



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Program Coordinator – Dr. Mesfin Genanaw
Associate Chair – Charles Lewis
Instructor-Thomas A. Jackson, CPA

The syllabus is subject to change. When changes occur, you will be advised as an announcement in Eagle Online Canvas or by appropriate email methods. It is your responsibility to check with your instructor, classmates, Eagle Online, or read the appropriate emails.

Section 1 - Course Information:

Course Number: ACNT1331-5

Course Title: Federal Income Tax - Individual

Course Section: CRN 15898

Prerequisites:

- ACCT 2301 (Principles of Financial Accounting)
- ACCT 2302 (Principles of Managerial Accounting)

Semester: Fall 2018

Date: August 27, 2018 – December 16, 2018

Days and hours: Online-Not Applicable

Location: Online-Not Applicable

Online: Please refer to Section 6 and 13

Section 2 - Instructor Information:

Name: Thomas A. Jackson, CPA

Office Location: West Loop – Room C256

Office Hours: By appointment. Face-to-face meetings are available and encouraged at any time convenient to both of us.

Telephone: (713) 718-7905 (This is the Accounting Department telephone number)

Email: thomas.jackson1@hccs.edu

Section 3 - Course Catalog Description:

The primary goal of this course is to provide students with basic instruction in tax laws as currently implemented by the Internal Revenue Service and to provide a working knowledge of preparing a tax return for an individual. This course covers taxation of individuals with an introduction to the tax consequences of different forms of business entities. Tax related matters including gross income, deductions, losses, credits, tax computations, determination of basis, capital gains and losses, depreciation of business property and tax treatment of installment sales are covered in this course.

Section 4 - Program/Discipline/Course Goals:

- A. Program/Discipline Requirements if applicable
- B. Academic Discipline/CTE Program Learning Outcomes if applicable
 - Students will be able to prepare financial statements, perform financial analysis, and prepare reports utilizing computerized software packages and/or commonly used spreadsheet software programs, i.e. Microsoft Excel
 - Students will be able to read, listen, speak, and write proficiently in preparation for

presentations with clients, accounting firms, and other financial individuals.

- Students will demonstrate an understanding of managerial accounting and its impact on the operations of an entity.

C. Course Goals

D. Student Learning Outcomes

- Students will use tax formula framework and relate to 1040 form
- Students will calculate gross income, deduction, and losses
- Students will use basic tax model for dispositions of property

E. Student Learning Objectives

- Students will use tax formula framework and relate to 1040 form:
 - Describe the different tax rate structures and calculate a tax.
 - Perform the basic steps in tax research and evaluate various tax law sources when faced with ambiguous statutes.
 - Contrast tax avoidance and tax evasion
 - Determine a taxpayer's filing status
 - Apply basic income exclusion provisions to compute gross income.
 - Identify the common deductions necessary for calculating adjusted gross income (AGI)
 - Compute general types of tax credits
- Students will calculate gross income, deduction, and losses
 - Apply cash and accrual methods to determine business income and expense deductions
 - Calculate the deduction allowable under special cost recovery rules (§179, bonus, listed property)
 - Calculate the amount of gain or loss recognized on the disposition of assets used in a trade or business
 - Calculate the deduction for portfolio investment-related expenses
- Students will use basic tax model for dispositions of property
 - Compare and contrast taxable and nontaxable fringe benefits
 - Compute the saver's credit
 - Compute the taxable gain on the sale of a residence

F. Scans or Core Curriculum Statement

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

SCANS research verifies that what we call *workplace know-how* defines effective job performance today.

This expertise has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
Resources: allocating time, money, materials, space, staff Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies	Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity

SCANS workplace competencies and foundation skills have been integrated into Principles of Accounting I, and are exhibited in the SCANS schedule. For additional information about SCANS, go to: <http://wdr.doleta.gov/scans/teaching/>

Section 5 - Text Book information:

The present McGraw Hill book and Connect code as mentioned above for ACNT 1331 AND ACNT 1347 is only good for Fall 2018, Spring 2019 and Summer 2019. The New Edition Tax Textbook and Access Code are required for Fall 2019 and further.



Text: McGraw-Hill's Taxation of Individuals and Business Entities, 2019 Edition. Spilker, Benjamin C. Ayers, John A. Barrick, Edmund Outslay, John R. Robinson, Connie D. Weaver; and Ron G. Worsham, McGraw-Hill Education, 10th Edition.

Note: It is imperative that you purchase the Connect access code to participate in this course.

McGraw-Hill Website –

http://mpss.mhhe.com/student_connect_resources.php

ONLINE REGISTRATION INSTRUCTIONS
GO TO THE FOLLOWING WEB ADDRESS AND CLICK THE "REGISTER NOW" BUTTON:

<http://connect.mheducation.com/class/t-jackson-acnt1331-5-15898-fall-2018>

THIS IS A UNIQUE ADDRESS FOR

ACNT 1331-2 (15898) Fall 2018

If you have trouble with registration, please contact Customer Support at

<http://mpss.mhhe.com/> or <http://bit.ly/StudentRegistration>

or by telephone at (800) 331-5094

Section 6 - Instructional/Technology Methods:

- A. Eagle Online Login URL – <https://eagleonline.hccs.edu/login/ldap>
- B. Online Orientation – Please refer to Section 13
- C. McGraw Hill Connect – Please refer to Section 5 or to this URL
http://connect.mheducation.com/connect/login/index.htm?&BRANDING_VARIANT_KEY=en_us_default_default&node=connect_app_27_200

Section 7 - Course Schedule:

Course Week	Calendar Week Beginning	Chapter	Topics	Chapter Quiz Due Dates & Homework Assignments
1	08/27/18	1	An Introduction to Tax	All homework is to be completed online using the McGraw-Hill Connect learning management system at or before 11:59 pm on their due date as detailed in Connect.
2	09/03/18	2	Tax Compliance, The IRS, and Tax Authorities	
	09/10/18		Official Date of Record	
3	09/10/18	4	Individual Income Tax Overview, Exemptions, and Filing Status	
			Required date for McGraw-Hill Connect registration	
4	09/17/18	5	Gross Income and Exclusions	
5	09/24/18	6	Individual Deductions	
6	10/01/19	7	Individual Income Tax Computation and Tax Credits	

7	10/08/18	8	Business Income, Deductions, and Accounting Methods	
8	10/15/18	9	Property Acquisition and Cost Recovery	
9	10/22/18	10	Property Dispositions	
10	10/29/18	11	Investments	
	11/02/18		Last date to withdraw	
11	11/05/18	12	Compensation	
12	11/12/18	13	Retirement Savings and Deferred Compensation	
13	11/19/18			
	11/21/18 – 11/25/18		Thanksgiving Break	
14	11/26/18	14	Tax Consequences of Home Ownership	
15	12/03/18			Individual Tax Return Preparation Project Due
			Last Official Class Day	
16	12/10/18		FINAL EXAMINATION – Proctored (Chapters 1, 2, 4-14)	Final Examination scheduling details will be provided to you by email, in Connect and in Canvas when available.
	12/16/18		Course grades published	
	12/16/18		Official End of Term	

Section 8 - Course Grade Components:

Homework and LearnSmart Assignments:

All homework and LearnSmart assignments are to be completed using the McGraw-Hill Connect learning management system. The attached course calendar details the dates we will cover the various

chapters in the textbook for this course. For full credit, all homework assignments must be submitted by 11:59 pm on the Sunday evening of the week following the completion of a chapter. The assignments themselves are detailed in Connect. Homework assignments submitted after the due date will be accepted but are then subject to a late submission penalty unless arrangements were made prior to the original due date. **DO YOUR HOMEWORK!** It makes a difference.

The homework and LearnSmart points earned in Connect does not correlate to the points earned toward your course grade. To calculate the points earned toward your course grade, divide the total points you have earned in Connect relative to your homework and LearnSmart assignments by the total number of points available to be earned. Then multiply that value by 170 to get the points earned toward your course grade. If you need assistance in making this calculation, please advise me by email and I will assist you in making that determination.

Chapter Quizzes:

There will be thirteen chapter quizzes each having a value of ten (10) points for a total possible chapter quiz score of one hundred thirty (130) points. The quizzes are administered using the McGraw-Hill Connect learning management system. You are allowed two (2) attempts.

Individual Income Tax Preparation Project:

The Income Tax Return may be prepared manually or using tax preparation software to which you may have access. Details will be provided to you through Eagle Online Canvas during the second week of October. The tax project constitutes fifty (50) points (10 percent) of your course grade.

The solution to the Tax Return problem will be posted immediately after the due date of the project. You will be allowed to update and resubmit your project provided your original submission was made prior to the original due date.

Final Examination:

The comprehensive final examination will be proctored and will have a value of one hundred fifty (150) points. The date and time will be published as soon as practical but no later than November 1, 2016. Typically, the final examination for this course is offered on a Saturday from 9:00 am – 12:00 pm. Additional details will be forthcoming as they become available.

If the scheduled time will not work for you please let me know at your earliest opportunity. When doing so, please advise me of the HCC testing center most convenient to you so that, if possible, we can arrange an appointment for you to take the exam there.

Qualifying for the education requirement to sit for the Uniform CPA Examination:

The Texas State Board of Public Accountancy (TSBPA) allows certain upper level accounting courses to be taken online to qualify to sit for the CPA examination. An essential element of this option is at least one exam must be administered in a face-to-face (proctored or otherwise supervised) environment by authorized personnel of HCC or their approved representative. Therefore, the final exam must be taken in-person at an approved location for you to receive education credit from the TSBPA for this course.

For Students living in the HCC Service Area:

For students who will be taking the final exam at the HCC West Loop Center campus, it will be offered during the week of December 10 – 13, 2018. The exact date will be announced during the first week of November 2018.

Students may choose either the date arranged by the instructor or make reservations with HCC Online Department to attend another testing date. The contact person with HCC Online Department is Jeremy Hawkins at the following email address - jeremy.hawkins1@hccs.edu.

You may also visit - <http://www.hccs.edu/online/student-services/> (click Testing Locations) or alternated testing options.

All Students taking the Proctored Exam:

Students must arrive at the testing location at least 30 minutes prior to the start of the exam. All students must have an official government valid picture identification (i.e. "valid" Texas Driver's License or passport). Failure to bring proper valid identification will result in your being denied access to the exam site and a zero will be assigned as your final exam grade. In addition, students will bring pencils, a simple function (+, -, /, x) calculator (no scientific calculators or smart phones). No food or drinks permitted in the testing room.

Failure to take the final exam by "Date and Time" will result in a zero for the final exam grade. There are no make-up final exams unless arrangements have been agreed to and made prior to the scheduled examination date(s).

Students Living Outside the HCC Service Area:

Students living outside of the HCC service area during the semester in which they are enrolled at HCC in online classes will need to make special arrangements to accommodate their needs. At least 4 weeks prior to the end of the semester, students will go to: <http://www.hccs.edu/online/student-services/> click on "Proctored Exams" live outside the HCC service area" and follow the instructions.

Since this course requires onsite final exam, it is the student's responsibility to obtain a proctor. This proctor must be someone in the testing center at a local community college or at a university or any other approved HCCS Online Location. The proctor will need to provide a secure testing environment and possibly (depending on the course) a computer with Internet access. A valid picture ID must be presented to the proctor when taking the exam.

All fees associated with proctoring are the responsibility of the student. For paper exams, the test material will be sent via internet, fax, email, or US mail directly to the proctor with instructions for administering the exams. This will be done at no cost to the student; however, the student WILL BE responsible for any fees associated with the proctor's return of the exams (including costs of overnight express, etc. to meet deadlines). For computer exams using Connect, the offsite testing center must provide the student with a computer with internet connection to access Connect.

The proctor approval form MUST be completed and approved at least 2 weeks prior to the first scheduled exam. In addition, the student must furnish a copy of the approved document to the instructor within 10 days of the exam. Any additional questions, you may contact HCC Online at <http://www.hccs.edu/online/>

The above form is located at <http://www.hccs.edu/online/student-services/>

Under Proctored Exam Outside of HCC Service Area.

The contact person with HCC Online Department is Jeremy Hawkins at the following email address: jeremy.hawkins1@hccs.edu

A. HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80	3 points per semester hour
C = 79 - 70	2 points per semester hour
D = 69 - 60	1 point per semester hour
F = 59 and below	0 points per semester hour
FX (Ceased Attending)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

The student must initiate a withdrawal (W). I will assist you in processing a withdrawal from this course if you request. An incomplete (I) will be given only in unusual circumstances. Each request for an incomplete is evaluated based on each individual's situation. A grade of FX is issued in those situations where a student does not earn sufficient points to qualify for a passing grade and, as evidenced by their attendance or participation record, effectively ceased attending or participating in the course.

Additional details are available at - <http://www.hccs.edu/programs/catalog/general-course-information/>

B. Course Grade Determination – Your Evaluation requirements for this class

Connect Homework and LearnSmart	170	Points
Chapter Quizzes	130	Points
Individual Income Tax Preparation Project	50	Points
Final Examination	<u>150</u>	Points
Total Points Available	500	Points

Instructor's Grading Scale

450 – 500 points =	A
400 – 449 points =	B
350 – 399 points =	C
300 – 349 points =	D
299 points or below =	F
If applicable	FX

Section 9 - HCCS and Course Policies:

- A. Attendance guidelines – As this is an online course, your only required attendance is to be present for the administration of the final examination.
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/> (see class attendance)
<http://www.hccs.edu/programs/catalog/general-course-information/> (see class attendance)
- B. Active Participation – Your active participation in this course is essential for your mastery of the material.
- C. Official Date of Record guidelines - If you have not demonstrated active participation in this course through Eagle Online Canvas, McGraw-Hill Connect, or communication with your instructor by 5:00 pm on the date of record, you will be administratively dropped from the course.
- D. Official Withdrawal guidelines and dates with URL
<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>
- E. HCC 6 Course Drop Policy
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures>
- F. Financial Aid and Withdrawal
<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>
- G. Repeat Course Fee
<http://www.hccs.edu/programs/catalog/costrefund-information/>
- H. HCC Policy Statements: See handbook
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- I. Americans with Disabilities Act (ADA)-Students with Disabilities:
<http://www.hccs.edu/support-services/disability-services/student-resources/>
<http://www.hccs.edu/support-services/disability-services/>
- J. Academic Honesty:
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
- K. Student Services
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- L. Your rules on Incompletes
- M. Title IX Parenting and Pregnancy Guidelines
<http://www.hccs.edu/support-services/disability-services/student-resources/>
- N. Campus Carry Law
 At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at
<http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>
- O. If an Online class see Section 13

Section 10 - International Students:

- A. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.
- B. <http://www.hccs.edu/support-services/international-students/>

- C. Effective Fall 2017, F-1 international students must earn letter grades (A, B, C, D or F). A grade of “FX” (failing because of non-attendance) will no longer count towards the full-time enrollment requirement. “FX” is not considered a valid letter grade and demonstrates the student is not maintaining F-1 immigration status.
- D. **Also, please note that the longstanding policy of “W” grades not counting toward full-time enrollment remains in effect.**
- E. F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of one class or 3 credit hours of distance education (online class) per semester that will count towards the full-time status

Section 11 - Student Support - Technical Support - Tutorial Services:

- A. Tutorial Services
<http://www.hccs.edu/resources-for/current-students/tutoring/>
- B. Technical Support:
<http://www.hccs.edu/online/technical-support/>
- C. Student Support Services
<http://www.hccs.edu/support-services/>
- D. Password resets
<http://www.hccs.edu/resources-for/current-students/password-reset-information/>

Section 12 - EGLS3:

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Section 13 - Online Class-Additional Information:

On-Line Orientation: MANDATORY FOR HCC Online Classes

Complete your on-line orientation <http://www.hccs.edu/online/> or <http://www.hccs.edu/online/class-orientation--handbook/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC Online support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>

Student Handbook:

The HCC Online Student Handbook contains policies and procedures unique to the On-Line student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the On-Line Student Handbook by visiting this link: <http://www.hccs.edu/online/>

HCC Online for advising, counseling, social networking, Facebook, twitter, library sources:

<http://www.hccs.edu/online/>

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC Online Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action