



Introduction to Personal Taxation – ACCT 363

Business Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: January 2010
OUTLINE EFFECTIVE DATE: September 2016
COURSE OUTLINE REVIEW DATE: March 2021

GENERAL COURSE DESCRIPTION:

This course is an introduction to Canadian taxation. It focuses on the understanding of the nature and structure of the Income Tax Act. Topics covered in this course include liability for tax and rules for computing income, taxable income, allowable deductions and taxes payable for individuals.

Program Information: This course is part of the 2 year accounting diploma and transfers directly into the ACAF (Advanced Certificate in Accounting and Finance) program. This course can be used as an upper level Business course in the BBA program.

Delivery: This course is delivered in a face to face or online format

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Kevin Boehmer, CPA, CA

Signature

APPROVAL SIGNATURES:

Department Head
Ildi Walkley
Email: Walkley@cotr.bc.ca

Dean of Business and University Studies
Darrell Bethune
E-mail: bethune@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: September 2016– March 2021

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT

Prerequisites: ACCT 262

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: NA

Date changed: _____

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Byrd & Chen's Canadian Tax Principles 2016-2017 Edition

Please see the instructor's syllabus or check COTR's online text calculator

http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to:

- understand the role, nature and structure of the Income Tax Act; and
- prepare individual tax returns.

COURSE TOPICS:

- Introduction to the Income Tax Act & Legislation
- Procedures & administration
- Income from an office or employment
- Taxable income & tax payable for individuals
- Capital Cost Allowance & Cumulative Eligible Capital
- Income & loss from a business
- Income from property
- Capital gains & losses
- Miscellaneous income & deductions
- Retirement savings

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face to Face and Online Delivery):

Assignments	% Of total Grade
Assignments	25%
Midterms	25%
Final Exam	<u>50%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.