Instructor: Rich Palmer, CPA

Phone: 925-8730 (Valencia Campus) E-Mail: rpalmer@unm.edu

Class Format: Thursday 10:30 – 1:00 p.m., Room B127

Office Hours: To Be Announced

Textbook: TAX HELP NEW MEXICO 2009-2010 Problem Set

Supplies Needed: Notebook, pencil and calculator. Always bring your textbook and supplies to class.

Attendance: Please follow the attendance policy as stated in the current catalog. You may be dropped when your absences total 15% and your grade average is below 60%.

If you are unable to attend class, it is your responsibility to withdraw before any deadlines. See the current catalog for information on dropping or withdrawing from class.

Grading: 

- 91%-100% = A
- 81%-90% = B
- 71%-80% = C
- 61%-70% = D
- Below 60% = F

A grade of "D" or "F" is not acceptable for courses required for graduation.
<table>
<thead>
<tr>
<th>Grade Weighting:</th>
<th>Homework         = 40%</th>
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<tr>
<td></td>
<td>Final Exam         = 20%</td>
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<td>Practical (Tax Return Preparation) = 40%</td>
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You must volunteer at least 30 hours to receive the entire 40% Practical.

Your final grade is the weighted average of all the above.

**Final Exam:** IRS basic, intermediate and advanced certification exam.

**Homework:** Homework will consist of exercises and problems from your textbook (and online).

**Planning:** Plan and use your time wisely! Study and review your notes, textbook and online resources. Read each topic **before** it is covered in class; and most importantly, ask questions!

**Special Needs:** If you are a qualified person with disabilities, who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs.

**Snow Days:** If the weather becomes bad and you are uncertain if your class will meet, call 925-SNOW for information.

**Objective:** Learn how to interview, prepare and electronically file a Federal and State Income Tax return.

This syllabus is subject to change.
OBT 293
VOLUNTEER INCOME TAX ASSISTANCE (VITA)
SPRING 2010
SYLLABUS

Week 1
Thursday, Jan 21  Module 1&2

Week 2
Thursday, Jan 28  Module 3, 4 & 5

Week 3
Thursday, Feb 4  Module 6, 7 & 8

Week 4
Thursday, Feb 11  Module 9, 10 &11

Week 5
Thursday, Feb 18  Module 12 & Exam Review

Week 6
Thursday, Feb 25  Practical

Week 7
Thursday, Mar 4  Practical

Week 8
Thursday, Mar 11  Practical

Week 9
Thursday, Mar 18  Spring Break
Week 10
Thursday, Mar 25 Practical

Week 11
Thursday, Apr 1 Practical

Week 12
Thursday, Apr 8 Practical

Week 13
Thursday, Apr 15 Practical

Week 14
Thursday, Apr 22 Advanced Tax Topics

Week 15
Thursday, Apr 29 Advanced Tax Topics

Week 16
Thursday, May 6 Advanced Tax Topics

Week 17
Thursday, May 13 No Class