

**Department** : Office Systems Technology  
**Course Title** : Federal Income Tax: Individual  
**Section Name** : ACNT 1331  
**Start Date** : 08/27/2012  
**End Date** : 12/08/2012  
**Modality** : Face to Face  
**Credits** : 3

## Instructor Information

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**Name** : Sharman Adkins  
**OC Email** : sadkins@odessa.edu  
**OC Phone #** : 432-335-6468

Office Hours: MW 8:30-10:00 am, 11:20-12:50  
 TTH 8:00-9:30 am, 12:20-12:50 pm  
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

## Course Description

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A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.

**Prerequisites/Corequisites** None

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None.

## Scans

1,2,3,5

## Course Objectives

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After completing this course, the student should be able to:

1. \*Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. \*Proofread documents.
4. \*Verify calculations made by others.
5. Present in writing examples of transactions involving changes in the five classifications of accounts (assets, liabilities, owner=s equity, revenue, and expenses).
6. Demonstrate knowledge in tax formulas for individuals.

7. Score a minimum of 72 percent on an objective examination relating to the structure and nature of accounting and the recording of business transactions.
8. Achieve a minimum performance rating of 72 percent when demonstrating written knowledge of recording transactions from source documents into journals.
9. Demonstrate knowledge of debits and credits by recording a group of transactions pertaining to service-type and merchandising businesses in journals.
10. Demonstrate the posting process by posting entries from journals into general and subsidiary ledger accounts.
11. Prepare filing status & tax computation.
12. Calculate personal & dependency exemptions.
13. Demonstrate knowledge about limitation itemized deductions.
14. \*Record transactions involving trade discounts.
15. Calculate gains & losses.
16. \*Compute working capital and current ratio.
17. Determine deductions from tables of employees=s income tax withholding.
18. Achieve a minimum of 100 percent accuracy on homework.
19. Prepare filing status & tax computation.
20. Calculate personal & dependency exemptions.
21. Calculate Standard Deductions.
22. Demonstrate knowledge about limitation-itemized deductions.
23. Calculate gains & losses.

\*INDICATES INTEGRATED, CORE CURRICULUM SKILLS  
(Math, Reading, Communications, Technological Literacy and/or Critical Thinking)

### **Required Materials**

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Income Tax Fundamentals, 2012, Whittenburg.—ISBN: 0538469196

**Assignments** The following is a list of dates and assignments we will be doing this semester. We will work through these in class and check quizzes, etc. together in class. There will be a test or something equivalent at the end of EACH chapter. Methods for tests will vary from test to test depending on the material.

<u>Due Date</u>	<u>Assignment</u>	<u>Description</u>
Sept. 6	Chapter 1 Homework Chapter 1 TEST	Individual Tax Return Basics
Sept. 18	Chapter 2 Homework Chapter 2 TEST	Gross Income and Exclusions
Sept. 27	Chapter 3 Homework Chapter 3 TEST	Business Income and Expenses, Part 1
Oct. 9	Chapter 4 Homework Chapter 4 TEST	Business Income and Expenses, Part 2
Oct. 18	Chapter 5 Homework Chapter 5 TEST	Itemized Deductions and Other Incentives
Oct. 30	Chapter 6 Homework Chapter 6 TEST	Credits and Special Taxes
Nov. 8	Chapter 7 Homework Chapter 7 TEST	Accounting Periods and Methods and Depreciation
Nov. 20	Chapter 8 Homework Chapter 8 TEST	Capital Gains and Losses
Dec. 1	Chapter 9 Homework	Withholding, Estimated Payments, and Payroll Taxes
Discussion ONLY	Chapter 12 Homework	Tax Administration and Tax Planning
TBA	<b>FINAL EXAM</b>	

## **Grading Policy**

No Late Work is accepted. No Makeup tests will be given.

40% HOMEWORK

50% TESTS/PROJECT

## **DEPARTMENTAL POLICY:**

**NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.**

**ATTENDANCE POLICY:** Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than five absences will jeopardize your grade. Your final grade average will drop one point for every absence over five.

## **Special Needs**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## **Learning Resource Center (Library)**

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

## **Student E-mail**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## **Student Portal**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

## **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,

- missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

**Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at [nstewart@odessa.edu](mailto:nstewart@odessa.edu).**

This course (Federal Income Tax/ ACNT 1331/ Fall) has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Office Systems program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.