Instructor: Robyn Robertson, CPA  
Office: B140  
Telephone: 972-238-6030  
Office Hours: By Appointment  
E-mail: robynr@dcccd.edu

REQUIRED COURSE MATERIALS:

Students will need a book (eBook only or eBook + Printed Textbook), an access code and the H&R Block Tax Software CD. The book is Income Tax Fundamentals 2016, 34th Edition by Whittenburg/Altus-Buller/Gill. There are two options available for purchasing the required materials at the local Richland College bookstore. Choose one.

1. Students who want both a printed textbook and the eBook included with the access code should choose the Textbook packaged with an access code under ISBN: 9781337145909. This includes the H&R Block Tax Software that you will need to complete the Income Tax Return Project.

OR

2. Students who are comfortable using an eBook exclusively may choose to purchase only the access code (includes an eBook) with ISBN 9781337109093. This option does not come with the H&R Block Tax Software. You will need to contact your instructor for the information to purchase the H&R Block Tax Software separately so that you can complete the Income Tax Return Project.

COURSE DESCRIPTION:

This course covers study of the federal tax law for preparation of individual income tax returns. The course will include discussion of the components of taxable income, exclusions, deductions, exemptions and individual tax issues.

LEARNING OUTCOMES:

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

Technical/Conceptual Competencies:
1. Demonstrate a working knowledge of financial accounting terminology and procedures including the following:
   - Understand the components of the tax computation for individual taxpayers.
   - Understand key tax terminology related to individual taxation.
   - Prepare federal income tax forms and related schedules for individuals.
- Discuss other tax concepts including capital asset rules, depreciation methods, IRAs and tax filing and tax payment issues.

Workplace/SCANS/Intellectual Competencies:
1. Manage Resources:
   - Manage time in order to complete class assignments and exams
   - Learn how organizations make decisions to manage and allocate scarce resources (Specific examples include management and control of cash, inventories, materials, and labor.)
2. Exhibit Interpersonal Skills:
   - Work in teams in order to complete class assignments
   - Learn to use communication, negotiation, and evaluation skills in group activities
3. Work with information:
   - Acquire and evaluate relevant information for decision making
   - Organize and maintain accounting information using a variety of accounting systems
   - Interpret and communicate relevant information in financial statements and other accounting reports
   - Process information with computers using electronic spreadsheets and other software
4. Apply Systems Knowledge:
   - Understand various accounting systems and effectively evaluate related information
   - Learn how to monitor/control accounting systems
5. Use Technology:
   - Access appropriate electronic databases to obtain decision-supporting information
   - Build appropriate models and simulations using electronic spreadsheets and other software
   - Acquire skills through technology-based learning modules when available and appropriate
6. Demonstrate Basic Skills:
   - Place information in appropriate context when reading, writing, speaking, and listening
   - Express information and concepts with conciseness and clarity when writing and speaking
   - Measure items using appropriate methods of measurement
7. Demonstrate Thinking Skills:
   - Make valid and reliable evaluations of information
   - Evaluate the significance of evidence or facts
   - Verify information for problem definition and solution
   - Seek consensus where appropriate
   - Consider unconventional approaches and solutions to problems
   - Know when to follow directions, question plans or seek help
8. Exhibit Personal Qualities
   - Cultivate growth in personal conduct and capabilities
   - Diagnose the need for change and take appropriate action to gain competencies
   - Recognize situations where professional ethical standards apply and behave accordingly
   - Accept professional development as a life-long process

Program Student Learning Outcomes:
1. Accounting Knowledge:
   - Identify and analyze relevant financial information
   - Record and communicate accounting transactions
2. Computational Skills (Quantitative Skills):
   - Select relevant data and perform appropriate financial calculations
3. Technology:
   - Use technology effectively to perform accounting tasks
4. Critical Thinking (Critical Analysis):
   - Analyze and compare relevant financial information for decision making
5. Communication:
• Read, write, speak, and listen appropriately for academic and career purposes
6. Ethics:  
• Recognize ethical dilemmas, make ethical decisions, and provide rationale for decisions
7. Personal Life Skills:  
• Possess sufficient life skills to effectively manage personal and professional life

Richland College’s Quality Enhancement Plan – Learning to Learn: Developing Learning Power:  
Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep/.

REQUIRED ONLINE ORIENTATION:

Accounting 1331 requires you to complete an online orientation. This is very important so that I can verify your enrollment and participation to the Registrar. To fulfill your Orientation Requirement, complete the following steps within one week from the start date of the class.

1. Read the course syllabus and all Detailed Directions carefully.
2. Update your personal information on eCampus. I must have a current, working email address for you!
3. Post a personal statement on the Community Orientation Discussion Board in eCampus and respond to at least 2 fellow students’ postings. (go to the “Discussion Board” tab on eCampus).
4. Submit the following Orientation Statement through eMail to your instructor. Instructor info on first page of this syllabus.
   • “I have updated my personal information. I have read the syllabus, and all directions, I understand what I am to do. I have begun working on the first chapter, and I will email you at least once each week about my progress in the course.”
   • I have posted my personal statement on the Community Orientation Discussion Board and I have responded to at least 2 fellow classmates.
5. In addition, tell me about yourself and why you are taking this course. Include any questions you have about the course in this initial communication.

COURSE COMMUNICATIONS

Active communication is vital in the OnLine Learning Environment. You begin this process with the OnLine Orientation, interacting with fellow students through the Community Orientation Discussion Forum and subsequently emailing your instructor to inform him/her of your completion of the orientation activities. To maintain regular, consistent course communications please adhere to the following guidelines.

eMail: eMail communications with your instructor should be limited to personal, individual situations requiring a private audience between you and your instructor. In these situations your instructor will strive to respond to your mail within 24 hours during a regular school-hours time-frame. Responses during off-hours will be prompt but could be at longer timing.

Important Note: For all e-Mail communications; always include your name, the course prefix and number, the course section number, and the title of whatever it is that you wish to communicate on the subject line of your emails.

Discussion Board Forums: The preferred method of communication within the course site is through Open Discussions within the eCampus module.
**Community Orientation Discussion Forum**: This forum is first used to fulfill your orientation requirements. It could also be helpful to continue building relationships, creating study teams and generally forming Community with fellow classmates throughout the semester. Your fellow classmates could be your greatest resource in this online class.

**Course Question, Answer and Discussion Forum**: Use this forum for any and all course questions or inquiries. Posting questions here will allow all students in the class to share in the same information. Your instructor will review this forum regularly and will respond to all questions asked.

*Do not send eMail to the instructor for course content questioning. Use this forum instead.* Please use clear, concise header information for each of your threads and responses. Use wording that will clearly identify the problem or topic presented for discussion and resolution.

**Office Hours / Personal Conference**: By Appointment

---

**COMPUTATION OF GRADES:**

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>Percent</th>
<th><strong>GRADE SCALE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (three exams, 300 points each)</td>
<td>900</td>
<td>45%</td>
<td>A=90%-100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A = 1800 Pts &amp; above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(.90 x 2000 = 1800 pts)</td>
</tr>
<tr>
<td>Cengage Now Homework (40 points per chapter)</td>
<td>400</td>
<td>20%</td>
<td>B =80% - 89%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B = 1600 - 1799 Pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(.80 x 2000 = 1600 pts)</td>
</tr>
<tr>
<td>Cengage Now Quizzes (50 points per chapter)</td>
<td>500</td>
<td>25%</td>
<td>C =70% - 79%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C = 1400 - 1599 Pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(.70 x 2000 =1400 pts)</td>
</tr>
<tr>
<td>Income tax return project</td>
<td>200</td>
<td>10%</td>
<td>D =60% - 69%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D = 1200 - 1399 Pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(.60 x 2000 =1200 pts)</td>
</tr>
<tr>
<td>Total Course Points (grading scale)</td>
<td>2000</td>
<td></td>
<td>F=Below 60%</td>
</tr>
<tr>
<td>+ Extra Credit Points</td>
<td>100</td>
<td></td>
<td>F = Below 1200 Pts</td>
</tr>
<tr>
<td>= Total Points Available</td>
<td>2,100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100 Extra Credit Points have been incorporated into the Computation of Grades. Therefore, each student may earn up to 2,100 points. However, the Grade Scale is based on 2,000 total points (90% of 2,000 points = 1,800). Therefore, you may improve your score by completing all assignments and earning all extra credit points. Quizzes, homework and assignments will **not** be accepted late.

---

**EXAMINATIONS**

The three exams will be taken on-line through the course e-campus site. The exam availability and due dates are listed on the course schedule attached to the syllabus. You will have three hours to complete the exam during the testing window.

It is each student’s responsibility to take all exams during the scheduled time-frame. Make-up exams will only be given to students under extraordinary circumstances. If a student is sick, the student must have a doctor’s note stating that the exam could not be taken due to medical reasons. If you have a scheduled business or college trip during a scheduled exam period you must speak with me **BEFORE** the exam date in order to make special arrangements.
REQUIRED “CENGAGE NOW” ASSIGNMENTS:

Required “Cengage Now” Assignments: include homework multiple choice (MC) and problems (P) along with Chapter Quizzes which will count towards your grade. Homework modules allow unlimited attempts, while you are limited to Two attempts on Graded Quizzes. The attempt with the “Highest” grade will be used in the computation of course grades. All Required Cengage Now Assignments must be submitted Online no later than the due date posted (see assignment schedule attached).

Homework assignments are designed to prepare you for Chapter Quizzes. Chapter Quizzes are designed to prepare you for Exams. Completion of all practice and required assignments will help you be successful in the course.

COMPREHENSIVE TAX RETURN PROJECT:

This project is a Comprehensive Tax Return Problem, where you will complete a Form 1040 and related schedules based on the data given in the problem. You will complete the problem using the H&R Block Software provided with your textbook. The problem can also be found in the book in Appendix D (page D-2 through D-5). You will be given more detailed instructions about the project on ecampus. The project due date is noted on the syllabus calendar. The project will be worth 200 points.

ACCOUNTING TUTORING AND LAB:

Tutoring for accounting students is available on campus in Room M216 Medina Hall and online by clicking on the Tutoring Resources tab on your eCampus course site. Tutoring is FREE and is recommended for any student who is having difficulty with the assignments or would like to review for an examination. Solutions to homework exercises are available to check your answers in M216 and online. Check the lab schedules posted in Room M216.

DISTANCE LEARNING INFORMATION:

Richland College Distance Learning Information Page: http://richlandcollege.edu/online-learning/

Distance Learning/OnLine ACNT 1331 courses are very intensive and challenging and require a disciplined approach to independent learning. You must be self-motivated, computer literate, and have access to the Internet, E-mail, and Microsoft Office, including Word and Excel.

If you were enrolled in a comparable 15-week on-campus accounting course, you would be expected to attend class 3 hours a week plus spend a minimum of approximately 6 hours per week studying and completing homework. Because you do not have the day-to-day classroom directed activities, you may find that distance education courses require more study time than on-campus classes.

To increase chance of success in a distance learning/OnLine ACNT 1331 course, you must be prepared to spend a minimum of 9 hours per week for a 15-week course, 11 hours per week for a 13-week course, 15 hours per week for a 9-week course, or 34 hours per week for a 4-week course. (Time required varies greatly based on individual backgrounds and aptitude.)

RICHLAND AND DCCCD POLICIES:

Attendance Policy:
In order to be successful students must attend and participate in enrolled classes. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence.
Withdrawal Policy: If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by: April 29, 2017

Failure to do so will result in your receiving a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170) or go to http://richlandcollege.edu/dropwithdrawal-policy-and-procedures-for-credit-classes/.

Academic Progress:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

Institution Policies:
For Institution Policies, please refer to http://richlandcollege.edu/assets/uploads/2015/01/institutionPolicies.pdf

School policy prohibits eating, drinking or smoking in the classrooms.

The instructor reserves the right to amend this syllabus as necessary.
<table>
<thead>
<tr>
<th>11:55pm Completion Date</th>
<th>Chapter Lessons</th>
<th>End-of-Chapter Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete all “Required” HW and Quizzes in Cengage Now for course grades. Use practice materials for content mastery. Practice Exercises are designed to prepare you for Chpt HW Chpt HW problems are designed to prepare you for Quizzes Chpt Quiz problems are designed to prepare you for Exams</td>
<td>Multiple Choice (MC); Problems (P):(listed to show which questions are picked in Cengage Now assignment website)</td>
</tr>
<tr>
<td></td>
<td>“Cengage Now” Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter Homework Pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter Quizzes Pts</td>
<td></td>
</tr>
<tr>
<td>03/26/2017</td>
<td>Chapter 1: The Individual Income Tax Return</td>
<td>MC: 3,4,6,7,8,9,14 MC: 5,10,12,15,17; P: 3,6,8,9,10,11,14,15,16,22</td>
</tr>
<tr>
<td></td>
<td>2 40 Quiz Chpt 1 50</td>
<td></td>
</tr>
<tr>
<td>03/29/2017</td>
<td>Chapter 2: Gross Income and Exclusions</td>
<td>MC: 1,2,10,11; P: 1 MC: 3.5; P:9,11,15,18,22,24,29</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 2 50</td>
<td></td>
</tr>
<tr>
<td>04/02/2017</td>
<td>Chapter 3: Business Income and Expenses, Part I</td>
<td>MC: 1,2,4,8,11,12,13,15,18,20 MC: 5,10,17,21; P: 1,8,11,13,14,17,19</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 3 50</td>
<td></td>
</tr>
<tr>
<td>04/05/2017</td>
<td>Chapter 4: Business Income and Expenses, Part II</td>
<td>MC: 1,5,6,10,12,14,15,21,24 MC: 2,3,7,13,18,19; P: 1,5,11,12,19,21</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 4 50</td>
<td></td>
</tr>
<tr>
<td>By: 04/09/2017</td>
<td>EXAM 1: Available From Thursday, April 6 – Sunday, April 9</td>
<td>Exam 1 Covers Chapters 1 - 4</td>
</tr>
<tr>
<td></td>
<td>Exam 1 300 pts</td>
<td></td>
</tr>
<tr>
<td>04/12/2017</td>
<td>Chapter 5: Itemized Deductions and Other Incentives</td>
<td>MC: 2,3,4,8,10,11,15,16,18,21 MC: 6,7,9,22,28; P: 2,6,10,12,15,17,24,25,27</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 5 50</td>
<td></td>
</tr>
<tr>
<td>04/16/2017</td>
<td>Chapter 6: Credits and Special Taxes</td>
<td>MC: 1,2,3,4,7,9,19 P: 1,3,6,16,17,22,30</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 6 50</td>
<td></td>
</tr>
<tr>
<td>04/19/2017</td>
<td>Chapter 7: Accounting Periods and Methods and Depreciation</td>
<td>MC: 3,4,8,11,13,14 MC: 5.6; P: 2,3,5,7,9,11,12,14,19</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 7 50</td>
<td></td>
</tr>
<tr>
<td>By: 04/23/2017</td>
<td>EXAM 2: Available From Thursday, April 20 – Sunday, April 23</td>
<td>Exam 2 Covers Chapters 5 - 7</td>
</tr>
<tr>
<td></td>
<td>Exam 2 300 pts</td>
<td></td>
</tr>
<tr>
<td>04/26/2017</td>
<td>Chapter 8: Capital Gains and Losses</td>
<td>MC: 1,2,4,5,16,18; P:1 MC: 7,17,19; P:2,3,5,9</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 8 50</td>
<td></td>
</tr>
<tr>
<td>04/30/2017</td>
<td>Chapter 9: Withholding, Estimated Payments and Payroll Taxes</td>
<td>MC: 1,2,4,5,6,7,9,10 P: 1,2,5,7,8,11,14,15</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 9 50</td>
<td></td>
</tr>
<tr>
<td>05/03/2017</td>
<td>Chapter 12: Tax Administration and Tax Planning</td>
<td>MC: 1,2,3,4,5,6,7,13,14,16,18,19 P: 1,2,3,8,9,10</td>
</tr>
<tr>
<td></td>
<td>40 Quiz Chpt 12 50</td>
<td></td>
</tr>
<tr>
<td>05/07/2017</td>
<td>Income Tax Return Project</td>
<td>200 pts</td>
</tr>
<tr>
<td>By: 05/10/2017</td>
<td>EXAM 3: Available from Saturday, May 6 – Wednesday, May 10</td>
<td>Final Exam Covers Chapters 8, 9, and 12</td>
</tr>
<tr>
<td></td>
<td>Exam 3 300 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Points: HW 400 Project/Exams 1100 Quiz 500</td>
<td></td>
</tr>
</tbody>
</table>