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| **ACCOUNTING 460E, TAXATION AND ETHICS, Spring 2017 (writing intensive)** Section 1: 9:00--10:45; Section 2: 11:00--12:45; and Section 3: 1:00--2:45**Room: E-203****Instructor:** Prof. Tom Pearson (E‑Mail: **tpearson@hawaii.edu**)**Office:** Shidler College of Business - **Shidler D-306** (Tel: 956‑7591)**Office Hours:** Wednesday and Thursday 5:00 --5:45 pm, after class, and by appointment |

**COURSE MATERIALS:**
1. **Laptop computer with Internet access – needed for each class**

2. Laulima.hawaii.edu (course website)

3. Checkpoint DATABASE, available at library.manoa.hawaii.edu

4. CyberText practice set in tax (probably $17.99 per student)

**COURSE DESCRIPTION** (University Catalog Summary Modified)**:**This course provides in-depth electronic tax research, practice in issue identification, reading and analyzing primary authority, and communicating results.  Cases are used.

**Prerequisites:** ACC401 (or concurrent), no waiver.

**Co-requisites:** ACC460b

**COURSE OBJECTIVES:****1. Developing skills in reading and analyzing primary authorities for comprehension.
2. Providing practice in writing sophisticated issue statements.
3. Developing competence in locating and researching primary & secondary authorities.
4. Acquiring working knowledge of electronic resources for resolving complex issues.
5. Using the source and weight of authorities for creating logical, analytical reasoning.
6. Strengthening writing skills for client communications and research memos.
7. Understanding legal and ethical concerns in tax practice.
8. Handling time pressure, similar to the outside working environment.**

**TIME NEEDED:**This course requires considerable effort outside of class. The work is challenging and valuable.
Take responsibility and speak to me, if you want to negotiate some alternative timing arrangement. One must complete all work to receive a passing grade in the course.

**COURSE GRADE GUIDELINES:**This course uses a +/- grading system. An A+ is possible only for the top student in the class,
if 97% or higher score is achieved. **One must have finished all the writing assignments required for ACC 460B and 460E in order to receive credit for this course.**

**TENTATIVE** **POINTS ASSIGNED FOR EACH COURSE ELEMENT:**

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| *Points* | *Topic* |
|  25  25 30 60 20  10 10 20 | Tax research memo-1 - draftTax research memo-1 – finalTax research memo -2ExamTax ReturnClass participation Other homeworkQuiz  |
| 200 | TOTAL MAXIMUM POINTS |

**EXAM:** The exam is open book, open note, and completed on a computer with Internet access.
Periodically, save your work, such as on the cloud. Do NOT rely on the Shidler computer desktop. The exam will have 6 questions, equally weighted (allocate 15 minutes per question).
Most questions involve writing two paragraphs. Several questions require research.

**QUIZ:** The quiz is focused on basic professional knowledge for research and ethics: standard setters, sources of authorities, citations, hierarchies of authority, and database search techniques.

**RESEARCH MEMOS AND REQUIRED WRITING INTENSIVE ASSIGNMENTS
(40% OF COURSE GRADE):**The writing is in addition to the writing completed in Acc 460B. Each memo (and draft for Memo-1) will require at least four pages: (1) a one-page business cover-letter in a less technical style which emphasizes bottom line results and planning suggestions, (2) two pages single-spaced for substantively addressing each of the two problems (with a blank line between paragraphs), and (3) a one-page self-assessment of what you learned. Submit these in one Microsoft word file with a maximum of seven pages (comments will get added and track changes maybe used). Please include your name in both the electronic file name and on the business letter page of the file.

**MEMO GRADING:** An ability to communicate effectively will affect the grade. The [AICPA](http://www.aicpa.org/)'s six characteristics of effective writing are: (1) cogent organization, (2) conciseness, (3) clarity, (4) use of standard English, (5) responsiveness, and (6) appropriateness for the reader. Tax memos require using a tax database (Checkpoint) for research, such as to examine annotations and explanations to locate relevant cases or rulings.

**CLASS PARTICIPATION/ OTHER HOMEWORK:**
Business and accounting firms have asked the SOA faculty to help make the students more assertive. Class participation points encourage assertiveness and good communication skills.
The grading for in-class participation will use the following guidelines:

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| 10 points = excellent job of volunteering in class and submitting good work 8 points = satisfactory participation when called upon and submitting acceptable work 6 points = participation needs more work and a deficiency exists in some submitted work |

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| ***Tuesday*** | ***SESSION*** | ***TOPIC*** | ***HOMEWORK DUE*** |
| 3/7 | Week 1 | Discuss Tax Research using the Code and Regulations |  |
| 3/14 | Week 2 | Issue Spotting, Memo Writing, and Client Letter | Initial Research Due for Memo 1 |
| 3/21 | Week 3 | Adding a Cover Letter and case law research | **Memo 1 Rough Draft Due** |
| 4/4 | Week 4 | Revenue Rulings and Using a Citator | TBE |
| 4/11 | Week 5 | Probable Guest Speaker | **Memo 1 Due**  |
| 4/18 | Week 6 | Completing Tax Returns, Professional Work, and Penalties | Tax Return Due |
| 4/25 | Week 7 | QUIZ and Start Review for Final | **Case** |
| 5/2 | Week 8 | Practice for Final Exam and Handling New Types of Projects | **Memo 2 Due**  |
| 5/11 **Thursday** | Week 9 | **EXAM at 2:15-4:15** |  |

**TENTATIVE SCHEDULE for ALL 460E SECTIONS (2nd half of semester)**