



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Technical College of the Lowcountry  
921 Ribaut Rd.  
Beaufort, SC 29901

Business Technology Division  
Building 14, Room 117  
843-525-8241

**ACC 125**

**Advanced Income Tax Procedures**

**Course Description**

This course expands the concept of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns and related schedules to include alternative minimum tax, property transactions, and business schedules.

Prerequisite: ACC 124

3.0 Cr (2 lect/pres, 3 lab, 0 other)

**Course Focus**

The focus of the course is studying advanced income tax principles and preparing tax returns.

**Text and References**

Textbook information and supplemental material for this course can be found on our TCL Bookstore website at:

<http://bookstore.tcl.edu/SelectTermDept>

**Course Goals**

The following list of course goals will be addressed in the course.

1. Completion of VITA/TCE Certification
2. Verify taxpayer identity
3. Determine how to file a return
4. Prepare tax returns
5. Assemble the taxpayer's copy of the tax return
6. Explain to taxpayers which records they should maintain
7. Determine the most beneficial filing status allowed for the taxpayer
8. Determine if a taxpayer can be claimed as a dependent using the applicable dependency tests
9. Discuss the differences between a qualifying child and qualifying relative
10. Explain the three rules that apply to both qualifying child and qualifying relative
11. Determine which rules apply if the dependent is supported by parents who are divorced, separated, or live apart
12. Recognize the questions to ask to determine all sources of income
13. Identify how retirement income is reported to the taxpayer using Form 1099-R
14. Determine how to properly report income earned from worldwide sources
15. Calculate and accurately report the adjustments to income
16. Determine the standard deduction for taxpayers
17. Identify how taxable income and income tax are computed and reported
18. Determine eligibility of Credit for Child and Dependent Care Expenses

19. Determine who qualifies for an education credit
20. Explain the difference between the child tax credit and the credit for other dependents
21. Identify the different types of other taxes on a return
22. Determine how to report additional taxes on the tax return
23. Determine if a taxpayer is eligible for the EIC
24. Explain the meaning of “refundable credit”
25. List the types of income that may qualify for the EIC
26. Explain the choices a taxpayer has for refunds
27. Identify when it is appropriate to prepare an amended return, Form 1040X
28. Determine minimum essential coverage (MEC)
29. Determine if taxpayers qualify for a health care coverage exemption
30. Calculate the shared responsibility payment (SRP)
31. Determine who is eligible for the premium tax credit
32. Report taxpayers’ health insurance coverage, premium tax credit, exemption from coverage, or shared responsibility payment on the tax return
33. Understand when to complete Schedule C-EZ or C
34. Identify “red flags” when preparing a Schedule C tax return with EIC
35. Determine the adjusted basis of capital assets
36. Determine if the asset’s holding period is long-term or short-term
37. Calculate the taxable gain or deductible loss from the sale of capital assets
38. Determine whether a home is the taxpayer’s main home
39. Determine how to report Schedule K-1 income items
40. Identify how to report rental income and expenses
41. Determine how to report unemployment compensation on the tax return
42. Determine if a taxpayer should itemized deductions
43. Explain the recordkeeping requirements for claiming charitable contributions
44. Determine which taxes and types of foreign income are eligible for the foreign tax credit
45. Explain election to expense
46. Understand rules for depreciation

### **Student Contribution**

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class and participation in class discussions greatly enhances the learning experience for all students.

### **Course Evaluation**

- Student progress will be evaluated through a series of assignments and projects and will be detailed in the course documents in Blackboard.
- Blackboard: lecture notes, handouts, podcasts, study hints, syllabi, and/or other course information is available on the course blackboard page.
- Grades will be earned as follows:
 

A=	90 to 100
B=	80 to 89
C=	70 to 79
D=	60 to 69
F =	Below 60

### **Course Schedule**

This course is offered in-class, on-line, or as a hybrid class. Course assignments can be found on Blackboard. Course content will be taught in the order that can be found on the syllabus addendum – tentative schedule located in Blackboard.

## ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

## ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

## ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

## **ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

## **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## **EMERGENCY TEXT MESSAGE ALERT**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## **GRADING METHODOLOGY**

The final grade must be 70 or more (a grade "C" or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor's voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

## **STATEMENT OF NON - DISCRIMINATION**

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

## Syllabus Safety Addendum

### Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### Definition

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

### Procedures

#### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video> )

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

*Revised: 8/2/2016*