1 Contact Information – Course Director

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Course Director</th>
<th>Email adress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section N</td>
<td>Monday</td>
<td>7-10pm</td>
<td>TEL 1004</td>
<td>Joe Frankovic</td>
<td><a href="mailto:j.frankovic@rogers.com">j.frankovic@rogers.com</a></td>
</tr>
<tr>
<td>Section M</td>
<td>Wednesday</td>
<td>4-7pm</td>
<td>ACE 005</td>
<td>Margaret Riggin</td>
<td><a href="mailto:mriggin@vfmy.com">mriggin@vfmy.com</a></td>
</tr>
<tr>
<td>Section P</td>
<td>Friday</td>
<td>11:30-2:30pm</td>
<td>ACE 005</td>
<td>Joanne Magee</td>
<td><a href="mailto:jmagee@yorku.ca">jmagee@yorku.ca</a></td>
</tr>
</tbody>
</table>

Income Tax Law Area Coordinator: Joanne Magee (jmagee@yorku.ca)

ADMS 4561’s Administrative Assistant: Cynthia Shea (cshea@yorku.ca)

If you have questions, please ask or email your course director. But before you do that, please try to look the answer up for yourself. Because tax law is constantly changing and is very complex, one of the many skills needed for a career in taxation (or any accounting discipline) is the ability to do research. So for questions related to the content of the course, please try looking for answers to your questions in the lecture notes, the textbook and the Act first. By the same token, for administrative questions please try looking for answers in this course outline first. The course materials provide you with answers to most of the frequently asked questions.

Information from the Atkinson Professional Accounting Association is available at www.yuapaa.com or by emailing info@yuapaa.com
2 Course Description

Together with AK/ADMS 4562 3.0, introduces students to the principles and practice of Canadian taxation and related tax planning, to provide a basic understanding of the Canadian Income Tax Act and its GST implications in relation to individuals.

PREREQUISITES

1) For students in an Honours program, 78 credits including ADMS 3520; 2) or for other students, a grade of C+ or better in the above-listed course.

Students who have taken a course that is similar to ADMS 3520 and would like to know whether it meets the prerequisite requirement should contact the coordinator, Joanne Magee (jimagee@yorku.ca). Students who have taken ADMS 4561 in a prior term also meet the prerequisite. Students not meeting the prerequisite requirement may be dropped from the course. You must resolve your prerequisite situation before Feb 4, 2013 (i.e., the last day to add with permission).

3 Learning Outcomes

Building on ADMS 3520, this course has been designed to help students to be able to:

1. Explain and critique the policy objectives and legislative intent of the technical rules in the Income Tax Act as they apply to individuals.

2. Explain what is involved in tax research (reading and interpreting the technical rules in the Act, taking into consideration judicial decisions and CRA pronouncements) and to be able to do basic tax research.

3. Apply Canadian income tax law and related planning concepts in problem and case settings involving individuals

4. Demonstrate improvement in their written and verbal communication skills and their use of excel spreadsheet software in solving tax problems.

To achieve these learning outcomes, students are recommended to devote at least six hours a week to the course outside of the lecture time.

4 Course Website

All students can access lecture notes and other important course information by clicking on the moodle link at https://moodle.yorku.ca/

The ADMS 3520 Lecture notes can be found at tinyurl.com/3520-12-f-notes.

5 Yorku.ca Emails

Please note that you may receive emails about the course through your yorku.ca email address.
6 **Required Texts**

The required textbooks are

- **Federal Income Taxation in Canada (FIT), CCH, by Beam, Laiken and Barnett (33rd Edition (2012/2013))** - i.e. the most recent edition. This textbook has very good examples and lots of problem material. Because this book is updated once a year in late August, the most recent edition of the book should be purchased. The Study Guide should also be purchased since it contains solutions to the recommended problems. The CD included with this book contains Cantax software and a research library which may be used in this course.


Note: the textbook is also available in the Bronfman Business Library (in the Schulich Building) for short term viewing.

- You may wish to bookmark the CRA website at [http://www.cra.gc.ca](http://www.cra.gc.ca)

7 **Supplementary Texts**

Supplementary texts are not required for the course but may be useful for references:


- **Canadian Tax Principles**, Prentice-Hall, by Byrd, Chen. This book is concise and has good explanations and examples and is used in ADMS 3520.

- **Preparing Your Income Tax Returns**, CCH. Many tax professionals use this book.

- **Canadian Income Taxation**, Buckwald and Kitunen, McGraw-Hill

- **Understanding Income Tax**, Carswell.
**Course Design**

Topics and readings for the lectures are set out on the following pages. The course content will be explained using examples in a problem-solving approach. Lecture notes are provided so that you don't have to take notes during the lecture. There are some topics in the FIT textbook that we do not cover. **You are responsible for the material found in the lecture notes and posted problem sets, not the textbook.** Each week, FIT exercises and multiple choice questions are recommended and a problem set is assigned. **It is extremely important that you bring your FIT to class because will be referring to exhibits, examples and problems in FIT. On four designated lectures, you must bring your Act to class.**

- **Components of grade**

<table>
<thead>
<tr>
<th>Component</th>
<th>% of grade</th>
<th>Due date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
<td>10 sessions: Lectures 2 to 11</td>
<td>Term work</td>
</tr>
<tr>
<td>40 Minute Quiz (on problems similar to those in the Lecture 1 &amp; 2 notes and problem sets (including the ADMS 3520 review))</td>
<td>10%</td>
<td>Lecture 3 Class</td>
<td>Term work on Lectures 1&amp;2</td>
</tr>
<tr>
<td>Midterm 1 (2 hours)</td>
<td>35%</td>
<td>Friday February 15 from 5 to 7 pm Mon(Sect N) ACW 004 Wed(Sect M)ACW 005 Fri(Sect P) ACW 006</td>
<td>Midterm on Lectures 1 to 5. Past midterms and solutions are on the course website.*</td>
</tr>
<tr>
<td>40 Minute Quiz (on problems similar to those in Lecture 6 &amp; 7 notes and problem sets)</td>
<td>10%</td>
<td>Lecture 8 Class</td>
<td>Term work on Lectures 6&amp;7</td>
</tr>
<tr>
<td>Final (Content) Exam (2 hours)</td>
<td>35%</td>
<td>In final exam schedule Date and time TBA</td>
<td>Final Examination on Lectures 6 through 11 and material in Lectures 1 to 5 that is required to understand these lectures. Two past exams and solutions are on the course website.*</td>
</tr>
</tbody>
</table>

*Past exams are posted on the course website and other past exam questions have been incorporated in the lecture notes. Please note that although the same topics are taught every term: (1) topics are not always taught in the same order and, accordingly, topics tested on each exam vary and (2) solutions have not been updated for changes in the law.*
8.1 Participation and Professional Behaviour (10%)

There is one participation mark available for each of lectures 2 to 11.

Students can attend any section that they wish, but for administrative convenience students should attempt to register for the section that they plan on attending (or actually attend) regularly. Students who do not participate should hand in their name card at the end of the class for a ½ mark.

As future professionals you are expected to act like professionals. In terms of expected behaviour in class you should:

- Prepare in advance for class. The more prepared you are, in advance, the more you will get out of class. See “9 Lecture Schedule” (below) for more information on how to prepare for class;
- Arrive on time for class (and for exams) since entering late can disrupt others;
- Actively listen and ask and answer questions during class;
- Do not waste other students’ time by asking questions just for the sake of asking questions. There are no marks for off topic questions.
- Avoid disruptive behaviour like talking in class, checking emails, sending texts, talking on the phone, et cetera since this behaviour can disturb your fellow classmates and your course director. If you need to have a conversation, send an email, text or make a phone call (and if you cannot wait until break or after class) then quietly leave the classroom to do so and return to class when finished (since this is less disruptive);
- Turn your cell phone off during class (and during exams); and
- For all assignments and exams, read and follow the directions and fully comply with York’s Academic Honesty Policy. See “10 Important York Policies” (below) for more information on Academic Honesty.
- Attend the entire class; If you need to leave early, be polite and tell the instructor ahead of time and try to leave at the break to minimize disruption and you should review the audio tape of the class or try to attend the second half of another section’s class to avoid missing important information.

Students attending the blended Friday section P have an on-line class instead of an in-person class for Lectures 6, 7 and 9. Because the Lecture 11 blended Friday section P class is on a Monday (and some students may not be available to attend it) there will be a Lecture 11 online quiz available as an alternative for participation. For participation marks, students must answer a 4 question online quiz for each of those lectures. Students getting 2 correct answers will get 1 mark for participation and students getting 1 correct answer will get .5 mark. The course website will indicate when each of the quizzes will be open and when each will close. Students in Sections M and N may take the online quiz for participation marks for Lectures 6, 7, 9 and 11 and students in Section P may attend the Section M and N class and participate in lieu of taking the online quiz.

8.2 Quizzes in Lecture 3 and Lecture 8 Classes (2 x 10%)

There will be two 40 Minute Quizzes. Section references will not be required. The Quiz in the Lecture 3 class will have problems similar to those in the Lecture 1 & 2 notes (including the Lecture 1 ADMS 3520 review). The Quiz in the Lecture 8 class will have problems
similar to those in Lecture 6 & 7 notes and problem sets. The Quiz will be marked and returned in the following class. See discussion in yellow at the end of 8.4 regarding examination aids.

8.3 Midterm and Final (Content) Exam

The midterm and final (content) exam will contain problems similar to those found in the lecture notes and problem sets. Therefore, it is very important that all students work through the problems found in the lecture notes and problem sets. Most exam questions require explanations and calculations.

Please note that the examinations take place in a different room and on a different time from the regularly scheduled class. The information will be announced in class and posted on the course website closer to the exam dates.

All exams must be written in pen.

Students who have a conflict should contact Cynthia Shea (and c.c. your course director) at cshea@yorku.ca at least 2 weeks prior to the midterm/exam to be put on the list to write an alternate ADMS 4561 midterm/exam. Students should explain the nature of their conflict.

Conflicts include: (a) religious conflicts; (b) having an exam at the same time; (c) having a class at the same time; (d) having 3 or more exams within 24 hours. Note: illness is not a conflict (for illness see below).

Midterm and Final Content Exam Questions

The exams will test the lecture material listed on the course website. The exams will have approximately 3 to 5 problems similar in difficulty to the problem sets and examples used in class. The exams will also have up to 20 two mark multiple choice questions (up to 40 marks in total). It may also contain some short answer, true/false, or fill in the blank type questions similar in difficulty to the teach test questions in the notes. At least one question will require Income Tax Act section references: see format used on the prior exams on the course website.

The solution for midterm 1 will be posted on the course website. The final (content) exam will not be returned to students and its solution will not be provided.

Examination Aids: Midterm and Final (Content) Exam
1. A non-programmable calculator can be used.
2. You will be provided with a handout which will be posted on the course website under Exam Information two weeks before.
3. You are allowed to use your Income Tax Act. Highlighting, underlining and the use of tabs is allowed. However, nothing can be written in your Act or on the tabs except the section number… e.g. 6(1)(a)…. and no other materials may be inserted in your Act. If you have an Act that has writing in it, you must buy a new Act if you want to use it during a
midterm/exam. Use of unauthorized aids is considered to be a breach of the Senate Policy on Academic Honesty. Acts that contain unauthorized writing or materials will be confiscated during the exam and used as evidence.

4. **No dictionaries or other aids are allowed.** No cell phone is allowed to be used as a watch or clock.

**If midterm is missed due to illness**

**Medical Documentation:**
If a midterm examination or other grading component is missed due to illness, appropriate documentation must be provided to the course director within two weeks of the missed work.

The **only** acceptable documentation that can be used to support an absence due to illness is an Attending Physician’s Statement dated within two days of the missed examination. A soft copy of this form is available from the Registrar’s website at: [http://www.yorku.ca/laps/council/students/documents/APS.pdf](http://www.yorku.ca/laps/council/students/documents/APS.pdf)

Please note that a “doctor’s note”, typically written on a prescription pad, is **not** acceptable.

With appropriate medical documentation the marks will be allocated to the final (content) exam.

**Deferred Standing – Missed Final Content Examinations**

Students who are unable to write their final content examination at the scheduled time may be granted Deferred Standing in the course:

1. **Deferred Standing Agreement (DSA) – within 5 business days of the missed examination.**

   Deferred standing may be granted to students who are unable to write their final examination at the scheduled time. In order to apply for deferred standing, students must complete a Deferred Standing Agreement (DSA) form and submit their request no later than five (5) business days from the date of the exam. The request must be properly submitted with supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson), **NOT** to the Course Director. To apply for deferred standing follow the procedures found on SAS’s website: [http://www.yorku.ca/laps/sas](http://www.yorku.ca/laps/sas)

   These requests will be considered on their merit and decisions will be communicated to the students by the main office. Students with approved DSA will be able to write their deferred examination during the School’s deferred examination period, which for Fall term courses will be administered during the period Friday, January 18 through Sunday, January 20, 2013. No further extensions of deferred exams shall be granted.

   The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been
covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a “Doctor’s Note” will not be accepted.


Attending Physician’s Statement form:
[http://www.yorku.ca/laps/council/students/documents/APS.pdf](http://www.yorku.ca/laps/council/students/documents/APS.pdf)

2. **Petition through your home faculty** – **if you submit beyond 5 business days of the missed examination**, **if your DSA request is not approved, or if you are requesting an extension of an existing DSA**.

   **If your petition is approved then you will write the next term’s regularly scheduled final exam.**

   Petition forms are available at:

   Students in Environmental Studies and Schulich should refer to their faculty website. Students in Glendon or Osgoode should contact their relevant faculty office.

   A Course Performance Summary (CPS) may be required. Please enter your enrolment details on the CPS and take it to Room 282 Atkinson for completion (if required).

   Please ensure that you observe relevant deadlines for submission of petitions for deferred standing. [Note: The usual deadline is the end of the first month of the next academic term, but it is the student’s responsibility to confirm petition deadlines with his/her home faculty.]

9 **Lecture Schedule**

A schedule setting out the dates of the lectures, assignments and midterms follows. The problem sets will be discussed in the lectures. To prepare for a class, we advise the following approach:

(a) Read the lecture notes first. What if questions are included that will be asked in class.

(b) Attempt the problem set next. Also, for extra practice at the end of each chapter there are multiple choice questions, exercises and review questions. The answers to these items are contained in the Study Guide. In each set of lecture notes, we recommend several for you to do. These will be taken up in class.

(c) Use FIT and the Act as a reference to clarify your understanding of the law. You are only responsible for what is in the Lecture Notes and Problem Sets. There is much more in the Act and in the FIT textbook than what we cover in this course.
<table>
<thead>
<tr>
<th>Dates (WR)</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture 1</strong></td>
<td>Jan 7, 9, 11</td>
</tr>
<tr>
<td><strong>Lecture 2</strong></td>
<td>Jan 14, 16, 11</td>
</tr>
<tr>
<td><strong>Lecture 3</strong></td>
<td>Jan 21, 23, 25</td>
</tr>
</tbody>
</table>

Last date to enroll with permission of instructor is Feb 4

| Lecture 4 | Jan 28, 30, Feb 1 | Income from Employment |
| Lecture 5 | Feb 4, 6, 8 | Income from Property – Part I Learning to Read the Act (Bring your Act) |
| **Midterm** (35%) | **Friday February 15 from 5 to 7 pm** | Midterm on Lectures 1 to 5 At least one question will require ITA references. Bring your Act. |
| **Reading Week** | **No class** |
| **Lecture 6** | Feb 25 & 27 (online lecture & quiz instead of Friday class) | Income from Property – Part II |
| **Lecture 7** | Mar 4 & 6 (online lecture & quiz instead of Friday class) | Investments and Capital Gains – Part I |
| **Lecture 8** | Mar 11, 13, 15 | 40 min Quiz on Lectures 6 and 7 worth 10% Bring your Act. Exams returned. Investments and Capital Gains – Part II |

Last day to drop the course is March 15

| Lecture 9 | Mar 18 & 20 (online lecture & quiz instead of Friday class) | Other Income and Deductions Death of a Taxpayer |
| Lecture 10 | Mar 25 & 27 and April 5 (no class on Mar 29) | Taxable Income and Tax Payable of an Individual Tax Planning, Anti-avoidance Rules |
| **Lecture 11** | April 1, 3, 8 (online quiz alternative to participation) | Current Developments Exam Review and Reading Your Act Review (Bring your Act) |
| **Final Exam Schedule** (35%) | **In Final Exam Schedule – Date and Time TBA** | 2 hours - On Lectures 6 to 11 and material in Lectures 1 to 5 that is required to understand these lectures. At least one question will require ITA references. Bring your Act. |
10 Important York Policies:

- **Academic Honesty (Senate Policy)**
  
  The School of Administrative Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. To quote the Senate Policy on Academic Honesty:

  The Policy on Academic Honesty is a reaffirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. It outlines the general responsibility of faculty to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards.

  Faculty members are encouraged to pursue suspected cases of academic honesty with formal charges. Students should, however, review the York Academic Honesty policy for themselves at


  Students might also wish to review the interactive on-line Tutorial for students on academic integrity at [http://www.yorku.ca/tutorial/academic_integrity/](http://www.yorku.ca/tutorial/academic_integrity/)

- **Grade Component Deadline (Senate Policy)**

  The course assignment structure and grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) must be announced, and be available in writing, to students within the first two weeks of classes. For Important Dates please visit [http://www.registrar.yorku.ca/importantdates/](http://www.registrar.yorku.ca/importantdates/)

- **Graded Feedback Rule (Senate Policy)**

  that the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions

  - graduate or upper level undergraduate courses where course work typically, or at the instructor's discretion, consists of a single piece of work and/or is based predominantly (or solely) on student presentations (e.g. honours theses or graduate research papers not due by the drop date, etc.);
  - practicum courses;
  - ungraded courses;
  - courses in Faculties where the drop date occurs within the first 3 weeks of classes;
• courses which run on a compressed schedule (a course which accomplishes its academic credits of work at a rate of more than one credit hour per two calendar weeks).

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.

For more information please visit:


▪ 20 % Rule (Senate Policy)

No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.


▪ Reappraisals
For reappraisal procedures and information, please visit the Office of the Registrar site at: http://www.yorku.ca/laps/council/students/petitions.html If students have any concerns about their grade, they should email their Course Director to discuss the matter.

Senate Religious Observance Policy (Senate Policy)

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents (Senate 032). For further information on accommodation procedures required due to religious commitment, and the schedule of dates, please visit

https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs

Students with Special Needs (Senate Policy)

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. Please alert the Course Director as soon as possible should you require special accommodations.

For more information please see:


http://www.yorku.ca/dshub/

http://www.yorku.ca/cds/
11 Services for Mature and Part-time Students

The Atkinson Centre for Mature and Part-time Students (ACMAPS) was established in 2007 to maintain and strengthen York University’s ongoing commitment to welcome and to serve the needs of mature and part-time students. The mandate of the centre is based on four pillars: access, advocacy, support and research and includes raising awareness of issues that affect mature and part-time students across the university, leading and facilitating initiatives responding to the needs of these students, and advocating on their behalf at an institutional and individual level. They are there to help and answer questions. Please make use of them.

Address: ACMAPS 111 Central Square York University 4700 Keele Street Toronto, Ontario Canada M3J 1P3
Phone: (416) 736-5770 Fax: (416) 736-5787
Email: acmaps@yorku.ca
Website: www.yorku.ca/acmaps