

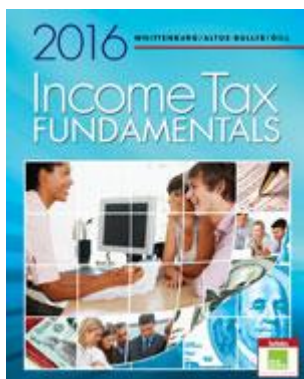


**ACCT 1125
INDIVIDUAL TAX ACCOUNTING
COURSE SYLLABUS
Online
Summer Semester 2016**

Semester: Summer 2016
 Course Title: Individual Tax Accounting
 Course Number: ACCT 1125
 Credit Hours/ Minutes: 3 / 3000
 Class Location: Rm 8141, Building 8
 Class Meets: 40% Hybrid/60% Face to Face
 CRN: 60006

Instructor: Lori L. Sweat
 Office Hours: 7:15-8 am, 1-5 pm T/R
 Office Location: Office 8119, Building 8
 Email Address: lsweat@southeasterntech.edu
 Phone: 478-289-2223
 Fax Number: 478-289-2214

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.



REQUIRED TEXTS: 2016 Income Tax Fundamentals, Whittenburg/Gill/Altus-Buller (Only Chapters 1-6 are required)

You will also need a Cengage Now Printed Access Card

The textbook and CengageNOW printed access card are **bundled together** in the STC bookstore for purchase. **ISBN 9781305664647.**

REQUIRED SUPPLIES & SOFTWARE: Dependable internet access; internet browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), **exams, discussions, assignments, and other graded activities should be performed on a personal computer.** Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: Provides instruction for preparation of individual federal income tax.

MAJOR COURSE COMPETENCIES: Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

PREREQUISITES: None

COURSE OUTLINE:

1. Taxable Income
2. Income Adjustments
3. Schedules
4. Standard Deductions
5. Itemized Deductions
6. Exemptions
7. Tax Credits
8. Tax Calculations

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Hybrid): The student is expected to complete all work on the attached lesson plan.

Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0.

- **Regardless of this being a hybrid course, students are responsible for checking e-mails and Blackboard announcements DAILY.**
- **To log in to Blackboard.**
 - Go to the STC website: www.southeasterntech.edu; click on mySTC
 - Or go to <https://my.southeasterntech.edu>
 - Login to mySTC using the student id # and bannerweb pin#.
 - Click the Blackboard Icon.
- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible.**

- Assignments should be completed by the date specified; assignments may be submitted early. Chapter homework assignments cannot be sent by email, they should be completed in CengageNOW. Homework assignments will not be graded after the due date; a zero will be recorded. There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- Exams are posted for several days and must be completed by the date specified. There are no makeup exams, and students who miss an exam will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have internet problems with your computer **because no make-up exams are allowed, and there are no exceptions.** If internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time **IF** the exam will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted.
- Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments.
- Please make every effort to be in class every day.
- Students are also expected to complete all homework, tax returns, tests, and other assignments on the dates specified on the attached lesson schedule. No late submissions will be accepted; a zero will be recorded.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminders from the instructor via email or text. Instructions for subscribing are located in Blackboard, under Lessons.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.
- Students are highly encouraged to use the publisher's website for interactive quizzes, flash cards, crossword puzzles, and other student resources. These will assist in preparation for your test. The website is http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305664487&to_ken=5FB3511E8301B966228454D50FA576D05B09AC0070C6AD750F476DD66DC28D8C7D99B83EBE4B3FOCA27C55D360A0AD53E1A2CD5D9BB3B154

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) **The 65% point for summer semester is Thursday, June 30.**

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Exams are posted for several days and must be completed by the date specified. There are no makeup exams, and students who miss an exam will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have internet problems with your computer because no make-up exams are allowed, and there are no exceptions. If internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the exam will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

STATEMENT OF NON-DISCRIMINATION

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY:		GRADING SCALE
Tests	70%	A: 90-100
Final Tax Return	15%	B: 80-89
Homework/Quizzes/Preparation/Participation	<u>15%</u>	C: 70-79
	100%	D: 60-69
		F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Syllabus Addendum-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Attendance is taken daily at the beginning of class. Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- Please do not turn on or use the computers while class is being conducted unless requested by your instructor.
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- You may not use your cell phone or the computer as a calculator during an exam. You will need to become familiar with the 10-key calculator provided in the classroom, or you may use your own calculator.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. **They should never be open or consumed in the classroom.** Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**

**ACCT 1125 Individual Tax Accounting
Summer Semester 2016 Lesson Plan**

Schedule is tentative and subject to change with notice

Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 1		
May 19	First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulation Coverage Traditional classroom: Begin Chapter 1: The Individual Tax Return lecture; pp. 1-1 thru 1-32 Hybrid portion: Read Chapter 1 and complete Self-Study Problems 1.1 thru 1.11.	*1,3,4,6,8 **a,b,c

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 2		
<p>May 24</p>	<p>Traditional classroom: Complete Chapter 1: The Individual Tax Return lecture; pp. 1-1 thru 1-32 and discuss Self-Study problems.</p> <p>Hybrid portion: In Blackboard, view PowerPoint presentation. In Blackboard, access CNow, complete the following homework problems. Group 1: Multiple Choice 1-20 Group 2: Problems 1-27</p> <p>I recommend working your homework in the book and THEN keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</p> <p>To complete the Group 1 Multiple Choice homework questions in Blackboard, click under Lessons, Chapter 1, Grp 1. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 2 times after answering each question and proceeding to the next.</p> <p>To complete the Group 2 homework problems in Blackboard, click under Lessons, Chapter 1, Grp 2. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p>These problems should be saved and submitted by 10 am Thursday, May 26 (i.e. before next class meeting).</p>	<p>*1,3,4,6,8 **a,b,c</p>

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 2, continued		
May 26	<p>Traditional classroom: Chapter 1: The Individual Tax Return Wrap Up/Questions/Discussion about Homework</p> <p>Traditional classroom: Using H & R Block Software: Complete Comprehensive Problems 1, 2A, 2B, and Cumulative Software Problem and submit via Blackboard drop box by 10 am Tuesday, May 31 (i.e. before next class meeting) <u>AND</u> save them to your P: drive. If you create the returns at home, you should save them to a jump drive, and perform a copy/paste of the file from your jump drive to your P: drive while on campus.</p> <p>Hybrid portion: In Blackboard, Chapter 1 Exam will be available until 10 am, Tuesday May 31 (i.e. take it between now and the next class meeting).</p>	<p>*1,3,4,6,8 **a,b,c</p>

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 3		
May 31	Traditional classroom: Begin Chapter 2: Gross Income and Exclusions lecture; pp. 2-1 thru 2-23 (excluding Social Security Benefits Section) Hybrid portion: Read Chapter 2 and complete Self Study 2.1 – thru 2.13 In Blackboard, view Chapter 2 PowerPoint presentation.	*1,3,4,6,8 **a,b,c
June 2	Complete Chapter 2: Gross Income and Exclusions lecture; pp. 2-1 thru 2-23 (excluding Social Security Benefits Section) and discuss Self-Study Problems. Hybrid portion: In Blackboard, access CNow, complete the following homework problems. Group 1: Multiple Choice 1-10 Group 2: Problems 1-29 These problems should be saved and submitted by 10 am, Tuesday, June 7 (i.e. before next class meeting).	*1,3,4,6,8 **a,b,c

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Summer Semester 2016 Lesson Plan**

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 4		
<p>June 7</p>	<p>Traditional classroom: Chapter 2: Gross Income and Exclusions Wrap Up/Questions/Discussion about Homework Using H & R Block Software: Complete Comprehensive Problems 1, 2A, 2B, and Cumulative Software Problem and submit via Blackboard drop box by 10 am Thursday, June 9 (i.e. before next class meeting) AND save them to your P: drive. If you create the returns at home, you should save them to a jump drive, and perform a copy/paste of the file from your jump drive to your P: drive while on campus.</p> <p>Hybrid portion: In Blackboard, Chapter 2 Exam will be available until 10 am Thursday, June 9 (i.e. take it between now and the next class meeting).</p>	<p>*1,3,4,6,8 **a,b,c</p>
<p>9</p>	<p>Traditional Classroom: Complete Chapter 3: Business Income & Expenses Part I lecture, pp. 3-1 thru 3-29 and discuss Self Study Problems.</p> <p>Hybrid portion: In Blackboard, access CNow; begin working on the following problems, saving as you go. Group 1: Multiple Choice 1-22 Group 2: Problems 1, 3-5,8-11, 13-29 These problems are not due until 10 am Thursday, June 16.</p>	<p>*2,4,6,8 **a,b,c</p>

ACCT 1125 Individual Tax Accounting Summer Semester 2016 Lesson Plan		
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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 5 June 16-22		
June 14	<p>Traditional Classroom: Complete Chapter 3: Business Income & Expenses Part I lecture, pp. 3-1 thru 3-28 and discuss Self Study Problems.</p> <p>Hybrid portion: In Blackboard, access CNow; complete, save and submit the following problems: Group 1: Multiple Choice 1-22 Group 2: Problems 1, 3-5,8-11, 13-29 These problems should be saved and submitted by 10 am Thursday, June 16 (i.e. before next class meeting).</p>	*2,4,6,8 **a,b,c
16	<p>Traditional Classroom: Chapter 3: Business Income & Expenses Part I Wrap up/Ask questions about CNow homework results. Using H & R Block Software: Complete Comprehensive Problems 1, 2A, 2B, and Cumulative Software Problem and submit via Blackboard drop box by 10 am Tuesday, June 21 (i.e. before next class meeting) AND save them to your P: drive. If you create the returns at home, you should save them to a jump drive, and perform a copy/paste of the file from your jump drive to your P: drive while on campus.</p> <p>Hybrid portion: In Blackboard, Chapter 3 Exam will be available until 10 am Tuesday, June 21 (i.e. take it between now and the next class meeting).</p>	*2,3 **a,b,c

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Schedule is tentative and subject to change with notice		
Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 6		
June 21	<p>Traditional classroom: Begin Chapter 4: Business Income & Expenses Part II lecture; pp. 4-1 thru 4-29</p> <p>Hybrid Portion: Read Chapter 4 and complete Self Study Problems 4.1 thru 4.9. In Blackboard, view Chapter 4 PowerPoint presentation. In Blackboard, access CNow; begin working on the following problems, saving as you go.</p> <p>Group 1: Multiple Choice 1-29 Group 2: Problems 1-6,8-21</p> <p>These problems are not due until 10 am Tuesday, June 28.</p>	*2,3 **a,b,c
23	<p>Traditional Classroom: Complete Chapter 4: Business Income & Expenses Part II lecture; pp. 4-1 thru 4-29 and discuss Self Study Problems. Wrap Up/Questions/Discussion about Homework</p> <p>Hybrid portion: In Blackboard, access CNow; finish completing, save and submit the following problems :</p> <p>Group 1: Multiple Choice 1-29 Group 2: Problems 1-6,8-21</p> <p>These problems should be saved and submitted by 10 am Tuesday, June 28 (i.e. before next class meeting).</p>	*2,3 **a,b,c

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 7		
June 28	<p>Traditional Classroom: Using H & R Block Software: Complete Comprehensive Problems 1, 2A, 2B, and Cumulative Software Problem and submit via Blackboard drop box by 10 am Thursday, June 30 (i.e. before next class meeting) AND save them to your P: drive. If you create the returns at home, you should save them to a jump drive, and perform a copy/paste of the file from your jump drive to your P: drive while on campus.</p> <p>Hybrid portion: In Blackboard, Chapter 4 Exam will be available until 10 am June 30 (i.e. take it between now and the next class meeting).</p>	4,5,6,8 **a,b,c
Note: Students who withdraw on or before Thursday June 30 receive a grade of "W"		
30	<p>Traditional Classroom: Begin Chapter 5: Itemized Deductions and Other Incentives lecture on pp. 5-1 thru 5-31.</p> <p>Hybrid portion: Read Chapter 5 and complete Self Study Problems 5.1 thru 5.8 In Blackboard, view Chapter 5 PowerPoint presentation.</p>	
July 4 – 10 Student Holidays; no class		

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 8		
July 12	<p>Traditional Classroom: Complete Chapter 5: Itemized Deductions and Other Incentives lecture, pp. 5-1 and 5-31 and discuss Self Study Problems.</p> <p>Hybrid portion: In Blackboard, access CNow and complete, save and submit the following problems: Group 1: Multiple Choice 1-28 Group 2: Problems 1-19; 21-29 These problems should be saved and submitted by 10 am Thursday, July 14 (i.e. before next class meeting).</p>	*4,5,6,8 **a,b,c
14	<p>Traditional Classroom: Questions/Discussion about Homework Using H & R Block software, complete Comprehensive Problems 1, 2A, and 2B. Submit via Blackboard drop box by 10 am, Tuesday July 19 (i.e. before next class meeting) AND save them to your P: drive. If you create the returns at home, you should save them to a jump drive, and perform a copy/paste of the file from your jump drive to your P: drive while on campus.</p> <p>Hybrid portion: In Blackboard, Chapter 5 Exam will be available until 10 am Tuesday, July 19 (i.e. take it between now and the next class meeting).</p>	*4,5,6,8 **a,b,c

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Date	Chapter; Content; Assignments; Tests; Due Dates	*Course Competency Area ** General Education Core Competency Area
Week 9		
July 19	Traditional Classroom: Chapter 6: Credit and Special Taxes (selected topics) Lecture on selected topics.	*7 **b,c
21	Catch Up Day & Review for Final Exam Hybrid portion: Go back through all CNow homework assignments; review all the tax returns we've completed this term; study for final exam.	*1,2,3,4,5,6,7, 8 **a,b,c
Week 10		
July 26	Traditional Classroom: Complete Final Tax Return and submit to Blackboard drop box under Lessons, Final Tax Return	*1,2,3,4,5,6,7, 8 **a,b,c

*Competency Areas:

- 1) Taxable Income
- 2) Income Adjustments
- 3) Schedules
- 4) Standard Deductions
- 5) Itemized Deductions
- 6) Exemptions
- 7) Tax Credits
- 8) Tax Calculation

** General Education Core Competencies:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.