



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS1000

INTRODUCTION TO BUSINESS

FALL 2026 – SECTION A

COURSE OUTLINEⁱ

SECTION INFORMATION

Course Director:	Dr. Peter Tsasis
Email:	tsasis@yorku.ca
Timing of Class:	Mondays, 11:30am to 2:20pm (Keele Campus)
Classroom:	See Registrar's Listing (https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm)
Office Hours:	By appointment (Please email Professor)
Course Web Site:	eClass.yorku.ca

This course is offered on-campus through an in-person lecture format. Lectures and other activities will be provided via live in-class, delivered weekly as indicated in the course schedule at the end of this outline. Students are encouraged to progress in the course weekly, attend live lectures in class, and participate in case discussions. Please read this course outline carefully and updates posted to the course website for further details.

Please note that internet access will be required for full access to course resources. The course text is available in digital format only and coursework submissions will be online through eClass. All exams will be on-campus and students must be available to write the exams as scheduled.

IMPORTANT NOTES

- **Communication with the Course Director:** Please include your *full name, student number and section*. Students are expected to maintain proper and respectful conduct at all times.
- **About Course Registration:** Please direct all registration questions to the main office of the School of Administrative Studies (apsas@yorku.ca). Course Directors (instructors) cannot enroll or approve your enrolment to the course. If the section is full, the best strategy to enroll in the class is to visit the online course registration system regularly until a space becomes available. Students must keep up with the course submission deadlines *regardless of timing of enrolment*; no make-up assignments/submissions are offered.
- Please note, up to three lecture dates may be presented asynchronously and will be announced as needed.

* This outline is subject to change as deemed necessary by the Course Director.

REQUIREMENT OF IN-CLASS RESOURCES:

The eClass platform will be used in this course to interact with course materials, the Course Director, and classmates. Course materials will be there and Course Announcements including other important information can be found on eClass as well. Some coursework submissions such as the **Online Activities** will be submitted online. Therefore, students are required to have access to the minimum technology requirements in order to participate in this course.

TECHNICAL REQUIREMENTS & SUPPORT:

Please ensure that you have access to a stable, higher-speed Internet connection and an appropriate computer/device that can support your learning in and outside class. Please note that smartphones/smart devices apps (such as the eClass apps) may have different/limited functionality compared to their use on a laptop or desktop.

Check out these links for e-learning information and quick help:

- [York U's Student Guide to eLearning](#)
- [Student Guide to eClass](#)
- [Zoom meeting etiquette](#)

Additional computing support:

- [Computing for Students Website](#)
- [Laptop borrowing program](#)
- [Check your internet connection speed](#)

COURSE DESCRIPTION & PREREQUISITES

The objective of this course is to introduce you to the complex environment in which business organizations operate, with a focus on the Canadian business environment. The course is divided into two sections: the internal and the external environments of business organizations. In the internal environment, we will study: (1) managing the workforce, (2) governing the business organization, and (3) strategy and strategic decision making. In the external environment, we will examine: (1) the economic, (2) the technological, (3) the global, (4) the political, (5) the societal and (6) the sustainability factors that impact businesses.

Prerequisites: None.

COURSE OBJECTIVES

Upon the completion of this course, you are expected to have gained the following skills and knowledge, articulated in these course learning outcomes:

1. Understanding significant internal and external challenges encountered and dealt with by business organizations.
2. Basic understanding of opportunities for business organizations - in Canada and globally.
3. Understanding critical thinking in the context of business organizations.

These objectives will be accomplished through in-person classes, textbook, case studies, and course learning evaluations.

REQUIRED COURSE TEXT**eBOOK****ADMS 1000 Fall 2026 COURSE PACKAGE****E-Books - *BUSINESS IN CANADA & ACROSS THE WORLD: A STUDENT'S GUIDE & CURRENT ISSUES IN BUSINESS***

Publisher: Captus Press

Previous editions of the texts/readings are not applicable.

Textbook Price: \$92.50 (\$CDN) plus applicable taxes - Non-printable, digital rental copy only, available for purchase at: <https://www.captus.com/information/eBook.htm>

Telephone: 905-760-2723 (GTA) - Outside the Toronto area - 1-866-348-7888 (North America)

Email: support@captus.com

Please Note: The ebook is digital and provided by a third-party provider; it is not available at the York University Bookstore.

COURSE LEARNING EVALUATION

Online Activities	10%	Eight (8) out of Ten (10) online activities Due Wednesdays before 11:59pm (Toronto time)	To submit online via eClass (late submission are not accepted)
Midterm Exam #1 (Case Study Analysis)	15%	SUNDAY, October 4, 2026 10:00am to 11:30 am (Toronto time) <i>Case Study will be available: Monday, September 28, 2026</i>	Timed, in-person on-campus exam (duration 1.5 hours)
Midterm Exam #2	35%	SATURDAY, October 24, 2026 10:00 am to 12:30 pm (Toronto time)	Timed, in-person on-campus exam (duration 2.5 hours)
Final Exam	40%	TBA <i>Fall formal examination period is December 10-23, 2026</i>	Timed, in-person on-campus exam (duration 3 hours)

Last Day to drop course without receiving a grade (also see financial deadlines): November 10, 2026 (refer to: <https://registrar.yorku.ca/enrol/dates/2026-2027/fall-winter>)

ONLINE ACTIVITIES (10% of the course grade)

- You are expected to complete **8 of 10 online activities during the course**. In other words, although there are 10 weekly Online Activities scheduled, you are required to do at least 8.
- The online activities will help you to familiarize yourself with the course content. Please see pages 9-11 for weekly due dates.
- It is good practice to submit online activities earlier in the week, in advance of the deadline to avoid any unexpected last-minute issues.
- Online Activities are auto-marked immediately after submission. **Late submissions are not accepted.** Online Activities that are not submitted by the due date/time will receive a grade of zero. **No extension or makeup opportunities are possible.**
- Online Activities consist mostly of multiple-choice questions. All submissions will be done online through the course website (eClass).
- Students are expected to adhere to standards of academic honesty. While submissions will not be done through Turnitin, materials may be uploaded to Turnitin later to evaluate for originality.

MIDTERM EXAM#1 (CASE EXAM) (15% of course grade)

Date: **SUNDAY, October 4, 2026 from 10:00am to 11:30am** (Toronto time)

(Please note that the exam is scheduled outside of normal class time)

Duration: 1.5 hours

Location: On-campus – Room TBA

Format and Coverage: The exam is based on content covered in **Sessions 1-3** (lectures, readings, and Online Activities up to and including Session 3). This is a closed-book, timed, and in-person exam (no materials or aids are allowed). Additional exam information TBA.

Please note that students are required to present photo identification at each exam. A York University (YU) issued identification card is the only acceptable piece of identification – based on school policy, you will be turned away if you do not present your card. Don't have a YU identification card? [Apply here today.](#)

Missed Midterm Exams

Students who miss the exam are required to submit a written justification to the Professor by email, **within 48 hours**. Based on the Course Director's approval, the exam weighting (15%) will be added to Midterm Exam#2.

Accessibility Accommodations for the Midterm Exam

If you are registered with Student Accessibility Services, please inform your Course Director and submit your letter of accommodation as soon as possible, but no later than three (3) weeks (21 days) before the scheduled midterm examination date. If accommodation is provided through the [Alternate Exam office](#), please follow the timeline and procedures of that office in a timely fashion.

MIDTERM EXAM# 2 (35% of course grade)

Date: **SATURDAY, October 24, 2026 from 10:00am to 12:30 pm** (Toronto time)

(Please note that the exam is scheduled outside of normal class time)

Duration: 2.5 hours

Location: On-campus – Room TBA

Format and Coverage: The exam is based on content covered in **Sessions 1-5** (lectures, readings, and Online Activities up to and including session 5), as well as feedback from Midterm Exam #1. This is a closed-book, timed and in-person exam. (no materials or aids are allowed). Additional exam information TBA.

Missed Midterm Exams

Students who miss Midterm Exam #2 for any reason will be provided one (1) opportunity to write a Makeup Midterm Exam. You will be required to submit written justification for why you missed the original Midterm Exam within 48 hours, by email (please do not include picture attachments, only pdf). Approval to write the Makeup Midterm Exam is at the discretion of the course director or relevant office. If you are approved to write, you will be sent details regarding time and/or location of the Makeup Exam. If you do not receive an acknowledgement of your request within a few days of submitting your request, please respectfully follow up with the Course Director to ensure your message was received. In all cases it is the student's responsibility to proactively address a missed or alternate exam situation. Students who do not write either the regular or the makeup midterm exam as scheduled will receive a grade of zero (0) on this component.

Midterm Exam Schedule Conflicts

Students who are unable to write the regular Midterm Exam #2 due to a schedule conflict (e.g., religious accommodations; YU sports team participation, another YU exam), may request to write the Makeup Midterm Exam. Such a request must be made in advance. You must notify the Course Director of the conflict in writing, at least two (2) weeks (14 days) before the scheduled midterm examination date. Please provide full details regarding the conflicting event (date, time, location, provide link if available) and relevant contact where applicable (e.g., faith leader, coach, course director). Please do not include picture attachments, only pdf. Approval to write a makeup is at the discretion of the Course Director or relevant office. In all cases it is the student's responsibility to proactively address a missed or alternate exam situation. Students who do not write either the regular or makeup midterm exam as scheduled will receive a grade of zero (0) on this component.

Accessibility Accommodations for the Midterm Exam

If you are registered with Student Accessibility Services, please inform your Course Director and submit your letter of accommodation as soon as possible, but no later than three (3) weeks (21 days) before the scheduled midterm examination date. If accommodation is provided through the [Alternate Exam office](#), please follow the timeline and procedures of that office in a timely fashion. Any requests to reschedule an alternate exam must be submitted promptly to the main office (apsas@yorku.ca), copying the Course Director (please do not include picture attachments). In all cases it is the student's responsibility to proactively address a missed or alternate exam situation.

FINAL EXAM (40% of course grade)

Date: **During the formal examination period (December 10-23, 2026)**, as scheduled by the Registrar's Office
Duration: **3.0 hours**
Location: **On-campus: Location TBA**

Format and Coverage: This is a **non-cumulative exam**, based on content covered **from week 7 onwards** (after the midterm exam). This is a closed-book, timed and in-person exam. (no materials or aids are allowed). Please note that if you do not write the final exam, you will receive a grade of zero on the exam unless you are approved for a deferred final exam.

Deferred Final Exams

Deferred standing may be granted to students who are unable to write their final examination at the scheduled time. Deferred standing requests for ADMS courses should follow the procedure and registration outlined on the [Academic Resources Webpage](#). All deferral concerns should be addressed to the main office (apsas@yorku.ca). Students who are ill will be required to submit an Attending Physician's Statement in support of a request for deferred standing or petitions.

Final Exam Schedule Conflicts

Please refer to the Registrar's Office [website](#).

Accessibility Accommodations for the Final Exam

If you are registered with Student Accessibility Services, please inform your Course Director and submit your letter of accommodation as soon as possible, but no later than three (3) weeks (21 days) before the scheduled

final examination date. If accommodation is provided through the [Alternate Exam office](#), please follow the timeline and procedures of that office in a timely fashion. Any requests to reschedule an alternate exam must be submitted promptly to the main office (apsas@yorku.ca), copying the Course Director (please do not include picture attachments). In all cases it is the student's responsibility to proactively address a missed or alternate exam situation.

INTELLECTUAL PROPERTY NOTICE

Course materials (including but not limited to the course syllabus, PowerPoint slides, recorded lectures, exams/tests/assignments) are designed for use as part of the ADMS 1000 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, case studies, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.

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

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

ACADEMIC HONESTY & INTEGRITY

Academic Honesty: Students are reminded to maintain standards of academic integrity to the highest extent. Common examples of breaches of academic honesty and integrity include cheating, plagiarism, falsification, and aiding and abetting others in such activities.

Please familiarize yourself with the meaning of academic integrity at York by completing the [interactive on-line Tutorial](#) for students.

Suspected breaches of academic honesty will be investigated and pursued; significant penalties will be applied when a breach has been found to have occurred.

Following these simple rules will help you **avoid** breaches of academic honesty:

- Complete your work well in advance of the deadline.
- Write your entire work yourself (each word!) from the ground up.
- DO NOT: "consult" others or search Online for "ideas."
- DO NOT use tutoring or editing services to prepare your work.

The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. As per the Policy, "The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty". Please familiarize yourself with [York's Senate Policy Academic Honesty](#).

Turnitin: To promote academic integrity, you will normally be required to submit written work through Turnitin (via eClass) for a review of textual similarity 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.

DOCUMENTATION FOR MISSED COURSEWORK***What documentation to submit & how to submit?***

All request forms and supporting documentation, which are not related to accessibility accommodations, can be submitted electronically to the School of Administrative Studies at apsas@yorku.ca. Please retain the hardcopies in their original form for 12 months after course completion - you may be asked to provide the original copies. The instructor and the School of Administrative Studies have the right to request valid supporting documents. All supporting documents are non-returnable.

Documentation for Unforeseen Medical Circumstances:

Attending Physician's Statement (APS). Other forms of medical notes are not accepted. Please Note: A student claim of a headache, stomach ache, nausea, or cold documented in the Attending Physician's Statement as the indication for illness will not be accepted.

Documentation for Non-Medical Circumstances:

- Death of immediate family members - death certificates, formal obituary/death notice - official documentation from funeral home/religious institution.
- Vehicle accidents - automobile accident reports, police reports.
- Emergency travel - airline tickets with boarding passes, bus/train tickets, etc. The name of passenger and date that travel was booked on must be clearly shown. Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure, and return dates.

RESOURCES & SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):

- [LA&PS Student Resources](#)
- [Learning Skills Services](#)
- [Learning Commons](#)
- [Writing Centre](#)
- [ESL Open Learning Centre](#)
- [Student Accessibility Services](#)
- [Student Counselling & Development](#)
- [Mental Health and Wellness at York](#)
- [Sexual Violence Response & Support](#)
- [Community Safety](#)
- [Office of Student Community Relations](#)
- [York International](#)
- [My Online Services](#)
- [Manage your Academic Record](#)
- [Important sessional dates](#)

Academic Accommodation for Students with Disabilities: Accommodation and support for students with learning, mental health, physical, sensory, or medical disabilities is guided by the principles laid out in York's [Policy on Academic Accommodation for Students with Disabilities](#).

Students who seek such accommodation for their academic studies must be registered with **Student Accessibility Services**. This office arranges for academic accommodation and provides support to students with documented disabilities on the Keele Campus. Registered students will receive a Letter of Accommodation (LOA), outlining the nature and recommendation of their accommodation. Register with [Student Accessibility Services](#).

Once registered with Student Accessibility Services, students are responsible for arranging their accommodation in advance and in a timely fashion, based on the accommodation suggested in their letter of accommodation. Accommodations provided shall be consistent with the guidelines established in York's policy, preserving the academic integrity of the curriculum and the academic standards of courses and programs.

- **For exams and tests:** Refer to the midterm and final examination section on this outline for specific information.
- **Other components and aspects, when relevant:** Please inform the Course Director of your accommodation letter immediately upon the start of the course. Please note that this notice is needed so that reasonable steps for accommodation can be made.

Accommodation provided will be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. **Students seeking religious accommodation should pursue their request in a timely fashion.** Deadlines and additional information on [religious accommodation](#).

Grading Scheme and Feedback Policy: For more information on the [Grading Scheme and Feedback Policy](#).

Reappraisals: After course grades have been released, 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. Reappraisals of final course grades (including final exams viewing) should be done through the main office of the School of Administrative Studies, 282 Atkinson). Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. *Students must be aware that a request for a grade reappraisal may result in the original grade being raised, lowered, or confirmed.*

Services for Mature and Part-time Students: [The Atkinson Centre for Mature and Part-time Students \(ACMAPS\)](#) maintains and strengthens York University's ongoing commitment to welcome and to serve the needs of mature and part-time students.

COURSE SCHEDULE & DUE DATES

PART 1: A GUIDE TO THE INTERNAL ENVIRONMENT OF BUSINESS

DATES	DETAILS	READINGS & PREPARATION	DATES AND SUBMISSIONS
Sep 14	<u>SESSION 1: INTRODUCTION</u> Learning Goals: The aim is to introduce the framework for this course: The first half of this course considers the internal environment of business organizations – governance, structure, managing people, business strategy. The second half of this course examines 6 key environmental factors: economy, technology, globalization, politics, society, and sustainability.	Readings: (ebook) • Introduction; Course Advice; Case Advice. • Discussion Case: a) <i>Hudson's Bay</i> b) What went wrong?	Online Activity 1 due: Sep 16 (11:59 pm Toronto time)
Sep 21	<u>SESSION 2: MANAGING PEOPLE</u> Learning Goals: The aim of this session is to understand the roles of managers in the workplace. We will examine the fundamental philosophies underlying different management styles. You will become familiar with the classical approaches and the behavioral approaches to management.	Readings: (ebook) • Chapter 1 • Discussion Case: <i>Dr. Oetker Pizza</i>	Online Activity 2 due: Sep 23 (11:59 pm Toronto time)
Sep 28	<u>SESSION 3: STRUCTURE & GOVERNANCE</u> Learning Goals: The aim of this session is to examine some of the approaches that business organizations have adopted regarding structure and design. We will consider more generally the question, "What determines how an organization is designed?". In addition, we consider the fundamentally different forms of business as well as the notion of governance.	Readings: (ebook) • Chapters 3 & 4 • Discussion Case: <i>Google</i> • Chapter 1 of Current Issues in Business	Online Activity 3 due: Sep 30 (11:59 pm Toronto time)
MIDTERM EXAM # 1	Sunday, October 4, 2026, from 10:00am to 11:30am (Toronto time)		
Oct 5	<u>SESSION 4: STRATEGIC MANAGEMENT</u> Learning Goals: The ability to respond effectively to the business environment is the fundamental challenge of strategic management. The aim of this session is to identify the forces that shape industry structure and consider how they influence business and corporate level strategies.	Readings: (ebook) • Chapter 5 • Discussion Case: <i>A&W</i> Chapter 2 of Current Issues in Business	Online Activity 4 due: Oct 7 (11:59 pm Toronto time)
READING WEEK (October 10-16): NO CLASS			

Oct 19	<u>SESSION 5: STRATEGIC DECISION MAKING</u> Learning Goals: The success or failure of any business organization ultimately is tied to the quality of their strategic decisions. This chapter is intended to offer a framework for understanding the process of strategic decision making and to draw attention to the biases that influence the wisdom of strategic decision-makers.	Readings: (ebook) • Chapters 1, 3, and 4 • Chapter 6 • Discussion Case: <i>Blackberry</i> • Chapter 3 of Current Issues in Business	Online Activity 5 due: Oct 21 (11:59 pm Toronto time)
MIDTERM EXAM # 2	Saturday, October 24, 2026 from 10:00am to 12:30pm (Toronto time)		
PART 2: A GUIDE TO THE EXTERNAL ENVIRONMENT OF BUSINESS			
DATES	DETAILS	READINGS & PREPARATION	DATES AND SUBMISSIONS
Oct 26	<u>SESSION 6: ECONOMIC ENVIRONMENT</u> Learning Goals: The economic environment acts as a strong influence on the present and future prospects of any organization. Our aim will be to develop a better understanding of the nature of the economic environment. We will identify four types of economic systems and explore the system within which Canadian business operates.	Readings: (ebook) • Chapter 7 • Discussion Case: <i>None</i> Chapter 4 of Current Issues in Business	Online Activity 6 due: Oct 28 (11:59 pm Toronto time)
Nov 2	<u>SESSION 7: TECHNOLOGY & INDUSTRY EVOLUTION</u> Learning Goals: We will examine how technology impacts industry life cycles. We will also consider how competitors behave throughout the evolution of an industry. This leads to a better understanding of the turbulence we have witnessed in several industries in recent years and how technology has destroyed some businesses while creating new ones.	Readings: (ebook) • Chapter 8 • Discussion Case: <i>Uber</i> • Chapters 5 and 6 of Current Issues in Business	Online Activity 7 due: Nov 4 (11:59 pm Toronto time)
Nov 9	<u>SESSION 8: CANADIAN BUSINESS IN THE GLOBAL MARKET</u> Learning Goals: We will examine different types of global business activity, including the growth of multinational corporations and identify the fundamental driving forces behind globalization. We will explore the rationale behind international trade and protectionism. The implications of foreign ownership and trade will also be addressed.	Readings: (ebook) • Chapter 9 • Discussion Case: a) <i>Toyota in Ontario</i> b) Toyota has no plans to Move Production Out of Canada	Online Activity 8 due: Nov 11 (11:59 pm Toronto time)

Nov 16	<u>SESSION 9: BUSINESS & POLITICS IN CANADA</u> Learning Goals: We will explore the government's relationship with business stemming from its roles as both guardian of society and guardian of business. We will examine the trend toward reduced government involvement in the business sector. We will discuss the impact of government actions on business with special attention given to issues such as government subsidies, privatization, and deregulation.	Readings: (ebook) • Chapter 10 • Discussion Case: a) <i>Canadian Dairy Industry</i> b) What the U.S. Dairy Industry Really Wants from Canada • Chapter 7 of Current Issues in Business	Online Activity 9 due: Nov 18 (11:59 pm Toronto time)
Nov 23	<u>SESSION 10: BUSINESS AND SOCIETY</u> Learning Goals: We define and discuss the notion of corporate social responsibility and analyze the debate regarding what role business should play in society. This session also examines the importance of sustainability and the benefits and challenges it presents to business.	Readings: (ebook) • Chapters 11 and 12 • Discussion Case: <i>Canada Goose</i> • Chapter 8 of Current Issues in Business	Online Activity 10 due: Nov 25 (11:59 pm Toronto time)
Nov 30	<u>SESSION 12: WRAP UP & FINAL EXAM REVIEW</u>	Review Chapters 7 to 12 of Business in Canada & Across the World: A Student's Guide, and Chapters 4 to 8 of Current Issues in Business	
FINAL	During the formal Fall examination period - December 10 to 23, 2026		

Have a Great Term!