

**Department of Accounting  
Ryan College of Business  
University of North Texas  
ACCT 4300.003 – Federal Income Taxation  
Syllabus – Fall 2020**

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**Instructor:** Pradeep Sapkota, PhD, CPA  
**Section:** Tu Th 12:30 - 1:50pm  
**Classroom:** Rtfp 110 (Face-to-Face until Thanksgiving Break)  
**Office:** BLB 394C  
**Hours:** TU 9:30am - 11:30am (Zoom), TU 6:30pm - 8:30pm (Zoom); Or by request  
**Phone:** 940-565-3098  
**Email:** [Pradeep.sapkota@unt.edu](mailto:Pradeep.sapkota@unt.edu) (preferred communication)

**Required Text:** McGraw-Hill, Taxation of Individuals and Business Entities. 2021 Edition, Spilker, et al.

Please obtain access to McGraw-Hill Connect ASAP. See Canvas for access to course materials once purchased (can be purchased directly through McGraw-Hill).

**Prerequisites:** A grade of C or better in ACCT 2010 and ACCT 2020; May not be taken more than twice at UNT.

**Forward provision:** This course serves as a prerequisite for ACCT 4320, ACCT 5110, ACCT 5310, and ACCT 5340. It may also be a prerequisite for some non-accounting courses. Please discuss your course schedule with your advisor.

**I. Access to Information – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs within the my.unt.edu site <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail to a personal address: <http://eagleconnect.unt.edu/>.

**II. Course Description and Objectives**

This course is designed to introduce students to the Federal tax system while providing them with a skill set that will enable them to apply the appropriate tax law concepts to various tax situations. After successfully completing this course, you should obtain knowledge and skills related to:

- The Federal tax system including the different types of taxes and various tax compliance practices and procedures
- Individual taxation: Key concepts like gross income inclusions and exclusions,

deductions for adjusted gross income, itemized deductions, and the calculation of individual tax liabilities.

- Business taxation: deductibility of business expenses, tax years, acceptable tax accounting methods, book/tax differences, depreciation/amortization methods, and self-employment income and taxation.
- Taxation of business and personal property transactions: including calculation of capital gains/losses and calculation of business property transactions, including those under section 1231 and related code sections.
- Entity choice including the different methods used to tax different entities.
- Preparation of federal income tax forms for individuals including form 1040 and related schedules.

### **III. Laptops and Smartphones**

Use of computers, smartphones, and all other electronic devices is **strictly prohibited** unless it is to take notes, view the PowerPoint, or directly required for the class.

### **IV. Participation/Professionalism/Attendance**

A professional demeanor is an integral part of any business environment, especially in your preparation for a career in accounting. Professionalism in this environment implies respect and courtesy for others. I expect students to maintain the highest standards of professionalism in the classroom. Your speech, appearance, and attitude impact your professional image in the eyes of those around you. Asking for concessions that would violate the syllabus (attempts at turning in homework late, habitually missing class, asking me to fraudulently report your grade by adding or rounding points, etc.), are examples of unprofessional behavior that translated into a business environment would get you fired. Professionalism is also exemplified by a willingness to lead discussions in class. Sitting on your hands and saying absolutely nothing all semester will hurt you in class and the workplace. Start good professional habits now!

A link to the University Attendance Policy may be found below:

<https://policy.unt.edu/policy/06-039>

Early exits or late arrivals are strongly discouraged because they tend to disrupt the class. Therefore, if you need to arrive late or leave early on any given day, please inform/check with me in advance so that I may try to accommodate your needs in the best manner possible.

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness

Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. UNT also asks that you contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health and those of others in the community, is more important. As such, there are no points specifically assigned for attendance. However, you are expected to show up to class. As part of the UNT's Contact Tracing principles, I will assign seating charts for each of you, and I will be taking attendance in each class period. **If you expect to miss more than two back-to-back classes, please make sure to notify me in advance.** Finally, you are expected to be socially distanced throughout the class.

#### **V. Homework Assignments, Quizzes, and LearnSmart**

You are expected to read each chapter prior to lectures. LearnSmart assignments related to that chapter are due 1 hour before each class period. These are self-paced adaptive learning assignment that will help you understand the concepts before the lectures. The HW assignments and quizzes for that chapter will be due the following Monday at 11:59 pm. For example, if we are starting Chapter 3 on September 8 then LearnSmart will be due at 11:30 am on September 8. The HW and Quiz will be due at 11:59 pm on September 14 (Monday). Please look at the course calendar for details.

Late assignments will not be accepted. All homework, Quizzes, and LearnSmart assignments must be completed in Canvas. Given homework, quizzes, and LearnSmart assignments stay open for approximately one week, students are encouraged to attempt them early and a doctor's note (dated assignment due date) will not be sufficient to receive additional time to submit the assignment. If you expect to miss one whole week during the semester, you are required to notify me at the beginning of the semester.

Unless specifically excluded, students are responsible for all material in the assigned chapters of the text, even if not specifically covered in class.

#### **VI. Examinations**

There will be three mid-term exams and a comprehensive final exam during the semester. **Your grade will be based on three best efforts in the exams and all exams are weighed equally.** All exams will be closed book/notes but you will be allowed to use one-page, one-sided cheat sheet. The page must be standard letter size (A4 or 8.5 inches by 11 inches). You are not allowed to use electronic devices such as cell phones, PDAs, or smart watches during the exams. A basic, four function calculator (addition, subtraction, multiplication, division and perhaps square root) is all that is allowed on exam days. Cell phones, tablets, laptops, etc. cannot be substituted for a calculator. A financial calculator (BA II Plus) is allowed.

Exams scheduled after the Thanksgiving break will be administered remotely. The exams will be set up using the LockDown Browser in Canvas and will require a webcam. You will be required to videotape yourself, your surroundings, show the exam cheat sheet, and show your ID before you can take the exam. I will email you the password approximately an hour before the exam opens up. The password will also be posted to canvas. The exams will open up at 12:30 pm and close at

2:30 pm. You are required to log in and start the exam at 12:30 pm. Please refer to the course calendar for exam schedule dates.

You have a responsibility to appear for each examination at its regularly scheduled time. No make-up exams will be available except in the case of university-approved emergencies.

## **VII. Grading**

**Your grades will be determined as follows:**

<b>Assignment</b>	<b>Percentage of Final Grade</b>
Exams (best 3 out of four)	65%
LearnSmart	7.5%
Homework Assignments	15%
Weekly quizzes	10%
Legal Tax Research	2.5%
<b>TOTAL</b>	<b>100%</b>

<b>Overall Course Grading Scale</b>	
A	≥90%
B	≥80%
C	≥70%
D	≥60%
F	<60%

## **VIII. CPA Exam Preparation**

This is NOT directly a CPA exam preparation course. Recognizing the importance of professional certifications (CPA, CMA, CFE, etc.) throughout the careers of our accounting graduates, however, the Accounting Department is committed to providing information about the process of obtaining these designations and the degree of difficulty of questions on the respective examinations.

While the integration of this material in upper-division undergraduate and graduate courses will be dependent on specific course objectives, examples may include:

- Assignment of AICPA adapted assignments which are included in most accounting textbooks.
- Use of CPA exam questions as discussion or written assignments.
- Designing class examinations to include CPA exam level questions.

## **IX. Academic Dishonesty**

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to (1) use or provision of any unauthorized assistance in taking quizzes or examinations or completing tax return assignments; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other tax return assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling academic materials on the internet. (Source: Code of Conduct and Discipline at the University of North Texas.)

**Penalties:** If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action. Further information can be found at <http://policy-dev.unt.edu/policy/06-003>

## **X. Disabling Conditions:**

The Department of Accounting, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request an accommodation, please present your written accommodation request during the first two weeks of classes. My office hours and office number are shown on this syllabus. Further information can be found at <http://www.unt.edu/oda>

## **XI. Succeed at UNT**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to <http://success.unt.edu/>. The key to success is persistence.

## **XII. Emergency Notification & Procedures:**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text

messages upon permission) to the phones of all active faculty staff and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **XIII. Emergency Evacuation Procedures for Business Leadership Building:**

- **Severe Weather:** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.
- **Bomb Threat/Fire:** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

### **XIV. Course Technology Policies**

Since a major portion of the course is completed outside the class (e.g., assignments) and the semester is expected to go online after Thanksgiving, you are required to have access to a computer, reliable internet access, speakers, microphone, and webcam (built-in computer camera is ok). The online exams will be set up using the LockDown Browser and will require a webcam. You will be required to videotape yourself, your surroundings, show the exam cheat sheet, and show your ID before you can take the exam. You can access UNT's Student Identity Verification, Privacy, and Notification in Distance Education Courses here: <https://policy.unt.edu/policy/07-002>. If you do not have access to a webcam, you can look into RCOB's McNatt Fund for Students in Financial Crisis. The application for those funds can be found here: <https://cob.unt.edu/students/mcnattfund>. If you do not have access to a laptop, please contact the University Libraries to see if they have any available for checkout.

Recorded lectures might be posted to Canvas during the semester in lieu of or in addition to in-person class sessions. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**XV. Statement on Face Covering**

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**Course Calendar (Note: The instructor reserves the right to make changes as needed)**

<b>Schedule: ACCT 4300-003 (Rtfp 110 - Tu Th 12:30 pm - 1:50 pm)</b>			
<b>Fall 2020</b>			
<b>Date</b>	<b>Chapters</b>	<b>LearnSmart Due 1 hour before class!</b>	<b>Homework and Chapter Quiz Due the night (11:59 pm) before class !</b>
25-Aug-20	Chapter 1	No LearnSmart for Chapter 1	
27-Aug-20	Chapter 1		
1-Sep-20	Chapter 2	Chapter 2	Chapter 1 HW (No Quiz for Chapter 1)
3-Sep-20	Chapter 2		
8-Sep-20	Chapter 3	Chapter 3	Chapter 2
10-Sep-20	Chapter 3		
15-Sep-20	Chapter 4	Chapter 4	Chapter 3
16-Sep-20		Legal Tax Research Case Due at 11:59 pm	
17-Sep-20	Chapter 4		
22-Sep-20	Chapter 5	Chapter 5	Chapter 4
24-Sep-20	Chapter 5		
29-Sep-20	<b>Exam 1 (Ch. 1, 2, 3, 4, 5)</b>		Chapter 5
1-Oct-20	Chapter 6	Chapter 6	
6-Oct-20	Chapter 8	Chapter 8	Chapter 6
8-Oct-20	Chapter 8		
13-Oct-20	Chapter 9	Chapter 9	Chapter 8
15-Oct-20	Chapter 9		
20-Oct-20	Chapter 10	Chapter 10	Chapter 9
22-Oct-20	Chapter 10		
27-Oct-20	<b>Exam 2 (Ch. 6, 8, 9, 10)</b>		Chapter 10
29-Oct-20	Chapter 11	Chapter 11	
3-Nov-20	Chapter 11		
5-Nov-20	Chapter 7	Chapter 7	Chapter 11
10-Nov-20	Chapter 7		
12-Nov-20	Chapter 12	Chapter 12	Chapter 7
17-Nov-20	Chapter 12		
19-Nov-20	Chapter 13	Chapter 13	
24-Nov-20	Exam review/ Self-study/ Class goes online		Chapter 13
1-Dec-20	<b>Exam 3 (Ch. 7, 11, 12, 13)</b>		
10-Dec-20	<b>Final Exam at 10:30 am - 12:30 pm (Online)</b>	<b>NOTE: This is NOT during regular class hours.</b>	