



BLENDed COURSE INFORMATION

Winter 2019 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 Brightspace, 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 an **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 his or her 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 the student's responsibility to log into Brightspace on a regular basis. It is essential to log into Brightspace regularly to keep up with communication and assignments.

Brightspace

Blended courses use Brightspace 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 Brightspace and maintain his or her computer setup to work properly with Brightspace.

The Brightspace Login can be found on the College's webpage, www.monroecc.edu.

Brightspace 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 Brightspace site.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328
or elarning@monroecc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

<p>COURSE DESCRIPTION</p>	<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>												
<p>COURSE BEGINS</p>	<p>Friday, January 11, 2019</p>												
<p>COURSE ENDS</p>	<p>Monday, May 6, 2019</p>												
<p>REGISTRATION PROCESS</p>	<p>Students must register for the course through the College's regular registration process.</p>												
<p>ON-CAMPUS MEETINGS</p>	<p>On Campus Meetings are Mandatory.</p> <p>Friday, January 11, 2019 10:00 a.m. – 2:00 p.m.</p> <p>Each Friday Feb 22nd , March 1st, 15th, 22nd, 29th, April 5th, 12th 10:00 a.m. – 2:00 p.m. in the Career Technology Center Room 152</p>												
<p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p>	<p>All course materials are provided by the IRS (Internal Revenue Service) and will be distributed at the first Mandatory Meeting on January 11th.</p> <p>Please contact Professor Baul for additional information, 734.384.4289.</p>												
<p>COURSE EXPECTATIONS</p>	<p>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.</p>												
<p>BRIGHTSPACE SYSTEM REQUIREMENTS</p>	<p>Browser Requirements:</p> <p>Desktop Support</p> <table border="1" data-bbox="500 1535 1373 1990"> <thead> <tr> <th>Browser</th> <th>Supported Browser Version(s)</th> <th>Maintenance Browser Version(s)</th> </tr> </thead> <tbody> <tr> <td>Microsoft® Edge</td> <td>Latest</td> <td>N/A</td> </tr> <tr> <td>Microsoft® Internet Explorer®</td> <td>N/A</td> <td>11</td> </tr> <tr> <td>Mozilla® Firefox®</td> <td>Latest, ESR</td> <td>N/A</td> </tr> </tbody> </table>	Browser	Supported Browser Version(s)	Maintenance Browser Version(s)	Microsoft® Edge	Latest	N/A	Microsoft® Internet Explorer®	N/A	11	Mozilla® Firefox®	Latest, ESR	N/A
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Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

For the most current Brightspace operating system and browser requirements, please go to https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser and access the Desktop support section.

Software Requirements

- Microsoft Word 2016 is recommended
- Microsoft Office 2016 Suite is recommended
- Adobe Reader (latest version)

Other System Requirements

- 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 Brightspace on the first day of the semester. The announcements section will provide steps to follow to get started.

OTHER INFORMATION

[DATE]