

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2025

AC3160 (A2): Taxation I – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

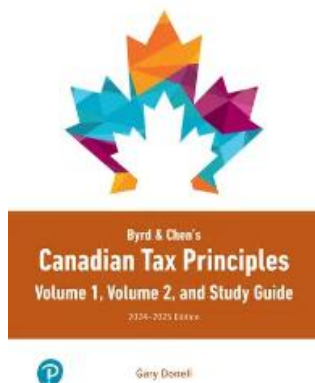
INSTRUCTOR: Doris Hoveland, CPA, CA, MBA **PHONE:** 780-539-2824
OFFICE: C423 **E-MAIL:** DHoveland@nwpolytech.ca
OFFICE HOURS: Tuesday & Thursday 1:00 p.m. – 2:30 p.m. or by appointment

CALENDAR DESCRIPTION:

The Canadian income tax system, structure of the Income Tax Act and the application of rules and procedures surrounding the determination of tax liability are introduced in this course. Taxable income for individuals, the calculation of personal taxes payable, tax planning opportunities along with current trends and recent developments in taxation will be explored.

PREREQUISITE: BA2120 Intermediate Accounting II

REQUIRED TEXT/RESOURCE MATERIALS:



Textbook: Donell, G. (2025). Byrd & Chen's Canadian Tax Principles 2024-2025 Edition (Vol. 1). Pearson Canada.

This bundle includes Volumes 1 & 2 + Study Guide + MyLab Accounting. Volume 2 is not required for this course but will be used in AC4160 Taxation II.

Financial calculator: Texas Instruments BA II Plus or Sharp EL-738 are recommended. Approved calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, tests or exams.

DELIVERY MODE:

This course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

- Identify, differentiate and calculate:
 - Net Income for Tax Purposes
 - Taxable Income
 - Taxes Payable
- Identify and explain the principles of Tax Planning
- Calculate Income from an Office or Employment and differentiate between Employee vs. Self Employed
- Calculate the Taxable Income for an Individual, and then Tax Payable using the Tax Credit system
- Calculate Capital Cost Allowance for the most commonly used classes
- Determine the Income or Loss from a Business
- Determine Income from Property, and compare and contrast Employment Income, Business Income and Property Income
- Demonstrate the basic calculation of Capital Gains and Losses, and Taxable Capital Gains and Allowable Capital Losses, the concept of Adjusted Cost Base, Deferral Provisions and Principal Residence Provisions
- Identify some of the Income and Deduction items included in Employment Income, Business Income and Property Income or Capital Gains/Losses
- Demonstrate knowledge of various post-employment income plans including Registered Retirement Savings Plans, and Registered Pension Plans

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Assignments & Quizzes	25%
Test 1	20%
Test 2	20%
Final Exam	35%
Total	<u>100%</u>

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities. Students who wish to contest an assignment, quiz, or exam grade must do so within 5 business days of receiving their marks. Requests made after this period will not be considered.

Assignments and Quizzes:

Online assignments and quizzes are available through MyLab Accounting and will automatically close on the due date. Hand-in assignments must be submitted through MyClass by the due date. Late assignments will not be accepted. Missed assignments and quizzes will be assigned a grade of zero.

Tests:

Tests will be scheduled in advance and written in class. Absences during a test will be assigned a grade of zero. In extenuating circumstances, test weightings may be transferred to the final exam when calculating the final grade at the instructor's discretion. However, the letter grade before writing the final exam will include the zero grade and remain unchanged. Students with 4 or more absences may be refused permission to transfer any test weightings.

Final Exam:

The two-hour final exam will be written as scheduled by the Registrar's Office during the exam period from December 13 – 20. Do not plan activities or trips during this time. Unexcused absences will be assigned a grade of zero. Students are expected to arrive on time and stay for the first half hour. Students who arrive after the first student has left the examination room will not be allowed to write the final exam and will be assigned a grade of zero. Students who submit a blank or substantially incomplete exam will not be eligible for a repeat final examination.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Chapters
1	Introduction to Federal Taxation in Canada	1
2	Procedures and Administration	2
3 & 4	Employment Income	3
5	Test 1 (October 3)	1 to 3
6 & 7	Taxable Income and Tax Payable for Individuals	4
8	Capital Cost Allowance	5
9	Business Income	6
10	Test 2 (November 7)	4 to 6
11	Fall Break – No Classes	
12	Property Income	7
13	Capital Gains and Losses	8
14	Other Income and Deductions	9
15	Retirement Savings and Other Special Income Arrangements	10
Exam Period	Comprehensive Final Exam	1 to 10

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all scheduled classes and are accountable for any content missed during their absence. Students with 4 or more absences may be refused permission to transfer test weightings and may be debarred from the final exam. Repeated lateness or leaving early will also be recorded as an absence.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. Students may be asked to leave if the behavior becomes disruptive.

Recording:

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner. Any recordings or images taken without the instructor's consent must be deleted immediately.

Time Management:

The expectation for this course is that students review the course material prior to class. Reading and attempting the exercises in advance is an excellent way to prepare for classroom activities. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are expected to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

**Note: all Academic and Administrative policies are available on the same page.