

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

Course Outline [Updated July 27, 2023] **Fall 2023**

AP/ADMS2500 3.0

Introduction to Financial Accounting

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

COURSE WEBSITE (requires to be registered in one section of the course and have a York Passport ID): <https://eclass.yorku.ca/course/view.php?id=98667>

ZOOM MEETING ROOM for tutorials and Optional sessions (requires using your Yorku Zoom account): [913 3867 2365](https://yorku.zoom.us/j/91338672365) **PASSCODE: 2500F23**

Section	Type	Day	Class Time	Location	Course Director
A	In classroom	Tuesday	7:00pm - 10:00pm	ACE 001	Timothy Ng
B	In classroom	Thursday	11:30am - 2:30pm	ACE 001	Olga Alcalde
C	In classroom	Tuesday	11:30am - 2:30pm	ACE 001	Taslina Nasreen
D	In classroom	Wednesday	7:00pm - 10:00pm	CLH G	John Kucharczuk
H	Online	Any day / time	None	Online with in person exams	Taslina Nasreen
I	Online	Any day / time	None	Online with in person exams	Marcela Porporato
J	Online	Any day / time	None	Online with in person exams	Marcela Porporato
L	In classroom	Thursday	1:00pm-4:00pm	IBM Markham LMP D109	John Kucharczuk Marcela Porporato
Tutorials	Remote	Saturday	9:00am-11:00am	Zoom	Emily Xu

There are two modes of delivery (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.

- **In classroom mode:** classes take place on campus (Keele and Markham) in designated classrooms.
- **Online mode:** Fall 2023 classes are delivered by recorded class lectures, which will be made available at the end of each week. You may choose to watch the additional prerecorded lecture and tutorial videos and complete your learning any time during the week at your convenience. There will be optional live sessions in Zoom three times during the term to interact with professors.
- **Both modes:** Evaluations during the term are online and exams (midterm and final) are in person at Keele Campus (locations to be announced, go to the room assigned to the section you are formally enrolled in).

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 has both synchronous and asynchronous elements – please read:

- Recorded lecture/tutorial videos are posted on the course eClass site. They are of two kinds: prerecorded (all available at the start of the term) and recorded this term (to be posted at the end of each week).
- Weekly meetings will be in person (sections A, B, C, D and L). Students in any section can attend the class of sections A, B, C or D at Keele campus. Only students in section L can enter IBM Markham. If you want to attend a class at Markham, let the professors of section L know 48 hrs. in advance so they can request a “guest pass” to IBM Headquarters.
- Tutorials will be via Zoom at the times announced in this course outline. Live drop in sessions for Online sections will also be in Zoom.
- It is highly recommended to attend the weekly in person classes or optional live Zoom sessions and engage, participate, and ask questions directly to the professors.

Important 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:

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.

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. If you are prompted to pay, it is not endorsed or provided by YorkU and it is better to stay away from those tutoring companies.

REQUIRED COURSE MATERIAL

[Introduction to Financial Accounting in the 21st Century](#), Gaber & Porporato, McGraw-Hill, Fall2023 ed. You can purchase the PIN code from YorkU Bookstore or directly from McGrawHill. There are 2 different PIN codes according to the product requested (prices are also different for each product):

Option 1: *Textbook + Connect package**

Option 2: *Connect eBookless* (Quizzes only – without eBook)*

If you do not want to work with an eBook, you can purchase a reduced version that contains only Connect with term projects, assignments and quizzes (eClass quizzes are accessible from the course website) and use any of the textbooks listed in the Complement to this outline. You can also rely on this other open textbook (the mapping of chapters is available in the Complement to this outline):

Dauderis, Henry and D. Annand (2019) "Introduction to Financial Accounting" full pdf book available at <https://lyryx.com/introduction-financial-accounting/>

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)
Due dates are in red for Connect and blue for eClass		Weekly Tutorials in Zoom meet on Saturday at 9:00am to 11:00am
Week #1 Sep 6-12	Financial statements and bookkeeping	Course Administration and Chapters 1, 2 and 3 There is no tutorial on Sep 9th. First tutorial is on Sep 16th
Week #2 Sep 13-19	AJE, accounting cycle & Acct. Theory	Chapter 4: adjusting journal entries (AJE) and Accounting Theory (appendix A, part 1) Tutorial on Sep 16th covering topics of Chapters 1, 2 and 3.
Week #3 Sep 20-26	Merchandising & Time Value of Money	Chapter 5: Merchandising and Time Value of Money (appendix B) Tutorial on Sep 23rd covering topics of Chapter 4 and Term Project Part I.
Oct 2nd	Exam	eClass Term Project Part I due on or before Monday Oct 2nd at 11:59pm.
Week #4 Sep27-Oct3	Principles of case analysis	Cases available in eClass: Sam's BBQ, Mary's Boutique, Jesse's Farm, Demarco Sports Live drop-in session for Online students in Zoom TBA (mechanics of accounting, term project and minicase) Tutorial on Sep 30th covering topics of Chapter 5.
Oct 6th	Exam	Connect Quiz testing weeks 1 to 3 opens October 3rd and closes October 6th at 11:59pm Connect Assignments for weeks 1 to 3 due on or before October 6th at 11:59pm
Co-curricular days (Fall reading week) October 7-13 No classes		
Oct 16th	Exam	Connect Mini case due on or before Oct 16th at 11:59pm
Week #5 Oct 4-17	Cash & Receivables	Chapter 6: cash and equivalents and Chapter 7: Receivables Tutorial on Oct 14th mini cases and Term Project part II
Oct 23rd	Exam	eClass Term Project Part II due on or before Oct 23rd at 11:59pm
Week #6 Oct 18-24	Inventory	Chapter 8: Inventory Tutorial on Oct 21st covering topics of Chapters 6 and 7.
Oct 30th	Exam	Connect Quiz testing weeks 4 to 6 opens October 27th and closes Octob.30th at 11:59pm Connect Assignments for weeks 4 to 6 due on or before October 30th at 11:59pm
Week #7 Oct 25-31	Capital Assets	Chapter 9: Capital assets (AKA long lived or non-current assets) Tutorial on Oct 28th covering topics of Chapter 8.
Week #8 Nov 1-7	Liabilities	Chapter 10: Liabilities Tutorial on Nov 4th covering topics of Chapter 9 and Appendix B.
Nov 13th	Exam	Connect Quiz testing weeks 7 to 8 open November 10th and closes Novem.13th 11:59pm Connect Assignments for weeks 7 to 8 due on or before November 13th at 11:59pm
Week #9 Nov 8-14	Equities & Intro to Business Analytics	Chapter 11: Shareholders (or Owners) Equity and Business Analytics Live drop-in session for Online students in Zoom TBA (balance sheet items, midterm exam) Tutorial on Nov 11th covering topics of Chapter 10.
Nov. 19th	Midterm Exam 2pm-5pm Sunday	Midterm Exam in Person on Keele campus covering topics of Weeks 5 to 9 . This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit).
Week #10 Nov15-21	Cash Flow Statement	Chapter 12: Cash Flow Statement Tutorial on Nov 18th covering topics of Chapter 11 and excel for analytics.
Nov 21st	Exam	Analytics Quiz in eClass opens November 20th and closes Novemb.21st at 11:59pm
Week #11 Nov 22-28	FSA & Internal Controls & Assurance	Chapter 13: Financial Statement Analysis (FSA) & Assurance (appendix A, Part 3) Tutorial on Nov 25th covering topics of Chapter 12.
Dec 4th	Exam	Connect Quiz testing weeks 9 to 11 open December 1st and closes Dec. 4th at 11:59pm Connect Assignments for weeks 9 to 11 due on or before December 4th at 11:59pm
Dec 4th	Exam	eClass Term Project Part III due on or before Monday December 4th at 11:59pm
Week #12 Nov 29 to Dec 5	Review of relevant topics	Important topics are reviewed: allowances for bad debts, capital assets purchases and dispositions, non current liabilities and cash flow statement. Live drop-in session for Online students in Zoom TBA (final exam) Tutorial on Dec 2nd covering topics of Chapter 13 and Appendix A.
December 7 - 22	Final Exam In Person on Keele campus	<ul style="list-style-type: none"> • The final regular exam will be in person testing the material of Weeks 10 to 12. • Students who missed the midterm exam will write a comprehensive final exam. • All deferred exams are comprehensive (weeks 1 to 12 of the most recent term).

GRADED COMPONENTS OF THE COURSE

To calculate your standing in the course, use this grading scheme (the same for all sections regardless of mode of delivery) by applying the following formula: Points earned by you / Total points available at the time
 For instance, if by October 7th you scored 3 points in the term project Part I, 2 points in the Connect Assignment (best attempt) and 2.5 points in the quiz, then you stand at a 68% in the course $[(3 + 2 + 2.5) / (4 + 2 + 5)]$

Component & Weight	Content and Style (desktop/laptop and access to stable internet are necessary)	Due date
Term Project (set up in Connect at the beginning of the term and due in eClass) The quiz in eClass can remain open during days until you click the “submit” button. Remember to use your own words to provide answers, avoid using AI aids, cheating or plagiarism.		
Part I (eClass)	4% One attempt only assignment – MC - worth 4%.	11:59pm Monday Oct 2nd
Part II (eClass)	12% One attempt only assignment – MC - worth 10%.	11:59pm Monday Oct 23rd
Part III (eClass)	4% One attempt only assignment – MC - worth 4%.	11:59pm Monday Dec 4th
Recurrent Weekly Assignments and Quizzes		
Connect assignments	8% Four Assignments testing knowledge on topics of Weeks 1 to 11 (2% each). Assignments open on September 5 th and are due on selected days as indicated in Connect (mostly multiple choices, 3 attempts, best grade counts).	11:59pm on Oct 6th, Oct 30th, Nov 13th and Dec 4th
Connect quizzes	20% Four Quizzes testing knowledge on topics of Weeks 1 to 11 (5% each). Quizzes are open during 4 days in Connect (mostly fill in the blanks, 1 attempt with time limit).	11:59pm on Oct 6th, Oct 30th, Nov 13th and Dec 4th
One time Examinations		
Mini case on bookkeeping (Connect)	12% Mini case to advance your knowledge of bookkeeping (weeks 1 to 4). Remains open during a few days and closes as indicated in Connect (fill in the blanks, 3 attempts of the same case, each attempt has a time limit, best grade counts).	11:59pm Monday Oct 16th
Analytics quiz (eClass)	5% Database and quiz available during 48 hours (MC, 1 attempt with time limit).	Nov 20th to Nov 21st at 11:59pm
Midterm – In Person on Keele campus	17% Covering topics of Week 5 to Week 9. This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit). If missed, write the comprehensive makeup in the final exam day.	2pm to 5pm Sunday November 19th Location TBA
Final Exam – In person on Keele campus	18% Actual final exam is scheduled by the Office of the Registrar. This is a timed, closed book and in person exam. Final exam covers topics of Week 10 to Week 12. Students unable to write the midterm exam must write a complement to the final exam (comprehensive) that covers all the material of the course.	Date, time and location TBA December 7 th to 22 nd . Mode of the exam is in person (closed book exam with time limit).
Total	100%	
Bonus marks (eClass)	2% Participate in a professional activity during the term, ask your professor. Approved events will be announced in eClass.	Last day to perform the activity Nov 25 th

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 or show for any in person exam.

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

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.

CONTACT INFORMATION and EMAIL PROTOCOL

This course does not check or use eClass messaging or chat. In your email include “**ADMS2500**” + “**Section Letter**” at the beginning of the email subject line. 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. In the signature or at the end of your message, provide your student number, and your last and first names. 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 your instructor in a reasonable amount of time or if you feel your questions/concerns are not properly addressed by your instructor. Please be courteous and email one recipient only.

Questions regarding computing issues: email York helpdesk	askit@yorku.ca
Questions regarding problems with textbook access	www.mcgrawhill.ca/support
Problem-based questions	adms2500@yorku.ca
Administrative based questions (due dates, grades, accommodation)	
Your email will be redirected to your instructor (course director) from this central email. Failure to provide your section information may result in delayed or no reply.	adms2500@yorku.ca
Tutorials on Saturday at 9:00am-11:00am in Zoom	adms2500@yorku.ca
Sensitive Matters Only: If your email content is sensitive, you may send it directly to your course director.	
Section A Prof. Timothy Ng	timkhng@yorku.ca
Section B Prof. Olga Alcalde	oalcalde@yorku.ca
Sections C and H Prof. Taslima Nasreen	nasreenr@yorku.ca
Sections D and L Prof. John Kucharczuk	jkuchar@yorku.ca
Sections I, J and L Prof. Marcela Porporato	porpomar@yorku.ca
Questions/concerns not properly addressed by your professor and/or the Teaching Assistants: e-mail the course coordinator Marcela Porporato (for Fall 2023)	porpomar@yorku.ca

Office hours: In person sections -> before and/or after the classes, at the classroom as announced by the prof.
Online sections -> there will be a handful of synchronous meetings during the term in Zoom

Student Support and Resources: For a full list of resources visit [Student Support & 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 & counselling to support 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, 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 your 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.

COURSE WEBSITE: <https://eclass.yorku.ca/course/view.php?id=>
 ZOOM MEETING ROOM for tutorials and Optional sessions: [913 3867 2365](https://yorku.zoom.us/j/91338672365) PASSCODE: 2500F23

WEEKLY ROUTINE SUGGESTED FOR ADMS2500
Step 1: Preparation (3 to 6 hours)
1) Check the course outline and its complement to identify the activities of the week. 2) Read the material in the textbook to familiarize yourself with the topic. 3) Consider if ready for the first attempt of the Connect Assignment. You are allowed limited attempts for Connect Assignments and only the best result counts (the Minicase also allow three attempts). 4) Solve some of the end-of-chapter problems and exercises (available in any textbook).
Step 2: Attend the class (read before and participate actively)
5) 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 questions. Not all topics or possible variations of exercises/problems are covered. Bring your questions to the class.
Step 3: Identify the gaps in your knowledge and ask questions (3 to 6 hours)
6) Solve some other end of chapter problems and exercises (available in textbooks) 7) Join the tutorial on Saturday morning and ask questions (or watch the recording). 8) Now you are ready to do the third and final attempt of the Connect Assignments. 9) Complete the Connect quiz(s) while it is open (one attempt only). 10) 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 4: Consolidate your knowledge (1 to 3 hours)
11) 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 classmates, but you must submit your own work (your own words using your own format). 12) Submit work in eClass as early as possible. Ideally complete submissions during working hours during weekdays to have the proper IT support. 13) In preparation for exams, attempt past exams available in eClass (solutions available). 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 term's exams. 14) Right before each examination in eClass, complete the practice or mock quiz/exams when available. Note the mock online quiz/exam are designed to help you see how questions behave, their style and to make sure your device works (proper browser and permissions) and there is connectivity. 15) In preparation for exams and quizzes submission make sure you do satisfy all submission requirements in terms of formatting and that you do not violate academic honesty policies. 16) After writing exams or submitting quizzes check the answers and solutions posted to find out what need improvement (solutions are posted immediately after the deadline, so no extensions to deadlines can be granted for any situation or circumstance). 17) Check the progress report of points earned that will be regularly posted in eClass and match it with your own record and calculations. If there is a difference, email your professor immediately.
Step 5: Repeat Steps 1 to 4 every week and use the acquired new knowledge in future courses you will do in the BCom

RELEVANT UNIVERSITY REGULATIONS FOR FALL 2023

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

- Complement of details to this short course outline also available in eClass
- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)
- [Common Course Policies, School of Administrative Studies](#)