

**Upper Iowa University  
Independent Study Program**

**BA 323-09 FEDERAL TAXATION I**

**COURSE DESCRIPTION:**

The study of the theory and application of federal tax law, with an emphasis on income tax law applicable to individuals. Prerequisite: BA 202. Three semester credits.

**COURSE OBJECTIVES:**

1. Prepare an individual income tax return using the most currently available federal tax materials.
2. Apply knowledge of changes in Tax Codes from previous years in preparing an individual income tax return using the most currently available federal tax materials.
3. Utilize knowledge of specific sections of the Internal Revenue Code in preparing an individual income tax return using the most currently available federal tax materials.
4. Determine gross income, the various deductions available for and from adjusted gross income, and the taxation of property transactions in order to calculate the taxes payable by an individual for a given year.
5. Prepare an individual income tax form for an individual for the year in which the course is completed.

**REQUIRED COURSE MATERIALS:**

1. South-Western Federal Taxation: Individual Income Taxes, 2009 Edition. Hoffman, Smith, & Willis. South-Western Publishing Co. ISBN: 13: 978-0-324-66020-3 (text with cd)
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

**WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association.*

## **CITATION:**

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

## **COURSE OVERVIEW:**

Students taking Federal Taxation I will complete the following:

1. Read chapters 1 - 5 (Unit I of the course) in the textbook and answer the syllabus questions for these chapters.
2. Submit the answers for Unit I for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. Assignment cover sheets are included in this syllabus. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
3. Read chapters 6 - 11 (Unit II of the course) in the textbook and answer the syllabus questions for these chapters.
4. Submit the answers for Unit II for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. At the time of submission, the first examination may be requested. Examination request forms are included in this syllabus. Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
5. Take the Midterm Examination on Units I and II (chapters 1 –11).
6. Read chapters 12 - 20 (Unit III of the course) in the textbook and answer the syllabus questions for these chapters.
7. Submit the answers for Unit III for grading (see the section "SUBMITTING YOUR WORK FOR GRADING"). Please attach an assignment cover sheet if you are submitting your answers by mail or by fax. At the time of submission, the final examination may be requested. Examination request forms are included in this syllabus Refer to specific instructions included in the syllabus for submitting your lessons via e-mail.
8. Take the Final Examination on Units III (chapters 12 - 20).

## **STUDY UNIT INFORMATION:**

I suggest this approach for success in this course:

1. Familiarize yourself with the chapter questions for this chapter.

2. Read the chapter.
3. Answer the questions.
4. Do the assigned TaxCut problem.

Answer all parts of a question. Partial answers receive partial credit.

If you have concerns about the length of your answers, err on the side of providing too much information. I will not penalize you for providing too much information.

While it is helpful if you type your answers, it is not necessary. Just remember to keep your handwriting neat and legible.

### **SUBMITTING YOUR WORK FOR GRADING:**

For this course you may submit your completed units for grading by one of three methods:

Method 1: Mail your work (Be sure to attach an assignment cover sheet.)

Address:

Center for Distance Education Office  
Upper Iowa University  
P.O. Box 1861  
Fayette, IA 52142-1861

Method 2: Fax your work. (Be sure to attach an assignment cover sheet.)

Fax number: (563) 425-5856

Method 3: E-mail your work. (Be sure to include in your e-mail message the information normally contained on an assignment cover sheet. **Do NOT include your social security number.**)

E-mail address: [littlejo@butler-bremer.com](mailto:littlejo@butler-bremer.com)

(If you choose this method, I will e-mail you a reply when I receive your submission, and I will e-mail you the material when graded.)

### **COURSE GRADE DETERMINATION\*:**

Unit work

Unit 1	350 points
Unit 2	325 points
Unit 3	525 points
Midterm	400 points
Final Exam	<u>400 points</u>
Total points	2,000 points

### **Grading Scale**

Letter Grade	Percentage	Points Needed	Letter Grade	Percentage	Points Needed
A	93-100%	1860-2000	C	72-77%	1440-1559
A-	90-92%	1800-1859	C-	70-71%	1400-1439
B+	88-89%	1760-1799	D+	68-69%	1360-1399
B+	82-87%	1640-1759	D+	62-67%	1240-1359
B-	80-81%	1600-1639	D-	60-61%	1200-1239
C+	78-79%	1560-1599	F	0-59%	0-1199

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

### **GRADING DEFINITIONS AND CRITERIA**

**A= Clearly stands out as an excellent performer.**

Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

**A- = Stands out as an excellent performer.**

Has sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

**B+ = Grasps subject matter at a level considered to be very good.**

Participates consistently in class discussion. Writes very well. In on-ground environments, speaks very well. Accomplishes much more than the minimum requirements. Produces consistently high quality work.

**B = Grasps subject matter at a level considered to be good.**

Participates actively in class discussion. Writes well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Produces high quality work. This is the minimum passing grade for graduate work.

**B- = Often grasps subject matter at a level considered to be good.**

Often participates in class discussion. Often well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Usually, but not always, produces high quality work.

**C+ = Demonstrates a just more than satisfactory comprehension of the subject matter.**

Accomplishes all of the minimum requirements, and displays above average initiative. Communicates orally and in writing at an above average level for a college student. Has an understanding of all basic concepts.

**C= Demonstrates a satisfactory comprehension of the subject matter.**

Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally (on-ground environments) and in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

**C- = Demonstrates a barely satisfactory comprehension of the subject matter.**

Accomplishes only the minimum requirements, and displays less than average initiative. Communicates orally and in writing at a barely acceptable level for a college student. Has a marginal understanding of all basic concepts.

**D+=Quality and quantity of work is below average, but verging on acceptable.**

Accomplishes the most basic requirements of the course with skill that approaches the acceptable level.

**D= Quality and quantity of work is below average and barely acceptable.**

Accomplishes the most basic requirements of the course with below average skill.

**D- =Quality and quantity of work is well below average and marginally acceptable.**

Accomplishes the most basic requirements of the course and executes them poorly.

**F= Quality and quantity of work is unacceptable.**

Academic credit is not earned for an F.

Example: “F” work does not qualify the student to progress to a more advanced level of course work.

**CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students’ work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person’s work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Academic Extension Catalog 2009/10 page 96.

[http://uiu.edu/catalogs/eu/2009\\_catalog\\_pdf\\_files/2009uiu\\_ExtCatalog.pdf](http://uiu.edu/catalogs/eu/2009_catalog_pdf_files/2009uiu_ExtCatalog.pdf)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu/library](http://www.uiu.edu/library). **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email [library@uiu.edu](mailto:library@uiu.edu)** by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the Independent Study office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

**SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

**This syllabus is tentative and subject to change.**