Accounting 403
Course Syllabus
Spring 2015
Dr. Larry Tunnell

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Phones: Office: 646-4404 (Acct. Dept.: 646-4901)
Office Hours: TTh 8:30-10:30 (or by appointment)
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Objectives: At the end of this course you should be able to:
1. Use the basic tax formula to calculate taxable income.
2. Identify what common items are included in gross income.
3. Identify what common items are excluded from gross income.
4. Recognize the various itemized deductions.
5. Correctly treat the various business deductions.
6. Be acquainted with the various property transactions and their correct treatment.
7. Identify various tax credits.
8. Distinguish the various taxable entities used by business and their tax treatment.

Grade: Your grade will be determined approximately as follows:
Three exams, 100 points each ............ 300
Comprehensive Final Exam ................. 100
Quizzes .............................................. 50
Tax Returns (10 pts. ea.)..................... 30
Total Points Possible ........................... 480

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: 0-59%

If you are taking the course S/U, a grade of C or better will be considered satisfactory. The instructor reserves the right to lower the required totals at the end of the semester. A grade of I (Incomplete) will be given only in accordance with the requirements set forth in the undergraduate catalog. Basically this requires that the I be assigned only due to an event beyond the student's control that occurred after the last withdrawal date.

Course Point Structure: In this course we will have 3 regular exams at 100 points each, plus a 100 point comprehensive final exam. If your grade on the final exam is higher than the lowest regular exam grade, the grade on the final will be substituted for the lowest exam grade. If this happens, the final would effectively be worth 200 points while the two remaining regular exams would still be worth 100 points each.

In the past I have typically curved each test by adding the same number of points to each student's score such that the average comes out somewhere between 70 and 75 points. For instance, if the average on an exam is 65 and I thought that the average should be 73, eight points might be added to everyone's score so that the adjusted average is 73 points.

The tests in this class will probably be about (1) 60% multiple choice and (2) 40% problems where partial credit will be given for work done correctly. Although we do go over them in class, I take the exams up and keep them after we go over them. You may look at them in my office at any time. However, anyone taking an exam out of the classroom or out of my office will receive a zero on that exam.

Exams: You may not leave the room during an exam. If there is an emergency of some kind, you must turn in your exam, and it will be graded just like any other exam. Any questions about how an
exam was graded (which are welcomed) must be brought up no later than two weeks after the exam was
gone over in class.

Missed Exams: No make-up exams will be given under any circumstances. If you must miss an
exam for some unavoidable reason such as illness, you will get a zero on that exam. Since the zero will
be your lowest regular exam score, your grade on the final will be used instead of the zero, as discussed
above.

Policy on calculators: You may use a simple 10-key calculator during the examinations and
quizzes in this course provided that you use it alone. There is to be no joint use of calculators.
Calculators cannot have a programmable, text-display capability.

Quizzes: The quiz questions will come from the homework assigned on the quiz day. You will
first take the quiz individually, and then in a group. You will be assigned to a group at the beginning of the
semester. Both your individual quiz grade and your group quiz grade will go into the calculation of your
overall quiz grade. Each quiz is graded on a 10 point scale. If, for example, you average 80% on all of
your quizzes, you will get 80% (40) of the possible total points for quizzes (50).

Homework problems: Homework should be prepared prior to coming to class on the days
assigned. We will usually go over all of the homework problems in class.

Withdrawals: The grade of "W" will be available to all students until March 16.

Tax Return Assignments: You will be assigned four tax return problems to do. Printable forms
can be obtained at the irs.gov web site.

Attendance policy: I will take attendance, at least at first, but primarily to help me learn your
names. As you know, you will probably do better in the class if you attend class regularly. While I don't
count off for lack of attendance, you are still responsible for any assignments due or announcements
made that day, so you might want to give them to a friend to hand in.

Notice Concerning Disabilities and Discrimination. Section 504 of the Rehabilitation Act of
1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and
accommodations. If a student has questions or needs an accommodation in the classroom (all medical
information is treated confidentially), contact: Trudy Luken, Director, Student Accessibility Services (SAS);
Corbett Center, Rm. 244. Phone: (575) 646-6840; E-mail:sas@nmsu.edu; Website: www.nmsu.edu/~ssd/
NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender
identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex,
sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex
discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more
information on discrimination issues, Title IX or NMSU's complaint process contact: Gerard Nevarez,
Executive Director, or Agustin Diaz, Associate Director Office of Institutional Equity (OIE); O'Loughlin
House. Phone: (575) 646-3635; E-mail:equity@nmsu.edu; Website: http://www.nmsu.edu/~eeo/

Academic and non-academic misconduct: The Student Code of Conduct defines academic
misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code
of Conduct is available in the NMSU Student Handbook online: http://deanofstudents.nmsu.edu/student-
handbook/1-student-code-of-conduct/. Academic misconduct is explained here:
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-
misconduct.html

Plagiarism. Plagiarism is using another person's work without acknowledgment, making it
appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of
academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of
the course or dismissal from the university. The NMSU Library has more information and help on how to
avoid plagiarism at http://lib.nmsu.edu/plagiarism/.

Office Hours: My posted hours are the hours I try to stay in my office, rather than attend
meetings or check my mail, etc. However, I am usually in the office every day and you are welcome to
drop by if I am in. Be sure to knock on the door! Sometimes I keep the door closed, and in those offices it
looks like no one is in even if they are, so knock on the door to make sure.

Canvas Grade Posting: Please ignore any overall grade automatically calculated by Canvas.
Since not all points are calculated in the same way in arriving at your grade, this overall calculation by
Canvas is meaningless in this class.

To assist you in meeting College expectations with respect to writing and presentation skills, an
“Academic Survival Kit” with resources on writing and presentation skills is available on the College webpage at [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/).

Important Dates:
JAN 15 (TH) - Classes start
JAN 16 (F) - Deadline for course addition (without instructor’s permission)
JAN 19 (M) – MLK Holiday
JAN 23 (F) - Deadline for filing degree application
JAN 27 (T) - Deadline for course addition (with instructor’s permission)
MARCH 16 (M) - Last day to drop with a "W"
MARCH 23-27 (M-F) SPRING BREAK
APRIL 3 (F) – Spring Holiday
APRIL 17 (F) - Last day to withdraw from the University
MAY 4-8 (M-F) - Exam Week
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<th>Chapter</th>
<th>Reading</th>
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