ACCT 1125 INDIVIDUAL INCOME TAX

COURSE SYLLABUS
Online
Summer Semester 2022 (202216)

COURSE INFORMATION

Credit Hours/Minutes: 3/3000
Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 10 weeks
Course Reference Number (CRN): 60032
Preferred Method of Contact: Lori Sweat (lsweat@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat
Email Address: Lori Sweat (lsweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113
Office Hours: 8-11:30 am; 1-5 pm T/W/R
Phone: 478-289-2223
Fax Number: 478-289-2276
Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837
Office Hours: 8-11:30 am; 1-5 pm M
Phone: 912-538-3100, extension 2223
Fax Number: 912-538-3106
Tutoring Hours: By Appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (https://catalog.southeasterntech.edu/).

REQUIRED TEXT

CengageUnlimited Access Card
This includes access to ebook *Income Tax Fundamentals* 38th edition, Whittenburg and access to CengageNow platform, which is required for completing your homework and taking tests.

Choose ONLY ONE (depending upon your needs):

Cengage Unlimited Printed Access Card	International Standard Book Number (ISBN)
1 Term Access (4 months)	978-0-357-70003-7
Multi-Term Access (12 months)	978-0-357-70004-4
2 Year Access (24 months)	978-0-357-70005-1

REQUIRED SUPPLIES & SOFTWARE

Calculator (no special requirements as long as it will add, subtract, multiply and divide), earbuds, pencil.

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print homework assignments.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. Mozilla Foxfire is the recommended browser. Please do NOT use Internet Explorer.

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave; Quicktime; Windows Media; Microsoft Office 2007 or higher.

If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

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 Georgia Virtual Technical Connection (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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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.

PREREQUISITE(S)

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

Southeastern Technical College 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 (ONLINE)

Online students are responsible for checking e-mails and Blackboard announcements DAILY. It is my only means of communication with you. It only takes a few minutes. Please discipline yourself to check email and Blackboard announcements daily. You cannot succeed in an online class without checking emails and Blackboard announcements frequently.

See Technology Access sheet in Blackboard for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.

NO SHOW REQUIREMENTS

In order to acknowledge attendance for the class the student **must** complete ALL of the following for this course within the first three days of class:

1. Complete the Pledge Acknowledgment Requirement in the "*Getting Started*" link in Blackboard.
2. Post the Student Introduction in the "*Getting Started*" link in Blackboard.
3. Watch the COVID-19 presentation and complete the acknowledgement. This is very important; watch the presentation carefully.
4. Send your instructor an email from your STC account stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence for this course is sent to your STC email. See the Technology Access Guide in Blackboard if you need help accessing your STC email.
5. Sign up for course reminders to be sent to your phone as a text. See link in Blackboard under Lessons.
6. Print your syllabus FIRST and use it to complete the syllabus quiz in Blackboard under Lessons. You MUST score 100%. Check the grade book for your score and re-take as necessary to score 100%. It is set for multiple attempts.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student completes the above no-show requirements during the first three days, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

DEADLINES

DEADLINES

Students are expected to complete all assignments (homework, tests, discussion boards, and other assignments) by the dates specified on the attached lesson plan. Early submissions are accepted. Chapter homework assignments should be completed in CengageNOW. Tests and tax returns should be completed in Blackboard. I recommend printing the homework assignments from Cengage, working them on paper, 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 need to see how you got your incorrect answer in order to provide assistance. Also, if you have technical difficulties while entering your answers, you will want to have something to go back to so that you can re-enter your answers. Homework assignments may not be submitted after the due date, resulting in a zero (0). Any zeroes recorded for missed assignments, discussion boards, and tests will be included in the final score calculation.

In addition, although not for a grade, students should always complete the self-study, and pre-test for each chapter to supplement their study of the material.

TESTS

Tests are posted for a week in Blackboard; tests must be completed by the date specified on the lesson plan. There are no makeup tests, and students who miss a test are assigned a grade of zero. Please do not wait until the last minute to submit in case you have internet problems with your computer because there are no make-up tests, 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 test 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. Check your email for instructor response to a request for a test reset. If you do not check your email for the instructor response and miss the deadline provided, you will receive a grade of zero.

Tests consist of objective questions (True/False & Multiple Choice), as well as problem solving questions. These problem solving questions are presented as an essay question, whereby you type your answer in a box. **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers. A client would not take your word for it; you must explain your answer.**

Income tax law is ever-changing. The tax laws change every year; thus a new text is printed each year to accommodate the changes in the tax law. This is one area your instructor does not expect you to memorize the tax tables, standard deductions, etc. You may use your ebook or hardcopy text on tests, whichever you use. (See page XXX regarding renting a hard copy text, which I highly recommend.) You should NOT collaborate (work together) on tests or utilize any other reference material beyond your text. Doing so will be considered an academic dishonesty violation.

DISCUSSION BOARDS

Discussion boards simulate a traditional classroom discussion. Please participate. All five discussion boards for the semester are located in Blackboard, under Lessons, in a folder named Discussion Boards; refer to your lesson plan for weeks requiring participation in a discussion board. For weeks requiring a discussion board, students should make a post by 11:55 pm on Wednesday and reply to a post made by a classmate by 11:55 pm on Monday. This is clearly marked on the lesson plan. Students should put the number of the question they are answering in the subject line of their discussion board post. Students should post the answer to a question that has NOT already been answered by a classmate. Posts and replies should be thoughtful and thoroughly answer the question. See the discussion board rubric located at the end of this syllabus for grading details. Discussion boards may be completed early, but must be completed by the date specified. However, if you post early, you must remember to go back and reply to at least one other student's post. Discussion boards will not be graded after the due date resulting in a zero (0).

EMAIL COMMUNICATION

The preferred method of communication is email using your STC email. See instructor's email address on the first page of this syllabus. Please make sure that you always type your name and class in the subject line of every email you send me so I know which class you are emailing regarding. For example: **John Doe ACCT 1125.** College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

CHECKING GRADES

Students should monitor their grades in BLACKBOARD by clicking the CHECK MY GRADES link when students log in to this course in Blackboard. Individual grades for each test and discussion board, as well as the overall course average using the weights described in the Grading Policy section of the syllabus should display in the grade book to help track course progress.

OTHER STUDENT REQUIREMENT INFORMATION

Students are highly encouraged to use the student resources provided in CengageNow.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 50 hours during the semester doing the required homework, discussion boards, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at

11:55 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned. The 65% point for this semester is Monday, June 27.

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

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 accessed due to the withdrawal. A grade of 'W' will

count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is a cumulative final tax return covering Chapters 1-5 scheduled on the following dates and times:

Tuesday, July 26 at 9 am on the Swainsboro Campus, Building 2, Room 2113.

OR

Wednesday, July 27 at 9 am on the Vidalia Campus, Gillis Building, Room 839

Please send your instructor an email by noon Monday, July 25 to schedule which of these dates you will take your proctored exam.

The following items are required for the proctored exam:

- ☐ **STC Student ID**
- ☐ **Pencil**
- ☐ **Calculator**
- ☐ **Log in Credentials (i.e. Student ID Number & Password)**

A mask is recommended.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc.)
ALL required work must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, NO ASSIGNMENT WILL BE ACCEPTED LATE. A grade of zero will be given for any late assignment (homework, tests, and discussion boards). Any zeros recorded will be included in the final score calculation. Refer to the Student Requirements section of this syllabus for more details.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. **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.
2. **Second Offense**
   Student is given a grade of "WF" (Withdrawn Failing) 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.
3. **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 third 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.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	**Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer**
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 Southeastern Technical College's Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	40%
Proctored Final Tax Return	25%
Group 1 Multiple Choice & Group 2 Problems Homework	20%
Group 4 Comprehensive Problem Tax Returns	10%
Discussion Boards	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ADDITIONAL GRADING INFORMATION:

Your official average for the course is located in Blackboard (BB) using the weights described in the Grading Policy section of the syllabus. The average you will see in the CengageNow program just gives you an idea of how you are doing on homework, and tests as it is just a temporary holding place of many of your grades. The Blackboard gradebook is manually updated by the instructor within 1 week of major due dates.

Note about not giving up: A few bad grades are never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

How many hours per week should I expect this course to take me? Class Time/Contact Hours for this course are 3000 minutes or 50 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to 5 hours per week during a 10 week semester. In addition to class time, students can expect to spend 2 to 3 times the contact hours doing additional tasks such as homework, tutorials, reading, and studying. Therefore, the course will take more than 50 hours.

- 9 Week Semester: 5.5 contact hours per week X 2 = a minimum of 11 hours per week.

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructors want you to be successful.

Note about CengageNow: CengageNOW is a valuable tool that can greatly enhance your learning of the material. In addition, CengageNOW will increase your ability to work in the online environment, which is in high demand in today's workforce.

TEXTBOOK RENTALS

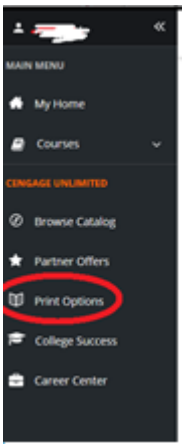
Years ago, students had to buy a heavy, expensive textbook for this course AND a workbook to do their homework for ACCT 1100. But for the last several years, we have been committed to saving students money by having them purchase a Cengage code instead which gains them access to the eBook and to the homework in electronic format. It's very user-friendly once you get used to it. Just dive in and start working.

Now some of you are probably like me---you still like to have a hard copy text. Totally understandable. With the purchase of your text book, you can the option of renting a hard copy text for $7.99 from Chegg. Log in to your Cengagebrain account directly at https://www.cengage.com/dashboard/#/login if you want to access it directly through the Cengage.

If you don't see the course there, you haven't linked the two by clicking my link in the Blackboard class under Lessons.

At a minimum, you should see this--- an eBook for Income Tax Fundamentals 2022, and the Cengage now course for Accounting (homework and tests are here) -- along with any other Cengage books you are using.

Note the red circled item---print options—and click it and choose the text you'd like to rent. The rental lasts as long as your access code---1 term, 1 year, or 2 years. The $7.99 covers the rental, free shipping, and a return shipping label so that you can put the book right back in the box at the end of your rental period and return it.



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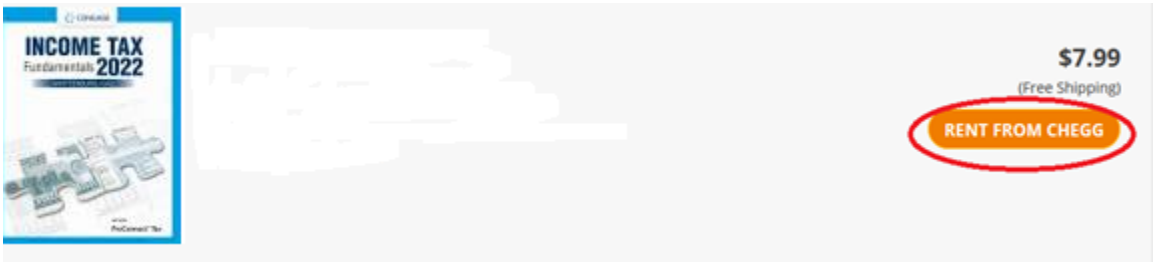

Printing the eBook on campus is NOT an option!

ACCT 1125 Individual Tax Accounting

Summer Semester 202216 Lesson Plan

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
FIRST DAY May 16	No Show Requirements	1. PRINT and read the ACCT 1125 Course Syllabus/Lesson Plan <u>located in Blackboard</u>. Any other syllabus is merely tentative. 2. Read all of the items under the "*Getting Started*" link. 3. Complete ALL of the following no-show requirements by 11:55 pm, Wednesday, May 18: ☐ Complete the Pledge Acknowledgment Quiz in the "*Getting Started*" link in Blackboard ☐ Post the Student Introduction in the "*Getting Started*" link in Blackboard ☐ Send your instructor an email from your <u>STC account</u> stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence is sent to your STC email this semester. See the Technology Access Guide in Blackboard if you need help accessing your STC email. ☐ Sign up for course reminders to be sent to your phone as a text. See link in Blackboard under Lessons. ☐ Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%. Print your syllabus FIRST and use it to answer the questions. ☐ Watch the COVID-19 presentation and complete the acknowledgement. This is very important; watch the presentation carefully. **<u>If ALL of these items are not completed by 11:55 pm on Wednesday, May 18, you will be turned in as a No-Show and will be removed from the course.</u>** **➔It is most important that you register your CengageNow access code as soon as possible.** See next page for Week 1 Assignments➔	1,3,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 1 May 16-23	Chapter 1: The Individual Tax Return	In Cengage: Complete Chapter 1 reading. In Blackboard, view Chapter 1 PowerPoint presentation and the video demonstrations. **Homework (in Cengage)** ☐ **Chapter 1 Self Study (not graded)** ☐ **Chapter 1 Group 1 Multiple Choice 1-26** ☐ **Chapter 1 Group 2 Problems 1-29** ☐ **Chapter 1 Pre-Test (not graded)** **This homework will be due 5/31** **Chapter 1 Group 1 Multiple Choice homework in CengageNow: You have the option to click "check my work" at the bottom left side of the screen <u>2 times</u> after answering each question and proceeding to the next.** **Chapter 1 Group 2 homework problems in CengageNow:** **You have the option to click "check my work" at the bottom left side of the screen <u>5 times</u> after answering each question and proceeding to the next.** **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.**	1,3,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 2 May 24 - 31	Chapter 1: The Individual Tax Return	Using Intuit ProConnect, complete: Chapter 1 Group 4 ☐ **Comprehensive Problem 1A** ☐ **Comprehensive Problem 1B** ☐ **Comprehensive Problem 2A** ☐ **Comprehensive Problem 2B** **Due by 11:55 pm 5/25:** ☐ **Discussion Board 1 Post** **Due by 11:55 pm 5/31:** ☐ **Chapter 1 Self Study (not graded)** ☐ **Chapter 1 Group 1: Multiple Choice 1-26** ☐ **Chapter 1 Group 2: Problems 1-29** ☐ **Chapter 1 Pre-Test (not graded)** ☐ **Chapter 1 Group 4: Comprehensive Problems 1A, 1B, 2A, 2B (tax returns)** ☐ **Discussion Board 1 reply to another student** **Chapter 1 Test will be available in Blackboard 5/31 – 6/7** **Note—this week's due date is on Tuesday due to the Memorial Day Holiday on Monday, May 30**	1,3,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 3 May 31 – June 6	Chapter 2: Gross Income and Exclusions	In Cengage: Complete the Chapter 2 Reading. In Blackboard, view Chapter 2 PowerPoint presentation and the video demonstrations. **Homework (in Cengage)** ☐ **Chapter 2 Self Study (not graded)** ☐ **Chapter 2 Group 1: Multiple Choice 1-39** ☐ **Chapter 2 Group 2: Problems 1-36** ☐ **Chapter 2 Pre-Test (not graded)** **This homework will be due 6/13** **Due by 11:55 pm 6/6** ☐ **Chapter 1 Test** **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers.**	1,3,4,6,8 b,c
Week 4 June 7-13	Chapter 2: Gross Income and Exclusions	Using Intuit ProConnect, complete: Chapter 2 Group 4 ☐ **Comprehensive Problem 1** ☐ **Comprehensive Problem 2A,** ☐ **Comprehensive Problem 2B.** **Due by 11:55 pm 6/8:** ☐ **Discussion Board 2 Post** **Due by 11:55 pm 6/13:** ☐ **Chapter 2 Self Study (not graded)** ☐ **Chapter 2 Group 1: Multiple Choice 1-39** ☐ **Chapter 2 Group 2: Problems 1-36** ☐ **Chapter 2 Pre-Test (not graded)** ☐ **Chapter 2 Group 4: Comprehensive Problems 1, 2A, 2B (tax returns)** ☐ **Discussion Board 2 reply to another student** **Chapter 2 Test will be available in Blackboard available 6/13 – 6/21**	2,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 5 June 14-21	Chapter 3: Business Income & Expenses	In Cengage: Complete Chapter 3 Reading. In Blackboard, view Chapter 3 PowerPoint presentation and the video demonstrations. **Homework (in Cengage)** ☐ **Chapter 3 Self Study (not graded)** ☐ **Chapter 3 Group 1: Multiple Choice 1-24** ☐ **Chapter 3 Group 2: Problems 1-25** ☐ **Chapter 3 Pre-Test (not graded)** **This homework will be due 6/27** **Due by 11:55 pm 6/21:** ☐ **Chapter 2 Test** **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers.** **Note—this week's due date is on Tuesday due to the Juneteenth Holiday on Monday, June 20**	2,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 6 June 20-27	Chapter 3: Business Income & Expenses	Using Intuit ProConnect, complete: Chapter 3 Group 4 ☐ **Comprehensive Problem 1** **Note: There is a typographical error in the eBook. For Amy's computer bookstore income and expenses, it should read "During 2021" not 2020.** ☐ **Comprehensive Problem 2A,** ☐ **Comprehensive Problem 2B.** **Due by 11:55 pm 6/22:** ☐ **Discussion Board 3 Post** **Due by 11:55 pm 6/27:** ☐ **Chapter 3 Self Study (not graded)** ☐ **Chapter 3 Group 1: Multiple Choice 1-24** ☐ **Chapter 3 Group 2: Problems 1-25** ☐ **Chapter 3 Pre-Test (not graded)** ☐ **Chapter 3 Group 4: Comprehensive Problems 1, 2A, 2B (tax returns)** ☐ **Discussion Board 3 reply to another student** **Chapter 3 Test will be available in Blackboard available 6/27 – 7/11** **Note: Students who withdraw on or before Monday, June 27 receive a grade of "W"**	2,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 7 June 27- July 11	Chapter 4: Additional Income & the Qualified Business Income Deduction	In Cengage: Complete Chapter 4 Reading In Blackboard, view Chapter 4 PowerPoint presentation and the video demonstrations. **Homework (in Cengage)** ☐ **Chapter 4 Self Study (not graded)** ☐ **Chapter 4 Group 1: Multiple Choice 1-28** ☐ **Chapter 4 Group 2: Problems 1-16** ☐ **Chapter 4 Pre-Test (not graded)** Using Intuit ProConnect, complete: Chapter 4 Group 4 ☐ **Comprehensive Problem 1** ☐ **Comprehensive Problem 2A** ☐ **Comprehensive Problem 2B** **Due by 11:55 pm 6/28:** ☐ **Discussion Board 4 Post** **Due by 11:55 pm 7/11:** ☐ **Chapter 4 Self Study (not graded)** ☐ **Chapter 4 Group 1: Multiple Choice 1-28** ☐ **Chapter 4 Group 2: Problems 1-16** ☐ **Chapter 4 Pre-Test (not graded)** ☐ **Chapter 4 Group 4: Comprehensive Problems 1, 2A, 2B (tax returns)** ☐ **Discussion Board 4 reply to another student** ☐ **Chapter 3 Test** **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers.** **Chapter 4 Test will be available in Blackboard available 7/11 – 7/18**	2,4,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 8 July 12-18	Chapter 5: Deductions For and From AGI	In Cengage: Complete Chapter 5 Reading In Blackboard, view Chapter 5 PowerPoint presentation and the video demonstrations. **Homework (in Cengage)** ☐ **Chapter 5 Self Study (not graded)** ☐ **Chapter 5 Group 1: Multiple Choice 1-34** ☐ **Chapter 5 Group 2: Problems 1-33** ☐ **Chapter 5 Pre-Test (not graded)** **This homework will be due 7/25** **Due by 11:55 pm 7/18:** ☐ **Chapter 4 Test** **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers.** **Chapter 5 Test will be available in Blackboard 7/18 – 7/25**	4,5,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 9 July 19-25	Chapter 5: Deductions For and From AGI	Using Intuit ProConnect, complete: Chapter 5 Group 4 ☐ **Comprehensive Problem 1** ☐ **Comprehensive Problem 2A,** ☐ **Comprehensive Problem 2B**. **Due by 11:55 pm 7/20:** ☐ **Discussion Board 5 Post** **Due by 11:55 pm 7/25:** ☐ **Chapter 5 Self Study (not graded)** ☐ **Chapter 5 Group 1: Multiple Choice 1-34** ☐ **Chapter 5 Group 2: Problems 1-33** ☐ **Chapter 5 Pre-Test (not graded)** ☐ **Chapter 5 Group 4: Comprehensive Problems 1, 2A, 2B (tax returns)** ☐ **Discussion Board 5 reply to another student** ☐ **Chapter 5 Test** **Note: You MUST show your work on the problem solving section of the test to receive credit for your answers.** Go back through all CNow homework assignments; review all the tax returns we've completed this term; study for final tax return. **Please send your instructor an email by noon Monday, July 25 to schedule which of these dates you will take your proctored exam.**	4,5,6,8 b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Proctored Final Tax Return July 26 & 27	Chapters 1-5	**Take the Proctored Exam (Final Tax Return) on Chapters 1-5 in person:** **Tuesday, July 26 at 9 am on the Swainsboro Campus, Building 2, Room 2113.** **OR** **Wednesday, July 27 at 9 am on the Vidalia Campus, Gillis Building, Room 839** **The following items are required for the proctored exam:** ☐ **STC Student ID** ☐ **Pencil** ☐ **Calculator** ☐ **Log in Credentials (i.e. Student ID Number & Password)** **A mask is recommended.** **Log into Blackboard; go to:** **Lessons, Final Tax Return** ☐ **Complete course survey** ☐ **Completed final tax return in ProConnect and submit in a Blackboard drop box.**	1-8 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 Calculations

GENERAL CORE EDUCATIONAL 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.

DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	To receive full credit, students must: • make their initial discussion board post to their chosen discussion board question by Wednesday (20 point deduction) • reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 point deduction) • include the number of the question answered in the subject line of their post (10 point deduction) • answer a question that has not already been answered by another student (30 point deduction) • have 4-5 sentences in their post that answers the question thoroughly and correctly (worth up to 50 points) • have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (worth up to 30 points) • make post and reply that is free of grammatical and spelling errors (up to 10 point deduction for gross grammatical and spelling errors) • paste working web link to the case research (30 point deduction)