not the School of Administrative Studies. Please note this fee might be temporarily suspended in Summer 2022 due to COVID-19.

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. A computer and speakers (or headphones) will be required to read and listen to the recorded material that complements the text, a camera and microphone are essential for participation in Remote sections.

Here are some useful links for student computing information, resources and help:

[Student Guide to eClass](#)

[Zoom@YorkU Best Practices](#)

[Zoom@YorkU User Reference Guide](#)

[Computing for Students Website](#)

[Student Guide to eLearning at York University](#)

To determine Internet connection and speed, there are online tests, such as [Speedtest](#), that can be run.

5) DETAILED COURSE OBJECTIVES

Calendar Course Description

An overview of the accounting discipline that is useful to both majors and non-majors. Includes accounting history, the uses of accounting information in personal and business contexts, and the rudiments of financial reporting. Note: AP/ADMS 1010 3.00 is not a prerequisite for AP/ADMS 2500 3.00, but is strongly recommended. Course credit exclusions: AP/ADMS 1500 3.00, AS/ECON 3580 3.00, GL/ECON 2710 3.00.

Expanded Course Description

The course is designed to appeal both to individuals planning a career in accounting and to individuals who will become consumers of accounting information. It is not necessary to have completed any high school courses in accounting prior to taking this course, although students with no accounting or business background at all will have to necessarily work somewhat harder in the first month of the course than students with high school accounting. Students are forewarned that introductory accounting is one of the more rigorous courses at York University. Accounting is a discipline with a body of knowledge that is expanding at an amazing rate and we cover an imposing amount of material in one semester. Is all this work justified? Unlike some courses you take in university, a working knowledge of accounting will prove helpful to you throughout life. In industry it is the language of business so regardless of whether your area is personnel, marketing, production or whatever, the common language is accounting.

Prerequisites

AP/ADMS 1010 3.00 is not a prerequisite for AP/ADMS 2500 3.00, but is strongly recommended. If you do not have a background in business or business courses, you will find it highly beneficial to get any intro business textbook from the library and read it before taking ADMS 2500. This will give you exposure to some of the basic business concepts and terminology you need to take ADMS 2500. This is a rigorous second year honours course and first year students generally have not developed appropriate study habits to do well in the course. You can expect to spend at least ten hours a week on this course.

Course credit exclusions: AP/ADMS 1500 3.00, AP/ECON 3580 3.00, GL/ECON 2710 3.00. Note that ADMS 2500 is a prerequisite for most senior accounting courses including ADMS 2510 and ADMS 3585. ADMS 1500 is not accepted as either a prerequisite for these courses or as credit towards the BAS degree. ADMS 1500 is tailored specifically for the BHRM program and other non-business majors and is considered a terminal course in accounting.

Statement of Purpose: The purpose of this course is to assist students in acquiring a critical overview of the accounting process and a broad understanding of the role of accounting in modern society, the financial statements prepared by accountants for use by those outside the enterprise and how those statements contribute to financial decisions and capital markets. Students will prepare simple statements to reinforce the understanding of concepts presented, although many details of financial statements preparation are left for ADMS 3585/3595, Intermediate Accounting. Students will be able to locate financial statements of public companies. This is the first accounting course for BCom students pursuing accounting certification. Students who do not want to become accountants will benefit by becoming better consumers and managers of accounting and assurance services and will be better prepared to handle their personal finances and make personal investment decisions.

Specific Learning Objectives: The specific objectives of the course are that students will be able to:

1. Discuss how financial accounting is used to measure, evaluate and communicate an enterprise's performance, financial position and cash flows to decision makers (investors, creditors, managers, regulatory bodies, financial analysts, etc.).
2. Name the four basic financial statements, identify their purpose and define items that would be reported by most businesses on these statements.
3. Recognize how accounting principles and standards of financial statement presentation and disclosure, together with accounting system design, filter information and determine what is, and just as importantly, what is not, reported.

4. Define and provide examples of fundamental accounting principles and concepts and list the attributes of useful information and identify sources of generally accepted accounting principles
5. Define accrual accounting and explain why it requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and why actual results could differ from those estimates.
6. Account for cash, accounts and notes receivable, inventory, other current assets, capital assets (including goodwill), current and long-term liabilities, and owners' contributions/distribution transactions and prepare simple financial statements for service and merchandising operations.
7. Discuss, citing relevant criteria, the accounting policy choices for revenue recognition, bad debts, inventory cost-flow assumption and amortization
8. Identify the relevant information (including the time value of money) required for receivable, inventory, capital asset and long-term liability valuation adjustments.
9. Compute and classify the revenues, expenses, gains and losses associated with changes in assets and liabilities.
10. Compute and classify the cash flows from operating, financing and investing activities and prepare a simple cash flow statement using both the direct and indirect approach.
11. Name common books and records of business entities and recognize technology's role in their design. Recognize the role and importance of data analytics and information systems (DAIS) in improving evidence-based decision making
12. Create and maintain simple business records, using both manual techniques and accounting software, for a few transactions of a simple service business and differentiate accounting and spreadsheet software.
13. Recognize the need (and for public issuers the regulatory requirement), for maintaining controls over financial reporting
14. Identify and provide examples of controls common to most businesses and describe the risks these controls are designed to prevent or detect including segregation of duties and the frequent reconciliation of accounting records to the underlying assets and liabilities.
15. Recognize both the contribution of financial accounting to resource allocation decisions and the inherent limitations of financial statement analysis for these same decisions
16. Locate annual reports, financial statements and public securities filings and understand the continuous disclosure requirements for public issuers
17. Recognize that accounting systems are unique and accountants jobs interesting because, while financial reports are standard, the systems that produce them are usually challenging to design, govern, and manage as they are designed not only to prepare financial statements but also to (a) meet regulatory requirements for tax, payroll, securities and other compliance reporting, (b) safeguard assets, (c) gather information needed for running the business and optimizing resources and (d) prevent and detect errors and fraud in operate differently to produce different products and services with different organizational structures, different risks and different resources.
18. Compare and contrast financial accounting techniques of enterprises with personal financial planning techniques
19. Describe the different types of accountants with which an enterprise would interact (including financial statement, tax and payroll auditors) and the services these accountants provide.
20. Recognize the role of professional judgment and ethics in the measurement, evaluation and communication of financial position and performance.
21. Recognize that accounting is evolving rapidly in response to globalization, increasingly complex business transactions, the shortening of time frames within which investors and creditors expect to receive continuously disclosed financial information, changes in technology, capital markets, and the shift from physical to knowledge-based enterprises.

6) CONTACT INFORMATION and EMAIL PROTOCOL

Instructor and TA Contact Info	Purpose of email	Email**
	**Include “ADMS2500” + “Section Letter” at the beginning of the email subject line Given that we have many students for this course, failure to follow this protocol will result in your email not being answered , as we need to know your course and section number to properly sort and process your email. Please be courteous and email one recipient only.	
	Problem-based questions	adms2500@yorku.ca
	Administrative based questions (due dates, grades, accommodation) Your email will be redirected to your course coordinator from this central email. Failure to provide your section information may result in delayed or no reply.	adms2500@yorku.ca
	Sensitive Matters Only If your email content is sensitive, you may send it directly to your course director.	
	Section A Prof. Taslima Nasreen Sections B and C Prof. Timothy Ng	nasreenr@yorku.ca timkhng@yorku.ca
Timothy Ng (Course Coordinator for Summer 2022)		timkhng@yorku.ca
Tutorials: https://yorku.zoom.us/j/97523855244 Meeting ID: 975 2385 5244		

Email Protocol

- Questions regarding textbook questions and problem-solving: email central course email (adms2500@yorku.ca)
- Questions regarding course admin and grades: email central email account and you will be redirected to your course director (adms2500@yorku.ca)
- Questions regarding computing issues: email York helpdesk (askit@yorku.ca)
- Questions regarding textbook access: www.mcgrawhill.ca/support
- Questions/concerns not properly addressed by your professor and/or the Teaching Assistants: e-mail the course coordinator

It is essential that the following e-mail protocol be followed (this course does not check or use eClass messaging or chat):

- E-mail from your York Computing E-mail Account (username@my.yorku.ca) under all circumstances. Email from Hotmail, gmail, yahoo or other sources might be recognized as spam and never reach the TA or professors.
- On the subject line, provide your course number and section number (e.g., ADMS 2500 Sect. A) and a brief description of the purpose of your e-mail; in the signature or at the end of your message, provide your student number, and your last and first names.
- To RECEIVE a response to your e-mail, you must include your Full Name, Student Number and section number in every email.
- If you are emailing for assistance with a computational question you must submit your attempted solution. Queries such as "What is Exercise XX's solution?" will not be answered or will be returned to you, asking you to provide your own attempted solution.
- Emails will generally be responded with 48 hours, if not sooner (excluding weekends and holidays). Email the Course Coordinator if you do not hear from the Course Director in a reasonable amount of time or if you feel your questions/concerns are not properly addressed by the Course Director.

7) RELEVANT UNIVERSITY REGULATIONS FOR SUMMER 2022 (COVID-19)

For relevant University/Faculty of LA&PS/School regulations please check:

<https://sas.laps.yorku.ca/students/school-policies/>

Intellectual property notice

All materials prepared for ADMS2500 at York University are the intellectual property of the course instructors unless otherwise stated. This can include but is not limited to the following material: lecture notes, handouts and recordings; quiz handouts and instructions; spoken and written presentations; audio and video recordings; PowerPoint slides; and questions and/or solution sets for quizzes, assignments, tests and final exams.

Course materials should only be used by students enrolled in this course. As a student in this course, you may not publish, post on an internet site, sell, or otherwise distribute any of this work without the instructor's express permission. Unauthorized or commercial use of these materials is strictly prohibited. Third party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Copying this material for distribution (e.g. uploading material to a commercial third-party website, or online sharing of course material with people outside of the course) may lead to a charge of misconduct under York's Code of Student Rights and Responsibilities and the Senate Policy on Academic Honesty. In addition, you may face legal consequences for any violation of copyright law.

Accessibility

While all students are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the university recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. For more information about this policy, please refer to these guidelines and procedures: Academic Accommodation for Students with Disabilities.

The university encourages students with disabilities to register with Student Accessibility Services to discuss their accommodation needs as early as possible in the term. Please let the course instructor(s) know as early as possible in the term if you anticipate requiring academic accommodation, so that your accommodation needs can be discussed and considered within the context of this course.

Policies related to Zoom meetings

Your course may involve the use of Zoom. Zoom is an online videoconferencing software that can be used to host lectures, tutorials or virtual office hours in real time. Please note that Zoom is hosted on servers in the U.S. Zoom meeting content (e.g., video, audio and text chat) has been restricted to only pass through servers in Canada and US data centers; it will not pass through international data centers. All audio, video, screen-sharing and text content will be encrypted in transit between your device and Zoom's servers, which will prevent unauthorized third parties from intercepting the content of your Zoom meeting. For more information, please visit Zoom at YorkU.

Privacy

At the moment, the name you use with Zoom and metadata about how you use the application will be stored on servers outside of Canada. If you have privacy concerns, you can disable both audio and video. You can also provide only your first name or a nickname when you join a session. If you choose to rename yourself, please let your instructor or TA know immediately.

Academic integrity

As a student at York University, you have a responsibility to not only understand, but also play an important part in upholding the integrity of the academic experience. The Faculty of Liberal Arts and Professional Studies at York University supports the International Center for Academic Integrity's definition of academic integrity. That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect and responsibility.

How can you demonstrate academic integrity in the completion of your course?

- Respect the ideas of others: Your course work should represent your own knowledge and ideas. You should not falsely claim credit for ideas that are not your own, by presenting other's work as yours. If you are quoting, paraphrasing, or summarizing another person's work in order to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the Student Papers and Academic Research Kit (SPARK). You can improve your writing, research, and personal learning abilities through the Learning Commons.

- Respect your peers: Know when you are allowed to collaborate. Ask your instructor about what group work entails when it comes to the sharing of work. In test situations and quizzes, don't steal or give answers to your peers. Cheating and aiding in a breach of academic honesty are both against York University's academic honesty policy.

- Respect your course instructor(s): Understand what the instructors are asking of you in class, in quizzes, and in exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission.

- Respect yourself: When you act with integrity, you know that your work is yours and yours alone. You do not allow others to impersonate you on tests and exams. You do not buy or otherwise obtain term papers or quizzes. You do the work. As a result, you know that you earned the grades that you receive, so you can be proud of your York degree. By acting with integrity in your course work, you are also practicing a valuable professional skill that is important in all workplaces.

- Take responsibility: If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the Senate Policy on Academic Honesty. Your lack of familiarity with the Senate Policy and Guidelines on Academic Honesty does not constitute a defense against their application. Some academic offences can also constitute offences under the Criminal Code of Canada, which means that you may also be subject to criminal charges.

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 quizzes, 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, Summer or Summer Term, and 30% for 'full year' courses offered in the Fall/Summer 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/>

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 quiz may be re-marked, and the overall mark could go up, stay the same, or fall.

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 during the first two weeks should you know you require special accommodations, or as soon as possible when you have the needs.

8) WEEKLY TIMETABLE AND DUE DATES

Note: Dates and coverage are subject to change as circumstances dictate. You should check the announcements section of your course website several times a week for updated information.

Week	Topic	Notes (topics identified are in Gaber's ebook)
Weekly Tutorials offered remotely meet on Saturday at 9:00am to 11:00am at the course Zoom site		
1 May 9-13	Course Admin. & Financial statements and bookkeeping	You will get more benefit from the weekly virtual meeting if you read the material (Chapters 1, 2 and 3) before class. There are also lecture slides you can download and use as course notes. You should read the outline in advance and bring any specific queries to the first class. Tutorial on May 14th covering topics of Chapters 1, 2 and 3.
2 May 16-20	Adjusting entries and the accounting cycle & Accounting Theory	The topics are covered in Chapter 4. The class focuses on adjusting journal entries (AJE). Accounting Theory (appendix A, part 1) is introduced this week. This appendix contains an extraordinary number of new terms, many of which are very specific in meaning and use. Special effort is needed to assimilate this new terminology. Tutorial on May 21st covering topics of Chapter 4. May 22nd is the last date to enroll in the course without permission. There will be absolutely no permission granted for enrollment after this date.
3 May 23-27	Merchandising & Time Value of Money	The topics are covered in Chapter 5 (Merchandising). Time Value of Money (appendix B) is also covered this week. Please note that you will need to know and apply time value of money techniques for purchase of long-lived assets using deferred payment plans (Chapter 9) and pricing of a bond issue (Chapter 10). Complete and submit Connect assignments and quizzes for Chapters 1, 2, 3 and 4. Tutorial on May 28th covering topics of Chapter 5 and Appendix B.
4 May 30 To Jun 3	Principles of case analysis Cases to be discussed: Sam's BBQ, Mary's Boutique, Jesse's Farm, Demarco Sports	These cases are located on your course website (eClass), not in your textbook (Connect). The learning value of a case is greatly enhanced if you attempt it before seeing the answers. Tutorial on Jun 4th covering mini cases and Term Project You can start to work on Term Project Part I. First step: find the public firm to analyze from the SEDAR website as instructed in the eBook and eClass.
5 Jun 6-10	Cash & Receivables	The topics are covered in Chapters 6 and 7. Complete and submit Part I of your term project . Start with Part II that is very similar to the first midterm. Tutorial on Jun 11th covering topics of Chapters 6 and 7.
6 Jun 13-17	Inventory	The topics are covered in Chapter 8. Complete and submit Connect assignments and Quizzes for Chapter 5 and Cases. Tutorial on Jun 18th covering topics of Chapter 8 and Mid-term Review
Co-curricular days (Summer reading week) Jun 21-24		Term Project Part II is due soon and the remaining chapters are considerably more challenging than the first few chapters - it is strongly recommended that you work seriously on part II of your term project now. Past exams are available on your course website. You can try these tests under exam conditions to be exposed to other types of problems and exercises.
Jun 26	Mid-term 10am to 1pm	Covering topics of Week 1 to Week 6. This is a timed, closed book, online exam in Connect or eClass.
7 Jun 27 to Jul 1	Capital Assets	The topics are covered in Chapter 9. Tutorial on Jul 2nd covering topics of Chapter 9. Complete and submit Connect assignments and Quizzes for Chapters 6, 7, 8.
8 Jul 4-8	Liabilities	The topics are covered in Chapter 10. Bonds Payable is a challenging topic that typically is among the poorest answered questions on exams. The difficulty is compounded by the requirement to have a working knowledge of time value of money concepts (appendix B) in order to do these questions. Complete and submit Part II of your term project Tutorial on Jul 9th covering topics of Chapter 10 and Appendix B (Review).

Week	Topic	Notes (topics identified are in Gaber's ebook)
		Jul 8th is last date to drop Summer term courses without receiving a grade. After this date the course remains on your transcript and is notated as "W".
9 Jul 11-15	Equities Introduction to Business Analytics	The topics are covered in Chapter 11. This chapter contains an extraordinary number of new terms, many of which are legal. Special effort is needed to assimilate this new terminology. Accounting for Equity is complex. We restrict our coverage of Equity mostly to definitions, journal entries and a few computations. Business Analytics is not included in the book. Concepts covered in class are not examinable in this course. Business analytics is tested in Week 10 (eClass). Tutorial on Jul 16th covering topics of Chapter 11 and excel. Complete and submit Connect assignments and Quizzes for Chapters 9, 10 and Appendix B.
10 Jul 18-22	Cash Flow Statement	The topics are covered in Chapter 12. The final exam will test this topic. This is a "killer topic" in the course. Cash Flow Statements are important in business and finance. Their construction is more difficult than the other statements. Complete and submit Analytics Quiz . Tutorial on Jul 23rd covering topics of Chapter 12.
11 Jul 25-29	Financial Statement Analysis Internal Controls & Assurance	The topics on Financial Statement Analysis are covered in Chapter 13. The term project Part III and final exam will test this topic. Ensure you work the examples and problems available in books and past exams. Financial ratio formulas are provided in exams. Assurance topics (appendix A, Part 3) is not examinable in this course. Tutorial on Jul 30th covering topics of Chapter 13 and Appendix A. Complete and submit Connect assignments and Quizzes for Chapters 11 and 12.
12 Aug 1-5	Review of relevant topics	Important topics for review: allowances for bad debts, capital assets purchases and dispositions, non current liabilities and cash flow statement. Complete and submit Part III of your term project . Complete and submit Connect assignments and Quizzes for Chapters 13 and Appendix A.
Aug 11-18	Final Exam Within the final exam period of Aug 11 and 18	• All content from lectures, website and the text (including short videos of the eBook used) is examinable unless otherwise specified. • Official grades will be posted by the Registrar's Office when approved by the Registrar. • The final regular exam will be in Connect or eClass and will test the material of Week 7 to Week 12. • Students who missed the midterm exam will write a comprehensive final exam that is all-inclusive (entire course, Weeks 1 to 12). • If by mistake or on purpose a student who missed the midterm exam does not write a "comprehensive" exam (for instance writes a "regular" final exam only without doing the complementary exam) the weight of the final remains 15%. • It is not possible to leave an exam blank once opened. Once the exam is opened it is marked, if left blank, a zero is reported. • Missing the final exam requires you to follow a certain protocol managed by the School of Administrative Studies to apply for deferred standing. • All deferred exams are comprehensive. • Course directors are not involved with deferred exams.

For all term projects, assignments, quizzes and examinations keep your working papers as they might be requested by your professor as an audit mechanism to guarantee that students did their work. Working papers do not need to be neat or organized, they must reflect the work you did to solve the required activity. Failure to provide them on a timely manner might imply a zero in the term project, assignment, quiz or examination and might result in an academic honesty case.

WEEKLY ROUTINE SUGGESTED FOR ADMS2500	
Step 1: Preparation (3 to 6 hours)	
1) Check the course outline to identify the activities of the week. 2) Read the material in the textbook to familiarize yourself with the topic. 3) First attempt of the assignments for the week in Connect (make sure your student number is before your last name). You are allowed multiple attempts for Connect assignments. 4) Solve some of the end-of-chapter problems and exercises (available in the book). 5) Second attempt of the Connect assignments for the week.	
Step 2: Identify the gaps in your knowledge and ask questions (3 to 6 hours)	
6) Attend your weekly class with your professor, either on campus, via Zoom Meetings, or through online videos, depending on the type of section you are enrolled in. Professors will present the highlights of the topics of the week, will do some activities and will take up some questions (when asking a question please unmute your mic). 7) Solve some other end of chapter problems and exercises (available in the book) 8) Join the tutorial on Saturday morning and ask questions 9) Third and final attempt of the Connect assignments for the week. 10) On Friday complete the Connect quiz(s) for the last two weeks. 11) Attempt at solving some exercises from past exams available in eClass. eClass provides past years' exams with valid content. Note that old exams may not be up to date to CPA requirements and hence students should not use them to prepare for this course's exams. 12) Should you have any questions or inquiries, email them to the professor or TA as guided in the Contact Information section. Make sure to follow the email protocol to get your questions addressed.	
Step 3: Consolidate your knowledge (1 to 3 hours)	
13) Check the course outline to determine what submission is due next. Read the instructions and work on it. You can consult with your friends and other parties, but you must submit your own work (your own words using your own format). 14) Submit quizzes and assignments in eClass as early as possible. Ideally complete submissions during the week to have the proper IT support. 15) In preparation for exams, attempt past exams available in eClass (solutions available) 16) Right before each examination, complete the practice or mock exams when available. Note the mock online exams are not exams with full length. They are designed to help you make sure your device works and there is connectivity (unlimited attempts). 17) In preparation for exams and quizzes submission make sure you do not violate academic honesty policies. 18) After writing exams or submitting quizzes check the answers and solutions to find out what need improvement.	
Step 4: Use the acquired new knowledge in future courses you will do in the BCom	