

RAPPAHANNOCK COMMUNITY COLLEGE

Syllabus for

ACC 134 68/69 Small Business Taxes

Interactive Video

Spring Semester 2012

(The Course of Study is subject to change at the discretion of the instructor)

INSTRUCTOR CONTACT INFORMATION:

Instructor Name: Pradeep Ghimire, Associate Professor

On-campus Office Hours (Phone, Email, Visit):

Mondays 11:00 am – 12:20 pm & 2:50 pm – 3:15 pm, Tuesdays By appointment only, Wednesdays 11 am – 12:20 pm, 2:50 pm – 3:15 pm & 4:30 pm – 5:30 pm, Thursdays 11:45 am – 12:20 pm & 1 pm - 6 pm
Other times by appointment.

Virtual Online Office Hours (Email):

Mondays, Tuesdays, Wednesdays, Thursdays: same as above and Fridays 9:00 am. – 3:00 pm.

Office Location: 108C (Glenns)

Office Phone: 804-758-6772

Fax: 804-758-3852

Email Address: pghimire@rappahannock.edu

Website: <http://www.rappahannock.edu/pghimire/>

Course Description:

This course introduces taxes most frequently found in business. It also includes payroll, sales, property, and income tax. Pre-requisite: ENG 01, MTH 02 or equivalent.

Course Credit:

3 credit hours

Course Objectives:

This course is designed to provide a basic understanding of business tax requirements. It also provides information to apply the concepts to the business, personal tax and self-employment.

Methods of Instruction:

Lectures will be minimized. Extensive examples through utilization of questions and problems in the text, homework, readings, AV materials, Interactive Video, and Blackboard, and class discussion will occur in the classroom.

Instructional Materials:

Textbook – Essentials of Federal Income Taxation for Individuals and Business, 2012 Edition, by Linda M. Johnson, CCH (a Wolter Kluwer Business). ISBN # 978-0-8080-2841-3.

Blackboard - See your Blackboard Website for this course by logging into your Blackboard account at <https://rcc.my.vccs.edu/> for additional material, assignments, quizzes, tests, and other information about this course. Students are strongly advised to check Blackboard frequently and will be held accountable for all materials posted therein.

Supplies and Equipment – Pencil, pen, and calculator.

DATES TO REMEMBER:

Be sure to look in Blackboard under the RCC tab for the Dates to Remember.

Classes Begin: January 9

Last Day to Add/Drop and receive a refund: January 24

Last Day to Withdraw and receive a W: March 23

Spring Break, College open; no classes: March 12-17

Classes End: April 27

Final Exams: May 1-4 and May 7

TESTING PROCEDURES:

Fifteen quizzes will be given online. Make sure you are in a location that will provide a stable connection to the Internet. Three tests will be administered in the classroom during the regularly scheduled class time.

CRITERIA FOR GRADING OF STUDENT AND MEANS TO BE USED

The following material is available to students to accumulate points which may be applied toward successful completion of the course. All items on this list are necessary for successful completion of the course.

<u>ITEM</u>	<u>NUMBER OF ITEMS AVAILABLE</u>	<u>POINT VALUE FOR EACH ITEM</u>	<u>TOTAL POINTS AVAILABLE</u>
Homework	14 Chapters.....	2 points each.....	28
Quizzes.....	15.....	2 points each.....	30
Tests.....	3.....	14 points each.....	42
Total Possible points.....			100

Homework: Selected end-of-chapter material from the Questions and Problems assigned by the instructor. Homework assignments and their deadlines may be found on the Blackboard Website. Homework assignments are to be done on computer and the file to be emailed to your instructor before the deadline posted on Blackboard. Your instructor's email is: pghimire@rappahannock.edu. No additional source of credit (including additional homework, "retake", additional extra credit, or "take home" tests) is available. Please see below under "COURSE CONTENT, LEARNING SEQUENCE AND SCHEDULE".

Quizzes: Fifteen quizzes will represent 30 points of your total grade. All 15 quizzes will be available only online on your Blackboard Website. **Quizzes may be taken only thrice until the deadline for that quiz has passed.** The final grade awarded will be the highest grade of three attempts for that quiz. If you believe that there is an error in the test bank which has caused a correct answer to be graded incorrectly you may simply retake the quiz or, if not wishing to retake the quiz, may petition the instructor for correction through normal communication channels. If further examination shows that your answer was actually correct, you will receive the credit that would have been granted for that question had it been graded correctly. The only notification you will receive of the correction is when you see the revised grade in your grade book. No quiz will be examined in this way for error without a specific request to examine a specific question. The request must include your name, the class you are in, and both the quiz and question number under consideration. Quizzes are not password protected and can be taken anywhere and at any time without supervision. Therefore, they may be taken "open book". However, when the deadline for that quiz has passed, it will no longer be available for credit. Watch your deadlines carefully. Please see below under "COURSE CONTENT, LEARNING SEQUENCE AND SCHEDULE".

Tests: Three tests will be administered in the classroom during our regularly scheduled class time. Students are expected to be present the day of the in-class test. If you know you will miss a test you must contact me before the test is given to obtain permission for the make-up test. These three tests represent 42 points of your total grade. Each of the tests covers five chapters and is worth equal points. All five tests are **closed book** only. No additional materials are available to you except a calculator, scratch paper and pencil. They are listed below under "COURSE CONTENT, LEARNING SEQUENCE AND SCHEDULE".

Grading: Grading will be cast on a 10-point scale as follows:

- 91 - 100 = A
- 81 - 90 = B
- 71 - 80 = C
- 61 - 70 = D
- 0 - 60 = F
- *Incomplete = I

***Incomplete as a grade:** An incomplete will be awarded only when the student has circumstances beyond their control. To be eligible to receive "incomplete" as a grade (an I) the student must have at least 61% at the time the request is made. Any work which has already been missed because the deadline for that work has expired, will not be allowed for submission during the period of the incomplete. Only work still eligible will remain eligible during the following semester when the student is completing the coursework.

COURSE CONTENT, LEARNING SEQUENCE AND SCHEDULE

Thursday, January 12, 2012 - Thursday, February 9, 2012

Introduction

Chapter 1 – Overview of the Tax Structure

Chapter 1 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 1 – Chapter 1 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 2 – Tax Determination, Payments, and Reporting Procedures

Chapter 2 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 2 – Chapter 2 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 14 – C Corporations

Chapter 14 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 3 – Chapter 14 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 15 – Partnerships and S Corporations

Chapter 15 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 4 – Chapter 15 (available on Blackboard; can be taken anywhere; deadline posted Blackboard)

Chapter 3 – Gross Income Inclusions

Chapter 3 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 5 – Chapter 3 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Review for Test 1 (Chapters 1, 2, 14, 15, 3)

TEST 1 - CHAPTERS 1, 2, 14, 15 & 3 (administered in the classroom during our regularly scheduled class time on Thursday, February 9)

Thursday, February 16, 2012 – March 22, 2012

Chapter 4 – Gross Income Exclusions and Deductions for AGI

Chapter 4 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 6 – Chapter 4 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 5 – Personal Itemized Deductions

Chapter 5 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 7 – Chapter 5 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 6 – Other Itemized Deductions

Chapter 6 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 8 – Chapter 6 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 7 – Self-Employment

Chapter 7 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard

QUIZ 9 – Chapter 7 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 8 – Depreciation and Amortization

Chapter 8 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 10 – Chapter 8 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Review for Test 2 (Chapters 4, 5, 6, 7 & 8)

TEST 2 - CHAPTERS 3, 4, 5, 6, 7 & 8 (administered in the classroom during our regularly scheduled class time on Thursday, March 22)

Thursday, March 29, 2012 – May 3, 2012

Chapter 9 – Rental Activities

Chapter 9 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 11 – Chapter 9 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 10 – Property: Basis and Nontaxable Exchange

Chapter 10 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 12 – Chapter 10 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 11 – Depreciation and Amortization

Chapter 11 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 13 – Chapter 11 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 12 – NOLs, AMT, and Business Tax Credits

Chapter 12 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 14 – Chapter 12 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Chapter 13 – Withholding, Payroll and Estimated Tax

Chapter 13 Homework - Homework assignments are posted on Blackboard; email homework to your instructor before the deadline posted on Blackboard.

QUIZ 15 – Chapter 13 (available on Blackboard; can be taken anywhere; deadline posted on Blackboard)

Review for Test 4 (Chapters 9, 10, 11, 12 & 13)

TEST 3 – CHAPTERS 9, 10, 11, 12 & 13 (administered in the classroom during our regularly scheduled class time on Thursday, May 3)

Deadlines: Be careful! All work in this course has a deadline. Watch your deadlines listed below under 'Course Content, Learning Sequence and Schedule' and on the Blackboard Website carefully. Once the deadline for a homework assignment, quiz, or tests has passed, that material will no longer be available for credit.

Punctuality: The class begins on January 9, 2011 and ends on May 3, 2012. Each homework, quiz, and test has a deadline. Please complete each by the deadline. It is important for each student to be punctual in completing assignments and taking quizzes and tests on time to be successful in this course.

GUIDELINES FOR COMMUNICATIONS: Email: (1) In the subject line always include your full name, and ACC 134 68/69 and quiz/homework/test; (2) Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails; (3) Use standard fonts; (4) Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless absolutely necessary to complete an assignment or other communication; (5) Respect the privacy of other class members.

Netiquette, Or How to Mind Your Manners When Using E-Mail

<http://www.albion.com/netiquette/corerules.html>

ADDITIONAL INFORMATION AND RESOURCES:

Please check the Blackboard FAQ's in your course. If you need additional Blackboard support, please go to <http://www.rappahannock.edu/distancelearning/onlineresources.shtml>. If you have more questions, please email rcchelp@rappahannock.edu.

INFORMATION ON CITING WORKS:

Copyrighted material must be cited appropriately. For information on citing works, please go to the following websites:

Creative Commons (<http://www.creativecommons.org>)

teAchnology (http://www.technology.com/teachers/lesson_plans/)

SYLLABUS CHANGES:

The instructor reserves the right to modify this syllabus. Any necessary changes to the course syllabus will be announced in the class or sent to the student by e-mail or posted on the Blackboard.

ACADEMIC INTEGRITY:

In addition to good academic performance, students should exhibit honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor. Proof of dishonesty, including plagiarism, will make students subject to disciplinary action. Please consult Student Handbook portion of your college catalog for more information.

STUDENT CONDUCT:

You are expected to conduct yourself in a way which enhances the learning process and not in a way which disrupts the learning process. Refer to the Student Handbook portion of the College Catalog. An act of class disruption that go beyond the normal rights of students to question and discuss with the instructors the educational process relative to subject content will not be tolerated. Students are expected to arrive on time for class and to be prepared with their textbook, writing instrument, calculator, and notebook etc. It is disruptive to the entire class when someone arrives late. If you are absent or late you are responsible for getting the course notes, and handouts missed. You can check the syllabus, and Blackboard site to see what information was delivered in class on that day.

IN CLASS ELECTRONIC DEVICES:

Cellular phones, pagers, CD players, MP3 players, and similar devices are prohibited in the class room. If you have a cell phone in your possession, it must be turned off or in silent mode during class. If your phone rings during class, you will be asked to leave and you will receive a zero for that day's work and you will not be permitted to return to class that day.

HONOR CODE: Rappahannock Community College has an Honor System whose purpose is to strengthen the student's foundations for academic achievement by establishing guidelines for personal conduct. It is the responsibility of students to be aware of the rules and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof (Reference the Student Handbook).

ATTENDANCE POLICY OR CLASS PARTICIPATION:

Students are expected to attend all regularly scheduled classes for which they are registered. Should absences be necessary, students are responsible for the material covered during the absences. Faculty

cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for the absences. Excessive absences make it almost impossible for a student to meet the academic objectives of a course; they frequently cause a student to receive a lower grade, even though, the absences were unavoidable. There is usually a direct relationship between frequency of attendance and the final grade in the course.

Rappahannock Community College requires all faculty to take attendance each class period. This data is available for verification of attendance by the appropriate governmental agencies and educational accrediting organizations. There is usually a direct relationship between frequency of participation and the final grade in the course.

WITHDRAWAL POLICY:

Faculty Reporting of No Shows and Withdrawal for Nonattendance: Students who are registered for a course, but do not attend or make contact with the instructor during the drop/add period must be reported to the Admissions and Records Office. The “no show” students will be dropped from the course roster by the Admissions and Records Office.

Up until the withdrawal date for the semester, students who stop attending a course, miss more than 20 percent of the class, or fail to maintain contact with the instructor must be withdrawn by the course instructor.

Student Withdrawal from a Course: A student may withdraw from a course without academic penalty any time before the deadline (see the published class schedule). For withdrawals after nine weeks, the student will receive a grade of “F” except under mitigating unavoidable circumstances which must be documented through the Dean’s office.

EVALUATION AND BASIS FOR REVISION OF COURSE:

A formal Student Opinion Survey will be made available to each student on their Blackboard Website near or at the end of the semester. This survey is completed anonymously and results are given to the faculty member in an anonymous summary format. The results of the survey are used to improve course delivery and course content.

EMERGENCY EVACUATION PLAN:

In each classroom, laboratory or other places where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will be posted in a conspicuous place near the exit from the room.

Whenever the fire alarm sounds, the building will be evacuated. The instructor will ensure the fire door is closed upon leaving the area (doors with automatic closures on them). Instructors are also responsible for assisting disabled students.

If a classroom does not have an evacuation plan posted, the student or instructor should notify the academic dean.

SPECIAL REQUEST:

It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office on either campus for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability. For additional information refer to “Student Services” on the RCC website and look for “Students with Disabilities.”

COLLEGE CLOSING INFORMATION:

The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region.

