

COURSE SYLLABUS



COURSE TITLE:	ACCT 240 – Taxation 1
CLASS SECTION:	D01
TERM:	Fall 2024
COURSE CREDITS:	3.0
DELIVERY METHOD(S):	Asynchronous online

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME:	Jolene Kendrew
EMAIL:	kendrewj@camosun.ca
OFFICE:	CBA 231 D
HOURS:	In-person Mondays 9:30-10:20am; online Thursdays 12:00-1:00pm

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will learn Canadian personal income tax at an introductory level. Topics covered include sources of employment income, property income, capital gains, business income, capital cost allowance, other income, other deductions, taxes payable, and Goods and Services Tax.

PREREQUISITE(S):	C in ACCT 110
CO-REQUISITE(S):	n/a
EXCLUSION(S):	n/a

Camosun College (2021) Calendar Description retrieved from: Camosun College (2021) Calendar Description retrieved from: <http://camosun.ca/learn/calendar/current/web/acct.html>

Ω Please note: This outline will not be kept indefinitely. We recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Calculate the appropriate amount of income and tax liability for individuals.
2. Differentiate between the various types of income and determine their proper treatment for tax calculations.
3. Recognize that tax provisions have various economic and/or social policy reasons for them.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Computer and software requirements

- The course will utilize Camosun College's Desire2Learn (D2L) platform which you can access online at online.camosun.ca. **This course will be delivered entirely online.**
- For instructions on how to first access D2L, please see https://camosun.teamdynamix.com/TDClient/67/Portal/KB/ArticleDet?ID=1609#domain_account
- As a Camosun student, you qualify for a free Office 365 subscription. Please see details at <https://legacy.camosun.ca/services/its/other-services.html>. If you need to borrow a laptop or hotspot, there is a limited supply that are loaned to students by Camosun College.
- Your computer hardware and software need to meet the minimum standards set by Camosun College <https://camosun.ca/services/student-orientation/online-learning>. For D2L, it is recommended that you use Chrome as your browser.
- You will require a strong internet connection, webcam, microphone, and secondary electronic device (tablet or cell phone) for the midterm and final exam.
- You will require access to a Windows-PC in order to download TaxCycle, the software required for the T1 project in this course. Note that Taxcycle will also be installed in specific labs in CBA, if you wish to complete the project on campus.

Course pack, in lieu of a textbook, will be provided on D2L.

Other:

- Canada Revenue Agency's (CRA) Website
- Non-programmable, non-textual calculator

Mandatory Attendance for First Class Meeting of Each Course

This section of ACCT 240 requires mandatory attendance for the 'first class meeting' of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies for Students" [Registration Policies for Students | Camosun College](#)

Mandatory attendance for the first class in this course is achieved through completion of the academic integrity D2L quiz, due on Friday, September 6th at 11:59pm.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor

WEEK	DATE RANGE	TOPIC	ASSIGNED READING - CHAPTERS	DUE DATES
1	September 3-8	Introduction to tax	1	Academic integrity quiz due Friday, September 6th 11:59pm (80% grade required to gain access to course content) Introduction discussion board post (required to gain access to other discussion board topics)
2	September 9-15	GST and PST	11 & 12	GST Big Data Project due Tuesday, September 17th 11:59pm Module quiz #1 (Ch 1, 11, 12) due Monday, September 16th 11:59pm
3	September 16-22	Depreciable Property (CCA)	3	Module quiz #2 (Ch 3) due Monday, September 23rd 11:59pm
4	September 23-29	Property Income	4	T5 Project due Tuesday, October 1st 11:59pm Module quiz #3 (Ch 4) due Monday, September 30th 11:59pm
5	September 30-October 6	Employment Income and Expenses	2	
6	October 7-October 13	Employment Income and Expenses (continued)		T4 Project due Tuesday October 15th 11:59pm Module quiz #4 (Ch 2) due Monday, October 14th 11:59pm
7	October 14-20	Capital Gains	6	Module quiz #5 (Ch 6) due Monday, October 21st 11:59pm
8	October 21-27	MIDTERM Week details to be posted to D2L/discussed in class closer to exam date		Midterm exam Friday, Oct 25th 6pm (online)

WEEK	DATE RANGE	TOPIC	ASSIGNED READING - CHAPTERS	DUE DATES
9	October 28- November 3	Business Income	8	Module quiz #6 (Ch 8) due Monday, November 4th 11:59pm
10	November 4-10	Other income and Deductions	5,7	Module quiz #7 (Ch 5,7) due Monday, November 11th 11:59pm
11	November 11-17	Determination of Taxable Income and Tax Payable	9,10	
12	November 18-24	Determination of Taxable Income and Tax Payable (continued)		Module quiz #8 (Ch 9,10) due Monday, November 25th 11:59pm
13	November 25- December 1	T1 Project		T1 Project due Tuesday, December 3rd 11:59pm
14	December 2- December 8	Review		
December 9-17, 2024, F2024 Final Exam Period. Exact time and location TBA. Please do not book travel during this time. Alternative exam dates will not be provided.				

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Projects <ul style="list-style-type: none">• T5 (3%)• T4 (3%)• T1 (7%)• GST (2%)	15%
Module quizzes (1 quiz will be dropped)	12%
“Dear tax student” discussion board posts	3%
Exams <ul style="list-style-type: none">• Midterm (30%) – 90 minutes• Final Exam (40%) – 180 minutes	70%
Additional discussion board posts (questions & answers)	Bonus – up to 2%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Midterm and Final exams:

Midterm and final exams in this course will be online, with the midterm and final exam invigilated live at a scheduled time via zoom using a microphone and webcam. You will require a reliable computer along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. You will also require a secondary device with webcam and microphone (i.e. a smartphone or tablet). Please see Camosun’s Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

The midterm exam will take place at the specific time scheduled in the course schedule above. The final exam will take place at a specific time as scheduled by the college during the final exam period. Note that the final exam may be scheduled at **any time between 8:30am and 6pm (exam start time) during the final exam schedule**, which will be published in October. Students are expected to make arrangements to attend the exam at its scheduled time.

The only material allowed in an exam is a calculator, pen or pencil, highlighter, eraser, and **a student-prepared 8.5x11 reference sheet (midterm 1-sided; final exam 2-sided)**. Details regarding the reference sheet requirements and restrictions will be provided on D2L. The midterm and final exams are closed book.

Projects:

To provide practical experience you will be completing four projects including the preparation of T5s, T4s, a T1 and a GST Project that uses big data.

The GST Big Data Project uses Excel Pivot Tables, you will need to use the desktop version of Office365, which is available free for student download (<https://legacy.camosun.ca/services/its/other-services.html>).

The T1 project uses **Taxcycle** Software (not MAC compatible). A link is provided on D2L if you wish to download the student version of the software to your personal computer. If you have not had experience with Taxcycle software previously, you are strongly advised to review the training material from Taxcycle and prepared by your instructors (see link on D2L). The project covers all topics in personal tax.

Chat GPT and other AI tools. During this course, you are going to be required to complete a number of written assignments. Can you use AI to complete this!? Maybe! If you choose to use AI for one of your written assignments, you must DISCLOSE that you have used it and indicate which portion of the text was prepared by AI versus prepared by you. Within your report, you must include a discussion on WHY you used chat GPT, how it helped you, and what areas it left out. Did you make any edits to what it gave you? **If I find that chat GPT has been used and not disclosed, even when permitted, academic integrity penalties will be applied. AI is not appropriate in response to debrief questions or reflections on self-learning, and cannot be used in exams.**

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>.

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- **MIDTERM AND FINAL EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf>
- Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
- Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Recommended Materials/Resources to Assist Students to Succeed Throughout the Course

[Camosun Learning Skills page](#) and [Camosun Learning Skills Guides](#)

[Camosun Writing Centres: Tools and Resources](#)

[APA 7th Edition Workbook](#)

[Purdue Online Writing Lab \(OWL\)](#)

[SFU Essay Assignment Calculator](#) (Camosun's [Time Management Guide](#) also links to this page)

Employment Opportunities. Job positions for Co-op work terms, non-Co-op work terms, and full-time employment are posted on Camosun's employment website. See Camosun College (2018) Co-op and Career Portal from: <https://educationthatworks.camosun.ca/>.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library

Support Service	Website
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.