

University of Waterloo
Stratford School of Interaction Design and Business
GBDA 311 – Introduction to Business Financials
Fall 2021

Instructor Information

Instructor: Dr. Tobias Thielen

Office Hours: by appointment

TA Office hours: weekly, time tbd

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Welcome to GBDA311, Introduction to Business Financials! In this syllabus, you will find almost all the information you need. Everything you don't find in here you will find in the Learn course through documents and announcements. Please **read the syllabus carefully**, it includes important information. If you have questions about the course delivery or dates, it is likely you find the answer in here.

Announcements

Even though things are slowly going back to normal, some courses, including this one, will stay online for now. I thus rely heavily on LEARN to deliver the course, including communicating new or changing information regarding due dates, instructor absence, etc., as needed, during the term. You are expected to read the announcements on LEARN on a regular basis. The good news: you can **activate Learn notifications** so that you get an email every time there is a new announcement. I highly recommend this! You are expected to know information delivered through announcements latest after 2 business days.

To ensure you are viewing the complete list of announcements, you may need to click "Show All Announcements".

Discussions

The course uses a **General Discussion** for class-wide discussions and an **Ask the Instructor** discussion forum. Use the Ask the Instructor Forum when you have a question that may benefit the whole class. Also, check this forum to see if your question has already been answered before reaching out to your instructor. Discussions can be accessed from the Course Home page by clicking *Connect* and then *Discussions* on the course navigation bar.

Communication and Contact

Generally speaking, you should always **contact your TA first**. Since this course is otherwise asynchronous, your TA will also schedule a **weekly TA office hour** where you can ask your questions. Especially because there are several sections of this course, your TA can get back to you much faster than the instructor could. Should your question require the instructor's attention, or the TA does not know the answer, they will forward the request to the instructor. You can direct **questions of a personal nature**, or those you don't feel comfortable asking your TA, to your instructor. If you believe that a question could benefit someone else too, **post it on Learn!** Most questions are of this nature:

everything that involves content, deadlines, assignment, course questions and so on, likely benefits your peers. **Post it to Ask the Instructor!** This will also avoid us getting the same question multiple times, and thus reduce wait times. In any case, leave enough time for responses. **We will try to get back to you within 24-48 hours, but please respect work hours, weekends, and holidays.** You can not expect to get an answer to a question about an assignment that is due on Sunday if you ask your question late on a Friday afternoon! We will additionally make announcements should there be questions with answers that are important to the course and/or might be interesting for your fellow students.

Who	Why	Details
Teaching Assistant	Course-related and general questions (content, assignments, deadlines etc.)	Post your course-related questions to the Ask the Instructor discussion topic. This allows other students to benefit from the answer too.
Instructor	Personal questions (grades, extensions etc.)	Questions of a personal nature can be directed to your instructor by email. I check email and discussions frequently and will make every effort to reply to your questions within 24-48 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line
Technical Support	Technical problems with Learn	learnhelp@uwaterloo.ca Include your full name, WatIAM user ID, student number, course name and number. Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time). https://uwaterloo.ca/learn-help/students
Student Resources	Organizational, Advice etc.	Student Resources https://uwaterloo.ca/extended-learning/learn-online/student-resources <ul style="list-style-type: none"> • Academic advice • Student success • WatCards • Library services and more

Course Description and Learning outcomes

GBDA311 is an introductory course in business financials. This course covers the following topics:

- Introduction to financial statements;
- Basic Accounting;
- Income Statements;
- Balance Sheets;
- Cash Flow statements;
- Financial Statement Analysis;

- Business Plans and Financial Projection.

Further information on topics covered in this course can be found in the later section of *Tentative Class Schedule*.

By the end of this course, students should be able to:

- understand the concepts and measurements that underlie financial statements, i.e., income statements;
- balance sheets and cash flow statements;
- develop the skills needed to analyze financial statements effectively and gain an understanding of the choices enterprises make in reporting the results of their business activities;
- understand business plans and prepare financial projections under business plans.

Course Requirements and Assessment

The following table provides an overview of the grade breakdown for this course.

Category	Weight
Quizzes	40 % (4 @ 10% each)
Midterm (content since week 1)	20 %
Final (cumulative)	40 %
Total	100 %

Assignment Descriptions

Each student must submit their own individual assignments online. Students may talk to the professor, TA or fellow students for assistance in understanding concepts but must complete the assignments themselves. Ask early enough in advance! Quizzes are typically open until Sunday night, but if you have questions, don't leave them until the last minute as you can't expect an answer on the weekend. You can post last minute questions in the Ask the Instructor discussion board, maybe a fellow student knows the answer and is faster than us. Note that **completing an assignment for another student or allowing another student to complete an assignment for you is an academic offense**. About extensions, please refer to "Late Work".

For Quizzes, Midterm and Final alike: **don't leave things to the last minute!** You never know if you run into technical problems, and no one might be able to offer help on a Sunday. Plan ahead of time!

Quizzes

Quiz assignments will be available on Learn at least one week before the due date. A total of four online quizzes will be assigned over the semester, each counting 10%. The students can attempt each assignment a maximum of 2 times. The LEARN system will then take the better mark and discard the other attempt.

Midterm and Final

The midterm and the final exam are both online. The midterm will cover the topics since the first week of classes. The final exam is cumulative and will cover the whole course's content. Watch out for Learn announcements on the Midterm and Final when the exams are approaching. Again, it might make

sense to activate email notifications for Learn announcements in order to not miss any updates. You can take the midterm any time between Thursday, November 4th, 8:00 am, and Saturday, Nov 6th, 8:00 am, which gives you a 48-hour window. Once you start the midterm, you have 120 minutes to finish. Like an in-person exam, once you start the exam, you have to finish and submit it within 120 minutes., while the final exam will only be accessible on the day of the final. In the case of the mid-term and final exam, you will only have one attempt.

(A)Synchronous Class Activities

GBDA 311 will be asynchronous and no part of the grade will be assigned to synchronous activities. However, we will have a synchronous Kick-Off meeting in the first week of classes to get to know the course and the instructor. Attendance here is optional, but encouraged.

Throughout the term, you might find questions embedded in slides. These are intended to make you think about the content. They are not mandatory and have no effect on your grade, but you are encouraged to stop for a while and think about the question. Feel free to start or answer to a discussion in that week's corresponding discussion board in Learn. Discussing the class questions will add a lot to your understanding of the topic.

Every week, **you will additionally get a very quick survey**. The survey is always the same and will only have a few questions, it will be done in 2 minutes **These surveys will not be graded**, however, they show your progress and commitment to the course and keeps you accountable.

Should there be activities for you to do, the last module of each week will summarize the activities for you. This will also include the readings from the textbooks.

Materials and Resources

Textbook (Optional)

There is no one required textbook for this class, but getting a textbook is always a good idea to support your learning, especially if it's a free open-source book and I provide you with a link you only have to click to download it. You may choose to obtain a copy of either of the two optional textbooks below if you like, however, textbooks are expensive and the first suggestion is free to download, and thus highly encouraged. Every week, **you should read the chapters corresponding with the respective week**.

- H. Dauderis, D. Annand, T. Jensen, Lyryx Learning. Introduction to Financial Accounting: International Financial Reporting Standards. Lyryx, 2021.

This textbook is OER (open educational resources). The 2019 version is uploaded to Learn and the given page numbers refer to this version. There is also a newer, revised version which mostly aligns with the 2019 version. Students can use this link to download a free PDF copy: <https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?uuid=f9171542-4af6-4d52-bb96-f6c7621dea96&contributor=&keyword=&subject=>

- Harrison et al. Financial Accounting. Financial Accounting, Seventh Canadian Edition, 7th edition. Pearson, 2019.

This textbook is great and comes with MyAccounting lab, which you can choose to purchase. However, the free OER textbook will offer you plenty of additional resources and is sufficient for this course.

Resources

All supplementary course materials (lecture slides/notes, assignments, announcements, etc.) are posted on LEARN, <http://learn.uwaterloo.ca>.

Tentative Class Schedule

The corresponding book chapters in the Lyrinx and Pearson book are just a guideline in case you choose to work with one of the books, but are not assigned readings.

#	Dates	Topic	Chapter Lyrinx	Chapter Pearson	Assessment
1	Sep 8 th – Sep 12 th	Introduction to GBDA311	1,2	1	
2	Sep 13 th – Sep 19 th	Basic Accounting		2, 3	
3	Sep 20 th – Sep 26 th				Quiz 1
4	Sep 27 th – Oct 3 rd	Balance Sheets	4, 7, 8,	4, 5, 6, 8	
5	Oct 4 th – Oct 8 th		9, 10		Quiz 2
	Oct 9 th – Oct 17 th	<i>Reading Week</i>			
6	Oct 18 th – Oct 24 th	Income Statement	5, 6	Learn	
7	Oct 25 th – Oct 31 st	Cash Flow Statement	11	9	Quiz 3
8	Nov 1 st – Nov 7 th	Midterm Review (no new content)			Midterm
9	Nov 8 th – Nov 14 th	Financial Statement Analysis	12	10	
10	Nov 15 th – Nov 21 st				
11	Nov 22 nd – Nov 28 th	Business Plans and Financial Projections	Learn	Learn	
12	Nov 29 th – Dec 5 th				Quiz 4
	Dec 9 th – Dec 23 rd	Exam Period			Final Exam

Quizzes are always due on the **last day of the week by midnight**, which is typically a Sunday, but can be taken earlier (e.g., Quiz 1 in the week from Sep 20th to Sep 26th will be available as of Sep 20th and is due on Sep 26th by midnight, i.e. 11:59pm). One exception to the rule is the week before reading week. Since no assignments should be due during reading week, the deadline will be Friday, Oct 8th and you should take the quiz by then. However, the quiz will stay open until Sunday, Oct 10th, in case you choose to utilize your weekend.

Additionally see the registrar's office's calendar for important dates:

https://uwaterloo.ca/registrar/important-dates/list?academic_term=50&academic_year=257&date=All

Policies

Late Work

GBDA311 **does not allow for late submissions** which, in this case, refers to taking quizzes. Quizzes will be available for a whole week and you should plan for this. However, if you do require additional time to take an assignment for good reasons, you can always **write to the instructor before the submission due date** to ask for an extension and why you require more time. If you write your request outside of the regular office hours, you will likely not get an answer before the next workday. But, as long as the request for extension based on a valid reason gets in before 11:59pm on the due date, you can get an extension for the assignment if the reason allows.

Attendance Policy

There are no synchronous or in-person components to this course, hence there is no attendance required. However, there will be a Kick-Off to start off the course in the first week of classes where students can get to know the instructor and TA. Attendance here is not mandatory, but encouraged. There might also be an additional check-in during week 6 (after reading week).

Territorial Acknowledgement

The Faculty of Arts acknowledges that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River. The Stratford School of Interaction Design and Business is situated on the traditional territory of the Anishinaabe, Haudenosaunee, and the Ojibway/Chippewa peoples. This territory is covered by the Upper Canada Treaties.

Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

Cross-listed course (requirement for all Arts courses)

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Grievance

A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4.

Accommodation for Students with Disabilities

The AccessAbility Services office, located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

Appeals

A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals.

Discipline

A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline.

Possible use of Turnitin® in your course

Turnitin.com and alternatives: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course. It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health support if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext. 32655
- MATES: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7

- Good2Talk: Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 ext. 6880
- Here 24/7: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- OK2BME: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online on the Faculty of Arts website here:

<https://uwaterloo.ca/arts/get-mental-health-support-when-you-need-it>

Download the UWaterloo and regional mental health resources here:

https://uwaterloo.ca/arts/sites/ca.arts/files/uploads/files/counselling_services_overview_002.pdf

Download the WatSafe app for mental health support information: <https://uwaterloo.ca/watsafe/>

Academic freedom at the University of Waterloo

Policy 33, Ethical Behavior states, as one of its general principles (Section 1), “The University supports academic freedom for all members of the University community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy, 'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The academic environment which fosters free debate may from time to time include the presentation or discussion of unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively as possible.” This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6.

Coronavirus Information

Unfortunately, the Coronavirus pandemic is not entirely over yet. Coronavirus Information for Students can be accessed here: [Academic, funding and fee information | COVID-19 Information | University of Waterloo \(uwaterloo.ca\)](#)

This resource provides updated information on COVID-19 and guidance for accommodations due to COVID-19.