How to Contact the Professor:

If you need to reach me quickly use cvance@cavcpa.com
During the semester I check my USF email only twice a week. When USF is not in session, I do not use USF email. I am happy to address any substantive questions you have about this course.

For procedural questions about this course, please read the syllabus and announcements before contacting me. My response may be "read your syllabus, announcements, or assignment sheet." At the request of the business community and your future employers, we are trying to teach you how to read and follow directions and promote professionalism and ethics.

If you have computer issues please contact IT support at USF 813-974-1222 or speak with someone at the USFSM Information Commons on the 2nd floor or call the helpdesk at 941-359-4350. You may need to contact Mac or your PC help line. Neither my teaching assistant nor I are computer experts and we lack the knowledge about various computers and programs to assist you in this area.

When you contact us please identify what course and section you are enrolled in so we may address your questions properly.

Prerequisites:

Successful completion of TAX 4001 (or an equivalent course) with a minimum grade of C and a strong understanding of individual taxation.

Course Description/Topics:


Course Objectives and Learning Outcomes:

The purpose of this course is to allow the student to acquire:

- An understanding of the concepts of taxable income, deductions, and alternative tax treatments as they apply directly or indirectly to various entities, including Partnerships, Corporations, and S Corporations, Overview of Gift Taxes and Estate Transfer Taxes and Trust Income Tax
An appreciation of the value of tax planning, the possibilities for legitimate tax minimization

An insight into the tax issues involved in entity selection.

Application of entity tax law to preparation of entity tax returns.

Expose the students to the importance of soft skills so critical in the workplace such as: listening, following directions, timeliness, organization, familiarity with technologies

**Required Text and Materials:**


**DOWNLOADS:** Please download Mozilla Firefox from the internet and use this browser to launch Canvas. CANVAS does not function reliably on Safari or Internet Explorer. Please load Respondus Lockdown browser on your computer in order to launch any quizzes or exams for this course and take the first day attendance. Instructions are located on Syllabus page in CANVAS. Respondus works best with Internet Explorer. You may test your setup with the Practice Respondus quiz (no points) available on CANVAS. **THIS WILL SERVE TO INDICATE YOUR FIRST DAY OF ATTENDANCE AND MUST BE COMPLETED BY 5pm ON WEDNESDAY THE FIRST WEEK OF CLASS OR YOU WILL BE DROPPED FROM THE COURSE.** Make sure all other windows are closed. You may use this practice test as often as you like throughout the semester to test your computer and software before taking each exam or quiz.

You will need to submit projects in PDF Format (one PDF per project only – not several PDF pages) on CANVAS and you will need to have a command of Microsoft Office products, like Power Point, Word and Excel. **JAVA 7 must be loaded on your computer. If you are using a Mac you are on your own to find the patches for pdf and PPT videos/audio.** Try FLIP4MAC WMV.

Additional technical support for Students:

USF Help Desk 813-974-1222 or email help@usf.edu

**Lectures:** Power Point Links are located at: [https://www.dropbox.com/sh/pqv09xlmstgwmrn/YEdWpzLeAd](https://www.dropbox.com/sh/pqv09xlmstgwmrn/YEdWpzLeAd). Please copy and paste this into your internet browser to locate this file. These may be viewed on a smartphone, iPad, or computer. You may need to load QuickTime to hear and see the video examples included in the lectures. PPT Lecture handouts are also available on Dropbox to facilitate your note taking.
VIRTUAL Class Room Format:

Class will consist of text reading, lecture and problem solving offered in on line lectures. The homework problems assigned must be completed so you may practice and check your ability to work through the tax concepts demonstrated on the lectures and tested on exams. The lectures will highlight the materials you can expect to see on the exam, the CPA exam and in real life. The lectures will narrow the reading materials. Failure to watch the lecture and take notes will result in poor performance on exams, quizzes and tests. If a concept or problem is not understood, feel free to contact me at any point for clarification. All exams, quizzes and tests will be on CANVAS. Homework solutions are on CANVAS in word or pdf and some are available on MAL. The Instructor reserves to right to add, delete or amend any assignments and points for this course.

CANVAS use:

Materials for this course will be posted on CANVAS (my.usf.edu) and https://www.dropbox.com/sh/pqy09xlmstgwmrn/YEdWpzLeAd
Please be sure to update CANVAS with an e-mail address that you use on a regular basis, otherwise, you may not receive important information. Students are responsible for checking Canvas frequently for any important announcements, assignments, and updates. Students will not receive an email for quizzes or exams or general announcements.

Information on how to use CANVAS is available at: http://usfsm.edu/information-commons/

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email either Kendi Judy (941-359-4638 kjudy@sar.usf.edu).

Class Attendance and Participation:

Due to the complexity of the material, keeping up with the assignments on line is critical to success. Anything covered in lectures, whether covered in the text or not, may appear on examinations. The materials tested on your quizzes and exams are covered in the lectures. Your first day attendance is due before 5pm On Wednesday the first week of class. Please take the practice quiz (no points) after loading Respondus to avoid being dropped from the course. You also have student chat available under discussions on CANVAS. This allows you to chat with fellow students. I encourage you to work out computer problems and work on the projects as a group using this tool or google hangout and google docs.

Required Readings, Homework, Quizzes, Test and Tax return projects:

The course timeline indicates the chapters and subject matters that should be read before listening to each lecture. Because of the complexity of the material, it will be difficult at times to follow the recorded lectures if assigned materials have not been read. If you would like more practice questions with feedback go to www.prenhall.com/phtax, click on your text, choose companion website for your text, choose corp/pships, estates and trusts, then select the chapter. This on line – un-graded quiz has multiple choice, true/false and problems and will provide you with feedback. Similar practice is available on MAL.

Required homework problems for each chapter are also indicated on the timeline schedule. Students are expected to complete homework and may use My Accounting Lab (MAL). Homework and the homework packet posted on Dropbox is the only practice that students will have dealing with concepts similar to those which will be found on the exams. Past history indicates that students who do not complete the homework assignments perform very poorly on exams. The answer key for your homework is available in PDF on CANVAS under HOMEWORK SOLUTIONS or on a
limited interactive basis on My Accounting Lab.

NO CANVAS announcement for your quizzes or tests will appear on CANVAS. The dates are set forth on your assignment sheet, mark your calendars. You will have 15-75 minutes 8am – 9:30 am on Saturday mornings (except for the last quiz – see date on assignment schedule) to log on and take a 10 minute quiz or 40 -75 minute test/exam. The time is very short and quizzes must be completed before the end time shown, so plan to log on at 8am for each quiz, exam or test. Please log on to a reliable computer. No extra time and no makeup quizzes will be given. Please control your on line CANVAS quiz and test environment, turn off cell phones and IM etc. Take the quizzes and exams as if you were in class to avoid interruptions and insure timely completion. You are being tested in the same time frame as allowed on the CPA and most professional exams so you will feel time pressure. Feedback for each quiz and exam will be provided on CANVAS watch the announcements after the quiz or exam has closed.

 Projects

Students will be required to complete 4 projects (2 projects in Summer semester) during the semester. These projects along with a Video tutorial will be posted on CANVAS. These projects will be completed manually or with software you have available to you. I cannot assist you with software input problems. Manual completion will help you to understand the material the best. You will have no software to assist you on the CPA exam. Due dates for these projects are provided on the course Assignment Schedule. No extensions will be provided and no partial credit for late tax returns will be given. You will find a place on CANVAS to submit your projects. They are always due before 8am on a Saturday morning at the same time quizzes and exams start. See the assignment schedule for due dates and mark your calendar now. I will be happy to assist you with these projects provided I see a meaningful effort on your part and including watching the Video tutorial, reading the project instructions and reading the form instructions. I will not assist you within 48 hours of the due date and time.

 Exams and Quizzes

There will be two objective exams and four quizzes test on CANVAS. Generally, no make-up exams will be permitted. If there is a valid reason (validity to be determined by the instructor) where it is necessary to miss an exam, written evidence from an unrelated MD will be required to support the reason 48 hours prior to the scheduled exam date. On the rare occasion that a make-up exam is permitted, it will be scheduled BEFORE THE SCHEDULED EXAM at 6am on a date selected by the Instructor and will not be an objective exam, usually before the scheduled exam and no later than 48 hours after the scheduled exam. The makeup will be an essay and problem exam. No makeup quizzes will be permitted. Mark your calendars now for the dates shown on the assignment schedule. Do not confuse on line testing with open book testing. You will not have time to look up answers on quizzes and tests and exams in this course.

Taped Video sessions discussing the most missed questions will be held for Quizzes and Exams 1 and 2. There are no duplicate questions on the exams and they are not cumulative. The exams will be retained for one month after the last day of class and then they will be destroyed. Please contact me if you would like to schedule a chat or email or phone call or meeting to review your personal exam. The dates and times for projects, quizzes and exams are set forth in the syllabus. Since you control your computer and testing environment, you alone are responsible for complying with the dates and times. I suggest that you make plan for each deadline and date and then make a backup plan.

 Grading:

Your grade is based on the possible points assigned in this course. The scale employed for grading is the following: 90% of the total points assigned (TPA) = A; 80% of TPA = B; 70% of TPA = C;
60% of TPA = D; PLUS AND MINUS GRADES WILL NOT BE GIVEN IN THIS COURSE. Pay attention to your scores and the drop dates. No extra credit will be provided and no extra “curves” will be given

**Grade Forgiveness:**

Grade forgiveness is limited to three USF courses with no more than one repeat per course. Accounting majors can use the forgiveness policy only once in upper level accounting courses.

**I Grades:**

An "I" grade may be awarded an undergraduate student only when a small portion of the student's work is incomplete due to circumstances beyond the control of the student and only when the student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations. "I" grades are not to be used as a means of avoiding a poor grade. You will need to complete the course within four weeks of the semester end to get the I removed and replaced with a letter grade.

**S/U Grade:**

No upper-level accounting courses may be taken on an S/U basis. NO plus or minus grades will be assigned.

**W Grade:**

A "W" grade is given to students who have withdrawn from the course before the drop date.

**Drop Date:**

No "W" grades can be obtained after the official drop date. All students enrolled after the drop date will receive a letter grade of A, B, C, D, F. Accounting and Law Faculty will not provide any approval on student petitions for late withdrawal after this date: June 7, 2014.

**Notice:**

All exam papers will be destroyed four weeks after the semester ends. If you receive your grade and wish to have your exam grades reviewed, you must notify the course Professor in writing within this four week time period.

**Copyright Protection:**

Whether or not registered with the Register of Copyrights, the instructor’s class lectures are original works subject to copyright protection. They may not be reproduced, sold or distributed without the instructor’s specific written authorization.

**USFSM AND USF SYSTEM POLICIES:**

**Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, [USFSM Undergraduate Catalog](#) or [USFSM Graduate Catalog](#), the USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](#).
**Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity if Students, and the USF System Student Code of Conduct.

**Contingency Plans:** In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

**Disabilities Accommodation:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

**Fire Alarm Instructions:** At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

**Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.

**Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and CANVAS course information via that address.

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***Policy on Academic Dishonesty***

Acts of academic dishonesty **will not be tolerated**. Students should be aware of the University Policies on Academic Dishonesty and Disruption of Academic Process stated in the Undergraduate Catalog. Punishments for academic dishonesty will depend on the seriousness of the offense and may include an “F” on the assignment, an “F” or an “FF” grade (the latter indicating academic dishonesty) in the course, and suspension or expulsion from the University.
<table>
<thead>
<tr>
<th>Week</th>
<th>ASSIGNMENT</th>
<th>Quiz and Exam Dates and Times ONLINE via CANVAS - must complete by end time!</th>
<th>MC exam</th>
<th>Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Chapter 2</td>
<td>Corporate Formations</td>
<td>25</td>
<td>Ch 3: 31, 44, 46, 50, 51, 52</td>
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<tr>
<td>12</td>
<td>Chapter 3 &amp; Tax 4001 Review Quiz</td>
<td>TAX 4001 Review Quiz 5/17 8am - 8:15am</td>
<td>21</td>
<td>Ch 3: 36, 43, 46, 48, 52, 59</td>
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<tr>
<td>18</td>
<td>Chapter 4</td>
<td>Quiz 1 5/24 8am - 8:15am</td>
<td>26</td>
<td>Ch 4: 31, 34, 36, 42, 48</td>
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<tr>
<td>26</td>
<td>EXAM I - on CANVAS 5/31 7am and C Corp Return due 5/31</td>
<td>EXAM I 5/31 8am - 9:30am and C Corp Return due 8am</td>
<td>50 MULTIPLE CHOICE QUESTIONS - Makeup 10 Essay</td>
<td></td>
</tr>
<tr>
<td>June 2</td>
<td>Chapter 5</td>
<td>Partnership</td>
<td>23</td>
<td>Ch 9: 24, 26, 30, 32, 36, 40</td>
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<tr>
<td>2</td>
<td>Ch 10 and Partnership Tax Return can be completed now - you have all info needed</td>
<td>Quiz 2</td>
<td>17</td>
<td>Ch 11: 5, 6, 7, 8, 9, 20, 29, 35, 40, 50, 51</td>
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<tr>
<td>8</td>
<td>Chapter 11 AND submit Partnership Return before 7am 6/14</td>
<td>Partnership Return due 6/14 8am</td>
<td>16</td>
<td>Ch 11: 5, 6, 7, 8, 9, 20, 29, 35, 40, 51</td>
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<tr>
<td>16</td>
<td>EXAM II on CANVAS 6/21 7am</td>
<td>EXAM II 6/21 8am - 9:30am</td>
<td>50 MULTIPLE CHOICE QUESTIONS - Makeup 10 Essay</td>
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<tr>
<td>23</td>
<td>Chapter 12</td>
<td>C/B Tax</td>
<td>25</td>
<td>Ch 12: 6, 27, 36, 41, 43, 51</td>
</tr>
<tr>
<td>23</td>
<td>Chapter 13</td>
<td>Estate Tax</td>
<td>25</td>
<td>Ch 14: 40, 45, 49</td>
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<tr>
<td>30</td>
<td>Chapter 14</td>
<td>Income Tax on Trusts and Estates</td>
<td>10</td>
<td>Ch 14: 2, 3, 4, 5, 6, 10, 11, 16, 21</td>
</tr>
<tr>
<td>July 7</td>
<td>Quiz 3 7/14</td>
<td>Quiz 3 7/14 8am - 8:15am</td>
<td>50 MULTIPLE CHOICE QUESTIONS - Makeup 10 Essay</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Test 3 7/14</td>
<td>Test 3 7/14 8am - 8am</td>
<td>50 MULTIPLE CHOICE QUESTIONS - Makeup 10 Essay</td>
<td></td>
</tr>
</tbody>
</table>

**Projects**: 2 projects - 40 points (20 for each return)

**Exams 1 and 2**: 200 points Test 3 60 points

**Exam 1** and **2**: 200 points Test 3 60 points

**Exam 3**: 25 points total

**Exam Date**: June 7, 2014

**Drop Date**: June 7, 2014

**All quizzes**: tests and exams will start at 8am and end at 8:15am, 9am or 9:30 am on Saturday of assigned week. Except final test. Mark your calendars now - VERY limited test times.

**At your request, your quizzes and exam can be set 1 hour earlier on test day to avoid work and exam conflicts. You must contact Instructor at least 72 hours in advance (email is best). You must receive confirmation.**

**CANVAS will be available 7-15 minutes for quizzes starting at 8am ending between 8:15am and 9:30: 45 or 75 minutes for tests and exams starting at 8am ending at 8am or 9:30 depending on the length of the exam or test. You must FINISH test by the END time.**