

**University of Texas at Arlington
Department of Accounting
Spring 2012**

COURSE TITLE: Principles of Federal Income Tax
COURSE NUMBER: ACCT. 3315
SECTION: 001 (TTH 9:30 A.M. – 10:50 A.M., Room 149 Business)
INSTRUCTOR: Dr. Becky Pierce
OFFICE: 406 Business
OFFICE HOURS: TTH 11:00 A.M. – 11:30 A.M., other times by appointment
PHONE: 817-272-3080 (direct) or 817-272-3481 (departmental office)
E-MAIL ADDRESS: bpierce@uta.edu (always include Acct. 3315 in the subject line of any e-mail to me if you want me to read it)

COURSE CONTENT AND STUDENT LEARNING OUTCOMES:

This course is an analysis of federal income tax principles applicable to individuals as well as entities such as corporations and partnerships. General tax concepts such as income, deductions, losses and property transactions will be covered. The purpose of this course is to introduce students to the general principles which govern the federal income taxation of individuals, corporations and partnerships. Students completing this course should demonstrate the ability to apply professional knowledge of tax policy, strategy, and compliance for individuals and enterprises. In essence, students should be able to: (1) comprehend the conceptual framework upon which the tax system is based, (2) perform the necessary technical computations to determine taxable income and tax liability, and (3) prepare the necessary forms to ensure compliance with tax laws.

COURSE PREREQUISITES:

- A student enrolled in this class must be an official accounting major with junior standing.
- ACCT. 3311--Financial Accounting I (with a grade of C or better).

Note that if you have not successfully completed the prerequisites you are not qualified to take this class. If you are not qualified, you must drop this class immediately, following the usual procedure. This will allow a qualified student to enroll. All classes are subject to administrative audit at any time during the semester. Any student found to be unqualified will be administratively dropped from this class. Additionally, you must sign and return to me an affirmation of your qualification. This affirmation is on page 12 of this syllabus.

COURSE MATERIALS:

- Prentice Hall's Federal Taxation 2012—Individuals (Pope, Anderson, Kramer) **(REQUIRED)** [OR Prentice Hall's Federal Taxation 2012—Comprehensive]
- 7 scantron Cards (Form #882E) [one for each of three major in-class examinations, one for each of three take-home examinations, and one for the final examination]. **(REQUIRED)**
- Ancillary Materials--I will place items on my website which will be helpful (translate essential) in understanding the material for this course. **(REQUIRED)**
- Student Picture/Information/Affirmation of Completion of Course Prerequisite Sheet—Remove page 12 of this syllabus. Tape your student ID card (showing your name and photo) to the page and photocopy it. **Make sure it is a clear COLOR photocopy.** Once the photocopy is made print or type the information requested on the page. There are four additional items of information to be supplied (after the color copy is made). This is due no later than Thursday, January 26, 2012. **(REQUIRED)**

WEBSITE:

My website is located at <http://wwwb.uta.edu/faculty/bpierce/>. This website contains copies of various documents (notes, syllabus, etc.) and is best viewed in Microsoft Internet Explorer 5.0 or higher. If you do not have Microsoft Internet Explorer you can obtain it as a free download from Microsoft.

To access my website you will need to supply your UTA logon ID (NetID) and password when prompted. The NetID is to be preceded by UTA\ as follows: UTA\NetID. Information regarding your NetID and password is available on the OIT home page which can be accessed through the UTA home page (click on "Academics" then "Computing" then look to the menu on the right side of the page). Under university procedure student passwords automatically expire after six months. If your password has expired you can reset it through the OIT page discussed above.

Access to certain documents on this website may also require an instructor-supplied password.

GRADE DETERMINATION:

Each student completing the course will be awarded a letter grade based on my judgment as to that student's mastery of the course subject matter. Possible grades and their meanings are as follows.

<u>GRADE</u>	<u>MASTERY OF SUBJECT</u>
A	Excellent
B	Good
C	Fair
D	Poor
F	Inadequate

To form a judgment as to each student's mastery of the course subject matter, I will gather various types of evidence. This evidence will include, at a minimum, the following components.

1. In-class examinations (3) [See page 11 for exam dates]
2. In-class comprehensive final examination (1) [See page 11 for exam date]
3. Practice problem (1) [Due on the day of the final exam]

At the end of the semester, I will calculate a numerical class average for each student using the following weights:

<u>GRADE COMPONENT</u>	<u>PERCENTAGE</u>	<u>POINTS</u>
In-class examinations (3 @ 210)	63.0%	630
Comprehensive final examination (1 @ 300)	30.0	300
Practice problem (1 @ 70)	<u>7.0</u>	<u>70</u>
	<u>100.0%</u>	<u>1000</u>

After reviewing the class averages, and, as appropriate, taking into account other factors (such as trend of performance, consistency in performance, etc.) I will form a judgment as to each student's mastery of the course subject matter and assign a letter grade consistent with the standards discussed above.

I have been asked periodically about the possibility of being given an "incomplete" grade. In over 25 years of teaching at UTA I have given probably less than ten incomplete grades. An incomplete is given when a student is unable to finish any of his/her courses for the semester. In my experience it is usually given due to severe illness or call to active military duty during the semester. If given an incomplete the student will retain all grades already earned and will just finish the remaining work in a later semester. Then all grades will be averaged as indicated above. It is not a way to escape poor test scores for someone failing to drop prior to the drop deadline. Those test scores will stand even with an incomplete grade being given.

CLASS ATTENDANCE:

Students are required to attend class on examination dates. On other class days students are strongly encouraged (but not required) to attend class.

CONDUCT OF CLASS:

We will devote approximately 2-3 class days to each chapter covered this semester. I will spend some of that time in lecture but most of the class time will be devoted to working the assigned problems. I expect you to have at least skimmed the chapter prior to the first day we spend on it.

SUGGESTED PROBLEMS:

A list of suggested problems for each chapter is provided later in this syllabus. These problems are selected to help you learn important concepts and may be the basis for some examination questions. Therefore, it is important for you to work the suggested problems even though they will not be collected. **You should expect to spend at least (at a minimum) 15 hours per week preparing for class.** Due to time limitations some problems may not be worked in class. However, students are still responsible for all suggested problems. Your examination grades will very likely reflect your commitment to **working** the suggested problems.

CLASS PARTICIPATION:

You are expected to respond in class as questions are directed to you. Feel free to ask questions or raise points for discussion which pertain to the reading and homework assignments. Such participation will enable you as well as other students with similar but unasked questions to obtain the maximum benefit from the course.

STUDENT CLASSROOM BEHAVIOR:

Thoughtful and courteous student behavior is critical to maintaining an effective learning environment. However, every class will have some students who are unaware of the fact that certain behaviors disrupt a class and interfere with the learning process. To ensure that all students understand what constitutes proper classroom behavior I offer the following guidelines.

1. Arrive at the classroom site on time.
2. Once class starts, remain in your seat until the instructor dismisses the class.
3. Do not converse with colleagues while the class is in progress.
4. Turn off beepers and telephones while the class is in progress.
5. Do not consume food or beverages while the class is in progress.
6. Do not use tobacco products while the class is in progress.

Regarding rule #1 above, I have observed that every class will have a small group of students who arrive at the classroom site after class has started. These late arrivals are a disruption to the class and, as a courtesy to other students and the instructor, care should be taken to minimize such occurrences. However, if your arrival on campus is unavoidably delayed please DO come to class.

Regarding rule #2 above, every class also seems to have a small group of students who leave the classroom while class is in progress and then return later. This is a disruption to the class and, as a courtesy to other students and the instructor, should be avoided unless there is a valid medical reason. If there is a valid medical reason why you must periodically leave your seat while class is in progress you should provide me with appropriate supporting documentation within the first week of class.

As a matter of courtesy, I ask that all students comply with these guidelines. If I observe a compliance problem I will first consult with the student(s) involved. If necessary, those students who continue to engage in disruptive classroom behavior will be referred to the University Discipline Coordinator and/or dismissed from class.

IN CLASS EXAMINATIONS:

Because UTA's accounting program is designed to prepare students for entry into the accounting profession I teach this course at a professional level. This means that the class goes beyond the level of a 'survey' course or an 'issue recognition' course, and is instead designed to provide students with the knowledge to handle realistic and complex tax problems encountered by entry-level professionals. As a result, examination questions will be more difficult than textbook homework. Additionally, examinations will be highly time-pressured since working under budgetary constraints is a daily challenge for accountants in practice.

Three in-class examinations will be given during the semester. These examinations will be a combination of multiple choice and problems. After being graded, I will return each exam and we may review portions of the exam solution in class, if time permits.

I will post a take-home exam on the website two days prior to the scheduled major exam. The take-home exam will consist of true/false questions and will be worth about 10% of the major exam grade. The purposes of the take-home exam include aiding you in studying for the major exam by highlighting areas that need further work and covering topics I may not have time to cover on the in-class exam. The take-home exam answers are to be placed on a scantron card and this card is due in class at the time the major exam is handed out. **I WILL NOT ACCEPT LATE TAKE- HOME EXAM SOLUTIONS.**

You will be required to purchase seven (7) scantron cards for the examinations to be given in this class (three take-home portions of exams, three in-class portions of exams, the final examination). These cards can be purchased at the UTA bookstore for a nominal fee. Please bring FOUR cards to me as soon as possible, BEFORE the first exam. **(DO NOT PUT YOUR NAME ON THE CARDS. CLIP THEM WITH A PAPER CLIP AND ATTACH A PIECE OF PAPER TO THE CARDS WITH YOUR NAME ON THE PAPER.)** The remaining THREE cards (the ones you keep) are to be used for the take-home exams.

Due to the time constraints in this course (too much material to cover in too little time), I will cover the most difficult and/or most confusing and/or most important topics in class. However, in preparing for each examination you should review **all assigned reading material and all suggested homework problems**, whether or not covered in class. You should also review **all topics, examples, discussion questions and problems (assigned or not) covered in class**. Any of these (reading or problems) will be fair game on an examination. **To aid you in your study, I will provide various additional or amplifying materials as the semester progresses, and as the need arises.**

If class is **officially canceled by the University** (because of weather, power outage, etc.) any test scheduled for that day will **most likely** be given the next class period. Closure of the Business building due to a bomb threat will be covered later in this syllabus.

Some rules to remember when taking exams:

1. Use ONLY the Scantron Form provided for you inside the test booklet. Failure to follow this rule will result in a 10% grade reduction.
2. Do not take the test booklet apart. Failure to follow this rule will result in a 20% grade reduction. **This also means "do not remove the tax table sheet located on the last page of each exam."**
3. All examinations will be closed-book/closed-notes unless otherwise instructed. **At my discretion** one 8 ½ X 11 inch fact sheet (back and front) **may** be allowed to be used during the examination. **It must be entirely handwritten (by the student).** No copies, computer printouts, handouts or anything other than the handwritten fact sheets will be allowed. Any fact sheet not in compliance will be taken up. Use of any other notes, books, etc. will result in a grade of zero for the exam. If it appears that students are relying on the fact sheet to the extent that the learning experience is being diminished the privilege of using the fact sheet will be revoked.

4. All students are given exactly the same amount of time to complete an exam. Therefore, to ensure that examinations are given in a fair manner to all students, examinations must be turned in **IMMEDIATELY** when I call for them. **“Pencils down” means exactly that—put down your pencils NOW. “Turn in your exam” means exactly that—turn in your exam NOW. There will be NO EXTRA TIME given to fill in a Scantron Form or finish a problem.**
 - You must budget your time to complete the work in the time span allowed. Be sure to fill out your Scantron Form as you go along. You will be given NO EXTRA TIME to fill out your Scantron Form once the allotted test time has expired. Failure to follow this rule will result in all unanswered questions on the Scantron Form being marked incorrect.
 - **You must immediately stop writing and put your pencils down when I say that time has expired. Exams not in my possession within 30 seconds of that signal will receive a grade of zero.**
5. With regard to cell phones, calculators, and other electronic devices:
 - You will be issued a calculator on exam day to be used on the exam. You MAY NOT use any other calculator on the exam. Failure to comply with this rule will result in a 20% grade reduction. You will turn in your calculator with the exam.
 - During the exam you may not use any electronic or communication device (cell phone, text-messaging device, iPod, etc.) or have any electronic or communication device on your desktop or on your person (other than the calculator provided by me). Place any of these items that happen to be in your possession on exam day in your backpack or purse and place your backpack, purse and all books under your desk (with NO papers visible). Be sure your cell phone is turned OFF. Failure to comply with these rules will result in a 20% grade reduction.
6. Do not copy the work of other students or permit other students to copy your work. That means to keep your Scantron Form covered at all times as well as all other work on the exam. Failure to comply with this rule will result in a grade of zero for this exam.
7. The cover sheet of each exam will have the rules listed above and any others deemed necessary. Failure to follow any rules listed on the exam cover sheet or given in class during the exam will result in penalties.
8. Repeated violations of any rules (written or oral) will result in more aggressive penalties being imposed.

MISSED WORK:

No make-up exams will be given. Failure to complete an exam at the scheduled time will result in a grade of zero. However, in cases where you have a proper reason **approved by me** and **supporting documentation**, I will increase the point value of your final exam to compensate for the missed exam. An absence is excused for serious illness, death of an immediate family member, or travel on university business. You must notify me by email or telephone of your absence prior to the exam. **Any absence on test day must be documented.** An absence is not excused due to oversleeping, car trouble, work responsibilities, vacation, wedding, inability to find a baby-sitter, not prepared for the exam, headache, etc.

A student who misses an examination due to the observance of a religious holy day will be given the opportunity to complete the work missed in accordance with the make-up policy in the previous paragraph. To be eligible for such a make-up, the student must notify me **in writing** of classes scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first 15 class days through either a written correspondence, personally delivered, acknowledged and dated by me or written correspondence sent certified mail, return receipt requested to me. Failure to follow the rules provided above within the time frames listed will result in the absence being considered unexcused.

FINAL EXAMINATION:

The final examination will be comprehensive and entirely multiple choice. Completion of the final exam is required for course credit. Unless otherwise stated on the face of the final examination or permission is specifically given by me, the examination will be closed book/closed notes.

TAX PRACTICE PROBLEM:

You will prepare one practice problem during the semester. The practice problem will be done **manually**. That is, **no typed solutions or computer-generated solutions will be allowed**. Exact details will be provided later in the semester. It will be due on the day and at the time of the final exam.

FINAL REVIEW WEEK:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

Note that we will be covering Chapter 8 and finishing the practice problem during Final Review Week.

MISSED CLASSES DUE TO WEATHER OR BOMB THREATS, ETC.:

If class is officially canceled by the University (because of weather, etc.), I reserve the right to hold a make-up class either in the early morning, afternoon or on a weekend. Check my website on the afternoon of the cancellation to find out more information. Any exam scheduled for that day will most likely be given the next class period. Please see the COBA bomb threat policy detailed later in this syllabus.

QUESTIONS REGARDING CLASS GRADE:

Grades are confidential and may be discussed only with the student enrolled in the class and earning those grades. I will, therefore, not provide grade information over the phone or via e-mail. After grade reports are issued, if you have a question about your grade, you must contact me within one month of the date your final exam was administered. Due to storage limitations, I normally discard exams, papers, etc. after one month has passed.

DROPPING CLASS:

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Undergraduate students who drop a course on or before the Drop Date will receive an automatic grade of "W" regardless of whether or not they have completed assignments. Neither a faculty member nor the departmental staff can process a student's drop. Only the Academic Advisor for their major (or designee) can complete the drop. This is done in the Advising Center on the 1st floor. No student may be dropped after the Drop Date.

ELECTRONIC COMMUNICATION POLICY:

The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. **Students are responsible for checking their MavMail regularly.** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

UNIVERSITY SUPPORT FOR ACADEMIC SUCCESS:

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at (817) 272-6107 or visit www.uta.edu/resources for more information.

STUDENTS WITH DISABILITIES:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall Room 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

If you are covered by the *Americans with Disabilities Act* you should arrange a meeting with me to: (1) submit authorized documentation which confirms your disability and (2) discuss your specific classroom needs.

ACADEMIC INTEGRITY:

All students are expected to pursue their scholastic careers with honesty and integrity. It is the philosophy of this instructor, this Department and the University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

According to the UT System Regents’ Rule 50101, Sec. 2.2, “Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.”

You have chosen to study accounting and prepare yourself for a career in accounting. As such, the Faculty of the Department of Accounting at the University of Texas at Arlington must necessarily expect that you behave according to the same high ethical standards that are expected of the profession itself.

Scholastic dishonesty will not be tolerated. The Department will, **as a matter of policy and without exception**, seek strict disciplinary action against any person committing any act of scholastic dishonesty (including cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage including continuing to work on an exam after time has expired).

In addition, each student should consider it their personal obligation to report any known or suspected acts of scholastic dishonesty. Failure to report a known act of scholastic dishonesty can be regarded as collusion with that act. Please advise me promptly of any known or suspected act of scholastic dishonesty.

COLLEGE OF BUSINESS POLICY ON FOOD AND/OR DRINKS IN CLASSROOMS:

College policy prohibits food and/or drinks in classrooms and labs. Anyone bringing food and/or drinks into a classroom or lab will be required to remove such items, as directed by the class instructor or lab supervisor.

COLLEGE OF BUSINESS POLICY ON STUDENTS DROPPED FOR NON-PAYMENT OF TUITION:

Students who have not paid by the census date and are dropped for non-payment cannot receive a grade for the course in any circumstances. Therefore, a student dropped for non-payment who continues to attend the course will not receive a grade for the course. Emergency loans are available to help students pay tuition and fees. Students can apply for emergency loans by going to the Emergency Tuition Loan Distribution Center at E. H. Hereford University Center.

EVACUATION PROCEDURES:

In General: In the event of an evacuation of the College of Business building, when the fire alarm sounds, everyone must leave the building by the stairs. With the fire alarm system we now have, the elevators will all go to the first floor and stay there until the system is turned off. All those in the North tower side of the building should proceed to the fire escape stairs located on the East and West sides of that wing.

For Disabled Persons: Please go to the Northeast fire stairs. We have an evacu-track chair located on the 6th floor stairwell. We have people trained in the use of this chair and there will be someone that will go to the 6th floor to get the chair and bring it to any lower floor stairwell to assist disabled persons.

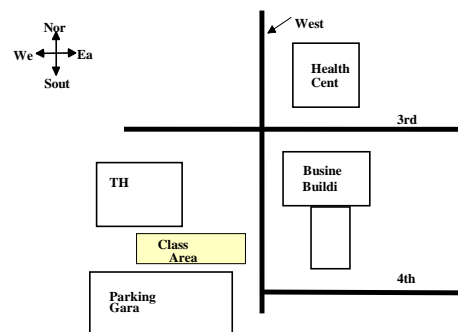
Should this be a real emergency, the Arlington Fire Department and UTA Police will also be here to help.

COLLEGE OF BUSINESS BOMB THREAT POLICY:

To reduce the number of class disruptions due to bomb threats, the College of Business has adopted the following policy:

1. Section 22.07 of the Texas Criminal Law Statutes governs terrorist threats and classifies bomb threats as Class A misdemeanors. Section 12.21 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by: (1) a fine not to exceed \$4,000, (2) a jail term of not more than one year, or (3) both such a fine and confinement.
2. If anyone is tempted to call in a bomb threat, be aware that technology is available to trace phone calls and identify callers via the use of voice print techniques.
3. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats to the Business Building. Unannounced alternate sites will be available for these classes. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternative class site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location.
4. Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking in the Maverick Garage across from the Business Building. UTA's Crimestoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817-272-3381.

On test days students should arrive at the classroom site at least 10 minutes before the beginning of class. If a bomb threat precludes entry into the Business Building, you should immediately proceed to our class assembly area between Trimble Hall and the Parking Garage (see diagram below). From there, at 5 minutes to the hour, we will proceed to an alternate test site. Because we will leave the assembly area at 5 minutes to the hour, you must arrive at the assembly area prior to that time.



IMPORTANT DATES:

Jan.	17	First Day of Classes
Feb.	1	Census Date
Mar.	12-16	Spring Vacation
Mar.	30	Final Drop Date (Last Day for Students to Drop or Withdraw)
May	4	Last Day of Classes
May	10	Final Exam (Thursday, 8:00 A.M. – 10:30 A.M.)

NOTE: EXAM DATES ARE LISTED AT THE BOTTOM OF THE CLASS SCHEDULE PAGE (PAGE 11).

SOME THOUGHTS ABOUT THIS COURSE

Acct. 3315 is a very challenging course--possibly one of the most challenging in the accounting curriculum. Therefore, do not approach it lightly. Do not be misled by the name "Principles of Federal Income Tax." We are learning the basic principles of taxation in this course but those principles can be quite complex as you will no doubt discover as the semester progresses. (In actuality we will probably cover no more than 1% of the extremely broad body of tax law even though you will think it is much more before we are done.) Annual tax law changes which make the book out of date in some chapters even before it is printed and a lack of theoretical underpinnings in certain areas of tax law contribute greatly to the challenge. On the other hand, this course will probably be one of the most useful you will ever take. No matter what you do professionally, you will use at least some of the information learned in this course every year in preparing your own personal tax return.

This course covers a large amount of conceptual and technical material. To successfully complete the class you must master this material and be able to demonstrate your mastery on rigorous examinations. The bottom line is that your success or lack thereof depends greatly on your attitude and your commitment to hard work. Therefore, I suggest the following "tips for success".

1. Be fully committed, from Day One, to read each chapter and work all assigned problems. Be prepared to ask questions about points that are not clear.
2. Come to each class and fully participate (bring your book, listen carefully, take notes, ask questions).
3. With regard to reading the chapters: The chapters in the required text are very lengthy and you will quickly become overwhelmed by the voluminous amount of facts and figures unless you develop some systematic approach to your study. My advice is to study each chapter in the following manner:
 - **Read** a "Learning Objective" section. You may even want to break the following strategy down into subtopics within the main section.
 - **Work** any examples found within the topic reading area. ("Work" means read the example and write the solution in the margin of the text next to the example.)
 - **Work** the related suggested problems.
 - **Check** your solutions to the problems by looking at the edited solution manual on my website.
 - **Correct** any missed examples or problems **in red** and then be sure to pay close attention to the red corrections as you study since these are concepts you missed the first time through the chapter. The red corrections will aid you in studying for exams because you will immediately see your area(s) of weakness.
 - Go to the next topic and Read/Work/Work/Check/Correct as noted in the prior 5 bullets.
4. Some students even prepare 'study notes' that summarize key points from the text, lecture notes taken in class or from my website, homework assignments, and prior examinations. These 'study notes' are especially helpful in preparing for the final examination.
5. Based on many years of teaching I have found that successful students manage their time carefully. This means staying current in the course each week (reading the chapter, working homework, working old examinations, etc.). If you get behind in your studies you will find it very difficult to catch up before the next examination.
6. If possible, study with a colleague. Working together tends to bring out the best performance in people. My best students in past years have almost always studied with a group.

7. To prepare for examinations you should:

- Review your 'study notes' discussed above.
- Review and rework all examples and assigned homework problems until you can produce solutions with no errors in a very timely and efficient manner.
- Work all relevant problems from prior ACCT. 3315 examinations. I will place a sample exam on my website.
- **Put yourself under time pressure as you work the exercises and problems.**

8. Remember a cardinal rule: If I have taken the time to put something on my website or hand it out in class or spend any valuable class time on it, you can bet I think it is important. Learn it.

9. On examination days bring the following items to class: pencils, eraser, watch or timepiece, fact sheet.

An additional comment on study concerns the fact sheets which **may** be used for the examinations. The fact sheet is intended to aid you in **studying** for each examination. If you have to refer to it more than once or twice during an examination, you have not studied properly for that examination.

Also remember another little-used but readily available resource--your instructor. I will be glad to help anyone who is struggling. Come to class and ask questions about what you do not understand. Do the things I have listed above outside of class. If you are still struggling, feel free to e-mail, call or come by my office for guidance during the semester. **I want you to succeed (defined by me as learning the material) and will do everything in my power to make that happen. You, however, must do your part.**

**ACCT. 3315
SPRING 2012
CLASS SCHEDULE**

CHAPTER	TOPIC	SUGGESTED HOMEWORK
1	An Introduction to Taxation	1-39, 40, 46, 47
2	Determination of Tax	29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 51, 53, 55, 56, 57, 59
14	Special Tax Computation Methods, Tax Credits, and Payment of Tax [We will cover ONLY: • Alternative Minimum Tax • Self-Employment Tax • Overview of Tax Credits • Payment of Taxes]	42, 43, 44, 45, 46, 47, 48, 67, 68, 69
3	Gross Income: Inclusions	34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 60, 61
4	Gross Income: Exclusions	34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 45, 49, 50, 51, 52, 53, 54, 56, 60
5	Property Transactions: Capital Gains and Losses	33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 45, 46, 47, 48, 49, 53, 56, 58, 59, 60, 61, 64, 65
6	Deductions and Losses	33, 34, 35, 37, 38, 39, 40, 41, 45, 46, 49, 50, 53, 54, 57
10	Depreciation, Cost Recovery, Amortization, and Depletion [We will cover ONLY depreciation/cost recovery]	25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41
12	Property Transactions: Nontaxable Exchanges	26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 45, 47, 49, 50, 54
13	Property Transactions: Section 1231 and Recapture	32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 63, 64, 65, 66
8	Losses and Bad Debts	39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 63

NOTES:

- Exam dates:
 - Exam 1—2-16 (probably 1, 2, itemized summary, 14, 3)
 - Exam 2—3-22 (probably 4, 5, 6)
 - Exam 3—4-19 (probably 10, 12, 13)
 - Final Exam—5-10 (all prior chapters plus Chapter 8)
 - Note that the chapters covered on each exam are tentative. Come to class each day to determine what will actually be covered on each exam.
- The list of suggested homework problems is also tentative. Problems may be added or deleted as the semester progresses.
- As stated earlier, you should spend at least (at a minimum) 15 hours per week outside of class reading the chapter, doing homework, etc.

*******PLEASE PROVIDE THE INFORMATION REQUIRED IN STEPS (1)-(5) BELOW*******
ACCT. 3315/SPRING 2012

STUDENT PICTURE/INFORMATION

<p>(1) PLACE UTA ID HERE AND COPY THE PAGE</p> <p>IN COLOR.</p>
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(2) Fill in the table below.

Complete Name	Name You Wish to be Called	Phone Number(s)	E-mail Address	Major

(3) List the prior accounting courses taken.

Course	University	Semester/Year

AFFIRMATION OF COMPLETION OF COURSE PREREQUISITE

(4) Read the statement below then fill in the table following it.

I understand that one of the prerequisites for this course is successful completion (a grade of C or better) of Acct. 3311 (Financial Accounting I, also known as Intermediate Accounting I). I hereby provide the following information with regard to my completion of that course.

University	Instructor's Name	Semester/Year	Grade Earned

(5) Read the statement below then sign and print your name affirming the accuracy of the information provided:

I affirm that the information given above is complete and accurate.

Printed name _____ Written name _____