



BLENDING COURSE INFORMATION

Winter 2018 Semester

COURSE: ACCTG 256 B1

INSTRUCTOR: P. Baul

Taxation & IRS Certification VITA

EMAIL: pbaul@monroecc.edu

There are many benefits of **Blended** courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Since **Blended** courses require work on the computer using Blackboard, as well as classroom work, students should possess the following skills to be successful:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Blended classes at MCCC deliver instruction in a web-based format, along with periodic face-to-face classes as established by the instructor.

When taking a **Blended** class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining their own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer, if needed, for personal use of online materials

It is also the student's responsibility to log into Blackboard on a regular basis. It is essential to log into Blackboard regularly to keep up with communication and assignments.

Blackboard

Blended courses use Blackboard course management system as the means of communication between the students and the instructor, along with periodic face-to-face class meetings as established by the instructor.

It is the student's responsibility to be able to log into Blackboard and maintain his or her computer setup to work properly with Blackboard.

The Blackboard Login can be found on the College's webpage, www.monroecc.edu. Information on student usernames and passwords can be found on the Student Support tab on the Blackboard site.

Blackboard courses are made available to students on the day the course begins. Please see the Start Date below.

MCCC Student Email

ALL students are required to use their MCCC sponsored student email address. Information on the MCCC student email can be found on the Student Support tab on the Blackboard site.

NEED HELP?

BLACKBOARD HELP DESK: 734.384.4328
or elarning@monroecc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	<p>This course provides a comprehensive understanding of the US tax code as it relates to individuals and prepares students for the IRS Tax Preparation Exam and Certification. Upon successful completion of IRS certification, students will participate in the Volunteer Income Tax Assistance Program (VITA) providing free income tax preparation services for qualified individuals in Monroe County.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
COURSE BEGINS	Friday, January 5, 2018
COURSE ENDS	Friday, April 20, 2018
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
ON-CAMPUS MEETINGS	<p>On Campus Meetings are Mandatory</p> <p>Friday, January 12, 2018 10:00 a.m. – 12:00 p.m.</p> <p>Each Friday beginning February 23rd & March 9 through April 13, 2018 10:00 a.m. – 2:00 p.m. in the Career Technology Center Room 157</p>
COURSE MATERIALS AND TEXTBOOK INFORMATION	<p>All course materials are provided by the IRS (Internal Revenue Service) and will be distributed at the first Mandatory Meeting on January 12th.</p> <p>Please contact Professor Baul for additional information, 734.384.4289.</p>
COURSE EXPECTATIONS	Tax preparation must be conducted in a professional manner. You must be on time for scheduled tax preparation assignments. Excessive absences and/or tardiness will negatively affect grade.
BLACKBOARD SYSTEM REQUIREMENTS	<p>Browser Requirements:</p> <ul style="list-style-type: none"> • Mozilla Firefox 31 or higher (recommended browser for Blackboard) • Google Chrome 36 or higher (recommended browser for Blackboard) • Safari 6 or higher • Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use) <p>For the most current Blackboard operating system and browser requirements, please go to http://www.monroeccc.edu/distancelearning/elearning_student.htm and access the "Blackboard Browser Requirements" link.</p> <p>Software Requirements</p> <ul style="list-style-type: none"> • Microsoft Word 2013 is recommended • Microsoft Office Suite is recommended • Adobe Reader 9.0 or higher <p>Other System Requirements</p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive

COURSE SPECIFIC SOFTWARE	IRS Tax Software – Tax Slayer
WHERE DO STUDENTS START	Students should log in to Blackboard on the first day of the semester. The announcements section will provide steps to follow to get started.
OTHER INFORMATION	
[DATE]	