

BUS 227A – Individual Tax Compliance

Spring 2018 – MST Program

Course and Contact Information

Instructor:	David J Neighbors, CPA, MST – Partner, CliftonLarsonAllen LLP
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Office Hours:	15 minutes before and after class; and by appointment
Class Days/Time:	Fridays January 12 th and 19 th , 2018 8:30am – 4:00pm (lunch provided)

Course Format

Faculty Web Page and MYSJSU Messaging (Optional)

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on Canvas Learning Management System course login website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through MySJSU at <http://my.sjsu.edu> to learn of any updates.

Course Description

The basics of federal income tax compliance from information gathering to filing of the return. Includes practice preparing various individual forms and schedules. Also covers: software tools, engagement letters, rules of conduct, disclosures, recordkeeping, and key California adjustments. Final project will be manual completion of a moderately complex Form 1040 (due by 1/29/18).

Course Learning Outcomes (CLO) (Required)

Upon successful completion of this course, students will be able to:

- To understand the process of individual tax compliance from initial client contact to filing of returns. Discover how to ask the right questions during the information gathering process.
- To understand the key rules for computing federal taxable income and net tax liability including investment income, business income, passive activity income, retirement plans, itemized deductions, special tax credits, alternative minimum tax and estimated tax payments.
- To gain awareness of actions to help ensure proper compliance that reduces penalty and malpractice exposure. Understand the tools and requirements that help support ethical tax compliance.

- To understand necessary features for tax compliance software tools.

To understand key federal and California tax differences for individuals.

Required Texts/Readings

Textbook

A list of course readings will be posted on Canvas – **reading assignment for January 12th class is to read chapters nine and ten of the “Tax Advisors Update” posted on Canvas - <http://www.sjsu.edu/ecampus/>**

Other Readings

Required and optional readings will be posted on the class website.

Course Requirements, Assignments, and Grading Information

Grades will follow to pattern of 90% or higher for an A, 80% or higher for a B, 70% or higher for a C, etc. Plus and minus grades will be used for scores within two percentage points of the grade breakpoint.

- Group work in class – 10 points
- Research questions – 40 points (due 1/19/18)
- Quiz 10 points
- Final project – 40 points (due 1/29/18)
- Total 100 points

University Policies (Required)

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>”

SJSU Writing Center (Optional)

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at <http://www.sjsu.edu/writingcenter/>

Course Number / Title, Semester, Course Schedule

List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available.

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/12/18	<ul style="list-style-type: none"> • Introductions • Introduction to course and expectations • Key steps of tax compliance • Working through Form 1040, including Schedules A,B,C,D, SE, and related forms • Due diligence
2	1/19/18	<ul style="list-style-type: none"> • Quiz • Delving deeper into Form 1040 and special rules • E-filing basics • Considerations in selecting and using tax prep software • Tax practice considerations (engagement letters, clients screening, checklists, disclosures, and more) • Key federal / California differences • Looking forward – state of the federal tax law and relevance to compliance and planning for individuals
3	1/29/18	Final project due via email or mail (postmarked 1/29/18)

MST Program Learning Objectives

1. To identify, understand and resolve complex and multijurisdictional tax issues within the context of our global economy and society..
2. To learn and acquire research skills for exploring both familiar and novel areas of the tax law and to communicate the findings using clear terms.
3. To develop conceptual and critical analytic skills with real world applications.
4. To appreciate tax policy issues and foundations of the tax law.
5. To understand the ethical implications of tax practice.
6. To develop skills for effective tax practice including keeping current, interacting with others, and career advancement.

