



ACCT 1125 INDIVIDUAL INCOME TAX
COURSE SYLLABUS
Hybrid
Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3000
Campus/Class Location: Swainsboro Campus/Building 2, Room 2113
Class Meets: 40% Hybrid/60% Face to Face Tuesday/Thursday 10-11:50 am
Course Reference Number (CRN): 60231
Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat
Campus/Office Location: Swainsboro Campus/Building 2, Room 2113
Office Hours: 1-4:30 pm Tuesday/Thursday
Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)
Phone: 478-289-2223
Fax Number: 478-289-2276

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.

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

2018 Income Tax Fundamentals, Whittenburg/Gill/Altus-Buller. 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 978-1-337588355

REQUIRED SUPPLIES & SOFTWARE

Pencils, click eraser, ruler. A pen should NEVER be used in this course. Calculators are provided in the classroom, but it is recommended that you purchase a hand-held calculator for home use.

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 (HYBRID)

The student is expected to complete all work on the attached lesson plan.

- Regardless of this being a hybrid course, students are responsible for checking e-mails and Blackboard announcements DAILY.
- See Technology Access sheet for instructions on logging in to Blackboard, BannerWeb, Student Email, etc. To log in to Blackboard.
- 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.
- Tests are posted for several days and must be completed by the date specified. There are no makeup tests, and students who miss a test 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 tests 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 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.

- 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; a grade of zero will be assigned.
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are also expected to complete all homework, tax returns, tests, and other assignments on the dates specified on the attached lesson schedule, unless otherwise notified of a change in deadline. 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.
- Students are highly encouraged to use the student resources provided in CengageNow.

HYBRID ATTENDANCE

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 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" (Failing 0-59) 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 Monday, June 25.

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 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

Tests are posted for several days and must be completed by the date specified. There are no makeup tests, and students who miss a test 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 tests 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 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.

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.

Assignment due dates are listed on the attached lesson plan. Students are expected to have the assignment completed at the beginning of class on the date that it is due.

Any zeros recorded will be included in the final score calculation.

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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>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</p>

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 \(www.southeasterntech.edu\)](http://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	70%
Final Tax Return	15%
Homework/Quizzes/Preparation/Participation	<u>15%</u>
	100%

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, quizzes, 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 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.

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 2250 minutes or 37.5 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to 2.5 hours per week during a 15 week semester, 3.75 hours per week during a 10 week semester, and 4.167 hours per week during a 9 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 37.5 hours.

- 15 Week Semester: 2.5 contact hours per week X 2 = a minimum of 5 hours per week.
- 10 Week Semester: 3.75 contact hours per week X 2 = a minimum of 7.5 hours per week.
- 9 Week Semester: 4.167 contact hours per week X 2 = a minimum of 8.334 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.

40% Hybrid Instructional Activities for the following Lesson Plan: Students can meet this requirement by completing the CengageNow weekly assignments for each chapter which includes homework and quizzes. Homework has built in tutorial features. CengageNow records the grades, time spent and the dates completed.

ACCT 1125 Individual Tax Accounting

Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
May 15	Chapter 1	<p>In class: First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulation Coverage</p> <p>In class: Begin Chapter 1: The Individual Tax Return lecture; pp. 1-1 thru 1-32</p> <p>Hybrid: Read Chapter 1 In Blackboard, view Chapter 2 PowerPoint presentation.</p>		1,3,4,6,8 a,b,c
17	Chapter 1	<p>In class: Complete Chapter 1: The Individual Tax Return lecture; pp. 1-1 thru 1-32 and discuss Self-Study problems.</p> <p>Hybrid: In Blackboard, view PowerPoint presentation. Access CengageNow and complete the following homework problems. Group 1: Multiple Choice 1-25 Group 2: Problems 1-27</p> <p>To complete the Group 1 Multiple Choice homework questions in CengageNow, log in to Cengage and choose Assignments, Chapter 1, Group 1. Click on each question number at the left.</p>	CengageNow assignments should be saved and submitted by 10 am Tuesday May 22 (In other words, before next class meeting).	1,3,4,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>To complete the Group 2 homework problems in CengageNow, log in to Cengage and choose Assignments, Chapter 1, Group 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>		
22	Chapter 1: The Individual Tax Return	<p>In class: Wrap Up/Questions/Discussion about Homework</p> <p>Traditional classroom: Using Intuit ProConnect: Complete Comprehensive Problems 1, 2A, and 2B submit via Blackboard drop box by 10 am Thursday, May 24 (In other words, 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: Chapter 1 Test</p>	<p>CengageNow assignments due by 10 am TODAY</p> <p>Chapter 1 Test will be available in Blackboard until 10 am, Thursday, May 24 (In other words, take it between now and the next class meeting).</p>	1,3,4,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
24	Chapter 2: Gross Income and Exclusions	<p>In class: Begin lecture; pp. 2-1 thru 2-24 (excluding Social Security Benefits Section)</p> <p>Hybrid: Read Chapter 2 and complete Self Study 2.1 – thru 2.13 In Blackboard, view Chapter 2 PowerPoint presentation</p>	<p>Chapter 1 Test is due by 10 am TODAY.</p> <p>Chapter 1 Tax Returns due by 10 am TODAY.</p>	1,3,4,6,8 a,b,c
29	Chapter 2: Gross Income and Exclusions	<p>In class: Complete Chapter 2: Gross Income and Exclusions lecture; pp. 2-1 thru 2-24 (excluding Social Security Benefits Section) and discuss Self-Study Problems.</p> <p>Hybrid: Access CengageNow and complete the following homework problems. Group 1: Multiple Choice 1-24 Group 2: Problems 1-29</p>	<p>CengageNow assignments should be saved and submitted by 10 am, Thursday, May 31 (In other words, before next class meeting).</p>	1,3,4,6,8 a,b,c
31	Chapter 2: Gross Income and Exclusions	<p>In class: Wrap Up/Questions/Discussion about Homework</p> <p>Using Intuit ProConnect: Complete Comprehensive Problems 1, 2A, and 2B and submit via Blackboard drop box by 10 am Tuesday, June 5 (In other words, 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: Chapter 2 Test</p>	<p>CengageNow assignments due by 10 am TODAY.</p> <p>Chapter 2 Test will be available in Blackboard until 10 am Tuesday, June 5 (In other words, take it between now and the next class meeting).</p>	1,3,4,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
June 5	Chapter 3: Business Income & Expenses Part I	<p>In class: Begin lecture, pp. 3-1 thru 3-29 and discuss Self Study Problems.</p> <p>Hybrid: Access CengageNow and begin working on the following problems, saving as you go. Group 1: Multiple Choice 1-26 Group 2: Problems 1-4,6-9, 11-27</p>	<p>Reminder: Chapter 2 Test is due by 10 am TODAY. Chapter 2 Tax Returns due by 10 am TODAY</p> <p>CengageNow assignments due by 10 am Tuesday, June 12.</p>	2,4,6,8 a,b,c
7	Chapter 3: Business Income & Expenses Part I	<p>In class: Complete Chapter 3: Business Income & Expenses Part I lecture, pp. 3-1 thru 3-28 and discuss Self Study Problems.</p> <p>Hybrid: Access CengageNow and complete, save and submit the following problems: Group 1: Multiple Choice 1-26 Group 2: Problems 1-27</p>	<p>CengageNow assignments should be saved and submitted by 10 am Tuesday, June 12. (In other words, before next class meeting).</p>	2,4,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
12	Chapter 3: Business Income & Expenses Part I	<p>In class: Chapter 3: Business Income & Expenses Part I Wrap up/Ask questions about CNOW homework results. Using Intuit ProConnect: Complete Comprehensive Problems 1, 2A, and 2B and submit via Blackboard drop box by 10 am Thursday, June 14 (In other words, 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: Chapter 3 Test</p>	<p>CengageNow assignments due by 10 am TODAY.</p> <p>Chapter 3 Test will be available in Blackboard until 10 am Thursday, June 14 (In other words, take it between now and the next class meeting).</p>	2,4,6,8 a,b,c
14	Chapter 3: Business Income & Expenses Part II	<p>In class: Begin Chapter 4: Business Income & Expenses Part II lecture; pp. 4-1 thru 4-29</p> <p>Hybrid: Read Chapter 4 and complete Self Study Problems 4.1 thru 4.9. In Blackboard, view Chapter 4 PowerPoint presentation. Access CengageNow and begin working on the following problems, saving as you go. Group 1: Multiple Choice 1-29 Group 2: Problems 1-6,8-21</p>	<p>Chapter 3 Test is due by 10 am TODAY.</p> <p>Chapter 3 tax returns due by 10 am TODAY.</p> <p>CengageNow assignments due by 10 am Thursday, June 21.</p>	2,4,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
19	Chapter 4: Business Income & Expenses Part II	<p>In class: Complete Chapter 4: lecture; pp. 4-1 thru 4-29 and discuss Self Study Problems. Wrap Up/Questions/Discussion about Homework</p> <p>Hybrid: Access CengageNow and finish completing, save and submit the following problems: Group 1: Multiple Choice 1-29 Group 2: Problems 1-6,8-21</p>	CengageNow assignments due by 10 am Thursday, June 21. (In other words, before next class meeting).	2,4,6,8 a,b,c
21	Chapter 4: Business Income & Expenses Part II	<p>In class: Using Intuit ProConnect: Complete Comprehensive Problems 1, 2A, 2B and submit via Blackboard drop box by 10 am Tuesday, June 26 (In other words, 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: Chapter 4 Test</p>	CengageNow assignments due by 10 am TODAY. Chapter 4 Test will be available in Blackboard until 10 am Tuesday, June 26 (In other words, take it between now and the next class meeting).	2,4,6,8 a,b,c
		Note: Students who withdraw on or before Monday, June 25 receive a grade of "W"		
26	Chapter 5: Itemized Deductions and Other Incentives	<p>In class: Begin Chapter 5: Itemized Deductions and Other Incentives lecture on pp. 5-1 thru 5-31.</p> <p>Hybrid: Read Chapter 5 and complete Self Study Problems 5.1 thru 5.8 In Blackboard, view Chapter 5 PowerPoint presentation.</p>	Chapter 4 Test is due by 10 am TODAY. Chapter 4 tax returns due by 10 am TODAY.	4,5,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
28	Chapter 5: Itemized Deductions and Other Incentives	<p>In class: Complete Chapter 5: Itemized Deductions and Other Incentives lecture, pp. 5-1 and 5-31 and discuss Self Study Problems.</p> <p>Hybrid: Access CengageNow and complete, save and submit the following problems: Group 1: Multiple Choice 1-28 Group 2: Problems 1-19; 21-29</p>	CengageNow assignments due by 10 am Tuesday, July 10 (In other words, before next class meeting).	4,5,6,8 a,b,c
		July 2 – 8 Student Holidays; no class		
July 10		<p>In class: Questions/Discussion about Homework Using Intuit ProConnect, complete Comprehensive Problems 1, 2A, and 2B. Submit via Blackboard drop box by 10 am, Thursday, July 12 (In other words, 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: Chapter 5 Test</p>	<p>Reminder: Chapter 5 CengageNow assignments due by 10 am TODAY.</p> <p>Chapter 5 Test will be available in Blackboard until 10 am Thursday, July 12 (In other words, take it between now and the next class meeting).</p>	*4,5,6,8 **a,b,c
12		<p>In class: Chapter 6: Credit and Special Taxes (selected topics) Lecture on selected topics.</p>	<p>Chapter 5 Test is due by 10 am TODAY.</p> <p>Chapter 5 tax returns due by 10 am TODAY.</p>	4,5,6,8 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
17		In class: Catch Up Day & Review for Final Tax Return Hybrid portion: Go back through all CNow homework assignments; review all the tax returns we've completed this term; study for final tax return.	Final Tax Return will be completed in class Thursday July 19.	1,2,3,4,5,6,7, 8 a,b,c
19		In class: Complete Final Tax Return and submit to Blackboard drop box under Lessons, Final Tax Return	Final Tax Return due by end of class.	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 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.