

BERGEN COMMUNITY COLLEGE  
DIVISION OF BUSINESS, ARTS AND SOCIAL SCIENCES  
BUSINESS, ACCOUNTING & FINANCE DEPARTMENT  
ACC-107 FEDERAL TAXATION SYLLABUS  
SEMESTER:  
(Instructors use only)

**For Individual Student Outline:**

Semester and year: Course and Section: Meeting Days/Times & Room:  Instructor: Office Location: Office Hours: Phone: E-mail Address:
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**Course Description:** ACC-107 Federal Taxation is an introduction to Federal tax law. This course focuses on the basic tax model for the individual taxpayer. The preparation of federal income tax return is also covered.

**Credits & Hrs.:** 3 credits (2 lecture, 2 lab hrs.)

**Prerequisite:** None

**Textbook:** Fundamentals of Taxation 2017 with Tax Act software  
McGraw-Hill Irwin Publishing  
Cruz/Descamps/Niswander

**Faculty Resources:** Refer to Instructor's Guide with Lecture Notes of textbook.

**General Objectives:**  
The objective of this course is for the student to identify and apply the tax laws and principles of (1) income and deductions, (2) gain and loss, (3) tax liabilities and credits. Internal Revenue Service's forms preparation is also introduced in the class. Student body can include accounting majors, business majors and other majors who would like to study in some detail the income tax laws, regulations and structures.

**Student Learning  
Outcomes:**

The student will demonstrate the ability to:

- Conduct tax research  
Assessment Criteria: Graded research assignments  
Standard: At least 70% of all students will receive an average grade of “C” or better on assignments.
  
- Identify elements of the basic tax model for the individual taxpayer, including tax determination, personal and dependency exemptions  
Assessment Criteria: Graded homework and exam assignments including problems and/or essay questions.  
Standard: At least 70% of all students will receive an average grade of “C” or better on homework assignments and examinations.
  
- Identify the income component of the basic tax model. Identify income and the statutory exclusions as well as accounting method and period that affect income reporting.  
Assessment Criteria: Graded homework and exam assignments including problems and/or essay questions  
Standard: At least 70% of all students will receive an average grade of “C” or better on homework assignments and examinations.
  
- Analyze the deduction component of the basic tax model, including (a) business versus non business, (b) “deduction from” versus “deduction for”, (c) employee versus employer, (d) active versus passive, (e) reimbursed versus un-reimbursed, (f) permitted deductions, (g) deduction limitations and (h) disallowances. If deduction is greater than income, the treatment of losses is also included.  
Assessment Criteria: Graded homework and exam assignments including problems and/or essay questions  
Standard: At least 70% of all students will receive an average grade of “C” or better on homework assignments and examinations.
  
- Describe the treatment of sales, exchange and other dispositions of properties. Recognize gain and loss, determine the realized gain and loss, differentiate capital or ordinary gain and loss.  
Assessment Criteria: Graded homework and exam assignments including problems and/or essay questions  
Standard: At least 70% of all students will receive an average grade of “C” or better on homework assignments and examinations.

- Apply the procedures for the timing of tax payments, demonstrate how to use tax credits against tax liabilities, differentiate refundable and non-refundable credits, compute penalties and interest involved in late filing and late payments.

Assessment Criteria: Graded homework and exam assignments including problems and/or essay questions

Standard: At least 70% of all students will receive an average grade of “C” or better on homework assignments and examinations.

- Apply the tax computation using the basic tax formula and prepare Internal Revenue Service’s forms.

Assessment Criteria: Tax Preparation Project

Standard: At least 70% of all students will receive an average grade of “C” or better on assignments

**Course Coverage:**

		ESTIMATED NUMBER OF 2 HOUR PERIODS
CHAPTERS		
The following topics will be covered:		
Chapter 1	An Introduction to Taxation, the Income Tax Formula, and Form 1040EZ	3
Chapter 2	Expanded Tax Formula, Forms 1040A, and Basic Concepts	2
Chapter 3	Gross Income: Inclusions and Exclusions	3
Exam Chapters 1,2, &3		1
Chapter 4	Adjustments for Adjusted Gross Income	3
Chapter 5	Itemized Deductions	3
Chapter 6	Self-Employed Business Income	2
Exam Chapters 4,5, &6		1
Chapter 7	Capital Gains and Other Sales of Property	2
Chapter 8	Rental Property, Royalties, and Income from Flow-Through Entities	3
Chapter 9	Tax Credits	3
Chapter 10	Retirement and Other Tax-Deferred Plans and Annuities	2
Exam Chapters 7,8,9, &10		1
Final Exam		1

The Course Outline and Calendar must include all of the following elements:

- A daily or (at least) weekly schedule of topics to be covered.
- Dates for exams, quizzes, or other means of assessment. (This does not mean that all evaluation of students must be in groups and at the same time. Exams and other means of assessment can be listed as "to be scheduled individually.")
- Due dates for major assignments – e.g., when is a paper due; if the topic has to be approved, when; if an outline or draft is an interim step, when is it due?
- Any required special events must be included in the outline/calendar, e.g., a lecture by a visiting speaker, a dramatic or musical performance, a field trip.
- A note to students stating that the course outline and calendar is tentative and subject to change, depending upon the progress of the class.

**Sample Format for Course Outline and Calendar**

**Note to Students:** The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

Week(s)	Date(s)	Topics/Activities/Assignments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Course Activities:**

Faculty is encouraged to use a variety of instructional techniques to encourage student learning. Research shows that straight lecture is not particularly effective. Lecture segments should be kept to a maximum of 20 minutes and be interspersed with other learning activities such as demonstration, question and answer, class discussion, group learning projects, student presentations, etc. In order to meet the needs of diverse learners, faculty is encouraged to supplement lectures with technology. (Note: if not assigned to a room already equipped with the technology, portable teaching stations equipped with a laptop computer and projection system is available from the library. Also, all classrooms have an Internet connection.)

Faculty is encouraged to incorporate the use of technology in their assignments and projects. Students have ample access to the Internet, as well as Microsoft Office in college labs. Accordingly, assignments using the Internet, Excel, Word and Power Point can be assigned.

**Evaluation:**

The Business Department is required to establish one or more assessment measures that students in every section of ACC 107 must complete. Faculty will be required to incorporate these into their assessment plan. Guidelines are provided below.

**Faculty is encouraged to use multiple methods of assessment and to assess student learning frequently.** Listed below are some general guidelines that you should use to develop your individual grading policy. If you would like to go outside of these guidelines please confer first with the Accounting Department. Remember that you must distribute your grading policy to the students, preferably, on the first day of the semester. A copy **MUST** also be sent to the Business Department secretary for their records.

Class Participation *	0-10%
Homework	10-15%
Projects (Cases, Research, Tax Projects, etc. <b>REQUIRED</b> )	10-25%
Quizzes and Exams	40-60%
Final Exam	10-20%

\*Class participation grades cannot be based solely on attendance. The grade must be based on objective recordings in the instructor’s grade book of participation, discussion, responses to questions, etc.

True/false questions on exams are widely discouraged.

**Competencies:**

In addition to meeting the overall objective cited above, there are additional student competencies that are desirable and should be encouraged throughout the entire educational experience. Some of these are:

- Oral and written communication skills (REQUIRED)
- Computer Literacy
- Interpersonal Skills
- Critical Thinking Skills

There are various ways in which we can meet our specific course objectives as well as to enhance our students’ competencies in these areas. Oral reports on related current events, topical coverage or explanations of problems and cases may be encouraged. Group work is an effective tool to enhance several of these skills. Assigning problems/exercises/cases/independent research requiring the use of the Internet and word processing their responses may be desirable.

## **Attendance Policy:**

### **BCC Attendance Policy:**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

### **Attendance Policy in this Course:**

It is at the instructor's discretion to institute an attendance policy. If a student will be penalized for absences and lateness, it is incumbent upon the instructor to include those provisions in the outline.

## **Other College, Divisional, and/or Departmental Policy Statements:**

### **Office of Special services:**

Please include the following at the bottom of your student course outline:

**Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: <http://www.bergen.edu/oss>.**

## Student and Faculty Support Services:

The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	201-612-5581 psimms@bergen.edu
Smarthinking Tutorial Service	On Line at:	<a href="http://www.bergen.edu/library/learning/t-smart/index.asp">www.bergen.edu/library/learning/t-smart/index.asp</a>
The Tutoring Center (The Henry and Edith Cerullo Learning Assistance Center)	Room L-125	201-447-7489
The Writing Center	Room L-125	201-447-7489
The Online Writing Lab	On Line at:	(OWL <a href="http://www.bergen.edu/owl">www.bergen.edu/owl</a> )
The Office of Specialized Services (for Students with Disabilities)	Room L-116	201-612-5269 <a href="http://www.bergen.edu/os">www.bergen.edu/os</a>
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436

PUBLISHER’S WEBSITE: (<http://www.mhhe.com/cruz2017>)

Interactive Study Center

Students Resources

Tax Related Links

Web Tutors

Tax Update & Forms

INTERNAL REVENUE SERVICES: ([www.irs.gov](http://www.irs.gov).) The site offers tax information for students.

LIBRARY: The library has a number of tax related publications and textbooks in its regular and reserve holdings, which may be used as a reference. Seek the assistance of the librarian

**Special Note on the Tutoring Center - The Henry and Edith Cerullo Learning Assistance Center** encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. The website of the Learning Assistance Center is located at [www.bergen.edu/pages/2192.asp](http://www.bergen.edu/pages/2192.asp). Tutoring services are available for this course in the Tutoring Center. I strongly recommend that you make use of those services as we progress through the semester. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7489. You can also make appointments for tutoring online through the BCC Virtual Campus, which is located at [www.bergen.edu/pages/2864.asp](http://www.bergen.edu/pages/2864.asp). Click on the link for the "Tutoring Appointment System."

### Other College, Divisional, and/or Departmental Policy Statements:

Statement on plagiarism and/or academic dishonesty: Plagiarism and academic dishonesty are serious infractions which are dealt with by the Vice President. Students may want to become aware of our policy on plagiarism at

<http://www.bergen.edu/pages1/Pages/2307.aspx>

It is recommended that a policy for academic dishonesty be included in the outline

