

SOUTHEASTERN UNIVERSITY
FEDERAL TAX I
ACTG 4133 — FALL 2016

INSTRUCTOR: Natasha Ware, CPA, MAcc

OFFICE: Location: Jannetides College of Business and Entrepreneurial Leadership
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 Email: nrware@seu.edu
 Hours: (subject to change)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
11:00 - 12:00	10:00 – 12:00	11:00 – 12:00	10:00 – 12:00	11:00 – 12:00
*2:00 - 3:00		*2:00 – 3:00		
3:00 – 4:00				

TEXTS: South-Western Federal Taxation Comprehensive Volume, 2017 edition, by Willis, Hoffman, Maloney, & Raabe.

Disclaimer: The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

UNIVERSITY MISSION STATEMENT:

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

(Please go to the SEU web page link listed below and read the institution's *Vision Statement* and position on *Human Sexuality*. <http://www.seu.edu/about/what-we-believe/>)

COURSE DESCRIPTION: (Prerequisite – ACTG 3123) This class covers tax issues encountered by individuals. Includes tax planning, tax compliance, and tax alternatives.

I. PURPOSE

The purpose of this course is to familiarize the student with federal tax law, policies, and research as it relates to the individual filers.

II. OBJECTIVES

A. General Learning Objectives: This course seeks to:

1. Explain the common terms used in federal taxation.
2. Explain how the individual is affected by federal taxation.
3. Examine how to conduct tax research and tax planning.
4. Explain tax return preparation.

B. Specific Behavioral Objectives. As a result of the activities and study undertaken in this course, a student should be able to:

1. Demonstrate an ability to apply concepts to solve industry problems.
2. Perform decision support tasks using common tax research procedures.
3. Perform decision support tasks using tax planning strategies.
4. Demonstrate competency in manual and computerized tax return preparation.

* *Appointment required ahead of time.*

III. TOPICS

- A. Overview of Tax History
- B. Different types of taxation
- C. Income items
- D. Deduction items
- E. Property transactions
- F. Tax Return Preparation

IV. INSTRUCTIONAL PROCEDURES

- A. Lecture/Discussion
- B. End of Chapter Assignments
- C. In-class Group Work
- D. Tests
- E. Case Studies / Tax Return Preparation

V. RESPONSIBILITIES OF STUDENTS

Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

Preparation—the class discussion will mean little if text material is not read.

Promptness—late arrivals disrupt the class and adversely impact the decorum of the process.

Participation—it is each student's responsibility to share in the advancement of the group.

Presence—you are responsible to find out what was missed and what may be due in the next class session if you are absent. You are also responsible to turn in items due on or before their due dates, even if you are not in class.

Respect – You are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom.

VI. ACADEMIC POLICIES

Academic Honesty—all academic dishonesty, including plagiarism, will be reported.

Course Material—material will be covered in class that is **not** presented in the textbook. Exams will cover this material as well as the assigned textbook material.

Exams—failure to take an exam on the assigned date will result in a **ZERO** for that test unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material prior to your departure or via email while traveling.

Other—all other academic policies are described in the Student Handbook.

VII. EVALUATION**A. Evaluation Activities**

1. Four Exams – each regular exam is 20% of your grade after dropping the lowest exam score.
2. Tax Return Cases – the two case studies account for approximately 20% of your final grade.
3. End of Chapter Assignment Preparation – instructor will inform students of select items that will be used for evaluation purposes; other assignments will not be used for grading purposes, but will be used to evaluate a student's interest level in the class.

Tax Return Case Study 1	50 points
Tax Return Case Study 2	50
Homework	100
Exam I	100
Exam II	100
Exam III	100
Exam IV	100
<u>Less: Lowest Exam I - IV Score</u>	<u><100></u>
Total	<u>500</u> points

B. Grading Scale

94% - 100%	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% - 89%	B+	67% - 69%	D+
84% - 86%	B	64% - 66%	D
80% - 83%	B-	60% - 63%	D-
77% - 79%	C+	Below 60%	F

VIII. COURSE SCHEDULE

(Subject to change depending upon the pace of the class):

<u>Class Week*</u>	<u>Chapter / Topic</u>
Week 1	Syllabus/Form 1040
Week 2	Chapter 1
Week 3	Chapter 2 & 3
Week 4	Chapter 3 & Exam I
Week 5	Chapter 4
Week 6	Chapter 5
Week 7	TR Case I & Exam II
Week 8	Chapter 6
Week 9	Chapter 7
Week 10	Chapter 8
Week 11	Exam III
Week 12	Chapter 9
Week 13	Chapter 10 & TR Case II
Finals Week	Exam IV

*Note - the weeks are class weeks and are different from calendar weeks due to holidays and other time away from the academic calendar.

IX. CHAPTER ASSIGNMENTS
(Subject to change)

Chapter 1:

Discussion questions you should prepare – 7, 11, 18, 20, 21, 25, 29, 39, 42, 43, 46

Chapter 2:

Discussion questions you should prepare – 3, 5, 7

Problems we will cover – 33, 36

Research problem - 2

Chapter 3:

Discussion questions you should prepare – 2, 3, 11, 18

Problems we will cover – 29, 31, 33, 37, 44, 51, 53

Chapter 4:

Discussion questions you should prepare – 3, 6, 7, 10, 16

Problems we will cover – 27, 29, 31, 35, 37, 41, 43, 52, 59

Chapter 5:

Discussion questions you should prepare – 1, 2, 3, 4,

Problems we will cover – 28, 30, 33, 35, 36, 48, 49

Tax Return Problem 58

Chapter 13:

Discussion questions you should prepare – 3, 4, 15, 18, 22, 30, 35

Problems we will cover – 47, 49, 51, 55, 63, 65, 74, 76, 84, 89

Chapter 6:

Discussion questions you should prepare – 3, 4, 15, 18, 19

Problems we will cover – 34, 35, 36, 38, 42, 44, 46, 50, 56

Chapter 7:

Discussion questions you should prepare – 3, 4, 7, 8, 10, 15

Problems we will cover – 30, 31, 35, 38, 39, 43, 46

Chapter 8:

Discussion questions you should prepare – 1, 2, 3, 5, 6, 7, 11

Problems we will cover – 33, 34, 35, 36, 37, 39, 40

Tax Return Problem 60

Chapter 9:

Discussion questions you should prepare – 6, 8, 10, 14, 17

Problems we will cover – 31, 32, 36, 39, 40, 42, 43, 45, 46, 52, 54, 60

Chapter 10:

Discussion questions you should prepare – 1, 2, 4, 8, 12, 13, 14

Problems we will cover – 26, 28, 31, 32, 33, 36, 37, 39, 43, 44

X. CLASS ATTENDANCE

Students are both expected and encouraged to attend classes regularly. **Attendance means arriving on time and being present in class with textbook, pencil/pen, and calculator.** The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets once a week a student may miss one class.
2. If the class meets two times a week a student may miss two classes.
3. If the class meets three times a week a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Vice President for Academic Affairs that a student with excessive absences be withdrawn from the course.

Being late to class also counts towards your absences. I track late arrivals as follows:

1. If the class meets once a week, each tardy is one-half of an absence
2. If the class meets two times a week, each tardy is one-half of an absence
3. If the class meets three times a week, each tardy is one-third of an absence

The last day to officially withdraw from this course is Tuesday, November 8, 2016. A Course Withdrawal form (available in the Office of the Registrar or on the University website under Academics/Registrar/Forms) must be submitted no later than 11:59 PM on **November 8, 2016.**

XI. TITLE IX STATEMENT

Southeastern University is committed to creating an environment for every student to thrive academically spiritually and socially. An aspect of creating this culture is providing avenues for students to discuss and report any activity that may compromise this commitment.

Under a federal law known as Title IX, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Title IX of the Education Amendments of 1972).

While students should feel comfortable approaching faculty with issues they may be struggling with or concerns they may be having, students should know that all faculty and staff are required to report certain information about Sexual Misconduct and certain crimes to University administration, in order to help keep the University community safe, and to connect students to all of the resources and reporting options that are available.

For example, if you inform faculty or staff (in private or during class discussions) of an incident of Sexual Misconduct, that individual will keep the information as private as possible, but is required to bring it to the attention of the institution's Title IX Office. If a student would like to talk to the Title IX office directly, they can do so by e-mail at spowell@seu.edu, by phone at 863-667-5236, or in

person at Pansler U225. For more information about Title IX reporting options at Southeastern, please go to: <http://www.seu.edu/titleix>.

If you are struggling with an issue that is traumatic, unusually stressful, or results in disruptive behavior, faculty and staff will likely inform the Care Team. If students would like to reach out directly to the Care Team for assistance, they can do so at the Campus Counseling Center (<http://myseu.seu.edu/services/counseling-health-wellness-services/seu-care-team/>) located in Health Services in Smith Hall, by phone at 863-667-5205, or by e-mail at care@seu.edu.

CAMPUS RESOURCES

ACADEMIC SUPPORT SERVICES – 863-667-5283
 COUNSELING SERVICES – 863-667-5205
 STUDENT CONDUCT OFFICE – 863-667-5143
 SAFETY & SECURITY OFFICE – 863-667-5190

XII. STUDENTS WITH DISABILITIES

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit the SEU [Students with Disabilities](#) page on our website.

XIII. OFFICIAL COMMUNICATION STATEMENT

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

XIV. FINAL EXAM POLICY

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. *You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.*

Final exams will be administered in the room where the class normally meets. Students with **more** than 3 exams scheduled on one day can petition the instructor and department chair/college dean to take one of the exams another day.

XV. ADDITIONAL ASSISTANCE

Tutoring (Academic Center for Enrichment (ACE), Modular #5)

The ACE center provides academic support (through individual tutoring, group study sessions, and academic improvement workshops) for all students, including those who struggle with learning strategies and/or content knowledge.

Retention (Addison Building, Office #A205)

The retention office exists to empower and equip students to overcome academic, financial, and/or social challenges that may put them at risk of withdrawing.

FINAL EXAM SCHEDULE Fall 2016

Final exams will be administered December 12 - 15, 2016 in the room where the class normally meets.* Students with *more* than 3 exams scheduled on one day can petition the instructor and department chair or dean to take one of the exams another day.

Monday/Wednesday/Friday classes that meet one or more of these days:

CLASS TIME	EXAM DATE	EXAM TIME
7:00-7:50 a.m.	Monday – Dec. 12	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday – Dec. 14	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – Dec. 12	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday – Dec. 14	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – Dec. 12	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – Dec. 14	12:00 noon-1:50 p.m.
1:00-1:50 p.m.	Monday – Dec. 12	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday – Dec. 14	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – Dec. 12	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday – Dec. 14	4:00-5:50 p.m.
5:00-5:50 p.m.	Tuesday – Dec. 13	4:00-5:50 p.m.

Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets. * Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.

Tuesday/Thursday classes that meet either one or both days:

CLASS TIME	EXAM DATE	EXAM TIME
7:35-8:50 a.m.	Tuesday – Dec. 13	8:00-9:50 a.m.
8:00-8:50 a.m.	Thursday – Dec. 15	8:00-9:50 a.m.
10:35-11:50 a.m.	Tuesday – Dec. 13	10:00-11:50 a.m.
12:00-1:15 p.m.	Thursday – Dec. 15	10:00-11:50 a.m.
1:25-2:40 p.m.	Tuesday – Dec. 13	12:00 noon-1:50 p.m.
2:50-4:05 p.m.	Thursday – Dec. 15	12:00 noon-1:50 p.m.
4:15-5:30 p.m.	Tuesday – Dec. 13	2:00-3:50 p.m.
5:30-7:00 p.m.	Thursday – Dec. 15	5:30-7:30 p.m.

Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets. * Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.

Please plan accordingly for final exams. You must not plan vacations, ministry appointments, weddings, purchase airline tickets, or any other similar activity or engagement that will conflict with the final exam schedule.

CONSENT TO COMPLY

I _____ have read, understood, and
Student's Name (print)

will keep in my possession the Course Syllabus for ACTG 4133, Southeastern University, Fall 2015. I understand that in compliance with the syllabus and the Student Handbook, for both instructional and evaluation purposes, I may be responsible for electronically submitting my written work to Turnitin®. With the affixing of my signature below, I agree to comply to the terms therein.

My Signature

Date