Course Name
ACNT 1331 – Federal Income Tax: Individual

Course Description
This course is a study of the federal tax law needed for preparation of individual income tax returns.

Textbook

The hardback book, the homework tool, and tax software will be available from the Follett Brookhaven bookstore. The package is $167 plus tax and is available now at the book store. The homework system (CNOW) is required because it is a critical component to the course.

Instructor Information
Rebecca Knickel, CPA
Office: Brookhaven College M106/ M107
Telephone: 972-860-4167
e-mail: bknickel@dcccd.edu

General Information
Course Credit Hours: 3 hours

Important Course Dates
Start Date: 01/26/15
Certification Date: 02/06/15
Withdrawal Date: 04/11/15
End Date: 05/04/15

Accounting Help Desk
Instructional Associate: Kevin Kawanishi
Room: M132
Telephone: 972-860-4376
E-mail: kkawanishi@dcccd.edu

Here are the hours of the hours Accounting help is available: Hours may vary, please call to confirm.

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11:00 AM – 8:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 AM – 8:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00 AM – 8:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 AM – 12:00 PM</td>
</tr>
</tbody>
</table>

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.
COURSE OBJECTIVES

- Understand what is included in gross income
- Learn major items excluded from gross income for tax purposes
- Understand who qualifies as a dependent
- Be able to calculate the greater of itemized deductions or standard deduction
- Be able to compute adjusted gross income, taxable income, total tax liability, and tax owed (or refund)
- Differentiate the difference in deductions for and from adjusted gross income
- Learn the significant deductions for adjusted gross income for tax purposes
- Understand what qualifies as an itemized deduction and how they are limited
- Understand the impact of bad debts, hobby losses, and vacation homes on adjusted gross income
- Determine the amount of allowable tax depreciation
- Identify when a gain on the sale of personal residence is subject to tax
- Determine the tax consequences of capital gains and losses

WORKPLACE AND FOUNDATION COMPETENCIES

Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need in order to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
</tr>
<tr>
<td>Exhibit Interpersonal Skills</td>
<td>Demonstrate Thinking Skills</td>
</tr>
<tr>
<td>Work with information</td>
<td>Exhibit Personal Qualities</td>
</tr>
<tr>
<td>Apply Systems Knowledge Skills</td>
<td>Demonstrate Responsibility Skills</td>
</tr>
<tr>
<td>Use Technology</td>
<td></td>
</tr>
<tr>
<td>Exhibit Time Management Skills</td>
<td></td>
</tr>
</tbody>
</table>

COLLEGE POLICIES

Class Attendance
Students are expected to participate in class as and complete the homework outside of class. There are specific deadlines in this class it is not self paced. You may always work ahead! It is also the responsibility of the student to consult with the instructor if you have any concerns. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Drop/Withdrawal Policy
If you are unable to complete this course and want to receive a “W”, you must withdraw from the course by the withdrawal date listed on the Assignments Calendar page of this syllabus. Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you.

Academic Integrity
Students taking this course should complete each assignment themselves. When working assignments, students may ask for help and discuss the issues with each other. On the tests, each student is expected to complete the test, by themselves without asking for help. A student may use their book, their prior assignments, and the IRS web site. Submitting the same assignment as someone else, working together, or providing someone else solutions to the assignments, is academic dishonestly and may result in an F in the class.

College Policies link:
http://www.brookhavencollege.edu/about/vpi/Pages/Syllabus-Addendum.aspx

Business Studies Computer Usage
As a student enrolled in a Business Studies course, you are encouraged to utilize the Business Studies lab (M129). The Business Studies lab is available to you and is a great place to get help with questions you have about this course.
THE INSTRUCTIONAL SYSTEM

The textbook represents the most important resource available to you. Throughout the book there are numerous questions, exercises, and problems designed to provide opportunities for application, feedback, and review. Most of the time you spend on this course will involve the following activities:

- Read through the textbook
- Complete selected assignments and quizzes in COW which will give you immediate feedback and can be corrected as you go. Points are earned by completing the assignments by the due date.
- Complete assigned tax return problems by the due date.
- Prepare for and take periodic tests
- Complete software tax return problem using government forms and/or tax software

GRADING SYSTEM

All grades will be posted in the grade book in e-Campus.

Homework Assignments: 300 Points
Homework assignments in CNOW also have a weekly due date. These assignments can be redone until 100% of the credit is earned. Points will vary by chapter and the assignments per chapter will be available in the Cengage tab in e-campus.

Other Assignments: 50 Points
Other assignments include the introductory activities, end of course evaluation, and short papers. Points will vary by chapter and the assignments per chapter are summarized on a Word document posted under the course information tab in e-Campus.

Tests (4): 400 Points
There will be 4 unit tests and a final worth 400 points. Tests 1, 2, and the final are worth 100 points each. Tests 3 and 4 are over more complicated topics and are worth You will be able to use your book, notes and your homework. Tests are completed online.

Tax Returns: 200 Points
The tax returns will be worth 190 possible points and will start simple and build in complexity. You will be able to use your book, notes and your homework. If your tax returns are submitted on time, I will give you detailed feedback and you can submit your assignment for more credit.

Service Learning: 100 Points (Optional Extra Credit):
The IRS VITA (Volunteer Income Tax Assistance Program) provides free tax return preparation and filing service for individuals and households with income of less than $53,000 (certain complex issues excluded). Students can pass the VITA certification tests and volunteer at any VITA site in the Dallas area for 25 hours between now and 4/15 for 100 point extra credit. Hours must be documented and confirmed by the site manager. Free training and materials are available online and at Brookhaven College January 31 in M124 (please RSVP by signing up at http://tinyurl.com/bcVITAtraining ). If you want to complete the training online, I will post a VITA tab on our e-campus course.

Total: 1000 Points

POINTS EARNED  GRADE EARNED
90% and up   A
80 to 90%   B
70 to 80%   C
60 to 70%   D
Under 60%   F
### ASSIGNMENTS CALENDAR

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Chapter(s)</th>
</tr>
</thead>
</table>
| 01/26      | Getting Started  
Chapter 3 – Tax Formula and Tax Determination |
| 02/02      | Chapter 4 - Gross Income |
| 02/09      | Chapter 5 – Exclusions from Gross Income  
Test 1 due 2/18 |
| 02/16      | Chapter 6 and 7 Deductions and Losses |
| 02/23      | Chapter 9 – Employee and self-employed deductions |
| 03/02      | Chapter 10 – Individual Deductions  
Test 2 due 3/10 |
| 03/09      | Spring Break |
| 03/16      | Chapter 8 – Depreciation and Cost Recovery |
| 03/23      | Chapters 14 and 15 –Property Transactions |
| 03/30      | Chapters 16 and 17 -  
Test 3 due 4/08 |
| 04/06      | Chapter 11 and 12– Investor Losses and Alternative Minimum Tax |
| 04/13      | Chapter 13 –Tax Credits and Prepayments |
| 04/20      | Chapter 19 – Retirement Benefits  
Test 4 due |
| 04/27      | Final Tax return project – Putting it all together |
| 05/04      | Final and Wrap up |