Texas A&M University-Corpus Christi
College of Business
Standardized Course Syllabus
(Revised and approved by AFBL faculty April 12, 2018)

Course number: ACCT 3321 (Federal Income Tax I)  Instructor: Ginger DeLatte, CPA
Location: Online  Office: OCNR-350
Semester: Fall 2019  Office Hours: MWF 9-10;
Office Telephone: 361-825-3184  MW 11-12; By Appointment
Email: Ginger.DeLatte@tamucc.edu

Course Description:
Emphasizes the role of taxation in the business decision-making process. The course introduces the tools to conduct basic tax research and planning.

Important Notice:
Courses may require the use of exam-proctoring involving third party charges. Exam-proctoring charges may range from $1 - $50.00 per exam. Students may be required to schedule exams at least 24-hours in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

Learning Objectives:
By the end of this course, the students will be able to:

- demonstrate the ability to apply tax principles to specific problems in a meaningful way so as to maximize taxpayer wealth and benefit
- understand the legislative and judicial development of important provisions of federal income tax law
- demonstrate an awareness of the ethical and professional responsibilities related to tax practice
- demonstrate technical knowledge of laws relating to the Federal income taxation of individuals, property transactions, and the general principles of Federal income taxation relating to business entities
- research common tax problems using electronic tax services
- prepare a tax return using professional tax preparation software

Major Course Requirements:
Student performance evaluation is based on exams, quizzes/attendance, homework problems, and other assignments:

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<thead>
<tr>
<th></th>
<th>Points</th>
<th>Grade %</th>
<th>Pts Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
<td></td>
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<tr>
<td>Exam 2</td>
<td>100</td>
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<tr>
<td>Exam 3</td>
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<tr>
<td>Tax Returns Forms</td>
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A letter grade will be determined based on the percentage earned of total points possible, as follows: A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%. To calculate your grade, take your grade % per category and multiply it by points per category. Add all the categories together and divide by 600 to get your current class grade. You are responsible for your own grade. Each student is expected to manage their own grade (keep track of accumulated points) and to apply the necessary effort to achieve their individual goal. I will be unable to calculate your grades or what you need on the final exam in order to reach your desired grade, but I will keep your grades updated on Blackboard so you can calculate them on your own.


**Prerequisites:** ACCT 2301, ACCT 2302, and Junior standing or above.

**Major Field Test (MFT):**
The MFT is required for all students pursuing the Bachelor of Business Administration degree. Students register for the MFT in BUSI0088, Major Field Test in Business. To prepare for this test, business majors are advised to retain their class notes, textbooks, and other relevant materials from their business core courses in the areas referenced below. Completion of all College of Business core courses except MGMT 4388 is required. BUSI 0088 is CR/NC.

As an integral part of the College of Business’ Assurance of Learning program, the MFT is a nationally-normed, standardized multiple-choice test developed by the Educational Testing Service and administered to senior-level business students at many AACSB International accredited institutions in the United States. It is designed to measure students’ academic achievement through demonstration of their basic knowledge and understanding of key concepts, theories, and analytical methods in the functional areas of business. This test covers the areas of accounting, economics, finance, international issues, legal and social environment of business, management, marketing, quantitative business analysis, and information systems.

**Relationship to Other Coursework:**
ACCT 3321 is the first course in taxation in the accounting curriculum. It introduces the legislative and judicial process resulting in the dynamic evolution of the U.S. tax system as it applies to individuals. While many of the concepts learned in financial accounting relating to the timing of the recognition of income and expenses are relevant to tax accounting principles, the treatment of the many transactions and items of income and expense differs under tax rules from those that would apply under generally accepted accounting principles.
**Instructional Methodology:**

Instructional methods include case studies, video and audio tapes, and applications, including the preparation of tax returns, client letters and technical memoranda, and the conduct of elementary tax research and policy analysis. The goal of these methods is to guide the student to a technical understanding of the income tax laws and the development of professional judgment in tax matters, including recognition and consideration of the importance of non-tax factors in decision-making.

**Websites Used:**

Blackboard [https://bb9.tamucc.edu/](https://bb9.tamucc.edu/)

McGraw Hill Connect [connect.mheducation.com](http://connect.mheducation.com) or through Blackboard

**Electronic Device Usage:**

Computers or tablets are required to complete the course.

**Supplies:**

Basic four-function calculator for exams.

Green scantrons and pencils for exams.

**Course Policies:**

**Exams** – Accounting is cumulative by nature; so all exams are comprehensive. However, the primary focus of each exam will be on the new material covered since the previous exam (except for the final exam which will cover all course material). Exams must be taken as scheduled unless you have a critical reason for needing to reschedule. Technical difficulties are not reason enough to reschedule. Make sure you schedule your exam early within the exam window and use a LAN line (no wifi or hotspots). If you do have a reason to reschedule, you must discuss it with me in person or by email before the exam.

- They will be proctored through Examity
- They will be open book, but make sure you study as if it’s closed book.
- Only a basic 4-function calculator will be allowed
- 1 single blank scratch paper will be allowed

**Homework and Tax Return Guidelines** – Outside assignments are designed to give you hands-on practice of the material covered. Please keep in mind:

- Homework points will be recorded based on the Connect assignments and completing the introduction discussion forum.
- Homework assignments can cover every scenario in the textbook. It’s imperative you read your textbook and work through (by hand) all of the examples to learn the material and excel on the exams. Extra practice will be posted within Blackboard for each chapter and your homework questions will come from these practices.
- I do not accept late work (except for long-term documented illness and official University absences). All assignments are due by 11:59pm on the due date within the syllabus, Blackboard, and Connect. Any changes to due dates will be announced in class and, if a Connect assignment, reflected in Connect.
- I will drop your TWO lowest Connect homework assignments.
• Tax returns must be submitted through BB using a PDF file (use the “print to PDF” function in order to save a filled-out form). Make sure it’s not blank after it’s loaded and it is legible. You will be deducted points if it’s not presented professionally. See further instructions within the Tax Return assignments.

• The accounting profession is one that prides itself on its integrity. Therefore, I expect all assignments to be completed on your own. Using solutions in order to complete any assignment (whether you receive it from a former student or some other source) is not allowed and will be considered cheating and will not give you the right answer. Ask me if you need help – that is my job and gives me a better idea of what I need to address. If I determine you used a resource that I did not approve, at a minimum, you will get a zero on that assignment, lose any ability to earn extra credit, and you may get a zero for that entire course requirement or for the course.

• Connect assignments will be algorithmic – you will get different numbers then your classmates and all tax return assignments have been created by me – they may be similar to the textbook, but they have all been altered to be unique. All tax return assignments may look similar to textbook problems, but I have made changes to them to make them unique to my class. If I determine you use a solution manual or copy an answer from a friend, then you will receive a “zero” for that assignment and will fill out an academic misconduct report. Future instances may result in an “F” for the class.

Discussion Forum – There is an introduction discussion forum you will need to post to the first week in class. Additionally, I will post videos reviewing over each chapter’s material as well as tax return solutions after the due date. I will also have a forum for each chapter where you can ask myself and your classmates questions on the material. I prefer questions to be asked through the discussion forum to reduce redundancy (me answering the same questions over and over again).

Extra credit – An extra credit opportunity will be provided if you complete “VITA” training and complete 20 hours of community service at a VITA location. This extra credit will replace your lowest exam grade with a 100%. In-person VITA training is TBD. There is a self-study option. If you do the self-study option you will have to prove to me that you’ve completed the simulations correctly and completely. You need to complete at least the Advanced training. You will not be able to volunteer until January at the earliest. This means I will record the grade you earned in the fall and if once you complete your 20 hours I will submit a grade-request on your behalf. There will be no other extra credit assignments given – either individually or to the class.

Oral and Written Content:
Oral and written assignments will emphasize the ability to communicate complex tax issues in clear and common language. They may include team analyses and class discussions, client letters, and individual or team oral presentations.

Preferred methods of scholarly citations:
APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

Technology Applications:
Students will use professional tax preparation software during the course. In addition, students should be comfortable with producing quality word-processed letters and memoranda and with Excel. In addition to tax preparation software, students will use one of the two most widely adopted research tools in their Internet version, CCH’s Internet-based tax research library. This library include the Internal Revenue Code and Code history, Treasury Regulations, selected Committee Reports, and Tax Treaties. The library also includes the publishers’ tax services with explanations and annotations. These tools are available for student use at the library, through the Business Computer Lab, or via their own Internet service from an off-campus location. All students should have a student computer account and access to e-mail. Students may be required to submit certain assignments via e-mail and e-mail attachments.

Ethical Perspectives:
The integrity of our financial and tax systems depends, in part, on the integrity and principled behavior of those who advise clients and report information. This tax course addresses these issues through discussion of Circular 230, which outlines the expectations of governmental authorities with respect to tax preparers, through mention of certain taxpayer and preparer penalties under the law, and through review of the more common issues encountered and addressed by the American Institute of Certified Public Accountants (AICPA) Statements of Responsibilities in Tax Practice.

Code of Ethics:
This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamu.edu) Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

Academic Integrity/Plagiarism:
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, using solution manuals or keys that the professor did not provide to complete assignments, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero for the first time and failing the course for any additional offence.

Dropping a Class:
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 11th is the last day to drop a class with an automatic grade of “W” this term.

Classroom/Professional Behavior:
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Grade Appeals:
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

Disability Accommodations:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
Schedule (any changes will be announced in Blackboard)

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<tr>
<th>Date</th>
<th>Day</th>
<th>Topic</th>
<th>Comment</th>
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<tbody>
<tr>
<td>10/16/2019</td>
<td>Wed</td>
<td></td>
<td>Complete Initial Introduction Post and Connect Orientation Videos</td>
</tr>
<tr>
<td>10/20/2019</td>
<td>Sun</td>
<td>Ch 1 &amp; 2</td>
<td>Complete Introduction Replies and Chapters 1 and 2 Homework</td>
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<tr>
<td>10/27/2019</td>
<td>Sun</td>
<td>Ch 3 &amp; 4</td>
<td>Complete Chapters 3 &amp; 4 Homework</td>
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<tr>
<td>10/28/2019</td>
<td>Mon</td>
<td>Exam 1</td>
<td>Exam on Chapter 1-4</td>
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<tr>
<td>11/03/2019</td>
<td>Sun</td>
<td>Ch 5 &amp; 6</td>
<td>Complete Chapters 5 &amp; 6 Homework and Chapter 5 Tax Return</td>
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<tr>
<td>11/10/2019</td>
<td>Sun</td>
<td>Ch 7 &amp; 8</td>
<td>Complete Chapters 7 &amp; 8 Homework and Tax Returns</td>
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<tr>
<td>11/11/2019</td>
<td>Mon</td>
<td>Exam 2</td>
<td>Exam on Chapters 5-8</td>
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<tr>
<td>11/17/2019</td>
<td>Sun</td>
<td>Ch 9 &amp; 10</td>
<td>Complete Chapters 9 &amp; 10 Homework and Tax Returns</td>
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<tr>
<td>11/24/2019</td>
<td>Sun</td>
<td>Ch 11 &amp; 12</td>
<td>Complete Chapters 11 &amp; 12 Homework and Tax Returns</td>
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<tr>
<td>12/03/2019</td>
<td>Tue</td>
<td>Ch 13 &amp; 14</td>
<td>Complete Chapters 13 &amp; 14 Homework and Chapter 14 Tax Return</td>
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<tr>
<td>12/04/2019</td>
<td>Wed</td>
<td>Exam 3</td>
<td>Exam on Chapters 9-14</td>
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Summary of Topical Coverage (this is how many lecture hours we would spend on each topic; you will have to spend more time than this on these topics to learn them):

**TOPIC**                              **HOURS**

Introduction: policy considerations, taxing authorities, types of taxpayers, other types of taxes .......................................................2
The development of tax law and application of tax authorities in tax compliance and research ..........................................................2
Accounting periods and methods.................................................................2
Determining gross income and exclusions ....................................................5
Business deductions and losses....................................................................5
Property transactions...................................................................................7
Individual Deductions and Losses ...............................................................5
Fringe benefits and retirement plans.........................................................2
Computation of tax ......................................................................................3
Employee and Self-Employed-Related Expenses...........................................3
Alternative Minimum Tax, Tax Credits, Payment Procedures........................3
Responsibilities in tax practice (ethics) ......................................................3
Exams and other activities ...........................................................................3
Total...........................................................................................................45