

AP/ADMS2500 3.0 Introduction to Financial Accounting

Course Outline [Updated August 12, 2024] **Fall 2024**

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=129955>

COURSE MATERIAL IN CONNECT register in Connect Fall 2024 and link accounts through eClass
ZOOM MEETING ROOM for tutorials and drop-in sessions (requires using your Yorku Zoom account): [913 3867 2365](tel:91338672365) **PASSCODE: 2500F24**

Section	Type	Day	Class Time	Location	Course Director
A	In classroom	Tuesday	7:00pm - 10:00pm	DB0016	Marcela Porporato (Weeks 1-6) Timothy Ng (Weeks 7 to 12)
B	In classroom	Thursday	11:30am - 2:30pm	DB0001	Taslina Nasreen
C	In classroom	Tuesday	11:30am - 2:30pm	CLH A	Marcela Porporato (Weeks 1-6) John Kucharczuk (Weeks 7-12)
D	In classroom	Wednesday	2:30pm - 5:30pm	CLH G	Timothy Ng
E	Online	Any day / time	None	Online with in person exams	Marcela Porporato
F	Online	Any day / time	None	Online with in person exams	Marcela Porporato
G	Online	Any day / time	None	Online with in person exams	Marcela Porporato
Tutorials	Remote	Saturday	8:30am-10:30am	Zoom	Sameen Satar & Emily Xu
Drop-in	Remote	Selected Mondays	5:00pm-7:00pm	Zoom	Marcela Porporato

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 Keele campus in designated classrooms.
- **Online mode:** Fall 2024 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 drop-in live sessions in Zoom five 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 students can attend in person classes if the room capacity allows it and all students can participate in drop-in sessions and tutorials.

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 and D). Students in any section can attend the class of sections A, B, C or D at Keele campus.
- Tutorials will be via Zoom at the times announced in this course outline.
- Live drop-in sessions will also be in Zoom. These sessions are designed for students in Online sections, but everybody is welcomed to participate.
- It is highly recommended to attend the weekly in person classes or drop in live Zoom sessions and engage, participate, and ask questions directly to the professors and TA.

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 then 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, Fall 2024 ed. Available through the link in eClass after registering your account in Connect

There are 2 different PIN codes according to the product requested:

Option 1: *Textbook + Connect package**

Option 2: *Connect eBookless* (Assignments/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 8:30am to 10:30am Live drop-in session in Zoom meet Monday at 5pm
Week #1 Sep 4-10	Financial statements and bookkeeping	Course Administration and Chapters 1, 2 and 3 Live drop-in session #1 in Zoom Sep 9th (welcome and course administration). There is no tutorial on Sep 7th. First tutorial is on Sep 14th
Week #2 Sep 11-17	AJE, accounting cycle & Acct. Theory	Chapter 4: Adjusting journal entries (AJE) and Accounting Theory (appendix A, part 1) Tutorial on Sep 14th covering topics of Week #1 (Chapters 1, 2 and 3).
Week #3 Sep 18-24	Merchandising	Chapter 5: Merchandising Tutorial on Sep 21st covering topics of Week #2 (Ch.4 & Term Project).
Week #4 Sep25-Oct1	Principles of case analysis: Mary's Boutique, Sam's BBQ	Other cases available in eClass: Brian's Funny Business, Jesse's Farm, Demarco Sports Live drop-in session #2 in Zoom Sep 30th (mechanics of acct, term project & minicase). Tutorial on Sep 28th covering topics of Week #3 (Chapter 5).
Sep 30 th	Exam	eClass Term Project (first part) due on or before Monday Sep 30th at 11:59pm.
Oct 7 th	Exam	Connect Quiz testing weeks 1 to 4 opens October 4th and closes October 7th at 11:59pm Connect Assignments for weeks 1 to 4 due on or before October 7th at 11:59pm
Week #5 Oct 2-8	Cash & Receivables	Chapter 6: Cash and equivalents and Chapter 7: Receivables Tutorial on Oct 5th Weeks #4 and #5 (mini cases and midterm preparation)
Week #6 Oct 9-22	Inventory	Chapter 8: Inventory Live drop-in session #3 in Zoom Oct 7th (current assets: cash, receivables, inventory). Tutorial on Oct 19th reviewing topics of Week #5 (Chapters 6 and 7).
Oct 11 th	Exam	Last attempt on Connect Mini case due on or before October 11th at 11:59pm (the mini case remains open for study attempts – no marks - until October 19 th at 11:59pm)
Co-curricular days (Fall reading week) October 12-18		No classes
Oct 20 th	Midterm Exam 6pm-9pm Sunday	Midterm Exam in Person on Keele campus covering topics of Weeks 1 to 5 . This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit).
Oct 28 th	Exam	Connect Quiz testing weeks 5 to 6 opens October 25th and closes Octob.28th at 11:59pm Connect Assignments for weeks 5 to 6 due on or before October 28th at 11:59pm
Week #7 Oct 23-29	Capital Assets & Time Value of Money	Chapter 9: Capital assets (non-current assets) and Time Value of Money (appendix B) Tutorial on Oct 26th covering topics of Week #6 (Chapter 8).
Week #8 Oct30 Nov5	Liabilities	Chapter 10: Liabilities Tutorial on Nov 2nd covering topics of Week #7 (Chapter 9 and Appendix B).
Week #9 Nov 6-12	Equities & Intro to Data Analytics and Information Systems	Chapter 11: Shareholders (or Owners) Equity and DAIS (Business Analytics) Live drop-in session #4 in Zoom Nov11th (balance sheet items) Tutorial on Nov 9th covering topics of Week #8 (Chapter 10).
Nov 11 th	Exam	Connect Quiz testing weeks 7 to 8 open November 8th and closes Novem.11th 11:59pm Connect Assignments for weeks 7 to 8 due on or before November 11th at 11:59pm
Week #10 Nov 13-19	Financial Statements Analysis & Assurance	Chapter 13: Financial Statement Analysis (FSA) & Assurance (appendix A, Part 3) Tutorial on Nov 16th covering topics of Week #9 (Chapter 11).
Nov 18 th	Exam	Analytics Quiz in eClass opens November 15th and closes Novemb.18th at 11:59pm
Week #11 Nov20-26	Cash Flow Statement	Chapter 12: Cash Flow Statement Tutorial on Nov 23th covering topics of Week #10 (Chapter 13).
Nov 25 th	Exam	eClass Term Project (second part) due on or before Monday Nov 25th at 11:59pm
Week #12 Nov 27 to Dec 3	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 #5 in Zoom Dec 2nd (CFS, FSA, final exam) Tutorial on Nov 30th covering topics of Week #11 (Chapter 12).
Dec 2 nd	Exam	Connect Quiz testing weeks 9 to 11 open Nov. 29th and closes Dec. 2nd at 11:59pm Connect Assignments for weeks 9 to 11 due on or before December 2nd at 11:59pm
December 5 - 20	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 1 to 12. Students who missed the midterm exam will write the same exam with more weight. 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 8th you scored 4 points in the first part of the term project, 2 points in the Connect Assignment (best attempt) and 2 points in the quiz, then you stand at a 59% in the course $[(4+2+2) / (6+2.5+5)]$

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 is open for days until you click the “submit” button. Format: mostly fill in the blanks, 1 attempt, no time limit. Remember to use your own words for answers, avoid using AI aids, cheating or plagiarism.		
TP 1 (eClass)	6% One attempt only assignment	11:59pm Monday Sep 30th
TP 2 (eClass)	6% One attempt only assignment	11:59pm Monday Nov 25th
Recurrent Assignments and Quizzes		
Connect assignments	10% Four Assignments testing knowledge on topics of Weeks 1 to 11 (2.5% each). Assignments open on September 4 th and are due on selected days as indicated in Connect (multiple choices, fill in the blanks, 3 attempts, best grade counts).	Close at 11:59pm on Mondays: Oct 7th, Oct 28th, Nov 11th and Dec 2nd
Connect quizzes	20% Four Quizzes testing knowledge on topics of Weeks 1 to 11 (5% each). Quizzes are open for a few days in Connect (mostly fill in the blanks with some multiple choices, 1 attempt with time limit).	Close at 11:59pm on Oct 7th, Oct 28th, Nov 11th and Dec 2nd
One time Examinations		
Mini case on bookkeeping (Connect)	12% Mini case to advance your knowledge of bookkeeping (weeks 1 to 4). Remains open for some 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).	Last attempt closes at 11:59pm on Friday Oct 11th. Study attempts –no marks- until Oct 19th
Analytics quiz (eClass)	6% Database and quiz available for few days (fill in the blanks, multiple choice, 1 attempt with time limit).	Closes at 11:59pm on Nov 18th
Midterm – In Person at Keele campus	20% Covering topics of Week 1 to Week 5. This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit). If missed, the weight goes to the final.	6pm to 9pm Sunday October 20th Location TBA
Final Exam – In person on Keele campus	20% 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 1 to Week 12. Students who missed the midterm will write the same exam carrying a weight of 40%.	Date, time and location TBA Dec.5 th to 20 th . In person exam (closed book with time limit).
Total	100%	
Bonus marks (eClass)	2% Participate in a professional activity listed as an approved event that will be announced in eClass during the term.	Last day to perform the activity Nov 30 th . The deadline to upload documentation in eClass is 11:59pm on Nov.30 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 8:30am-10:30am in Zoom	adms2500@yorku.ca
Sensitive Matters Only: If your email content is sensitive, you may send it directly to your course director.	Prof. John Kucharzuk Prof. Taslima Nasreen Prof. Timothy Ng Prof. Marcela Porporato
	jkuchar@yorku.ca nasreenr@yorku.ca timkhng@yorku.ca 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 2024)	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=129955>

ZOOM MEETING ROOM for tutorials and Drop in sessions: [913 3867 2365](https://yorku.zoom.us/j/91338672365) **PASSCODE: 2500F24**

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 allows 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 on campus or through online recorded 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 or drop-in sessions.

Step 3: Identify the gaps in your knowledge and ask questions (3 to 6 hours)

- 7) Solve some other end of chapter problems and exercises (available in textbooks)
- 8) Join the live tutorial on Zoom and ask questions (or watch the recording).
- 9) Now you are ready to do the third and final attempt of the Connect Assignments.
- 10) Complete the Connect quiz(s) while it is open (one attempt only).
- 11) When offered, participate in the live drop-in session with one of the professors.
- 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 4: 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 classmates, but you must submit your own work (your own words using your own format).
- 14) Submit work in eClass as early as possible. Ideally complete submissions during working hours during weekdays to have the proper IT support.
- 15) 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.
- 16) 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).
- 17) 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.
- 18) 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).
- 19) 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 or your degree

RELEVANT UNIVERSITY REGULATIONS FOR FALL 2024

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](#)

COURSE WEBSITE: <https://eclass.yorku.ca/course/view.php?id=129955>

ZOOM MEETING ROOM for tutorials and Drop in sessions: **913 3867 2365** **PASSCODE:** **2500F24**

LA&PS Land Acknowledgement (<https://www.yorku.ca/laps/land-acknowledgement/>)

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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 complement to the 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 together with the shorten version of it.

Note 2: When you experience a conflict in your agenda to write an examination, contact your professor two weeks in advance to check alternatives, in the meantime, read the accommodations of this outline.

Note 3: From the beginning of the term, you should keep in mind the due dates for Connect Quizzes/ Assignments and eClass quizzes/assignments. The schedule of eClass and Connect due dates is listed in this course outline. 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. 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 that allow multiple attempts only count the best mark; Connect and eClass quizzes only allow one attempt and have limited time to be completed.** In all cases, correct answers are only shown after the deadline for submissions, therefore no extensions to deadlines are feasible for any student regardless of the circumstances or Letter of Accommodation terms.

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”:** **September 18, 2024.**

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 and AP/ADMS1010 3.00 are strongly recommended.

2) REQUIRED COURSE MATERIAL

[Introduction to Financial Accounting in the 21st Century](#), Gaber & Porporato, McGraw-Hill, make sure to obtain the most current version and pair it following the eClass link.

Connect is updated each term to include a new term project and assignments. 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 and the ebook if so desired. There are 2 different PIN codes according to the product requested:

Option 1: *Textbook + Connect package**

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

Students who do not want to work with an eBook can purchase a reduced version that contains only Connect with term projects, assignments and quizzes (eClass quizzes are accessible from the course website). The course outline is built around three additional textbooks and you can use any of them.

**Connect is required to complete the online course assignments, quizzes and other assessments. Students can purchase Connect Access Codes through the York Bookstore or online (see Connect Registration Instructions). Students have access to Connect for 1 year from when they register.*

Step-by-step purchase and registration videos:

<https://youtu.be/amuBNCjVWGo> - Purchase with Access Code via Bookstore

<https://youtu.be/Rgv4qubhaZc> - Digital Only Purchase Direct from MHE (some terms this is not available)

CONNECT REGISTRATION INSTRUCTIONS

Note: **You will be able to register in the Fall 2024 section on or after August 30th when registration opens.**

When registering in Connect please ensure that your profile includes the following: type exactly the same last name, first name(s) and email you have in eClass (the ones YorkU has in your eClass profile). Should the information not be accurate or complete, the grade might not be extracted from Connect and merged with your eClass marks. Remember to pair Connect with eClass following the instructions in eClass, not doing this step **may result in a mark of zero for your Connect grade.**

Connect step by step registration instructions:

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

1. Go to the Connect Web Address
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 and pair it with eClass using the link in eClass.

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
3. Click on “Register Now”
4. Enter the same email address you previously used and your password when prompted
5. Connect will recognize you have a valid license and you will be registered into the new Connect section. You are now ready to pair Connect with eClass using the link in eClass.

Connect Support: For any questions or issues related to Connect that cannot be solved by your professor, please 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 textbooks in business libraries and all of them cover the same topics in a similar sequence.

In this course it is indistinct which of the following four textbooks you use, please note that two of them only offer an ebook version (one is open access and free):

- **Gaber** and Porporato (2023) McGraw Hill. Introduction to Financial Accounting in the 21st Century.
- **Libby**, Libby, Short, Kanaan and Sterling (2020) McGraw Hill "Financial Accounting" 7th Canadian edition (available in York Libraries the 2011 edition, but not mapped here)
- **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 Appendix 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	Appendix 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. A suitable tool to keep track of all terms and templates are the “Summary for self-study” available in eClass.

3) DETAILED WEEKLY TIMETABLE AND DUE DATES

Note: Weekly coverage is 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 8:30am to 10:30am in Zoom Live drop-in session in Zoom meet Monday at 5pm
Week #1	Course Admin. & Financial statements and bookkeeping	You will get more benefit from the weekly 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. Live drop-in session #1 in Zoom (course administration) There is no tutorial on week #1. First tutorial is in week #2
Week #2	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. Last date to enroll in the course without permission is by the end of this week. There will be absolutely no permission granted for enrollment after this date. Tutorial in week #2 covers topics of Week #1 (Chapters 1, 2 and 3: FS & bookkeeping).
Week #3	Merchandising	The topics are covered in Chapter 5. You must work on Term Project Part I. First step: find the public firm to analyze from the SEDAR website as instructed in the eBook. In eClass you can open the quiz to see the questions during days before submitting it (do not submit until complete). Tutorial in Week #3 covers topics of Week #2 (Term Project and Chapter 4:AJE).
Week #4	Principles of case analysis Mary's Boutique, Sam's BBQ	Other cases available in eClass: Brian's Funny Business, Jesse's Farm, Demarco Sports. They 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. You can do the first attempt of Connect Mini Case by now. Live drop-in session #2 in Zoom (mechanics of accounting, term project and minicase). Tutorial in Week #4 covers topics of Week #3 (Chapter 5: Merchandising)
Co-curricular days (Fall reading week)		
Week #5	Cash & Receivables	The topics are covered in Chapters 6 and 7. Tutorial in Week #5 covers integrated cases in intro accounting as seen in Week #4
	Midterm Exam	Midterm Exam in Person on Keele campus on Sunday October 20th between 6pm and 9pm covering topics of Weeks 1 to 5 . This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit). If missed, the weight gets transferred to the final exam automatically. The final exam covers all topics, weeks 1 to 12, no documentation to submit to the profs.
Week #6	Inventory	The topics are covered in Chapter 8. Tutorial in Week #6 covers topics of Week #5 (Chapters 6 and 7: Cash and Receivables) Live drop-in session #3 in Zoom (current assets)
Week #7	Capital Assets & Time Value of Money	The topics are covered in Chapter 9. Time Value of Money (appendix B) techniques are needed for purchase of long-lived assets using deferred payment plans (Chapter 9) and pricing of corporate bonds (Chapter 10). Tutorial in Week #7 covers topics of Week #6 (Chapter 8: Inventory)
Week #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). Tutorial in Week #8 covers topics of Week #7 (Chapter 9 and Appendix B: Cap.Assets)
Week #9	Equities Introduction to Data Analytics and Information Systems (DAIS)	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. DAIS is not included in the book. Concepts covered in class are not examinable in this course. Excel for business analytics is tested in Weeks 10 to 12 (eClass). This week is last date to drop Fall term courses without receiving a grade. After this date the course remains on your transcript. Live drop-in session #4 in Zoom (balance sheet items) Tutorial in Week #9 covers topics of Week #8 (Chapter 10: Liabilities)

Week	Topic	Notes (topics identified are in Gaber's ebook) Weekly Tutorials offered remotely meet on Saturday at 8:30am to 10:30am in Zoom Live drop-in session in Zoom meet Monday at 5pm
Week #10	Financial Statement Analysis & Assurance	The topics on Financial Statement Analysis are covered in Chapter 13. The term project Part III and final exam will test this topic. Financial ratio formulas are provided in exams. Assurance topics (appendix A, Part 3) is not examinable in this course. Tutorial in Week #10 covers topics of Week #9 (Chapter 11: Equities and DAIS)
Week #11	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. Tutorial in Week #11 covers topics of Week #10 (Term project and Chapter 13: FSA)
Week #12	Review of relevant topics	Important topics for intermediate accounting are reviewed: allowances for bad debts, capital assets purchases and dispositions, noncurrent liabilities and cash flow statement. Live drop-in session #5 in Zoom (CFS, FSA, final exam) Tutorial in Week #12 covers topics of Week #11 (Chapter 12: Cash Flow Statement).
Regular Final Exam period	Final Exam Within the final exam period In Person on Keele campus	<ul style="list-style-type: none"> • All content from lectures, website and textbooks are examinable unless specified. • Official grades will be posted by the Registrar's Office when approved by them. • The final regular exam will be in person (or Connect or eClass if required by York University) and will test the material of Week 1 to Week 12. • Students who missed the midterm exam will write the same comprehensive final exam that is all-inclusive (entire course, Weeks 1 to 12) but the weight will be increased. • 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 testing the content of weeks 1 to 12 of the most recent term. 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.

4) 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 4 points in the first part of the term project, 2 points in the Connect Assignment (best attempt) and 2 points in the quiz, then you stand at a 59% in the course $[(4+2+2) / (6+2.5+5)]$

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 is open for days until you click the “submit” button. Format: mostly fill in the blanks, 1 attempt, no time limit. Remember to use your own words for answers, avoid using AI aids, cheating or plagiarism.			
TP 1 (eClass)	6%	One attempt only assignment	11:59pm Monday Sep 30th
TP 2 (eClass)	6%	One attempt only assignment	11:59pm Monday Nov 25th
Recurrent Assignments and Quizzes			
Connect assignments	10%	Four Assignments testing knowledge on topics of Weeks 1 to 11 (2.5% each). Assignments open on September 4 th and are due on selected days as indicated in Connect (multiple choices, fill in the blanks, 3 attempts, best grade counts).	Close at 11:59pm on Mondays: Oct 7th, Oct 28th, Nov 11th and Dec 2nd
Connect quizzes	20%	Four Quizzes testing knowledge on topics of Weeks 1 to 11 (5% each). Quizzes are open for a few days in Connect (mostly fill in the blanks with some multiple choices, 1 attempt with time limit).	Close at 11:59pm on Oct 7th, Oct 28th, Nov 11th and Dec 2nd
One time Examinations			
Mini case on bookkeeping (Connect)	12%	Mini case to advance your knowledge of bookkeeping (weeks 1 to 4). Remains open for some 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).	Last attempt closes on Friday Oct 11th 11:59pm Study attempts -no marks- until Oct 19th
Analytics quiz (eClass)	6%	Database and quiz available for few days (fill in the blanks, multiple choice, 1 attempt with time limit).	Closes at 11:59pm on Nov 18th
Midterm – In Person at Keele campus	20%	Covering topics of Week 1 to Week 5. This is a timed, closed book (fill in the blanks + multiple choice + open ended questions, 1 attempt with time limit). If missed, the weight goes to the final.	6pm to 9pm Sunday October 20th Location TBA
Final Exam – In person on Keele campus	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. Please check: https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/curexam This is a timed, closed book and in person exam. Final exam covers topics of Week 1 to Week 12. Students who missed the midterm will write the same exam carrying a weight of 40%.	Final exam period is between Dec 5 th to 20 th Mode of the exam is in person. If changed to online due to health and sanitary conditions it will be announced in eClass.
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.

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. It is essential that you write out a study plan that dedicates at least six hours a week (in addition to the class time). A minimum of two hours of study for each classroom hour has been the rule of thumb in Honours University accounting courses as the minimum work ethic for passing it.

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 of up to 15% of As and up to 10% of failures.

Note 3: From day one you are going to be bombarded by outside “tutoring companies” that guarantee you high grades. 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, mini case and analytics quiz is to give you essential skills for job interviews as well as to prepare for exams, buying a solution doubles your chances of failing the exams. Be smart and 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 missed mid-term exam weight is automatically transferred to the final and the final exam will be comprehensive covering the entire course content. 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 and will write a comprehensive final exam.

Note 5: To best ensure academic integrity, online quiz and 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. Be aware of these diverse exams settings by carefully reading their instructions both in eClass and Connect.

Note 6: 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 protect from 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 violate 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 email the School (apsas@yorku.ca) or your professor.

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.

Assessment Components in the course

This course has several assessments. Some are online (term project, assignments and quizzes) while others are in person (exams). When answering the online assessments take care of the formatting used. When answers are numbers, just type numbers and the dot to separate decimals; typing any other character will prevent the software (eClass or Connect) to read your answer as a number and will be graded as wrong. If the question asks for total revenues, just type 123000.89 because any of the following will be read as wrong by the software: \$123000.89 or 123,000.89 or \$123,000.89. When the question asks for a percentage, make sure to understand how the answer is required. For instance, if the question asks for changes in revenue as a % and the data is 100 for year 1 and 120 for year 2, the calculation is $(120-100) / 100 = 0.2$ and if the question asks in percentage, you can type 20 or if it asks for the ratio you type 0.2; never type 20% or 0.2% or 20/100 or any other combination.

1) 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, grades calculated and correct answers released, 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 because the knowledge required to complete them is covered in classes delivered weeks prior to the deadlines.

The term project will give you hands-on experience applying the concepts presented in this course. The term project for this semester and explicit instructions on how to complete and submit it are available in Connect. Complementary details applicable to this course/semester might appear in eClass. When you complete the term project, you have mastered key learning objectives of this course such as 1) Read and understand an annual report for a real company, and 2) Perform an analysis of financial statements.

Your answers to the **eClass** 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 100% 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. Correct answers to numerical questions are disclosed at the moment of the deadline while key elements can be discussed in the class or tutorial immediately after its due date. 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.

2) Connect Assignments

Attempt the assignment when you have completed reviewing the chapters, associated lectures and have attempted the practice problems in your textbook. The assignment gives you instant feedback on your overall level of learning accomplishment (not detailed feedback on each question) and you have 3 attempts at each assignment and only the best mark is retained. Connect Assignments are design as a study aid, not an assessment; not disclosing the results of each question attempted before the deadline allow students to use two effective learning strategies: 1) consult the course materials before answering (no time limit on each attempt, they can remain open during days while the student revisits the textbook, class notes, attend class and tutorials, etc.), and 2) debrief after the attempt consulting the course material to identify which is the question or questions that were not answered correctly. 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 are only open until certain specific dates each term; they do not remain open the whole term so plan accordingly. Connect assignments do not have a make-up because they are open during weeks.

3) Connect Quizzes

The quizzes are available during a few days, they do not remain open the whole term so plan accordingly. Quizzes admit one attempt and have time limit; these quiz questions are in the same format and of the same complexity as some of your Connect Assignments and midterm questions, so learning during the assignment and quizzes is an important part of your exam preparation (debrief after its completion is useful for next assessments). 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. Connect quizzes do not have a make-up because they are open for a few days.

4) Connect Mini Case

Attempt the mini case that is similar to Mary's Boutique when you have completed reviewing the first four chapters, associated lectures and have attempted some practice problems in your textbook. The mini case gives you instant feedback on your overall level of learning accomplishment and you have 3 attempts at the same mini case and only the best mark is retained. Each attempt at the mini case is timed (have time limit), but after the first attempt you can work it off-line for the second attempt. The MiniCase is design as a study aid, not an assessment; not disclosing the results of each item attempted before the deadline allow students to use two effective learning strategies: 1) consult the course materials between attempts (the same case with the same numbers appears in each attempt allowing you to revisit the textbook, class notes, attend class and tutorials, etc.), and 2) debrief after each attempt consulting the course material to identify which are the items that were not answered correctly. Note that not submitting at least one attempt before the deadline implies a grade of zero and its weight cannot be transferred to any other component on the course. This is only open until a certain specific date each term; it does not remain open the whole term so plan accordingly. There is no deadline extension because results are released after the deadline, and there is no make up for the mini case because it is open during days.

5) Business and Data Analytics Quiz (eClass)

As a first step in business analytics, each student on an individual basis must answer an **eClass** quiz using Excel. The course web site has a section "Analytics Quiz" dedicated to the assignment preparation. Instructions, tutorial, and a mock assignment with a complete data set are available in eClass for students to browse and practice in advance. The quiz in eClass admits one attempt and has a time limit for the attempt during the days it remains open. It is suggested you first download the database (Excel file) and work on it to complete the six requirements. Once satisfied with the pivot tables open the quiz and answer the randomly generated questions as they appear in your quiz using the data and insights of the pivot tables you created in the Excel database following the instructions and tutorials. Note this quiz can be sequential, meaning that once a question is answered, you cannot go back to it. The purpose of this requirement is to expose you to an essential tool, Excel, that must be mastered by those intending 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.

6) Midterm and final exams (in person at Keele Campus)

Midterm Exam: As a multi-section course, the midterm exam in ADMS2500 is scheduled outside of class on **Sunday October 20th at 6:00pm** (closed book, timed and in person)

Final Exam: scheduled by Registrar's Office between **December 5th and 20nd**, date to be determined. Written final exam in person at Keele campus. All students write the same final exam (closed book, timed, testing topics of week 1 to 12). Students who missed the midterm exam write the same exam but with a different weight to accommodate for the missed mid term exam.

Deferred Exams

Deferred standing may be granted to students who are unable to write final examination at the scheduled time. 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 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. 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 includes 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 your 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) Official course grades are released by the Registrar (not the Course Director, TA or the School of Administrative Studies).
- 5) 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.
- 6) Enough marks will be posted on the course website prior to the "last date to drop without receiving a grade" date for you to decide whether to drop the course or not.
- 7) You have until the last day of classes to withdraw from the course and obtain a W in your transcript.

5) INSTRUCTORS AND COURSE RESOURCES

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

Section	Day	Class time	Instructor	e-mail
A	Tuesday	7:00pm - 10:00pm	Marcela Porporato (weeks 1 to 6) Timothy Ng (weeks 7 to 12)	porpomar@yorku.ca timkhng@yorku.ca
B	Thursday	11:30am - 2:30pm	Taslima Nasreen	nasreenr@yorku.ca
C	Tuesday	11:30am - 2:30pm	Marcela Porporato (weeks 1 to 6) John Kucharczuk (weeks 7 to 12)	porpomar@yorku.ca jkuchar@yorku.ca
D	Wednesday	2:30pm - 5:30pm	Timothy Ng	timkhng@yorku.ca
Course coordinator Fall 2024			Marcela Porporato	porpomar@yorku.ca

Online sections:

Recorded lectures of the current term are posted at the end of each week. There are drop-in sessions in Zoom.

Sections	Day	Instructor	e-mail
E, F, G	Any day	Prof. Marcela Porporato	porpomar@yorku.ca

Online study is not for everyone. Attending classes has the very huge benefit of forcing you to stay up to date each week and ask questions in real-time as opposed to putting your queries in email.

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 classes, any disruptive and/or harassing behaviour will not be tolerated. If you experience an inappropriate incident that makes you feel unsafe or uncomfortable, please contact your course instructor or the School 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 live tutoring online (and many other hours of recorded tutoring on problem solutions), 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 in this course outline.

Drop-in sessions

Attendance to **drop in sessions** is not mandatory. Drop-in sessions **on selected Monday evenings** present a brief summary of the topics covered in a series of weeks followed by the solution of exercises with the best strategies that can be used to tackle them. The rest of the session is largely unstructured where you will have access to one of the professors that is simply there to help you. The detail of drop in sessions dates and themes for each session can be found 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 attend the class and 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.

Practice Problems

There are practice problems and solutions in the textbooks. eClass contains practice exams (actual exams used in past terms, so be prepared for them having errors). The formula for success in a “problems” course such as accounting is always to work as many problems as time permits and debrief each attempt with the course materials.

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 companies handing out notices on campus for assistance, several targeted to international students that might be unaware of academic integrity rules and practices in Canadian universities. 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.

Course Website

Within 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 leveling the learning experience 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 and other quizzes
- Exam information and exam results
- Practice exams and weekly summary for self-study

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.

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.

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. A computer and speakers (or headphones) are needed to read and listen to the recorded material. A camera and microphone are essential for participation in Zoom sessions. 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.

Students shall note the following regarding the use of Zoom:

Zoom is hosted on servers in the United States and Canada. Recordings done since May 1, 2022 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 automatically notifies participants 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 computing information, resources, and help:

- [Zoom@YorkU Best Practices](https://staff.computing.yorku.ca/wp-content/uploads/sites/3/2020/03/Zoom@YorkU-Best-Practicesv2.pdf) <https://staff.computing.yorku.ca/wp-content/uploads/sites/3/2020/03/Zoom@YorkU-Best-Practicesv2.pdf>
- [Zoom@YorkU User Reference Guide](http://staff.computing.yorku.ca/wp-content/uploads/sites/3/2012/02/Zoom@YorkU-User-Reference-Guide.pdf) <http://staff.computing.yorku.ca/wp-content/uploads/sites/3/2012/02/Zoom@YorkU-User-Reference-Guide.pdf>
- [University Information Technology \(UIT\) Student Services](https://student.computing.yorku.ca/) <https://student.computing.yorku.ca/>
- [Student Guide to eLearning at York University](http://elearning-guide.apps01.yorku.ca/) <http://elearning-guide.apps01.yorku.ca/>

To determine Internet connection and speed, there are online tests, such as [Speedtest](https://www.speedtest.net/) (<https://www.speedtest.net/>), that can be run. If you need technical assistance, please consult the [University Information Technology \(UIT\) Student Services](https://www.yorku.ca/uit/student-services/) (<https://www.yorku.ca/uit/student-services/>) web page. For more specific assistance, please write to askit@yorku.ca.

6) CONTACT INFORMATION and EMAIL PROTOCOL

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.

Purpose of email	Email
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 8:30am-10:30am in Zoom	adms2500@yorku.ca
Sensitive Matters Only If your email content is sensitive, you may send it directly to your course director. To escalate issues, write directly to the Course Coordinator for this term. If still not satisfied, please contact the Area Coordinator for all Financial Accounting courses, Prof. H.Wang at hpwang@yorku.ca Last resource is the School’s Undergraduate Program Director, Prof. Karakul at mkarakul@yorku.ca	

Office hours: In person sections -> before and/or after the classes, at the classroom, or at times and places announced by each professor during the class

Online sections -> there will be a handful of synchronous meetings during the term (drop in sessions) Time, dates and topics will be announced by the professors in eClass

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.
- 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.

7) 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 and AP/ADMS 1000 are not prerequisites for AP/ADMS 2500 3.00 but they are 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 honors 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 BCom degree. ADMS 1500 is tailored specifically for the BHRM program and ADMS1550 for other non-business majors and both are 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.

8) RELEVANT UNIVERSITY REGULATIONS FOR FALL 2024

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

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)
- [Common Course Policies, School of Administrative Studies](#)

Please also review the following course policies:

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.

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>

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](#).

- 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. Acting with integrity in your course work is to practice 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.

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

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 [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](#).

9) 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 allows 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 on campus or through online recorded 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 or drop-in sessions.

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 live tutorial on Zoom 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) When offered, participate in the live drop-in session with one of the professors.
- 11) 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)

- 12) 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).
- 13) Submit work in eClass as early as possible. Ideally complete submissions during working hours during weekdays to have the proper IT support.
- 14) 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.
- 15) 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).
- 16) 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.
- 17) 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).
- 18) 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