

Accounting for Non-Financial Managers

AP/ADMS 1550 3.0

Fall/2023

Course Information

Class time, location, and instructor	Section	Day	Meeting Time*	Location	Course Directors
	M	Monday	4:00pm-7:00pm	ACW004	Samique Haynes Diala Diab

Instructors Contact Info	Instructor		Email**
	<i>**Include "ADMS1550" + "Section Letter" at the beginning of the email subject line</i>		
	Samique Haynes		samique@yorku.ca
	Diala Diab		ddiab@yorku.ca
Course website	https://eClass.yorku.ca		

Tutorial time and location	Day	Time	Location
	Saturday	12:00 to 1:30PM	online
	<i>Please refer to the Weekly Tutorial Schedule for details (page 15-17)</i>		

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region ([LA&PS Land Acknowledgement](#)).

IMPORTANT INFORMATION BEFORE YOU DECIDE TO ENROLL

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.

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, by contacting apsas@yorku.ca you can request your name be added 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 are 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 three weeks) and because of early dates of examinations, **no registration 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/2023-2024/fall-winter>.

Course Overview

Course Description

This accounting course is designed to meet the needs of professional managers who do not intend to pursue a BCom degree, professional accounting designation or degree for which technical accounting skills are required. As such, it is intended for others needing familiarity with accounting including for; human resources management, owner managed businesses and professional practices, general management, marketing, and operations. It stresses the way in which accounting information is used in integrated decision making, rather than the way in which accounting numbers are calculated. This course satisfies a curriculum requirement of the Human Resources Professional Association of Ontario. Note: This course does not qualify towards any Bachelor of Commerce. degree. Course credit exclusions: AP/ADMS 2500 3.00, AP/ADMS 2510 3.00 and former AK/ADMS2500 3.00 and AK/ADMS 2510 3.00.

Course Learning Objectives

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. Special attention is devoted to:

- 1) the financial statements prepared for use by those outside the enterprise and how those statements contribute to financial decisions and capital markets, and
- 2) internal information reports prepared by managerial accountants for use by those within the enterprise and how those reports affect managers' day to day and long-term decisions.

This course is designed to help you understand why managers need to know about accounting. In particular, the course is designed to allow you to gain knowledge, insights, and analytical skills related to the basic language of accounting and some of the basic techniques. This course is aimed at achieving two objectives:

- to develop an understanding of essential accounting language and basic financial decision-making techniques needed by managers, and
- to give to each student the opportunity to acquire and improve critical skills for future career success by working on assignments involving:
 - a) integrative problem-solving skills,
 - b) analytical skills,
 - c) communication skills and understanding how a real business function.

Course Format and Organization

Lectures Section M (Monday): This lecture will be delivered in person. Please see page 1 of this course outline for exact location. Attendance in lectures is highly recommended for you to be successful in this course. The learning environment is very interactive, and students may be asked to work in small groups during the class to solve problems.

Financial and Managerial Accounting: Weygandt's assigned chapters, self-study questions and adaptive practice must be studied and completed prior to each class. Assigned end of chapter problems must be attempted prior to the relevant tutorial.

Please attempt the assigned practice problems at the end of each chapter in the textbooks and compare your solution with the one provided. If unsure about your solution, please discuss it with your course director or TA during the virtual office hour or message the course director or TA via eClass's instant messaging option. Additionally, the publishers' web sites offer a multiple choice quiz for each chapter. Each question in the quiz has a complete solution and you can use it to test your comprehension of the chapter's material.

Tutorial Sessions: Attendance at tutorial sessions is highly recommended but not mandatory. Please refer to page 1 of this course outline for tutorial time and the course appendix for detailed tutorial schedule. Tutorial sessions are designed to cover a set of problems and exercises, but beyond them, they are largely unstructured.

Required Course Materials

Prerequisites: There are no prerequisite for this course.

Required readings: J.J.Weygandt, P.D.Kimmel, J.E. Mitchell Survey of Accounting, 3rd Canadian edition, 2023

Textbook access info: A student can buy any of the following packages of Weygandt's textbook with WileyPlus access:

- I. a standalone New Wiley Plus code (ISBN: 9781119895671). The New WileyPLUS code includes an e-text version of the textbook for the duration of the semester. So, no need to buy an additional copy of the textbook. You can buy the New Wiley Plus Code from the York University bookstore at a subsidized price.

The link to purchase Wiley Plus code from YU bookstore at a subsidized rate:

OR

- II. a loose-leaf version of the textbook (ISBN: 9781119767701). The loose-leaf version of the textbook includes a New Wiley Plus code and an e-text version of the textbook for the duration of the semester.

****** Each student is required to purchase a Wiley Plus online access code in order to participate in online quizzes, assignments and to have access to the e-text book.

Note: Photocopying more than 10% of a textbook is illegal and may involve penalties. Do not duplicate textbooks or obtain these photocopies. The same restriction applies to the Pdf version of the textbook.

Course Communication Plan and Office Hours

All course materials are contained on the eClass website under the course code ADMS1550. The website has restricted access; you will have to log in with your York Passport account. The website contains:

- 1) This Course Outline
- 2) Important announcements
- 3) Lecture slides
- 4) Pre-recorded tutorial videos
- 5) Examination information
- 6) Solutions for assigned 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 additional exercises and problems, you need to email your course director and share your attempt or bring it to the tutorial session. Your attempted solutions will then be used to provide guidance on how to solve the problem.

- The instructor and Teaching Assistant will communicate with students through course announcements via eClass, emails and important announcements at the beginning of your in-person class.
- 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.
- Students can communicate with each other through the discussion forum on the eclass. Students are encouraged to ask questions about course materials by posting questions to the dedicated Q&A forum on eClass.
- Your teaching assistant, <>, will offer a weekly virtual 1.5-hour tutorial, where worked examples of textbook problems will be addressed and students will be assisted in areas where they have concerns. You are invited to attend all the sessions offered each week. There will also be a virtual weekly office hour and pre-recorded tutorial videos will be posted on the e-class website.
- The course director will also hold a weekly virtual office hour on Friday from 6:00pm to 7:00pm by appointment. Please email your instructor with your questions by Wednesday.
- Questions on technical content should be addressed with your teaching assistant at tutorials. <> the Teaching Assistant of this course can also be reached by sending an e-Class message or email to <>.
- *All administrative questions, textbook materials, and chapter problems* – contact the Course Director. Course Director answer all administrative questions and questions related to the textbook materials and end-of-chapter questions. If you want help with a problem, you can also email it to your course director.
- Email the Course or Area Coordinator if you do not hear from the email sent to the 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 Evaluation

Assessment	Due Date	Weight %
8 Adaptive Practices	Due each Monday at 4:00pm (excluding weeks 1,5,10 and week 12) best 7 out of 8	10%
1 Forum Discussion	Due Week 12 – Dec 4	5%
Online Quizzes	Ongoing- Best 4 quizzes out of 5 (5% x 4) (1 attempt, 60 mins)	20%
Midterm	Oct 28 for (3 hours)	30%
Final Examination (Cumulative)	Final Exam Period (Dec 7 -Dec 20) for (3 hours)	35%
Total		100%

Alternative Midterms (for religious accommodation/conflicts with main scheduled sitting. *Please see instructions under [University Regulations and Procedures](#) on how to apply to write during an alternative sitting.*

Assessment Descriptions

Adaptive Practice (10%)

To expose students to the financial and managerial accounting concepts and calculations prior to each lecture, there are 8 adaptive practice assignments available through the Wiley publishers' online access portal). These adaptive practice assignments will be available for a duration of one week before each lecture and will be due by 4:00PM in the beginning of the class. Of these 8 adaptive assignments, the best 7 results will count towards your final grade **Students have to complete adaptive practice assignments by the deadline mentioned in the detailed course schedule from page 15**. Note that extensions are not possible given the pedagogical role of these activities.

Online quizzes (20%)

To enhance students' understanding of financial and managerial accounting concepts and calculations, there are 5 online quizzes available through the Wiley publishers' online access portal). All quizzes are multiple choice questions in nature. Of these 5 quizzes, the best 4 results will count towards your final grade. These quizzes are intended to test your understanding of the course work and to inform your preparation for your exams. **Students have to complete quizzes by the deadline mentioned in the detailed course schedule from page 15**. There will only be one attempt and 40 minutes allocated to each quiz. Note that extensions are not possible given the pedagogical role of these activities.

Forum Discussion (5%)

To bring awareness to students of the close relationships among accounting, organizations, and society. We will explore how issues such as global warming, the impact of extractive industries (oil, natural gas, mining), and global food supply are all related either directly or indirectly to sustainability, and how companies account for their actions which are reflected in both managerial and financial accounting practices. Students will be provided with an article or a case study related to accounting/sustainability and share their view of the issue the organization is currently dealing with. Students can discuss how the specific issue is related to accounting reporting, to external stakeholders or how internal accounting practices are changing. Students can also discuss issues from the perspective of society, and how changes in global reporting initiatives are impacting specific industries or organizations. The goal is to post a forum discussion, identifying the issue, and the organization, and explain the challenges faced by both the organizations and society because of the issue. Finally, students will be expected to comment under two other student posts, bringing in other views of the challenges faced by other organizations and the impact on society. If the student decides to use an article or case online, the link should be included in the discussion.

Midterm Test (30%)

To minimize the time conflict, the midterm test in ADMS1550 is scheduled outside of scheduled lecture times. These assessments will be held in person. The midterm test will consist of multiple choice and short answer questions covering conceptual, definitional and calculation questions. Questions will be based on conceptual discussion during the class and exercises and problems from the assigned textbook chapters. You should not take this course if you are unable to attend the midterm test. Details of the midterm exam will be posted on the e-class website as soon as it becomes available.

Important: Once a midterm test is attempted, you are considered a sitting writer (your midterm 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 who miss the midterm will automatically have the weight (30%) transferred to the final exam. **Most importantly, due to the departmental maximum weight transfer rule, the final exam's weight (after reallocation) should not exceed 70%.**

Final Examination (In person Cumulative final exam) (35%)

The final exam is scheduled by the York University Registrar Office for the formal examination period, and thus the date of the final exam is not known when this course outline is issued. The course has a comprehensive final exam, containing multiple choice, conceptual, definitional, and calculation questions. Questions will be based on exercises and problems from the assigned textbook chapters. The exact date, time and location are published by week 11. Consult the York University website for official timetable information.

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.

Submitting Assignments

- Adaptive assignments and quizzes are worth 30% of your grade and will be completed and submitted on the WILEYPLUS platform.
- The 5% forum discussion will be completed via e-class.
- The midterm and final exam will be held on campus.

Reappraisals

Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which Sep 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 Sep 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 Sep 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/gradereappraisal-policy>

Test 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-inthe-final-classes-of-a-term-policy/>

Late Work Policy

Assignment deadlines are set and can only be extended in special circumstances by the discretion of the course director. We encourage students to proactively speak to the course director early in the term about how to meet or adjust assignment deadlines.

Missed Tests and Exams

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 a missed midterm test.

Deferred standing

This can 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> . Students apply for deferred standing through the School's website: <https://sas.laps.yorku.ca/students/school-policies/>

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.

IMPORTANT NOTE: Any request for deferred standing on medical grounds must comply with University regulations. At the time of writing of this outline, the requirement for APS forms had been suspended due to COVID-19. If it resumes, the University will inform you of such resumption, and you would include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted. Students who submit a request in compliance with University regulation or 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.

Grading

The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University [Academic Calendar](#).

GRADE	GRADE POINT	PERCENT RANGE	DESCRIPTION
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Technical Requirements

In order to fully participate in your course, students will need a stable, high speed internet connection, a computer with a microphone, a webcam is optional and/or a smart device with these features.

Several platforms will be used in this course (e.g., eClass, Zoom, WILEYPLUS), through which students will interact with the course materials, the course director/TA as well as one another. The tutorials and office hours will be virtual and therefore utilize the zoom platform.

All computing issues - contact: helpdesk@yorku.ca

Using Zoom

Students shall note the following:

- Zoom is hosted on servers in the United States and Canada. Recordings done since May 1, 2023 are stored in Canada. For more information, please refer to the notes on [Zoom Privacy and Security](#) provided by Information Security at York.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

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](#)
- [University Information Technology \(UIT\) Student Services](#)
- [Student Guide to eLearning at York University](#)

To determine Internet connection and speed, there are online tests, such as [Speedtest](#), that can be run. If you need technical assistance, please consult the [University Information Technology \(UIT\) Student Services](#) web page. For more specific assistance, please write to askit@yorku.ca.

How to Use Citations

The forum discussion assignment (5%) may require citations to support academic integrity. Please use APA style in order to cite any sources used to support your response in this assignment. Below is a list of resources to support research and citation:

- [SPARK Student Papers & Academic Research Kit](#)
- [Chicago Style Overview](#), YorkU Libraries
- [MLA Style Overview](#), YorkU Libraries
- [APA Style Overview](#), YorkU Libraries
- [Drop-in Research Support](#), YorkU Libraries
- [Writing Centre\]](#)

Course Policies

All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#) Please also

review the following course policies:

Academic Integrity

In this course, we strive to maintain academic honesty to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing [SPARK's Academic Integrity module](#) at the beginning of the course. Breaches of academic honesty range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate University authorities and can be punishable according to the [Senate Policy on Academic Honesty](#).

Explicit Course Policy on Student Use of Generative Artificial Intelligence (AI)

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created through the use of generative AI tools will be considered a violation of York University's [Senate Policy on Academic Honesty](#). If you do not know whether an online resource or tool can be used in this course, please contact your instructor for guidance. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

Accessibility

While all individuals 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. The University encourages students with disabilities to register with [Student Accessibility Services](#) to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate [accommodations to adherents for observances of special significance](#). Should any of the dates specified in this

syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a [Religious Accommodation for Examination Form](#) at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. 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. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Honesty](#), and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on [Disruptive and/or Harassing Behaviour in Academic Situations](#), the [Student Conduct and Responsibilities](#), and the [Code of Student Rights & Responsibilities](#).

Netiquette for eClass and Online Learning

Students and instructors 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](#). Please review and familiarize yourself with behaviours that support "netiquette" in virtual classrooms by consulting the [Guide to Netiquette](#) and [Student Guide to eLearning](#).

Student Notice of Recording for Online Teaching and Learning

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used

and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University's Common Record Schedule and will be securely destroyed when no longer needed by the University.

Your personal information is protected in accordance with York University's [Guidelines on Access of Information and Protection of Privacy](#) and the [Freedom of Information and Protection of Privacy Act](#). Access to online materials, including recordings or live meetings, is subject to York University's [Senate Policy on Computing and Information Technology Facilities](#).

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University's control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University's knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your instructor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others without the permission of the instructor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

Health and Safety

All York students and instructors share responsibility for the safety and well-being of the community while on York's campuses. Please continue to check [YUBetter Together](#) for the latest information on health and safety.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, stats, and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing, and speaking English.
- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the [Code of Student Rights & Responsibilities](#) and provides critical incident support.
- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).

Course Schedule: Weekly Readings and Activities

Course Schedule

ADMS 1550 M F23			
WEEKLY SCHEDULE AND DUE DATES			
Note: Dates and coverage are subject to change as circumstances dictate. You should check the schedule and announcements sections of the e-Class course website regularly for updated information			
>> Assignments and Exams >> Voluntary Sessions >> Administrative Information			
Week #	Dates	Chapters	Reading Focus
1	Mon, Sep 11	Chapter 1: Introduction to Financial Statements and Chapter 2: The Financial Statements	Chapter 1: Focus on all learning objectives Chapter 2: Focus on LO1
	Sat, Sep 16	From 12:00 pm to 1:30 pm	Tutorial 1: Problem Review from Chapters 1 & 2. (See the list of assigned exercises and problems on e-Class)
2	Adaptive Practice on Chapter 3 and 4		Availability: Sep 11 – Sep 18 @ 4:30 pm
	Mon, Sep 18	Chapter 3: The Accounting Information System and Chapter 4: Accrual Accounting Concepts	Chapter 3: Focus on all learning objectives Chapter 4: Focus on LO1, LO2, LO3
	Sat, Sep 23	From 12:00 pm to 1:30 pm	Tutorial 2: Problem Review from Chapters 3 & 4 (See the list of assigned exercises and problems on e-Class)
	Sat, Sep 23	Quiz 1: Ch 1, 2, 3, 4: Will open on Sep 23 from 12:00am - 11:59 pm (timed for 60 minutes, 1 attempt)	
Final date to enroll in the course without permission: Wednesday, Sep 20			
3	Adaptive Practice on Chapter 8		Availability: Sep 18 – Sep 25 @ 4:30 pm
	Mon, Sep 25	Ch 8: Reporting and Analyzing Long-Lived Assets	Focus on LO1, LO2 and LO4
	Sat, Sep 30	From 12:00 pm to 1:30 pm	Tutorial 3: Problem Review from Chapter 8 (see the list of assigned exercises and problems on e-Class)
4	Adaptive Practice on Chapter 9		Availability: Sep 25 – Oct 2 @ 4:30 pm
	Final date to enroll in the course with permission: Thursday, Sep 28		
	Mon, Oct 2	Chapter 9: Reporting and Analyzing Liabilities and Shareholder's Equity	Focus on LO1, LO3 and LO4

Reading Week: Saturday, Oct 7 to Friday, Oct 13- NO CLASSES during this week			
5			
	Mon, Oct 16	Chapter 19: Cash Flow Statement (Indirect Method)	Focus on all learning objectives
	Sat, Oct 21	Quiz 2: Chapters 8, 9, 19: Will open on Oct 21 from 12:00am - 11:59 pm (timed for 60 minutes, 1 attempt)	
	Sat, Oct 21	From 12:00 pm to 1:30 pm	Tutorial 5: Problem Review from Chapter 19 (see the list of assigned exercises and problems on e-Class)
6	Adaptive Practice on Chapter 10		Availability: Oct 16- Oct 23 @ 4:30 pm
	Mon, Oct 23	Chapter 10: Financial Analysis: The Big Picture	Focus on all learning objectives
	Fri, Oct 28	TBA	Tutorial 6- Problem Review from Chapter 10 and Midterm Review
Sat. Oct 28 - Midterm Exam (Time: 6:00PM-9:00PM) and location: TBA Lecture 1 to 6: Chapters 1, 2, 3, 4, 8, 9, 19 and 10			
7	Adaptive Practice on Chapter 11		Availability: Oct 23 – Oct 30 4:00 pm
	Mon Oct 30	Chapter 11: Managerial Accounting	Focus on all learning objectives
	Sat, Nov 4	From 12:00 to 1:30 pm	Tutorial 7: Problem Review from Chapters 11, (see the list of assigned exercises and problems on e-Class)
	Adaptive Practice on Chapter 13		Availability: Oct 30 – Nov 6 @ 4:00 pm
8	Mon, Nov 6	Chapter 13: Cost-Volume-Profit	Focus: LO1, LO2, LO3, LO4 and LO5
	Sat, Nov 11	Quiz 3: Chapters 11 & 13 Will open on Nov 11 from 12:00am - 11:59 pm (timed for 60 minutes, 1 attempt)	
	Sat, Nov 11	From 12:00 pm to 1:30 pm	Tutorial 8: Problem Review from Chapter 13, (see the list of assigned exercises and problems on e-Class)
9	Adaptive Practice on Chapter 12		Availability: Nov 6 – Nov 13 @ 4:00 pm
	Mon, Nov 13	Chapter 12: Job Costing	Chapter 12 – Focus on all learning objectives
	Final withdrawal date without receiving a grade: Wednesday, Nov 8		
10	Sat, Nov 18	From 12:00 pm to 1:30 pm	Tutorial 9: Problem Review Chapter 12. (see the list of assigned exercises and problems on e-Class)
	Mon, Nov 20	Appendix F: Activity-Based Costing	Appendix F – Focus on all learning Objectives

	Sat, Nov 25	Quiz 4: Chapters 12 and App F: Will open on Nov 25 from 12:00am - 11:59 pm (timed for 60 minutes, 1 attempt)	
	Sat, Nov 25	From 12:00 pm to 1:30 pm	Tutorial 10: Problem Review from Appendix F. (see the list of assigned exercises and problems on e-Class)
11	Adaptive Practice on Chapter 15 and 16		Availability: Nov 20- Nov 27 @ 4:00 pm
	Mon, Nov 27	Chapter 15: Budget Planning and Chapter 16 Budgetary Control and Responsibility Accounting	Chapter 15 – Focus on LO1, LO2 and LO3 Chapter 16 – Focus on LO1 and LO2
	Sat, Dec 2	Quiz 5: Chapters 15 and 16: Will open on Dec 2 from 12:00am - 11:59 pm (timed for 60 minutes, 1 attempt)	
	Sat, Dec 2	From 12:00 pm to 1:30 pm	Tutorial 11: Problem Review from Chapter 15 and 16. (see the list of assigned exercises and problems on e-Class)
	Online Forum Discussion: More details will be posted on e-class and discussed in class.		
12	Mon, Dec 4	Impact of issues such as global warming, food supply, and extractive industries on sustainability and accounting reporting (both internal and external).	Post your discussion response to the forum on e-class by 11:59 PM and comment on at least two student posts. Final Exam Review
	Sat, Dec 5	TBA	Tutorial 12: Final Exam Review
End of Course Withdrawal Period and Study day – Dec 6th			
Fall classes end – Tuesday, Dec 5th			
Last date any term work will be accepted - Tuesday, Dec 5th			
Final Examination Period – Dec 7 - 20			
The final exam is comprehensive and covers all chapters covered in lectures 1 to 11			
Dates, time and location of the final exam: TBA			