
MOS 3362A Introduction to Taxation in Canada
Course Outline: Section - 650 Summer 2015

1. Course Information:

1.1. Class Location and Time:

Online Summer Section: May 4 through July 30, 2015

1.2. Instructor: Joanna Agnello

Office: Social Science Room 4434

Office Hours: Available upon request.

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Website Address: <http://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1. The purpose of this course is to provide an overview of the Income Tax Act (Canada) and its effect on business decisions. This course covers both personal and corporate taxation including different sources of income, deductions and credits that are allowed under the Act.

2.2. 0.5 course

2.3. Antirequisite(s): Business Administration 4479A/B

2.4. Prerequisite(s): MOS3360A/B and enrollment in 3rd or 4th year of BMOS

2.5. Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

3. Textbook

3.1. Byrd, Clarence and Chen, Ida.; Byrd and Chen's Canadian Tax Principles 2014-2015 Edition, Pearson Education Canada. Toronto.

3.2. Study Guide for the above text.

4. Evaluation

Weekly multiple choice quizzes in OWL (best 9 out of 10)	10%
Mid-term Examination (Saturday June 13, 2015, 2:00-5:00 PM)	25%
Comprehensive Assignment (Due Thursday July 16, 2015, 9 PM)	25%
Final Examination (Date: July 27 - July 30, TBA)	35%
Added to highest marked evaluation	*5%
	<u>100%</u>

*The remaining 5% will be added to the weighting of your highest marked evaluation (quizzes, midterm, assignment or final exam). This means if your highest marked evaluation is the weekly quizzes for example, then the quizzes will account for 15% of your final grade rather than the expected 10%. While if your mid-term is your highest mark, it will be worth 30% of your final grade, etc.

You must complete all written components to pass the course.

There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed. Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: **You are responsible for your grades in this course.**

HOW TO DO WELL IN THIS COURSE:

This is not a course for sitting back and cramming the night before. You have to be willing to **do tax** in order to **understand tax**. The key to success in this course is keeping up with the work and asking questions along the way. Each chapter builds on the understanding of previous chapters.

Please keep these things in mind:

- 1) Prepare all the practice problems every week and review the correct solutions which are posted in OWL.
- 2) Read the lecture notes and then go through the PowerPoint slides. Use the textbook when you need more detail than the PowerPoint slides contain.
- 3) Do the practice Exercises from the text book as you go through the PowerPoint slides. When doing the exercises, do not look at the solutions first. Please allow yourself to benefit from the process of making mistakes. After you complete an exercise, check the Study Guide to see how you did, and make a note of anything that was confusing. Make sure that you understand the correct solution before moving on.
- 4) When preparing the practice problems, **do not** look at the answer first.
- 5) Stay up to date with the material; **you can't afford to fall behind.**
- 6) Do as many extra problems as you possibly can find time for.

Important: This is not a course to take for easy credit. It is extremely challenging, and there is an incredible amount of information for you to learn and to remember. No two problems look alike. My number one hint is: Practice. That is also my number two and three hint.

5. Mid-Term and Final Exams (You must complete all written components in order to pass the course.)

There are two examinations for this course. Content for each examination is provided on the course timetable. Each exam will be written in person at a Western Examination Centre. The final exam will be scheduled by the Registrar between July 27 and July 30. The final exam carries a heavier weight than the mid-term exam. These exams are not cumulative, however with taxation related issues, the topics build on one another, and an understanding of the complete course will be required at the final exam.

The exams will consist of a combination of short answer and long answer problems, similar to problems assigned from the textbook. You will be permitted to bring writing materials, a calculator and 2 sheets of notes (8.5" x 11" pages, double sided). **Note sheets must be personally created by you. This means that material from another source must go through your eyes, into your brain, and then be transferred onto the**

page by hand writing it. The pages cannot be photocopied from some other source. Typed note sheets will be taken away at the exam. Under no circumstances can you use notes prepared by another student.

Should there be any concerns about your note sheets during an exam, they will be taken away from you. All cheat sheets will be collected at the end of the exam, along with all other exam materials.

No other items will be permitted at your desk in the examination room. This includes dictionaries, cell phones, PDA's, CD players, iPod's, etc. These rules will be strictly enforced as it is my responsibility to do everything possible to prevent cheating on examinations.

6. Weekly Multiple Choice Quizzes

For ten sessions of the course, there will be a multiple choice quiz consisting of 5-15 (usually 10) questions. These questions will be randomly assigned from a larger pool of questions. The results will be electronically scored and assessed. You will have a 2-week window in which to complete each of the quizzes. Once you begin the quiz, you will have 1 hour to complete it. There will not be a quiz for Session 8 or for Session 12. Your mark on this portion of the course will be based on the results from the best 9 out of 10 unit quizzes.

Quizzes will become available by Monday at 1pm on the first day of availability, and must be completed by Sunday at 10:00pm on the final day of the availability period.

SESSION	AVAILABLE DATES	CONTENT
1	May 4-17	Chapters 1 and 2
2	May 11-24	Chapter 3
3	May 18-May 31	Chapter 4
4	May 26-June 7	Chapter 5
5	June 1-June 14	Chapter 6
6	June 8-June 21	Chapter 7
7	June 15-June 28	Chapter 8
8	No quiz this session	N/A
9	June 29-July 12	Chapter 9
10	July 6-July 19	Chapter 10
11	July 13-July 26	Chapter 11
12	No quiz this session	N/A

7. Tax Assignment (You must complete all written components in order to pass the course.)

There will be one hand-in assignment required for this course. The distribution and due dates are listed in the table below. The assignment will require you to research tax issues and develop an opinion on the appropriate treatment of a variety of situations for tax purposes. The assignment will also require you to complete personal tax calculations for a family. You will be required to submit your explanation of what you believe to be appropriate treatment for any issues described. Research materials you may use might include the *Income Tax Act*, the textbook, other CRA publications such as Folios, Information Circulars, and other tax related publications. You may not use income tax preparation software to complete this assignment.

It is fine for you to work with another student or group (of up to 4 students in total) to complete the assignment. Groups may submit one assignment for all members. If agreement cannot be reached on the tax treatment of some items then some group members may wish to submit an individual assignment. In this case, please indicate the names of all people consulted in completing the assignment.

Beware of working in groups and using material provided by other students without proper referencing – this will be considered cheating if it is detected. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another

author, you must acknowledge your debt by using quotation marks where appropriate, and by proper referencing such as footnotes and citations. Western has software available to check for plagiarism, and you may be required to submit your work in electronic form so that it can be checked by this software.

The assignment will be posted online during the period when we are covering chapter 9 in the text, and it will include information relevant to Chapters 1-9. It will be due 1 week before the end of the course. I will mark it promptly so that you have feedback before the final exam. The assignment will be submitted electronically through email. The time stamp of the email will be considered the submission time. Any submissions received after 9pm on July 16 will be considered late.

A penalty of 5% per day or partial day, including weekends and holidays, will apply to all late assignments.

8. Lecture and Examination Schedule

<u>SESSION</u>	<u>WEEK OF</u>	<u>TOPIC AND PRACTICE PROBLEMS</u>
1	May 4-10	<p><u>Introduction to Course</u></p> <p><u>The Canadian Tax System – Overview</u></p> <p>Readings: Byrd and Chen, Chapter One</p> <p><u>Procedures and Administration</u></p> <p>Readings: Byrd and Chen, Chapter Two</p> <p>Assignment Problems: Ch 1: 8</p> <p>Assignment Problems: Ch 2: 3, 4, 5, 7 (Cases A-E only)</p>
2	May 11-17	<p><u>Income or Loss from an Office or Employment</u></p> <p>Readings: Byrd and Chen, Chapter Three</p> <p>Assignment Problems: Ch 3: 1, 5, 9, 11, 12</p> <p>Online multiple choice quiz for Chapters 1 & 2 is due May 17</p>
3	May 18-24	<p><u>Taxable Income and Tax Payable for Individuals</u></p> <p>Readings: Byrd and Chen, Chapter Four</p> <p>Assignment Problems: Ch 4: 1, 4, 5</p> <p>Online multiple choice quiz for Chapters 3 is due May 24</p>
4	May 25- May 31	<p><u>Capital Cost Allowance and Cumulative Eligible Capital</u></p> <p>Readings: Byrd and Chen, Chapter Five</p> <p>Assignment Problems: Ch 5: 5, 6, 8</p> <p>Online multiple choice quiz for Chapters 4 is due May 31</p>
5	June 1-7	<p><u>Income or Loss from Business</u></p> <p>Readings: Byrd and Chen, Chapter Six</p> <p>Assignment Problems: Ch 6: 6, 7, 9</p> <p>Online multiple choice quiz for Chapters 5 is due June 7</p>
6	June 8-14	<p><u>Income from Property</u></p> <p>Readings: Byrd and Chen, Chapter Seven</p> <p>Assignment Problems: Ch 7: 1, 2, 7, 8</p>

SESSION	WEEK OF	TOPIC AND PRACTICE PROBLEMS
		Online multiple choice quiz for Chapters 6 is due June 14
Mid-Term Exam – covering chapters 1-6: Saturday June 13- 2-5pm (3 hours)		
7	June 15-21	<p><u>Capital Gains and Capital Losses</u></p> <p>Readings: Byrd and Chen, Chapter Eight</p> <p>Assignment Problems: Ch 8: 1, 3, 7, 8</p> <p>Online multiple choice quiz for Chapters 7 is due June 21</p>
8	June 22-28	<p><u>Capital Gains and Losses</u></p> <p>Readings: Byrd and Chen, Chapter Eight</p> <p>Assignment Problems: Ch 8: 10, 14</p> <p><u>Other Income, Other Deductions and Other Issues</u></p> <p>Readings: Byrd and Chen, Chapter Nine</p> <p>Assignment Problems: Ch 9: 2, 3, 4</p> <p>There is no online quiz for this week. Extra time is allowed for the Chapter 8 & 9 material.</p>
Comprehensive Assignment – available on OWL – Thursday June 25 Due Thursday July 16 at 9pm – via email		
9	June 29-July 5	<p><u>Other Income, Other Deductions and Other Issues</u></p> <p>Readings: Byrd and Chen, Chapter Nine</p> <p>Assignment Problems: Ch 9: 6, 7, 9, 11</p> <p>Online multiple choice quiz for Chapters 8 is due July 5</p>
10	July 6-12	<p><u>Retirement Savings and Other Special Income Arrangements</u></p> <p>Readings: Byrd and Chen, Chapter Ten</p> <p>Assignment Problems: Ch 10: 3, 4, 5</p> <p>Online multiple choice quiz for Chapters 9 is due July 12</p>
11	July 13-19	<p><u>Taxable Income and Taxes Payable for Individuals Revisited</u></p> <p>Readings: Byrd and Chen, Chapter Eleven</p> <p>Assignment Problems: Ch 11: 1, 2, 3, 8</p> <p>Online multiple choice quiz for Chapters 10 is due July 19</p>
12	July 20-26	<p><u>Taxable Income and Tax Payable for Corporations</u></p> <p>Readings: Byrd and Chen, Chapter Twelve, pages 583-593</p> <p>Assignment Problems: Ch 12: 1, 7, 8, 10</p> <p>Online multiple choice quiz for Chapters 11 is due July 26</p> <p>There is no online quiz for Chapter 12</p>
Final Exam: July 27-July 30: Time & Location to be Determined by Registrar		

9. University Policy Regarding Illness

9.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf.

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

9.2. Make Up Examinations

9.2.1. The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

10. University Policy on Cheating and Academic Misconduct

10.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example,

examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

- 10.2.** Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.
- 10.3.** The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

11. Procedures For Appealing Academic Evaluations

- 11.1.** In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

12. Support Services

12.1. Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.

- 12.2.** Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

13. Other Issues

13.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the 3000-4000 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

13.2. Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

14. E-mail Policies

UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.). There have been instances where emails from non-uwo.ca addresses go directly to the trash folder. I must confess I do not check my trash folder therefore please remember to use your uwo.ca email account!

15. Frequently Asked Questions

Question	Answer
I missed the quiz because my computer didn't work, my internet connection was lost, I was preparing another assignment, I was out of town, I lost my phone, I forgot ...	A missed quiz will result in a mark of zero. You are responsible for calendaring the quizzes and having reliable internet access to write them. There are no "make up" assignments available.
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
This mark is going to prevent me from getting accepted to graduate school/my dream accounting job/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my honours status.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	

16. Important Dates:

- May 4 Summer Evening and Spring/Summer Distance Studies courses begin.
- May 8 Last day to add a Spring/Summer Distance Studies course
- May 18 Victoria Day
- May 29 Last day to drop a first-term half course in Summer Distance Studies without academic penalty
- July 27-30 Final Exam Period – date and time to be set by registrar

17. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>