



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Program Coordinator – Mesfin Genanaw

Course Syllabus

Federal Income Tax – Individual ACNT 1331-5 – Post Harvey

Please Note: This course requires the use of the McGraw–Hill “Connect” Learning Management System (LMS) for homework, quizzes, and examination purposes. You will be required to purchase this as a part of your participation in this course. Please refer to the section “Instructional Materials” for further details.

Semester-

Fall 2017 - CRN (Course Reference Number) 34527

Instructor Contact Information-

Instructor: Thomas A. Jackson, CPA
Telephone: (713) 557-2218
Text: (713) 557-2218
Email: thomas.jackson1@hccs.edu
Instructor Learning Web Homepage: Please use this link to access my Learning Web Homepage –
<http://learning.hccs.edu/faculty/thomas.jackson1>

You will find a copy of the syllabus and other pertinent information there.

Instructor Office Location and Hours-

West Loop Center - Room C256

Face-to-face meetings are available and encouraged at any time as arranged by appointment.

Course Qualification and Education Credit for CPA Exam-

This course qualifies for the CPA Exam educational credit requirement.

The Texas State Board of Public Accountancy (Board) requires that you have completed a baccalaureate or higher degree from a Board recognized institution of higher education to study at a Board recognized Texas community college to complete the educational requirements to qualify for the CPA Exam. Houston Community College is recognized as a qualifying Texas community college. This means that you must have graduated from a recognized, four year college BEFORE the first day of this class if you intend for this class to fulfill the Board's education requirements to sit for the CPA Exam.

The Texas State Board of Public Accountancy (TSBPA) awarded Houston Community College the designation to offer "Qualifying Educational Credits for the CPA Examination." For additional information, refer to the Texas State Board of Public Accountancy at: <https://www.tsbpa.state.tx.us/>

For a full list of accounting courses qualifying for the education credit for the CPA Exam, refer to the link: <http://www.hccs.edu/programs/accounting/>

Course Location/Times-

Online Learning (formerly Distance Education or DE)

Face to face meetings with the instructor are encouraged. Please request a meeting with your instructor at least 24 hours in advance. Appointments will be scheduled on a first come, first served basis at times convenient to both parties.

Course Semester Credit Hours-

Credit Hours	3.00
Lecture Hours	3.00

Total Course Contact Hours – 48

Course Length - 16 Weeks

Census Date – September 26, 2017 5:00 pm (You must have logged onto the course by this time to maintain your enrollment status in the course)

Type of Instruction and Method

- Distance Education – Eagle Online-Canvas
- McGraw-Hill Connect

Course 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.

Course Prerequisite(s)-

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

Frequent Requisites

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

Academic Discipline/CTE Program Learning Objectives-

1. 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
2. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms, and other financial individuals.
3. Students will demonstrate an understanding of managerial accounting and its impact on the operations of an entity.

Course Student Learning Outcomes (SLO) and Learning Objectives-

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

Students will use tax formula framework and relate to 1040 form:

1. Describe the different tax rate structures and calculate a tax.
2. Perform the basic steps in tax research and evaluate various tax law sources when faced with ambiguous statutes.
3. Contrast tax avoidance and tax evasion
4. Determine a taxpayer's filing status
5. Apply basic income exclusion provisions to compute gross income.
6. Identify the common deductions necessary for calculating adjusted gross income (AGI)
7. Compute general types of tax credits

Students will calculate gross income, deduction, and losses

1. Apply cash and accrual methods to determine business income and expense deductions
2. Calculate the deduction allowable under special cost recovery rules (§179, bonus, listed property)
3. Calculate the amount of gain or loss recognized on the disposition of assets used in a trade or business
4. Calculate the deduction for portfolio investment-related expenses

Students will use basic tax model for dispositions of property

1. Compare and contrast taxable and nontaxable fringe benefits
2. Compute the saver's credit
3. Compute the taxable gain on the sale of a residence

SCANS (Secretary's Commission for Achieving Necessary Skills)

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

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/>

Course Calendar and Student Assignments-

The assignment schedule detailed in the attachment will be our road-map throughout this course. Any modifications to or deviations from this schedule will be announced in Eagle Online.

Student Assignments-

Students will use tax formula framework and relate to 1040 form

- Papers
- Projects
- Portfolios

Students will calculate gross income, deduction, and losses

- Papers
- Projects
- Portfolios

Students will use basic tax model for dispositions of property

- Papers
- Projects
- Portfolios

Student Assessments-

Students will use tax formula framework and relate to 1040 form

- Various assigned readings from textbooks
- In-class discussions
- Oral and written book reviews and discussions
- Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer,

brief essay.

Group and/or individual projects

Students will calculate gross income, deduction, and losses

Various assigned readings from textbooks

In-class discussions

Oral and written book reviews and discussions

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay.

Group and/or individual projects

Students will use basic tax model for dispositions of property

Various assigned readings from textbooks

In-class discussions

Oral and written book reviews and discussions

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay.

Group and/or individual projects

Instructor's Requirements-

Students are expected to read all assigned chapters, complete and submit all assignments on or before their due date, and actively participate in the course.

Accounting is best learned through doing. Therefore, there are homework assignments associated with every chapter in the textbook. This will require a considerable commitment of time and effort on your part.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which follows.

Program Discipline Requirements-

1. EXCEL-Students will work in Microsoft Excel following textbook example formats, labels, and formulas
2. Internet-Students will use the HCC Learning Web, Eagle Online, Respondus Lock-down browser, McGraw-Hill Connect, and HCC LibLine (24/7 Library)
3. Ethics-Students will develop personal values for ethical behavior

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

A withdrawal (W) must be initiated by the student. I will assist you in processing a withdrawal if you request. An incomplete (I) will be issued only in unusual circumstances. Each request for an incomplete will be evaluated on the circumstances of the individual situation.

Instructor Grading Criteria- Performance Evaluation:

Chapter Quizzes	200 points
Final Examination - Comprehensive	150 points
Homework and Connect Learn Smart	100 points
Individual Income Tax Return Project	<u>50 points</u>
Total Points Available	500 points

Grading Scale:

90 - 100%	=	A	(450 to 500 points)
80 - 89%	=	B	(400 to 449 points)
70 - 79%	=	C	(350 to 399 points)
60 - 69%	=	D	(300 to 349 points)
Below 60%	=	F	(0 to 299 points)

Chapter Quizzes:

There will be a total of thirteen chapter quizzes. Each of these will be worth fifteen (15) points with the exception of the quiz for Chapter 8 (Business Income, Deductions, and Accounting Methods) which will be worth twenty (20) points. All quizzes will be included in the calculation of your course grade. The chapter quizzes consist of fifteen (or twenty for chapter 8) multiple choice questions selected at random from the textbook's test bank. You are allowed two attempts for each quiz and your highest score achieved is the one that will be used in your course grade calculation. The total possible chapter quiz score for the course is two hundred (200) points.

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.

End of the Semester Final Exam-

The Texas State Board of Public Accountancy allows certain upper level accounting courses to be taken as distance learning courses. However, at least one exam must be administered as a face-to-face exam that is proctored by authorized personnel of HCCS or HCCS approved personnel. Therefore, the final exam must be taken in person.

For Students living in the HCC Service Area:

For students who will be taking the final exam at the HCC Campus, the final exam will be offered at the West Loop Center during the week of December 11 – 15, 2017. The location and precise time details will be provided to you as soon as they are available.

Students may choose either the date to be provided or make reservations with HCC On Line Department. Students must notify the instructor three weeks prior to the exam date as to his/her preference.

Students who cannot attend the “date and time at the local campus” will make reservations with the HCC On Line Department to attend another testing date. Testing dates vary so contact HCC On Line for dates and times. The contact person with HCC on Line Department is Jeremy Hawkins at the following email address: jeremy.hawkins1@hccs.edu

<http://www.hccs.edu/online/student-services/> click Testing Locations

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.

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 On Line 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 On Line 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 on Line Department is Jeremy Hawkins at the following email address: jeremy.hawkins1@hccs.edu

Homework and LearnSmart Assignments:

All homework and LearnSmart assignments are to be completed using the McGraw-Hill Connect functionality. The attached course calendar details the dates we will cover the various chapters in the text

book for this course. For full credit, all homework assignments must be submitted by 11:00 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 will only receive partial credit. **DO YOUR HOMEWORK!** It makes a difference.

Individual Income Tax Return Project:

The Income Tax Return may be prepared manually or using tax preparation software to which you may have access. Detailed specifications relating to this assignment will be posted in Canvas on or before October 15, 2017.

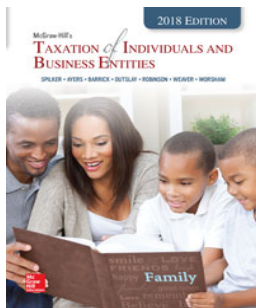
Houston Community College provides the 2016 version ProSeries Tax Software for your use on campus should you wish to use it. It is loaded on all of the computers in the Computer Lab on the second floor of the Davies College of Business Building and on the eighth floor south in the One Main Building. Details relating to access will be provided to you along with the assignment specifications discussed above. The tax project constitutes ten (10) percent of your course grade.

EGLS₃-- Evaluation for Greater Learning Student Survey System (Not Applicable for Summer Sessions)

At Houston Community College, we believe that thoughtful student feedback is necessary to improve teaching and learning. During the fall and spring terms at a designated time, you will be asked to participate in an online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Extra credit will be given to those students who participate in the EGLS₃ process. The amount of the credit awarded will be dependent upon the percent of class participation achieved.

Instructional Materials (Required Textbook and Course Management Access)-



Text: McGraw-Hill's Taxation of Individuals and Business Entities, 2018 Edition. Spilker, Benjamin C. Ayers, John A. Barrick, Edmund Outslay, John R. Robinson, Connie D. Weaver; and Ron G. Worsham, McGraw-Hill Education, 9th 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-acnt1331-5-34527-fall-2017>

THIS IS A UNIQUE ADDRESS FOR

ACNT 1331-5 (CRN 34527) Fall 2017

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

Tutoring/Lab Hours:

Details will be posted in The Learning Web during the first week of the term.

HCC Policy Statements -

ADA Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disabilities Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Sexual Harassment

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office (713) 718-8271.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is, if you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- copying from another students' test paper;
- using materials not authorized by the person giving the test;
- collaborating with another student during a test without authorization;
- knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, recommendation for probation, and/or dismissal from the College System. (See the Student Handbook)

Distance Education and/or Continuing Education Policies

The Distance Education Student Handbook contains policies and procedures unique to the DE 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 DE 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 DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>

Access DE Policies on their Web site: http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24 hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Incompletes

The grade of “I” (incomplete) is conditional and at the discretion of each instructor. If you receive an “I,” you must arrange with your instructor to complete the course work by the beginning of the following term (excluding Summer). After the deadline, the “I” becomes an “F.”

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom and/or Online Behavior

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 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 achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

HCCS Website:

Our website is: www.hccs.edu

Course Schedule and Assignment Due Dates

Course Week	Calendar Week beginning	Chapter	Topics	Chapter Quiz Due Dates & Homework Assignments-All homework is to be completed online using the McGraw-Hill Connect functionality. Quizzes must be submitted at or before 11:59 pm on their due date detailed in Connect.
1	08/28/17		Class Commencement Delayed - Hurricane Harvey	
2	09/04/17		Class Commencement Delayed - Hurricane Harvey	
3	09/11/17	1	An Introduction to Tax	
4	09/18/17	2	Tax Compliance, The IRS, and Tax Authorities	
5	09/25/17	4	Individual Income Tax Overview, Exemptions, and Filing Status	
6	10/02/17	5	Gross Income and Exclusions	
7	10/09/17	6	Individual Deductions	
8	10/16/17	7	Individual Income Tax Computation and Tax Credits	
9	10/23/17	8	Business Income, Deductions, and Accounting Methods	
10	10/30/17	9	Property Acquisition and Cost Recovery	
11	11/06/17	10	Property Dispositions	
12	11/13/17	11	Investments	
13	11/20/17	12	Compensation	
	11/23/17 - 11/26/17		Thanksgiving Break	
14	11/27/17	13	Retirement Savings and Deferred Compensation	Individual Tax Return Preparation Project Due
15	12/04/17	14	Tax Consequences of Home Ownership	

16	12/11/17		FINAL EXAMINATION – Proctored (Chapters 1, 2, 4-14)	
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Final Examination scheduling details will be provided to you by email when available.