

**FACULTY OF BUSINESS AND PROFESSIONAL STUDIES  
SCHOOL OF BUSINESS  
COURSE OUTLINE**

<b>COURSE NAME:</b>	Taxation I	<b>COURSE NO.:</b>	BFIN 351
<b>TERM:</b>	Fall 2017	<b>COURSE CREDITS:</b>	3
<b>INSTRUCTOR:</b>		<b>E-MAIL:</b>	
<b>OFFICE:</b>		<b>PHONE (LOCAL):</b>	

**PREREQUISITES:** BFIN 246; or BFIN 142 and BFIN 286; or BFIN 193 and BFIN 286

**REQUIRED TEXT:** Bryd, C., & Chen, I. *Canadian Tax Principles* (Volume I & II plus Study Guide), 2015-16 Edition. Pearson.

**COURSE FORMAT:** Instructional hours: 3 hours plus 1 hour of supplemental activities per week x 15 weeks, including two weeks for final exams.  
Fourth-hour activities: quizzes and assignments

**COURSE DESCRIPTION:** This course familiarizes the student with the Canadian income tax system as it applies to individuals, unincorporated businesses, corporations & shareholders so that the student can identify potential tax problem areas, complete the basic compliance forms, and appreciate its impact on some business decisions.

**LEARNING OUTCOMES:** Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

Ability	Learning Outcome	Levels*
COMMUNICATIONS	C1. Place a set of facts in the proper context of the Canadian tax system.	1 - 3
	C2. Complete basic tax returns for individuals.	1 - 4
	C3. Describe the difference between tax evasion and tax avoidance, when an offence has been committed and the penalties that are possible.	1 - 2
ANALYSIS AND DECISION-MAKING	A1. Identify situations where potential tax problems could occur and tax planning is appropriate.	1 - 3
	A2. Identify tax planning strategies that would be appropriate in basic situations.	1 - 3
	A3. Determine whether or not a liability for tax exists.	1 - 4
	A4. Determine income from employment.	1 - 4
	A5. Determine income from business.	1 - 4
	A6. Determine income from property.	1 - 4
	A7. Determine income from other sources.	1 - 4
	A8. Determine gains and losses on the disposition of capital property.	1 - 4
	A9. Determine the amount of net income for tax purposes.	1 - 4
	A10. Determine an individual's taxable income and taxes payable.	1 - 4
	A11. Calculate an individual's alternative minimum tax.	1 - 4
	A12. Identify appropriate filing deadlines for income tax returns.	1 - 4
SOCIAL INTERACTION	S1. Use a collaborative approach to problem-solving and situation analysis in class activities.	3 - 4
CITIZENSHIP, SUSTAINABILITY AND GLOBAL PERSPECTIVES	G1. Recognize regional and global differences that impact taxation policies.	1 - 2

\*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

**EVALUATION PROFILE:**

Assessment	% of Final Grade	Indiv./ Group	CAPabilities Assessed			
			Communi- cations	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability and Global Perspective
Quizzes and Homework Assignments	10%	I	✓	✓	✓	✓
Term Test #1	25%	I	✓	✓		
Term Test #2	30%	I	✓	✓		
Comprehensive Final Exam	35%	I	✓	✓		
Total	100%					

**COURSE CONTENT:**

Wk.	DATE	TOPICS & REQUIRED PRE-CLASS READING	ASSESSMENTS
1		Ch. 1 Introduction to Federal Taxation in Canada Ch. 2 Procedures and Administration (start)	
2		Ch. 2 Procedures and Administration (finish) Ch. 3 Income or Loss From an Office or Employment (start)	Chapter 1 & 2 <b>Quiz/Homework</b>
3		Ch. 3 Income or Loss From an Office or Employment (finish) Ch. 4 Taxable Income & Tax Payable for Individuals (start)	Chapter 3 <b>Quiz/Homework</b>
4		Ch. 4 Taxable Income & Tax Payable for Individuals (finish)	Chapter 4 <b>Quiz/Homework</b>
5		<b>Term Test #1 (25%) Ch. 1, 2, 3, 4.</b>	<b>Term Test #1</b>
6		Ch. 5 Capital Cost Allowance & Cumulative Eligible Capital	Chapter 5 <b>Quiz/Homework</b>
7		Ch. 6 Income or Loss from a Business	Chapter 6 <b>Quiz/Homework</b>
8		Ch. 7 Income from Property Overview of Corporate Taxation (Ch. 12, 13)	Chapter 7 <b>Quiz/Homework</b>
9		<b>Term Test #2 (30%) Ch. 5, 6, 7.</b>	<b>Term Test #2</b>
10		Ch. 8 Capital Gains & Capital Losses	Chapter 8 <b>Quiz/Homework</b>
11		Ch. 9 Other Income, Other Deductions & Other Issues	Chapter 9 <b>Quiz/Homework</b>
12		Ch. 10 Retirement Savings & Special Income Arrangements	Chapter 10 <b>Quiz/Homework</b>
13		Ch. 11 Taxable Income & Tax Payable for Individuals Overview of Corporate Taxation (Ch. 12, 13)	Chapter 11 <b>Quiz/Homework</b>
14/15	TBA	<b>COMPREHENSIVE FINAL EXAM (35%)</b>	

Course schedule is subject to change at the instructor's discretion. Any changes will be announced in class.

## UNIVERSITY POLICIES:

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

<b>Grading Profile:</b>	A+	90-100	B+	77-79	C+	67-69	D	50-59
	A	85-89	B	73-76	C	63-66	F	49 and below
	A-	80-84	B-	70-72	C-	60-62		

**Emergency procedures:** In the event of an emergency, students must follow the emergency procedures posted in the classrooms.

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

## SCHOOL OF BUSINESS POLICIES:

**Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

**Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

**English Usage:** All assignments are marked for correct English usage, proofreading and formatting.

**Missed Exams and Quizzes:** Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required. For further information, refer the Capilano School of Business "Examination & Pivotal Presentation Exemption Policy".

**Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University website.

**Cheating and Plagiarism:** Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.

**Penalties for Cheating and Plagiarism:** A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

**Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

**COURSE LEVEL POLICIES:**

In addition to Capilano University and the School of Business policies, the following policies govern the management of this course and its curriculum.

**Assessments:** In-class assessments must be completed during class on the scheduled dates. Groups of students will be chosen by the instructor for the group assignments. Peer evaluations will be used to calculate each student's mark.

**Programmable Tools:** The use of programmable items such as calculators, dictionaries, etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

**Reading** BFIN 351 is a very technical course and all students must read the chapter carefully and complete the chapter exercises prior to each class. The class will be conducted under the assumption that all students have complied with this requirement.