Lecturer: Rodney Y. Fukuya  
CRN: 31679  
Credits: 3  
Room: Mamane 102  
Day/Time: Tuesday/Thursday 06:25 PM – 07:40 PM  
Office Location: To be announced.  
Office Hours: Tuesdays/Thursdays 07:40 PM – 08:10 PM or by appointment  
Phone: (808) 356-4888  
Email: fukuyar@hawaii.edu

Textbook: Essential of Federal Income Taxation for Individuals and Business, 2011 Edition, CCH, Linda M. Johnson (no other editions are acceptable since tax law changes each year)  
Available for purchase or rent at www.bookstore.hawaii.edu/uhkcc

Course Description: Recommended Preparation: ICS 100 or ICS 101.  
The instructional goals and objectives of ACC 134 are to prepare paraprofessional accountants who are assisting an accounting professional in the preparation of individual tax returns. The course content includes the Federal and Hawai’i income tax systems and basic concepts of taxation for individuals. Students gain limited experience in the use of tax preparation software and tax research tools and methodologies.
Student Learning Objectives:

• Demonstrate understanding of basic income tax concepts and the U. S. and Hawai‘i tax codes as they relate to individuals
• Demonstrate understanding of the basic principles of income recognition
• Properly categorize common items as included or excluded from Gross Income
• Demonstrate understanding of the basic principles of deductions and credits and how each is computed
• Properly categorize items as deductible “for” or “from” Adjusted Gross Income
• Demonstrate understanding of selected special topics, including limitations on deductible losses, application of capital gains rates, etc.
• Prepare moderately complex U.S. income tax returns for individuals manually
• Understand how the use of commercial tax preparation software assists in the preparation of income tax returns
• Apply specific principles of tax law to the recognition of income, deductions, credits, etc.
• Show knowledge of basic principles of individual tax research using IRS publications as well as software “Help” menus, library, and internet research tools.
**Requirements:** Emphasis is placed on class attendance because in employment, reliability and attendance is crucial to success on the job.

You are required to read all assigned readings prior to class, and be prepared to discuss them in class. The lectures are only intended to supplement and complement your readings, not substitute for them. Examinations may cover any materials in the readings, whether or not it is covered in the lecture.

**Homework:** Homework will be assigned at the conclusion of class, based on information covered during the class. Some homework will be graded on completion and other homework will be randomly selected for grading based on correctness. Homework is due at the beginning of the next class.

The quality of the work product is a reflection of the degree of pride and responsibility the individual takes in their work. Major grading consideration will be given to the neatness and care exhibited in the preparation of the assignments. Accordingly, assignments should be prepared in a professional manner, as if it were to be presented to a client or employer for review.

If you miss class and want to know what homework was assigned during the class, please call or email me at fukuyar@hawaii.edu. If you miss class on the day that an assignment is due and want to turn in the assignment, you must email me or call me on the day you miss class and provide a valid excuse. Valid excuses are regarding your or your dependent’s health or welfare. Valid excuses do not include scheduling conflicts with work or other courses. If
you are absent with a valid excuse you may turn in your homework on the day of your return. If you are absent without a valid excuse you will earn 0 points for the assignment. A total of 300 points will be allocated to homework, which will be calculated at the end of the term based on the amount of homework that was selected for grading.

Examinations:

There will be five examinations for this class, the first four of which are intended to be non-cumulative. Given the nature of the material, however, subject matter will necessarily overlap, and learning that occurs in the earlier weeks of the class may be needed to answer questions asked on later examinations. Especially critical are the first few class sessions, which will lay the basic foundation of the income tax formula. Subsequent classes will build on this foundation.

Make-up tests will only be given in extremely unusual situations on a case-by-case basis. The final decision as to whether a make-up test is allowed will rest with the instructor. Retests will not be allowed. The final examination is cumulative and cannot be made-up or retaken.

Participation:

A total of 150 points will be awarded for class participation. This may take the form of short quizzes or classwork assigned for completion during the class period. Also very important in a professional environment is the ability to communicate and present oneself in a professional manner. Points may be awarded for class participation in class discussions. Consideration of points to be awarded for class participation will be based not only on the substance of the discussion, but to the manner in which it is delivered.

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The dates of the tests are subject to change based on class progress.

Laptops, PDA’s, PC tablets, cellphones, ipods, or any other electronic devices other than hand-held calculators are not allowed during examinations. Please place fresh batteries in your hand-held calculator before the test, as you will not be allowed to borrow your neighbor’s calculator.

**Grading:**

The following table outlines the point weighting criteria:

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>300</td>
</tr>
<tr>
<td>Participation</td>
<td>150</td>
</tr>
<tr>
<td>Tests:</td>
<td></td>
</tr>
<tr>
<td>Chapters 1 and 2</td>
<td>100</td>
</tr>
<tr>
<td>Chapters 3 and 4</td>
<td>100</td>
</tr>
<tr>
<td>Chapters 5 and 6</td>
<td>100</td>
</tr>
<tr>
<td>Part of Chapters 10 and 11</td>
<td>50</td>
</tr>
<tr>
<td>Final Examination</td>
<td>200</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>To be determined</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grades will be determined based on the following points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>895 - 1000</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>795 - 894</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>695 - 794</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>595 - 694</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59%</td>
<td>0 - 594</td>
</tr>
</tbody>
</table>
Disclaimer: The information provided in this syllabus is presented for general guideline purposes only. It is not intended to be all inclusive, and may be subject to modifications.

Student Conduct Code: Academic Dishonesty (Cheating): “Academic dishonesty cannot be condoned by the University...it is a violation of the Student Conduct Code and may result in expulsion from the University. Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination;...altering the record of any grade; altering answers after an examination has been submitted...” (from “Student Conduct Code,” Kapi‘olani Community College, University of Hawaii)

Disruptive Behavior: “Kapi‘olani Community College defines disruptive behavior as speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment...Disciplinary actions that the College may impose include a formal warning, probation, suspension and dismissal...” (from “Student Conduct Code,” Kapi‘olani Community College, University of Hawaii)

Disability Statement: If you do have a disability and have not voluntarily disclosed the nature of your disability and support that
you need, you are invited to contact the Disability Support Services Office, (DSSO) 734-9552 Ilima 103 for assistance