

skills while enrolled in the college. ADO #3 will be addressed in this course. ADO #3 represents student understanding of computational skills and mathematical reasoning.

PROGRAM PHASES

Phase 1 – Training – January 2009

All students will participate in 3 weeks of intensive tax training. Our first class meeting will address the following initial topics: overview of the VITA program, details on training, training materials distributed and all necessary VITA registration. Your full participation is required during the training weeks. No absences are allowed.

During the training weeks, you will complete the VITA IRS Basic Exam. You must earn an 80% on this exam to continue in the course. You must earn an 80% on this exam to prepare tax returns as a certified IRS VITA preparer. We will work on the exam together, but ultimately it is up to each preparer to take and pass the exam. It's recommend that you bring your test materials to each training session for discussion. It's recommended that you take the VITA IRS exam online at www.irs.gov. Print off your results and bring this sheet to class to verify completion. The VITA IRS exam represents 1/3 of your final grade in ACC 122.

Phase 2 – Tax Preparation – February through April 2009

Our tax season will start no later than February 1st. The first three weeks will be very busy, and you may be asked to volunteer additional hours. During March and April, it will be possible to cut back on hours to some extent. Demand for VITA tax service is highest during February since most VITA clients will receive tax refunds and want to file early. Demand for VITA tax service drops off in March and April. Please consider volunteering above and beyond the minimum requirements for the course.

We will be providing a free tax service to lower income, elderly and disabled individuals. With all public service work, remember that **not all appointments will be kept**. Client flow will vary and you may be extremely busy, or you may have times that are very slow. When it is slow, you can do other homework. As with any professional work opportunity, remember to arrive on time, dress professional-casual and be prepared to stay a little late if still working with a client at closing time.

At the end of each week of the course, you are required to send a short e-mail to Carolyn Norman at carolyn811811@aol.com, using your own format or by copying the form below. Tell how your week went, what was great and what wasn't great. Each e-mail is worth 10 points or 1/3 of your final grade in ACC 122. This is one way that you can keep track of how many returns you do and the total amount of refunds you e-file.

Name:

Date:

Description of what you did this week in ACC 122 / VITA:

Description of what went well:

Description of what didn't go well:

of returns filed:

\$ of refunds filed:

Phase 3 – Required Class Meeting

Near the completion of tax season, we will all meet together one last time to reflect upon our tax work, share experiences and turn in your course final exam. This last class meeting will take place on Tuesday, **April 21 at 6:00 PM at the Porter Center**. We must receive your final exam no later than **4/21/09**.

Your final exam is a take home exam based on the same kind of tax returns and situations you faced while working as a VITA preparer. Your final will be distributed by March 1st and can be turned in at any time during the course with a final due date of **4/21/09**. The final exam represents 1/3 of your grade in ACC 122.

Grading Policy:

Requirements:		Grading Scale:		
		4.0	A	93-100%
VITA IRS Exam	100	3.5	AB	88-92%
Weekly E-mail Updates	100	3.0	B	83-87%
Final Exam	100	2.5	BC	78-82%
		2.0	C	73-77%
		1.5	CD	68-72%
		1.0	D	63-67%
		0.5	DF	58-62%
Total Points Available	300	0.0	F	0-57%

Note that the requirements of this course may change due to the dynamics of our class and the nature of professional tax work.