

SCHOOL OF BUSINESS

Course Outline

COURSE NAME: Taxation	COURSE NO.: BFIN 351
TERM: Spring 2015	COURSE CREDITS: 3
INSTRUCTOR:	E-MAIL:
OFFICE:	PHONE (LOCAL):

COURSE BFIN 246 or BFIN 286

PREREQUISITES:

REQUIRED TEXT: Bryd, C., & Chen, I. (2014). *Canadian Tax Principles (Volume I & II plus Study Guide), 2014-15 Edition.* Pearson.

COURSE FORMAT: Instructional hours: 3 hours per week x 15 weeks including exams.

Fourth-hour activities: Group assignments & quizzes

Moodle Enrollment Code (no spaces):

COURSE OUTCOMES:

General Outcomes: 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.

Specific Student 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. Take a set of facts and place them in the proper context of the Canadian tax system.	1 - 3
	C2. Complete basic tax returns for individuals and corporations.	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. Calculate corporation income taxes (Part I & Part IV).	1 - 4
	A13. 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 (7 x 1%)	7%	I	✓	✓		✓
Group Assignments (4 x 2%)	8%	G	✓	✓	✓	✓
Term Test 1 (Ch. 1 – 4)	23%	I	✓	✓		
Term Test 2 (Ch. 5 -7)	27%	I	✓	✓		
Comprehensive Final Exam (all chapters with emphasis on Ch. 8 – 13)	35%	I	✓	✓		
Total	100%					

BFIN351 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.

Quizzes and Group Assignments

The quizzes and group assignments will be completed on the scheduled dates. The quizzes and group assignments are open book/open notes and are **based on the chapter assigned that week and previously covered material**. Groups of students will be chosen by the instructor for the group assignments. Peer evaluations will be used to calculate each student's mark.

All quizzes and group assignments must be completed on the scheduled dates and times. **These assessments cannot be completed at alternate times or dates.** No marks will be awarded for missed group assignments.

COURSE CONTENT:

Wk.	DATE	TOPICS & REQUIRED PRE-CLASS READING	ASSESSMENTS
1		Ch. 1 Introduction to Federal Taxation in Canada Ch. 2 Procedures and Administration	Group Assignment (2%)
2		Ch. 3 Income or Loss From an Office or Employment	Chapter 1 & 2 Quiz (1%)
3		Ch. 4 Taxable Income & Tax Payable for Individuals	Chapter 3 Quiz (1%)
4		Term Test # 1 (23%) Ch. 1 – 4	
5		Ch. 5 Capital Cost Allowance & Cumulative Eligible Capital	Group Assignment (2%)
6		Ch. 6 Income or Loss from a Business	Chapter 5 Quiz (1%)
7		Ch. 7 Income from Property	Chapter 6 Quiz (1%)
8		Term Test # 2 (27%) Ch. 5 – 7	
9		Ch. 8 Capital Gains & Capital Losses	Group Assignment (2%)
10		Ch. 9 Other Income, Other Deductions & Other Issues	Chapter 8 Quiz (1%)
11		Ch. 10 Retirement Savings & Special Income Arrangements Ch. 11 Taxable Income & Tax Payable for Individuals	Chapter 9 Quiz (1%)
12		Ch. 12 Taxable Income & Tax Payable for Corporations	Chapter 10 & 11 Quiz (1%)
13		Ch. 13 Taxation of Corporate Investment Income	Group Assignment (2%)
14/15	TBA	COMPREHENSIVE FINAL EXAM (35%) <i>(all chapters with emphasis on Ch. 8 - 13)</i>	

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.

Grading Profile:	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 "Examination & Pivotal Presentation Exemption Policy".

Examination and Pivotal Presentation Exemption Policy All students are required to appear and write their scheduled mid-term and final examinations, and to produce, by the assigned date, all pivotal presentations, individual and/or group, unless they meet one of the following criteria:

"Medical Exemption" will be considered, if:

Within the ten calendar days prior to a mid-term or final examination, or within ten days of a pivotal presentation, a student falls ill or is injured.

"Falling ill" is defined as being formally advised by a physician of the need to isolate oneself for the purpose of preventing communication of disease or infection to others; being advised by a physician of compromised immunity that requires isolating oneself from contact with others to prevent communication of disease or infection to themselves, or; being in a physical state of health which so compromises a student's ability to function, physically or cogitatively, during the ten days prior to the examination or presentation date.

"Injury", for the purpose of Exemption, is defined as sudden, unanticipated physical harm that renders the applicant physically incapable of attending campus or, in such physical distress that the student is specifically advised by their physician to abstain from appearing at their examination or presentation. Students who are prescribed medication(s) to treat their injury and who believe that the medication(s) may be impairing their ability to successfully prepare for or write their examination or presentation may provide written evidence of their concerns as verified by their physician.

"Catastrophic Personal Loss Exemption" will be considered, if:

Events occur in the student's life that are of such scope as to sufficiently distract a student from the examination or presentation preparation period, or from appearing at or adequately

focusing on, the scheduled examination or presentation itself. This could include; loss of housing due to eviction, flood or fire; or death of an immediate family member * (defined as a sibling, parent or grandparent, child, partner or spouse, parent or step-parent, aunt, uncle, niece, or nephew and first cousins.) Immediate family member does not include general acquaintances. Circumstances that may qualify as a personal loss could also include an immediate family member being diagnosed with a significantly life-altering or life-threatening illness or injury.

In all of the above scenarios, a physician's letter or other specifically requested documentation must be provided to satisfy the Instructor as to the validity of the claim, and must be provided within ten calendar days prior to the date of the exam or presentation. If an instructor agrees with the request for Exemption, the request for must be presented by the instructor to their Unit Convenor for consideration and his/her approval. No request for Exemption will be considered approved by virtue of submission, and will remain as merely "under consideration" until approved or rejected by the Unit Convenor. A student applying for an exemption for a specific section which is instructed by the Unit Convenor will have their application reviewed by the Vice-Chair or Chair of the School of Business.

Any student who applies for and receives an Exemption will be assigned a Future Examination or Presentation Date: this date is non-negotiable. Failure to appear on/at the single date and time assigned by the instructor will result in an automatic "0" grade for that exam or assignment. This "0" grade may not be appealed or contested, and will not be changed.

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 'O' 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.