

Class Information		Instructor Information		First day of classes:	Wed., Sept. 9, 2015
<b>Days</b>	Wednesdays	<b>Instructor:</b>	David Adams, BBA, MBA, FCA, FCPA, CPA (US), CMA (Hon.)	<b>Last day to add/drop, or change to audit:</b>	Sun, Sept 20, 2015
<b>Time:</b>	5:30 – 9:30	<b>Email:</b>	dadams@ambrose.edu	<b>Last day to request revised exam:</b>	Mon., Oct. 26, 2015
<b>Room:</b>	A2141	<b>Phone:</b>		<b>Last day to withdraw from course:</b>	Thu, Nov. 12, 2015
<b>Final Exam day</b>		<b>Office:</b>	L-2078	<b>Last day to apply for time extension for coursework:</b>	Mon, Nov 23, 2015
Wed., Dec 16 6:30 – 9:30 PM Room: A2141		<b>Office Hrs:</b>	After class for 1 hour or by Appointment	<b>Last day of classes:</b>	Mon, Dec 14, 2015

**Textbook & Study Guide:** “Canadian Tax Principles: 2015-2016: Volumes 1 & 2”, Clarence Byrd & Ida Chen, Pearson Canada, 2016 (Profile Tax Software is included with the text and is needed for some assignments)

### Course Description:

This course provides an introduction to personal and corporate Canadian income tax systems. The impact of taxes on business decisions will be examined. Students will be required to analyze personal and business tax problems and apply the concepts learned to resolve these situations.

### Expected Learning Outcomes:

The following are the learning outcomes expected at the end of the course:

1. Students will gain an understanding the procedures and administration of the Canadian Income Tax Act.
2. Students will be able to determine the residency status and liability for tax for individuals and corporations.
3. Students will be able to understand and calculate income from employment, business and property for individuals including CCA calculations.
4. Students will be able to determine capital gains and losses and understand the requirements for reporting these for individuals.
5. Students will calculate other income and deductions and compute net income for individuals.
6. Students will be able to determine taxable income and taxes payable for individuals
7. Students will gain a basic understanding of the calculation of taxable income and taxes payable for Canadian corporations as well as a basic understanding of GST.

## Course Schedule:

- Week 1 – (Sep 9) Introduction & Employment Income (Chapters 1 & 3)
- Week 2 – (Sep 16) Property Income (Chapter 7)
- Week 3 – (Sep 23) Capital Gains/Losses & Other Income/Deductions Chapters 8 & 9)
- Week 4 – (Sep 30) Retirement Savings & Taxable Income/Tax Payable (Chapter 10 & 4)
- Week 5 – (Oct 7) Review/Catch-up & Procedures & Admin – Individuals (2 – pp. 37 – 47, 52 – 60)
- Week 6 – (Oct 14) Mid-term Exam (Chapters 1 - 4, 7 – 10) , Taxable Income/Tax Payable Revisited (Chapter 11)
- Week 7 – (Oct 21) CCA/CEC (Chapter 5)
- Week 8 – (Oct 28) Income from a Business (Chapter 6)
- Week 9 – (Nov 4) Taxable Income/Tax Payable – Corps & Corporate Investment Income (Chapters 12 & 13)
- Week 10 – (Nov 18) Corporate Investment Income & Other Issues (Chapters 13 & 14 – pp. 739 - 747)
- Week 11 – (Nov 25) Corporate Tax & Management Decisions (Chapter 15)
- Week 12 – (Dec 2) Procedures & Admin – Corporations & International Issues (Chapter 2 – pp. 47 – 52 & Chp 20)
- Week 13 – (Dec 9) GST & Review (Chapter 21)

## Requirements:

The course combines **lectures and in-class problem solving**. To effectively work on problems in class you will need to read the assigned chapter prior to class. **Class attendance and keeping up to date on the material is critical to be successful in this course.** Assigned problems are required to be passed in for each chapter. To learn and understand the material you need to read each chapter thoroughly and complete the assigned problems. Some of the assignment problems will involve use of the tax software included with the course text.

The midterm and final exams will be designed to test the conceptual understanding and procedural application of the material covered during the course, and will be patterned after the in-class and assigned exercises and problems. The following is a summary of all evaluation methods and relative weights for the course:

Evaluation Method	Weight	Date	Due Date/Material
Individual Assignments	20%	Assigned Weekly	TBA
Midterm Exam	35%	TBA	Oct 14: Chapters 1 – 4, 7 - 10
Final exam	45%	TBA	Dec 16: Chapters 1 – 15, 20 - 21

**Note: A minimum of 40% on the Final Exam is a requirement for successful completion of the course.**

## Attendance:

Students are expected to act professionally and notify the instructor should they not be able to attend for a valid reason. Each unapproved missed class will result in a 2% deduction from the assignment grade.

## Grade Summary:

The available letters for course grades are as follows:

% Grade	Letter Grade	Description
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

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Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

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## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

### Exam Scheduling

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office

in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.