



**BACHELOR OF BUSINESS ADMINISTRATION- HONOURS PROGRAM
DIPLOMA IN BUSINESS ADMINISTRATION**

**FALL 2009
BADM 4220**

INSTRUCTOR NAME (First & Last):	David Hiscock
PHONE NUMBER:	519-588-3901
FAX NUMBER:	519-744-8592
EMAIL (Guelph Humber):	hiscock.david@gmail.com
OFFICE:	GH 208
PROGRAM HEAD:	George Bragues
EMAIL AND EXTENSION	george.bragues@guelphhumber.ca
PROGRAM ADVISOR:	Leah Murdock
EMAIL AND EXTENTION	leah.murdock@guelphhumber.ca
GUELPH HUMBER WEBSITE:	www.guelphhumber.ca

Course Title:	Taxation 1
Pre-requisites:	BADM 3120 Intermediate Accounting I
Co-requisites:	BADM 3130 Intermediate Accounting II
Credits:	.50
Course Website (If applicable):	http://www.onlineguelphhumber.ca/

Method of Delivery:

Interactive lecture and discussion
Labs utilizing tax software
Problem solving and exercises
Dominion tax case studies
Assignments and Assigned readings from course textbook, Income Tax Act and related publications along with current
Tax periodicals
Presentation notes and instructions available on course website

Timing and Location:

Class time:	Mondays 3:25pm - 6:05pm in GH 426
Tutorial time:	Wednesdays 11:40am - 12:35pm in GH 321/322
Examinations:	Wednesdays 11:40am - 12:35pm in GH 321/322, per schedule

Calendar Description:

Upon completion of this course, students have a basic understanding of the purpose and structure of the Canadian tax system, and its administration, along with related international application. Using problems, cases and tax preparation software, students apply basic knowledge and understanding of the principles and practices of income and commodity taxation for individuals and corporations. One of the major aims of this course is to ensure that the student achieves an understanding of the principles and concepts of the Canadian Income Tax Act, as commonly encountered by most professional accountants.

Course Learning Outcomes

Course Content Objectives:

On completion of this course the student, within an ethical, legal and socially responsible framework, will be able to:

1. Outline the role of income tax in Canadian finances and the tax policy principles underlying the Canadian tax system and explain the legislative process to amend the Income Tax Act.
2. Describe the procedures for filing tax returns, assessments, the payment of taxes, appealing assessments and demonstrate a specific knowledge of the powers conferred on the Canada Customs and Revenue Agency for administering and enforcing the Income Tax Act.
3. Distinguish between tax evasion and tax avoidance and discuss ethical issues related to tax evasion and avoidance and new civil penalties applicable to third parties.
4. Identify situations where ethical problems may occur and analyze ethical problems related to tax preparation and advising.
5. Determine who must pay income tax in Canada and on what income.
6. Explain the structure of the Income Tax Act and outline the steps in the computation of Part I tax.
7. Determine the differences between income for tax purposes and income for accounting purposes.
8. Identify the criteria for differentiating within the Tax Act between business income from employment income, income from property and capital gains, and explain the importance of such distinctions.
9. Determine whether persons are dealing with each other at arm's length and the tax consequences of transactions between person's not dealing at arm's length.
10. Prepare a T1 Income Tax and Benefit Return for an individual with various forms of income using generic software, showing the incomes and deductions on the appropriate schedules.
11. Utilize the generic software tax planning features to compare various tax scenarios to select optimal courses of action.
12. Understand the manner and process for the GST on basic transactions.

Learning Resources

Required Textbook(s):

Title: Canadian Tax Principles
Author: Byrd &Chen
Edition: 2009-2010 Edition
***ISBN:** 013-006466

The 2009-2010 text must be purchased. The 2008-2009 text cannot be used instead due to the changes in the Income Tax Act. Only purchase a new copy of the 2009-2010 text.

Text Website:

The text website at www.pearsoned.ca/byrdchen/ctp2010/ contains updates and corrections to the text that are available to all users. Please check the web site for additions and corrections to the text before using this book. The PowerPoint slides for the course are on the Pearson Website, they will not be on the Guelph Humber website.

Computer Storage Device (recommended):

Profile tax software requires significant computer storage space to save case files. Therefore, it is recommended that a USB flash drive (minimum 500MB) storage device be purchased. The device is available in the Bookstore. Alternatively, server based storage may be used, but the process is slow, thus may be time consuming and frustrating.

Greenpoint Profile Tax Software:

Profile T1 tax preparation software will be used in the course and is provided in the Guelph-Humber computer lab. The software can be found on the Companion CD-Rom included with the required text.

Intuit Greenpoint ProFile Tax software:

The ProFile portion of this course will primarily be self-guided, hands-on, programmed learning. Subject to submitting assignments throughout the course (see below and refer to the schedule in Appendix A), students will work at their own pace. Consequently, lab classes will be less formal and less structured than the lecture classes.

You will need more time than the lab classes to complete the assignments. Guelph-Humber computers in the lab (GH 301) are equipped with ProFile Tax software and may be used by Taxation I students when not being used for classes.

A recommended study method is to read the relevant Study Guide section on suggestions for working with ProFile software before trying the self study cases. Then proceed step-by-step on the computer, through the chapter exercises and example instructions. Once this has been completed, the progressive running case can be completed and submitted.

Companion Study Guide:

The study guide which accompanies the Byrd and Chen text contains solutions to both the Exercises and the Self Study Problems and Cases.

Method:

The course will be conducted by means of lectures, labs, discussions, case studies, problem solving, readings and assignments. Maximum benefit will be obtained by those who complete the assigned readings and problem analysis in advance of class. Students should bring their textbooks and pocket calculators to each class.

Lecture Schedule and Preparation Assignments:

A schedule of dates, topics, preparation material and assignments is provided in Appendix A. Bring your text to every class. As much of the material will be covered in class as is possible. However, class progress may dictate carry forward of some questions or students may need to complete them independently. Students are responsible for **all** material whether or not covered in class. If a student misses a class, he or she should follow-up with a classmate or contact the instructor.

Course Schedule

Date	Topic
Sept 7	Ch 1 – Introduction to Federal Taxation in Canada Ch 2 – Income/Loss from an Office or Employment
Sept 14	Ch 3 – Taxable Income and Tax Payable for Individuals
Sept 21	Ch 4 – Capital Cost Allowances and Cumulative Eligible Capital.
Sept 23	Quiz 1 will be held during the Lab time, not the class time. Quiz 1: Ch 1 to 4
Sept 28	Ch 5 – Income or Loss from a Business
Oct 6	Group Assignment 1 – Question and Solution due midnight on Oct 5
Oct 14	Midterm 1 will be held during the Lab time, not the class time. Midterm 1 – Ch 1 to 5 inclusive
Oct 19	Ch 6 – Income or Loss from Property
Oct 26	Ch 7 – Capital Gains and Capital Losses
Nov 2	Individual Assignment 1 – Profile Tax T1 Preparation due midnight Nov 1
Nov 4	Quiz 2 will be held during the Lab time, not the class time. Quiz 2: Ch 6,7
Nov 9	Ch 8 – Other Income/Deductions, and Attribution
Nov 16	Ch 9 – RRSP's and Special Income Arrangements Ch 10 – Taxable income and Tax Payable For individuals, revisited
Nov 18	Midterm 2 will be held during the Lab time, not the class time. Midterm 2 – Ch 6,7, 8, 9, 10
Nov 23	Ch 11 – Taxable Income and Tax Payable for Corporations Ch 21- GST
Nov 30	Final Exam covers the entire course. Date of exam to be assigned by the registrar.

Evaluation:

Students will be evaluated in this course through:

Professionalism	5%
Group Project	5%
Individual Assignment	5%
Midterm 1& 2 (15 marks each)	30%
Quiz 1 & 2 (10 marks each)	20%
Final	35%
Total	<u>100%</u>

Students must attain a minimum of 45% on the final exam as a condition of passing the course. Students who do not obtain at least 45% on the final exam will either receive a final grade of 45% or the accumulated value of their grades without the final exam, which ever is less. Any grade that would exceed the 45% threshold obtained from course work or from exams or quizzes held during the course will be disregarded in their entirety, if a grade of less than 45% is obtained on the final exam. The final exam covers all the material for the entire course.

Professionalism and Contribution to Class:

On the first day of classes the students in the class, with the assistance of the instructor, will define the expectations of professionalism that will need to be upheld throughout the term. Contribution to class is not mere attendance, but an actual contribution to the other students in the course; this will also be defined on the first day of the semester. Professionalism and Contribution will be evaluated throughout the term.

Projects and Cases:

Projects are an integral and very important part of the course. They provide an opportunity to apply what you have learned and to prepare for classroom discussions and examinations.

There will be One Individual case project, One group project and Two Individual Quizzes.

Projects assigned will be due at midnight of the day before the project is due.

Late projects will not be accepted or graded and will receive a grade of zero.

All projects will be submitted electronically, if a paper copy is submitted it will be considered as a late assignment and will not be graded. All electronically submitted assignments should be to hiscock.david@gmail.com

Significant Components of each Project/Assignment/Exam will be graded on the following basis,

5/5 – Fully competent – All expectations fully met, all calculations correct, all assumptions reasonable, All recommendations and Implementation plans appropriate.

4/5 – Competent – Most/All expectations fully met, Most/All calculations correct, Most/All assumptions reasonable, Most/All recommendations and Implementation plans appropriate.

3/5 Reaching Competence – Many/most expectations fully met, Many/most calculations correct, Many/Most assumptions reasonable. Many/Most recommendations and Implementation plans appropriate.

2/5 Nominal Competence – Some/Many expectations fully met, Some/Many calculations correct, Some/Many assumptions reasonable. Some/Many recommendations and Implementation plans appropriate.

1/5 Bare Competence – Few/Some/Many expectations fully met, Few/Some/Many calculations correct, Few/Some/Many assumptions reasonable. Few/Some/Many recommendations and Implementation plans appropriate.

0/5 Not Competent – Expectations clearly not met, calculations incorrect or missing, Assumptions not stated or unreasonable, recommendations and Implementation plans absent or not appropriate.

Sample solutions for the selected projects can be accessed on the course website once all assignments have been marked and returned.

Academic Policies

Important University of Guelph-Humber Academic Regulations

Academic Integrity / Academic Honesty

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty of offences associated with misappropriation of others' work, misrepresentation of personal performance and fraud, improper access to scholarly resources, and obstructing others in pursuit of their academic endeavours. In addition to this policy, the University has adopted a number of policies that govern such offences, including the policies on Misconduct in Research and Scholarship and the Student Rights and Responsibilities regulations. These policies will be strictly enforced.

It is the responsibility of the University, its faculty, students and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive procedures to limit the likelihood of offences occurring. Furthermore, individual members of the University community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

University of Guelph-Humber students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students

should also be aware that if they find their academic performance affected by medical, psychological or compassionate circumstances, they should inform the appropriate individuals, (instructors, Program Advisor) and follow the available procedures for academic consideration outlined in the University's calendar.

Students are encouraged to review the policy in the 2007-2008 Academic Calendar at: <http://www.uoguelph.ca/registrar/calendars/guelphhumber/current/c07/c07-amisconduct.shtml>

Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress toward achieving learning objectives. Feedback often goes beyond grading and should be an indication of the standard a student has achieved and should to include comments on the particular strengths and weaknesses of a student's performance. While the nature and frequency of such feedback will vary with the course, the University of Guelph-Humber is committed to providing students with appropriate and timely feedback on their work. Faculty members are urged to provide meaningful feedback (approximately 20% of the total course evaluation is the standard), prior to the 40th class day. This is the last day that students are permitted to drop classes without incurring any academic penalties.

Missed Final Exams / Deferred Privileges

When students do not write a required final examination, complete a final assignment, or complete a work term report prior to the last class date, they must request Academic Consideration to be considered for a deferred privilege. When granted, a deferred privilege allows a student the opportunity to complete the final course requirements after the end of the semester, but during established timelines.

Please note that faculty members do not grant deferred privileges. Faculty can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades.

The nature of the deferred privilege may take the form of either a deferred condition or a deferred examination. The Admissions and Academic Review Sub-Committee grants deferred privileges on the basis of **medical, psychological** or **compassionate** consideration. Please see your Admission and Program advisor for details.

Accommodation Procedures

Students will identify themselves to Services for Students with Disabilities and, where required, provide appropriate documentation of their need. Where appropriate, students will inform individual instructors of their disabilities and academic accommodations required, by distributing the "*SSD Memo to Faculty*".

When students require test accommodations, they will:

- Remind instructors at least **one week in advance** of each test or as soon as possible, that they require test accommodations
- Book the test date and time in the SSD office or make the appropriate arrangements to write in the Test Centre at least one week in advance of each test, or as soon as possible.

Students with special needs are accommodated through Humber ITAL Services for Students with Disabilities. Students should make themselves familiar with the policies relating to special accommodations by visiting the website at:

http://studentservices.humberc.on.ca/ssd/pnp/fac_resp.htm.

It is the student's responsibility to be familiar with the University's policies and Academic Regulations. These policies can be found at:

<http://www.guelphhumber.ca/cstudents/policies/index.shtml>