

**Department** : Office Systems Technology  
**Course Title** : Federal Income Tax: Individual  
**Section Name** : ACNT 1331  
**Start Date** : 08/22/2011  
**End Date** : 12/09/2011  
**Modality** : Face to Face  
**Credits** : 3

## Instructor Information

---

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

Office Hours: MW 8:30-10:00 am, 11:20-1:20  
TTH 8:30-9:30 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

---

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

**Prerequisites/Corequisites** None

---

Prerequisite: Math 0371 or consent of department chairperson.

## Scans

1,2,3,6,8,9,10

## Course Objectives

---

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

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

6. Demonstrate knowledge in tax formulas for individuals. (6)
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. (9)
8. Achieve a minimum performance rating of 72 percent when demonstrating written knowledge of recording transactions from source documents into journals. (6)
9. Demonstrate knowledge of debits and credits by recording a group of transactions pertaining to service-type and merchandising businesses in journals. (6)
10. Demonstrate the posting process by posting entries from journals into general and subsidiary ledger accounts. (6)
11. Prepare filing status & tax computation. (3)
12. Calculate personal & dependency exemptions. (3)
13. Demonstrate knowledge about limitation itemized deductions. (6)
14. \*Record transactions involving trade discounts. (6)
15. Calculate gains & losses. (3)
16. \*Compute working capital and current ratio. (3)
17. Determine deductions from tables of employees=s income tax withholding. (1)
18. Achieve a minimum of 100 percent accuracy on homework. (10)
19. Prepare filing status & tax computation. (3)
20. Calculate personal & dependency exemptions. (3)
21. Calculate Standard Deductions. (3)
22. Demonstrate knowledge about limitation-itemized deductions. (6)
23. Calculate gains & losses. (3)

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

### **Required Materials**

---

Income Tax Fundamentals, 2011, 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 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. 1	Chapter 1 Homework Chapter 1 TEST	Individual Tax Return Basics
Sept. 13	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. 11	Chapter 4 Homework Chapter 4 TEST	Business Income and Expenses, Part 2
Oct. 20	Chapter 5 Homework Chapter 5 TEST	Itemized Deductions and Other Incentives
Nov. 1	Chapter 6 Homework Chapter 6 TEST	Credits and Special Taxes
Nov. 10	Chapter 7 Homework Chapter 7 TEST	Accounting Periods and Methods and Depreciation
Nov. 22	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

## 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

---

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](#).

## Disclaimer

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**