

COMPREHENSIVE TAX COURSE

Course Topics by Module - LEARNING OBJECTIVES

Module 1

Chapter 1: General Material

- Determine who must file a return
- Determine who should file a return
- Identify filing requirements for most taxpayers and dependents
- Determine if the taxpayer is a resident or nonresident alien
- Determine which IRS forms to use
- Determine the due dates of various tax forms and understand how to apply for an extension of time to file
- Differentiate various accounting periods and methods
- Identify what filing status the taxpayer should use
- Understanding the W-2 form
- Understand the signature and identification number requirements of a paid preparer

Chapter 2: Standard Deduction and Exemptions

- Understand how to calculate the standard deduction and determine when to use it
- Define what constitutes an exemption and identify when the taxpayer can claim an exemption
- Understand support issues
- Understand the steps necessary to file a decedent's tax return
- Identify the rules for tax withholding and estimated payments

Chapter 3: Income

- Identify various types of employee compensation, including fringe benefits, tips, alimony, and other income
- Compute taxable and nontaxable income
- Identify earned and unearned income
- Identify where to report various forms of income
- Compute the taxable portion of sick pay
- Determine when it is appropriate to use Form 4852
- Be aware of Form 4137, Social Security Tax on Unreported Tip Income

Chapter 4: Interest and Dividend Income

- Know the different types of interest income
- Understand the difference between taxable and nontaxable interest
- Identify where to report interest income
- Understand how to report dividend income and nontaxable distributions
- Understand the client interview process

Chapter 5: Earned Income Credit

- Examine the most common tax credit, the Earned Income Credit
- Know the definition of earned income as it is related to the Earned Income Credit
- Identify the requirements for qualifying children for Earned Income Credit purposes
- Understand how taxpayers without children may qualify for Earned Income Credit
- Determine how to fill out Schedule EIC and where to put the information from that form on the 1040 or 1040A forms
- Examine IRS due diligence requirements

Module 1 Final Exam

Module 2

Chapter 6: Child Care and Other Credits

- Determine if the taxpayer qualifies for the child tax credit, child care credit, credit for the elderly and disabled, additional child tax credit, and/or education credits
- Identify the forms/worksheets necessary to claim the credit – Child Tax Credit Worksheet, Form 2441, Child and Dependent Care Expenses, Form 8863, Education Credits, and Form 1040 Schedule R, Credit for the Elderly or Disabled, Schedule 8812, Additional Child Tax Credit
- Explore other less common credits

Chapter 7: Retirement Income and Other Income Types

- Recognize retirement income, to include distinguishing between pensions and annuities
- Discuss specific types of pension plans, including SEP and SIMPLE plans, IRAs, qualified plans, and federal civil service retirement, along with distributions from such plans which are reported on Form 1099-R (Form CSA 1099R for federal civil service)
- Discuss government retirement benefit programs, specifically social security and railroad retirement and the applicable reporting forms (Forms SSA-1099, RRB-1099, and RRB-1099-R)
- Summarize other types of income, specifically barter, activities not for profit, partnership, and recoveries
- Identify how to report certain other types of income, such as rental of personal property, repayments, royalties, and income that is not taxed

Chapter 8: Adjustments to Income

- Explain the applicability and reporting of either adjustment related to employment
- Determine applicability and required reporting of any of the four business-related adjustments
- Determine applicability and required reporting of either of the retirement-related adjustments
- Explain the applicability and reporting of either adjustment related to education expenses
- Determine applicability and reporting of any of the three remaining major adjustments applicable to individual taxpayers
- Demonstrate awareness of the other less common adjustments which, if applicable, may be claimed on line 36 of Form 1040

Chapter 9: Itemized Deductions

- Determine whether standard or itemized deductions are the most advantageous for the taxpayer
- Describe the overall limitation on itemized deductions
- Explain eligible medical expenses and cite examples
- Identify what items qualify as deductible taxes
- Determine the types of interest which qualify as an itemized deduction
- Define an appropriate charitable contribution deduction and understand when Form 8283 is required
- Indicate how to report casualties and thefts and how to complete Form 4684
- Name various types of miscellaneous deductions and discuss applicability of the 2% limitation

Chapter 10: Electronic Filing

- Summarize the rules and regulations governing electronic filing
- Describe the various methods of receiving a refund through electronic filing
- Identify the warning signs of taxpayer fraud
- Indicate the requirements for signing electronic returns
- Determine how to correct an electronic return rejected by the IRS

Module 2 Final Exam

Module 3

Chapter 11: Employee Business Expense and Miscellaneous Itemized Deductions

- Understand expenses that qualify as employee business expenses
- Differentiate between the Standard Mileage Rate and the Actual Auto Expense methods of tracking auto expenses
- Identify what expenses are deductible for the business use of a home
- Understand deductible travel expenses and deductible entertainment expenses

Chapter 12: Education Tax Benefits

- Identify who can claim Education Tax Credits
- Define what expenses qualify under the available credits
- Differentiate between the American Opportunity Credit and the Lifetime Learning Credit
- Name adjustments to Qualified Education Expenses
- Recognize the MAGI phase out limits for Educational Tax Credits
- Compute the Student Loan Interest Deduction
- Identify expenses which qualify for work-related education

Chapter 13: Capital Gains and Losses

- Comprehend how capital gains and losses are treated on a tax return
- Understand the proper tax treatment of an installment sale
- Compute the potential gain on the sale of a home or personal residence
- Understand what constitutes a like-kind exchange
- Calculate and understand nonresident withholding on real property

Chapter 14: Depreciation and Disposition of Business Property

- Classify the different types of property eligible for depreciation
- Differentiate between various depreciation methods
- Describe how repairs and replacements affect the basis of property
- Define the terminology unique to depreciation transactions
- Compute the Section 179 deduction
- Introduce the students to the reporting of dispositions of business property
- Discuss specific guidelines related to the final repair regulations

Chapter 15: Self-Employment Income

- Provide the definition of a sole proprietor
- Differentiate between an independent contractor and statutory employee
- Describe the requirements for deducting self-employed health insurance and retirement plan contributions
- Differentiate between activities that qualify as a business and which ones qualify as a hobby
- Describe the advantages and disadvantages of selecting sole proprietorship as the form of business entity
- Differentiate between income and non-income items
- Describe the Uniform Capitalization Rules
- Define the terminology unique to inventory valuation

Module 3 Final Exam

Module 3

Chapter 16: Rental Property

- Gather and report rental income
- Categorize deductible rental expenses
- Describe examples of repairs and improvements to rental property
- Determine the nuances of renting vacation homes and other dwelling units
- Define the limits on rental and passive activity losses
- Describe the rules for property and how they may change if the taxpayer is a real estate professional

Chapter 17: Alternative Minimum Tax, Injured and Innocent Spouse, Less Common Credits, and Penalties

- Discuss the application of the Alternative Minimum Tax (AMT) to taxpayers
- Determine who is considered an innocent spouse and who is considered an injured spouse
- Summarize other types of less common credits
- Describe the civil and criminal penalties applicable to taxpayers who do not comply with income tax laws

Chapter 18: Payments, Extensions, Amended Returns, Preparer Regulations

- Compute the “kiddie” tax
- Describe how to file an amended return
- Define the due dates for tax payments
- Determine the “nanny” tax

Chapter 19: Tax Law Updates 2015 & ACA 2014/2015

- Recognize new tax rates
- Identify features of the Affordable Care Act (ACA)
- Identify the rules of same-sex marriages
- Calculate the new 0.9% Medicare Tax
- Calculate the 3.8% surtax on Net Investment Income
- Identify the new electronic filing requirements for electronic signature
- Identify employer’s responsibilities in regard to the ACA

Chapter 20: Ethics and Responsibilities of Tax Professionals

- Describe professional responsibilities in tax return preparation
- Discuss IRS rules as defined in Circular 230
- Identify the requirements that must be met to practice before the IRS
- Explain violations of the IRS rules as defined in Circular 230 and their penalties

Module 4 Final Exam



Comprehensive Tax Course

Module 1

Table of Contents

Reading Assignments

Syllabus

Introduction

CHAPTER 1: GENERAL MATERIAL	1.1
Overview	1.1
Chapter Description	1.1
Learning Objectives	1.1
Key Terms	1.1
The Evolution of Taxation	1.1
What Is a Tax Preparer and What Is His Role	1.7
Who Should File a Return	1.8
Reasons for a Taxpayer to File a Return, Even When Not Required	1.8
Additional Reasons a Taxpayer Must File	1.8
Filing Requirements for Most Taxpayers	1.9
Exhibit 1-1: 2014 Filing Requirements for Most Taxpayers	1.10
2015 Standard Deduction Amounts	1.10
2015 Exemption Amount is \$4,000	1.10
Dependent Filing Requirements	1.11
Exhibit 1-2: 2014 Filing Requirements for Dependents	1.12
Which Forms Should be Used	1.13
Form 1040EZ	1.13
Form 1040A	1.14
Form 1040	1.15
When Taxes Must be Filed	1.17
Where to File	1.18
How to file	1.18
How to Pay Amounts Due	1.18
Accounting Periods	1.19
Accounting Methods	1.19
Social Security Number (SSN)	1.19
Taxpayer Doesn't Have an Original/Copy of Social Security Card	1.21
Filing Status	1.21
Single	1.21
Married Filing Jointly	1.22
Filing Status for Same-Sex Married Couples	1.22
Married Filing Separately	1.22
Head of Household	1.23
Qualifying Widow(er) with Dependent Child	1.24
Cost of Maintaining a Household	1.25
Resident and Nonresident Aliens	1.26
Wages and Reading W-2 Forms	1.28
Paid Preparer's Signature	1.34
Paid Preparer Identification Number	1.35
Third Party Designee	1.35
Required Retention of Records	1.36

Get Started Preparing a Return.....	1.36
Interview Process	1.37
Research and Documentation.....	1.38
Chapter Study Questions.....	1.39
Learning Activity	1.43
Learning Activity Questions	1.45

CHAPTER 2: STANDARD DEDUCTION AND EXEMPTIONS..... 2.1

Overview	2.1
Chapter Description.....	2.1
Learning Objectives	2.1
Key Terms.....	2.1
Standard Deduction	2.1
Standard Deduction Amount	2.2
Standard Deduction for Age 65 and Older or Blind.....	2.3
Standard Deduction for Dependents.....	2.5
Who Should Itemize	2.7
Married Persons Who Filed Separate Returns.....	2.7
Exemptions	2.9
Personal Exemptions.....	2.9
Dependent Exemptions	2.9
Dependent Taxpayer Test.....	2.11
Joint Return Test	2.11
Citizen or Resident Test.....	2.11
Qualifying Child	2.12
Relationship Test.....	2.12
Age Test.....	2.12
Residency Test.....	2.13
Children of Divorced or Separated Parents or Parents Who Live Apart	2.14
Support Test (to be a Qualifying Child)	2.17
Joint Return Test (to be a Qualifying Child)	2.17
Special Rule for a Qualifying Child of More Than One Person	2.17
Qualifying Relative	2.20
Not a Qualifying Child Test.....	2.21
Member of Household or Relationship Test.....	2.23
Gross Income Test	2.24
Support Test (to be a Qualifying Relative)	2.25
Total Support.....	2.26
Multiple Support Agreement.....	2.29
Identification Number Requirement	2.30
Phase-Out	2.30
Decedents	2.30
Survivors.....	2.31
Income in Respect of the Decedent	2.31
Deductions in Respect of the Decedent.....	2.31
Balance Due Returns Versus Refund Returns	2.32
Tax Withholding	2.32
Exemption from Withholding.....	2.34
Tip Income	2.34
Taxable Fringe Benefits	2.35
Sick Pay.....	2.35
Pensions and Annuities	2.35
Gambling Winnings	2.35
Regular Gambling Withholding.....	2.36
Noncash Payments	2.36
Backup Withholding.....	2.36

Unemployment Compensation.....	2.36
1099 Income	2.37
Federal Payments	2.37
Backup Withholding.....	2.38
Estimated Tax	2.38
Penalty for Underpayment of Taxes.....	2.38
When to Pay Estimated Taxes	2.39
Other Types of Withholdings.....	2.39
Return Assembly and Processing.....	2.40
Interview Guidance	2.41
Standard Deduction.....	2.41
Standard Deduction for Dependents.....	2.41
Married Persons who Filed Separate Returns	2.41
Exemptions.....	2.41
Dependent Exemptions.....	2.41
Multiple Support Agreement.....	2.42
Identification Number Requirement.....	2.42
Income.....	2.43
Estimated Tax	2.43
Chapter Study Questions.....	2.45
Learning Activity.....	2.49
Learning Activity Questions	2.57

CHAPTER 3: INCOME3.1

Overview	3.1
Chapter Description.....	3.1
Learning Objectives	3.1
Key Terms.....	3.1
Gross Income.....	3.1
Wages and Other Compensation.....	3.1
Form 4852	3.3
Corrected Form W-2 or Form W-2C.....	3.4
Income of a Child.....	3.5
Scholarship and Fellowships.....	3.5
Employer Provided Educational Assistance Program	3.6
Adoption Assistance Program.....	3.7
Sick Pay	3.7
Medical Expense Reimbursement	3.8
Employer Paid Disability Insurance Premiums	3.9
Employer Provided Meals and Lodging	3.9
Cafeteria Plans.....	3.9
Employer Provided Group Term Life Insurance.....	3.9
Fringe Benefits	3.10
Tip Income	3.12
Allocated Tips	3.13
Dividends	3.15
Capital Gains and Losses	3.15
State Tax Refunds	3.15
Recoveries of Items Previously Deducted	3.17
Alimony	3.18
Definitions.....	3.18
Alimony Requirements	3.18
Reporting and Deducting Alimony Payments.....	3.18
Mortgage Payments	3.20
Taxes and Insurance.....	3.20
Alimony Recapture Rule.....	3.20

Child Support	3.20
Business Income	3.21
Income from Rents, Royalties, Partnerships, Estates and Trusts	3.21
Schedule K-1	3.21
Farm Income	3.22
Unemployment Compensation	3.22
Social Security and Equivalent Railroad Retirement Benefits (Tier 1)	3.24
Paying Back Items Previously Taxed	3.24
Clergy	3.25
Other Income (Line 21)	3.25
Prepaid Income and Assignment of Income	3.26
Advanced Earnings	3.26
Community Property Issues	3.26
Bartering	3.27
Examples of Nontaxable Income	3.28
Foreign Income	3.34
Interview Guidance	3.34
Chapter Study Questions	3.37
Learning Activity	3.41
Learning Activity Questions	3.47

CHAPTER 4: INTEREST AND DIVIDEND INCOME 4.1

Overview	4.1
Learning Objectives	4.1
Key Terms	4.1
Schedule B	4.1
Part I	4.1
Part II	4.1
Part III	4.1
Interest Income	4.2
When to Report Interest Income	4.2
Constructive Receipt	4.2
FORM 1099-INT	4.4
Taxable/Nontaxable	4.6
Dividends which are Interest	4.6
Money Market Funds	4.7
Gifts for Opening Accounts	4.7
Prepaid Insurance Premiums	4.7
Interest Subject to Penalty for Early Withdrawal	4.7
U.S. Obligations	4.7
Treasury Bills	4.7
Treasury Notes and Bonds	4.8
Savings Bonds	4.8
Education Savings Bond Program	4.8
Reduce Expenses	4.9
Tax-Exempt Interest	4.9
Municipal Bonds	4.10
Dividend Income	4.11
Where to Report Dividend Income	4.11
Where to Report Common Types of Investment Income	4.12
Form 1099-DIV	4.13
Ordinary Dividends	4.14
Qualified Dividends	4.14
Holding Period	4.15
Qualified Foreign Corporation	4.16
Readily Tradable Stock	4.17
Capital Gain Distributions	4.17
Mutual Funds	4.17
Nontaxable Distributions	4.17

Return of Capital.....	4.17
Reinvested Dividends.....	4.17
Liquidating Dividends	4.18
Exempt Interest Dividends	4.18
Foreign Taxes Paid	4.18
Interviewing Clients	4.19
Common Interview Mistakes	4.19
Interview Guidance.....	4.20
Interest Income	4.20
Dividend Income	4.20
Common Preparation Mistakes.....	4.21
Exhibit 4-1 - Interview Questions.....	4.25
Sample Tax Organizer #1.....	4.27
Sample Tax Organizer #2.....	4.53
Chapter Study Questions	4.67
Learning Activity	4.71
Learning Activity Questions.....	4.81

CHAPTER 5: EARNED INCOME CREDIT5.1

Overview	5.1
Learning Objectives	5.1
Key Terms.....	5.1
Credits.....	5.1
Earned Income Credit.....	5.2
Earned Income	5.2
Nontaxable Combat Pay Election	5.3
Community Property	5.3
Valid Social Security Number	5.4
Taxpayer.....	5.4
Qualifying Child	5.4
Eligibility Rules for EIC.....	5.5
Adjusted Gross Income	5.5
Married Filing Separately	5.6
Qualifying Child.....	5.6
Relationship Test.....	5.8
Age Test	5.8
Joint Return Test	5.9
Residency Test.....	5.9
A Qualifying Child of More Than One Person.....	5.10
Which Person Will Claim the EIC?	5.10
What if Another Person Claims EIC Using This Child?	5.11
If the Other Person Cannot Claim the EIC	5.11
Special Rule for Divorced or Separated Parents or Parents who Live Apart.....	5.14
You Cannot Be a Qualifying Child of Another Person	5.15
Child of a Person Not Required to File a Return	5.16
EIC for Taxpayers Without Qualifying Children	5.17
Schedule EIC and Worksheets	5.18
Earned Income Credit Limitations.....	5.28
EIC Disallowed.....	5.29
EIC Examination Procedures	5.30
Supporting Documents.....	5.31
Due Diligence.....	5.35
Suggested Additional Safeguards.....	5.35
Special Rules	5.39
Interview Guidance	5.40

Chapter Study Questions.....	5.43
Learning Activity.....	5.47
Learning Activity Questions	5.57

Glossary

Index

Appendices



Comprehensive Tax Course

Module 2

Table of Contents

Reading Assignments

Syllabus

Introduction

CHAPTER 6: CHILD CARE AND OTHER CREDITS.....	6.1
Overview.....	6.1
Learning Objectives.....	6.1
Key Terms	6.1
Credits	6.1
Child Tax Credit.....	6.1
Qualifying Child.....	6.2
Qualifying Child of More Than One Person	6.3
Who Must Use Pub. 972.....	6.3
Phase-out.....	6.4
Additional Child Tax Credit.....	6.4
Child and Dependent Care Expenses	6.10
Qualifying Person Test	6.13
Child of Divorced or Separated Parents or Parents Living Apart	6.13
Earned Income Test.....	6.14
<i>Rules for Student-Spouse or Disabled Spouse</i>	6.14
Work-Related Expense Test.....	6.15
Joint Return Test.....	6.15
Provider Information.....	6.15
Employer Dependent Care Assistance.....	6.16
Forfeitures.....	6.17
Credit for the Elderly or the Disabled	6.18
Foreign Tax Credit.....	6.20
Adoption Credit.....	6.21
Excess Social Security or Railroad Retirement Tax Withheld.....	6.22
Education Credits	6.23
No Double Benefit Allowed	6.25
Adjustments to Qualified Education Expenses	6.26
Repayment of an Education Credit.....	6.27
American Opportunity Credit.....	6.27
Calculation of the American Opportunity Credit	6.28
Lifetime Learning Credit	6.30
Calculation of the Lifetime Learning Credit.....	6.30
Mortgage Interest Credit.....	6.32
Motor Vehicle Credits	6.32
Plug-in Electric Drive Motor Vehicle Credit.....	6.32
Alternative Motor Vehicle Credit	6.33
Alternative Fuel Vehicle Refueling Property Credit	6.33
Credit to Holders of Tax Credit Bonds.....	6.34
Residential Energy Credits.....	6.35
Nonbusiness Energy Property Credit	6.35
Residential Energy Efficient Property Credit	6.36

First-Time Homebuyer Credit	6.39
Repaying the First-Time Homebuyer Credit (Purchases in 2008)	6.39
First-Time Homebuyer Credit Claimed on 2009 or 2010 Tax Return	6.40
<i>Other Credits</i>	6.40
<i>Interview Guidance</i>	6.41
Child Tax Credit and Additional Child Tax Credit	6.41
Child and Dependent Care Expenses	6.41
Credit for the Elderly or the Disabled	6.42
Foreign Tax Credit	6.42
Adoption Credit	6.43
Excess Social Security and Railroad Retirement Tax Withheld	6.43
Education Credits	6.43
Residential Energy Credits	6.43
Retirement Savings Contributions Credit	6.44
First-time Homebuyer Credit	6.44
Chapter Study Questions	6.47
Learning Activity	6.51
Learning Activity Questions	6.59

CHAPTER 7: RETIREMENT INCOME AND OTHER INCOME TYPES 7.1

Overview	7.1
Chapter Description	7.1
Learning Objectives	7.1
Key Terms	7.1
Pensions and Annuities	7.2
Specific Types of Pension Plans	7.3
SEP (Simplified Employee Pension)	7.3
SIMPLE Retirement Plan	7.3
Qualified Plan	7.4
Disability Income	7.5
Form 1099-R	7.7
Form CSA 1099R	7.9
Distributions	7.11
Early Distributions	7.15
Excess Contributions Tax for IRA	7.17
Rollovers and Transfers	7.17
Lump Sum Distributions	7.18
Government Retirement Benefit Programs	7.22
Social Security	7.22
When Taxable	7.25
How Much Is Taxable?	7.25
Railroad Retirement Benefits	7.27
Tier II Benefits	7.29
Other Types of Income	7.32
Bartering	7.32
Activity Not for Profit	7.33
Canceled Debts	7.33
Partnership and S Corporation Income	7.34
Reporting Certain Other Types of Income	7.35
Rental of Personal Property	7.35
Royalties	7.36
Nontaxable Income	7.37
Repayments	7.37
Interview Guidance	7.39
Retirement Income	7.39
Disability Income	7.39

Other Types of Income	7.39
Key Terms	7.41
Chapter Study Questions	7.43
Learning Activity	7.47
Learning Activity Questions.....	7.49

CHAPTER 8: ADJUSTMENTS TO INCOME..... 8.1

Overview.....	8.1
Chapter Description	8.1
Learning Objectives.....	8.1
Key Terms	8.1
Outline of Chapter Learning Materials.....	8.1
Employment-Related Adjustments	8.2
Educator Expenses.....	8.2
Moving Expenses	8.3
Business-Related Adjustments	8.5
Certain Business Expenses of Reservists and Others	8.5
Deductible Part of Self-Employment Tax.....	8.6
Additional Medicare Tax	8.7
Self-Employed Health Insurance Deduction.....	8.7
Domestic Production Activities Deduction	8.8
Retirement-Related Deductions	8.9
Self-Employed SEP, SIMPLE, and Qualified Plans.....	8.9
Qualified Plans.....	8.9
Exception for Retired Public Safety Officers.....	8.10
Where to Deduct Contributions.....	8.10
Individual Retirement Arrangement (IRA) Deduction	8.11
Modified AGI	8.13
Using Form 8606	8.18
Early Withdrawals	8.19
Roth IRAs.....	8.20
Qualified Distributions	8.20
Roth Qualifications.....	8.21
When an IRA Contribution Can be Made	8.24
Rollovers from Other Retirement Plans	8.26
Adjustments Related to Education Expenses	8.26
Student Loan Interest Deduction	8.26
Qualified Student Loan	8.27
Qualified Higher Education Expenses	8.27
Tuition and Fees Deduction.....	8.28
Qualified Tuition and Fees.....	8.30
No Double Benefit Allowed	8.30
Remaining Adjustments Related to Individual Taxpayers.....	8.31
Health Savings Account Deduction	8.31
The Benefits of an HSA	8.32
Eligibility Requirements for an HSA.....	8.32
Reporting Contributions on the Taxpayer's Return	8.32
Penalty on Early Withdrawal of Savings.....	8.33
Alimony Paid	8.33
Other Less Common Adjustments (Line 36, Form 1040).....	8.34
Interview Guidance.....	8.35
Short Reminders.....	8.35
Chapter Study Questions	8.39
Learning Activity	8.43
Learning Activity Questions.....	8.51

CHAPTER 9: ITEMIZED DEDUCTIONS 9.1

Overview.....	9.1
Chapter Description	9.1
Learning Objectives.....	9.1
Key Terms	9.1
Itemized Deductions or Standard Deduction.....	9.1
Married Filing Separately Taxpayers	9.2
Limitation on Itemized Deductions	9.3
Medical Expenses	9.5
Limitation of Medical Expense Deduction.....	9.6
Deductible Medical Expenses.....	9.6
Spouse and Dependent Medical Expenses.....	9.9
Medical Expenses for an Adopted Child.....	9.10
Nondeductible Expenses	9.10
Taxes Paid.....	9.12
State and Local Income Taxes	9.13
General Sales Tax	9.14
Real Estate Taxes	9.14
Personal Property Taxes	9.14
Foreign Taxes	9.15
Interest Paid	9.16
Home Mortgage Interest and Points.....	9.16
Mortgage Insurance Premiums.....	9.18
Qualified Mortgage Insurance.....	9.18
Special Rules for Prepaid Mortgage Insurance	9.18
Limit on Deduction	9.19
Investment interest	9.19
Contributions	9.20
Out-of-Pocket Expenses.....	9.21
Limitations of Deductible Charitable Contributions.....	9.21
Carryovers	9.22
Nonbusiness Casualty and Theft Losses.....	9.22
Miscellaneous Deductions.....	9.23
Subject to 2% Limit	9.24
Not Subject to 2% Limit-Schedule A, Line 28.....	9.25
Gambling Losses Up to the Amount of Gambling Winnings.....	9.25
Interview Guidance.....	9.26
Short Reminders.....	9.26
Chapter Study Questions	9.29
Learning Activity	9.33
Learning Activity Questions.....	9.41

Overview.....	10.1
Chapter Description	10.1
Learning Objectives.....	10.1
Key Terms	10.1
Electronic Filing	10.3
What is an Authorized IRS e-file Provider?	10.3
Credentials.....	10.3
Safeguarding IRS e-file.....	10.4
Safeguarding Taxpayer Information	10.4
PIN Program	10.5
Free File.....	10.7

Returns Not Eligible for IRS e-file	10.7
Submitting a Timely Filed Electronic Tax Return.....	10.8
Processing Return Information from Taxpayers	10.8
Receiving Refunds Through Electronic Filing	10.11
Electronic Refund Check (ERC) or Refund Anticipation Check (RAC)	10.11
Fee Restrictions	10.11
Direct Deposit	10.11
Acceptable Proof of Account	10.13
What Must Go to the IRS	10.14
What the Taxpayer Should Receive	10.15
Warning Signs of Taxpayer Fraud.....	10.16
Warning Signs of Potential Fraud	10.17
Verifying Taxpayer Identification Numbers	10.18
Be Aware of Non-standard Information Documents	10.19
Being Careful with Addresses.....	10.19
Avoiding Refund Delays	10.19
Requirements for Signing an Electronic Tax Return	10.20
Electronic Signatures for Taxpayers.....	10.21
IRS e-file Signature Authorization.....	10.21
Electronic Signatures for EROs	10.22
Paper Signatures	10.23
Sending Paper Signatures to the IRS.....	10.23
Correction of an Electronic Tax Return Rejected by IRS	10.23
Acknowledgments of Transmitted Return Data	10.23
Resubmission of Rejected Tax Returns	10.24
Key Terms	10.26
Chapter Study Questions	10.33
Learning Activity	10.37
Learning Activity Questions.....	10.49

Glossary

Index

Appendices



Comprehensive Tax Course
Module 3
Table of Contents

Reading Assignments

Syllabus

Introduction

CHAPTER 11: EMPLOYEE BUSINESS EXPENSE AND MISCELLANEOUS ITEMIZED DEDUCTIONS	11.1
Overview	11.1
Chapter Description	11.1
Learning Objectives	11.1
Key Terms	11.3
Miscellaneous Itemized Deduction Limitation	11.2
Employee Business Expenses	11.2
Auto Expense	11.4
Standard Mileage Rate	11.5
Actual Auto Expense	11.6
Office in Home	11.10
Exclusive Use	11.11
Regular Use	11.12
Trade or Business Use	11.12
Principal Place of Business	11.12
More Than One Trade or Business	11.13
Deducting Expenses	11.13
Depreciation	11.14
Safe Harbor Method	11.16
Travel Expenses	11.17
Tax Home	11.17
Travel and Transportation	11.18
Meals	11.18
Education	11.20
Business Gifts	11.20
Entertainment	11.20
Record Keeping	11.22
Reimbursements	11.22
Performing Artists	11.23
Other Expenses (Miscellaneous Itemized Deductions)	11.24
Not-for-Profit and Personal Property Rental (PPR) Expenses	11.24
Hobby Expenses	11.24
Business Use of Home Worksheet	11.24
Instructions for the Business Use of Your Home Worksheet	11.24
Chapter Study Questions	11.31
Learning Activity	11.35
Learning Activity Questions	11.45

CHAPTER 12: EDUCATION TAX BENEFITS..... 12.1

Overview	12.1
Chapter Description	12.1
Learning Objectives	12.1
Key Terms	12.1
Introduction	12.1
Recap of the American Opportunity Credit.....	12.2
Calculation of the American Opportunity Credit.....	12.2
Who Can Claim the Credit?	12.4
Who Cannot Claim the Credit?	12.5
Qualifying Expenses	12.6
Qualified Education Expenses	12.6
No Double Benefit Allowed	12.7
Adjustments to Qualified Education Expenses	12.7
Expenses That Do Not Qualify.....	12.8
Who Is an Eligible Student?	12.9
Recap of the Lifetime Learning Credit.....	12.11
Calculation of the Lifetime Learning Credit.....	12.11
Who Can Claim the Credit?	12.12
Who Cannot Claim the Credit?	12.13
Qualifying Expenses	12.14
Qualified Education Expenses	12.14
No Double Benefit Allowed	12.15
Adjustments to Qualified Education Expenses	12.15
Expenses That Do Not Qualify.....	12.16
Who Is an Eligible Student?	12.16
Comparison of the American Opportunity and Lifetime Learning Credits	12.17
Who Can Claim a Dependent's Expenses – All Education Credits	12.18
Tuition and Fees Deduction.....	12.19
Who Can Claim the Deduction?.....	12.19
Who Cannot Claim the Deduction?.....	12.20
What Expenses Qualify.....	12.20
Qualified Education Expenses	12.21
No Double Benefit Allowed	12.22
Adjustments to Qualified Education Expenses	12.22
Expenses That Do Not Qualify.....	12.23
Who Is an Eligible Student?	12.23
Who Can Claim a Dependent's Expenses.....	12.23
Calculation of the Tuition and Fees Deduction	12.25
Effect of the Amount of Your Income on the Amount of Your Deduction.....	12.26
Student Loan Interest Deduction	12.27
Qualified Student Loan.....	12.28
Who Can Claim the Deduction?.....	12.29
Effect of the Amount of the Taxpayer's Income	12.29
Coverdell ESA.....	12.30
Qualified Tuition Program (QTP)	12.37
Early IRA Distributions	12.40
Education Savings Bond Program.....	12.40
Employer-Provided Educational Assistance	12.41
Business Deduction for Work-Related Education.....	12.42
Chapter Study Questions	12.47
Learning Activity	12.51
Learning Activity Questions	12.59

CHAPTER 13: CAPITAL GAINS AND LOSSES..... 13.1

Overview	13.1
Chapter Description	13.1
Learning Activity	13.1
Key Terms	13.1
Capital Gains and Losses.....	13.1
Capital Assets.....	13.3
Holding Period.....	13.3
Calculating the Sales Price	13.3
Capital Gains Tax Rates.....	13.5
Capital Gain Distributions	13.6
Reporting Capital Gains and Losses	13.10
Form 8949.....	13.10
Exception One.....	13.12
Exception Two.....	13.12
Schedule D (Form 1040).....	13.13
Basis of Property	13.14
Inherited Property.....	13.15
Gifts.....	13.15
Sale of Stock and Mutual Funds.....	13.15
Adjusted Basis	13.16
Involuntary Conversions	13.17
Bad Debts	13.18
Sale of Personal Residence	13.18
Maximum Exclusion	13.19
Reduced Maximum Exclusion.....	13.20
Nonqualified Use.....	13.21
Sale of Rental Property, Second Homes or Vacation Homes	13.21
Basis of a Home	13.22
Settlement Statement.....	13.22
Increases Basis.....	13.23
Decreases Basis	13.24
Installment Sales	13.24
Property Settlement	13.25
Chapter Study Questions	13.27
Learning Activity	13.31
Learning Activity Questions.....	13.41

CHAPTER 14: DEPRECIATION AND DISPOSITION OF BUSINESS PROPERTY 14.1

Overview	14.1
Chapter Description	14.1
Learning Objectives	14.1
Key Terms	14.1
Introduction.....	14.2
Depreciation.....	14.2
Types of Property.....	14.2
Basis	14.3
Salvage Value	14.3
Land	14.4
Methods of Depreciation.....	14.4
Partial Business Use.....	14.5
Repairs and Replacements	14.6
Recovery Period	14.7

Placed Into Service.....	14.7
Retired From Service.....	14.7
Straight-line Method of Depreciation (S/L)	14.7
Modified Accelerated Cost Recovery System (MACRS).....	14.8
Property Classes and Recovery Periods.....	14.9
Accelerated Cost Recovery System (ACRS)	14.13
Declining-Balance Method.....	14.13
Amortization.....	14.13
Section 179 Deduction	14.14
Special Depreciation Allowance	14.16
Qualified Property.....	14.16
Original Use.....	14.16
Listed Property.....	14.17
Recapture	14.18
Automobiles.....	14.18
Form 4562, Depreciation and Amortization.....	14.19
Disposition of Business Property.....	14.21
Review of Basis Rules.....	14.21
Trade-ins.....	14.22
Personal Use Converted to Business Property.....	14.23
Inherited Property and Gifts.....	14.23
Rental or Leased Property.....	14.24
Placed in Service	14.24
Additions and Improvements.....	14.24
Computing the Gain or Loss From Sale of Business Property.....	14.24
Capital Gains and Losses	14.25
Types of Property	14.25
Like-Kind Exchanges.....	14.28
Tax Laws Regarding Like-Kind Exchanges	14.29
Involuntary Conversions	14.29
Installment Sales	14.29
Tax Due	14.30
Reporting Gains and Losses	14.30
Personal Use Property	14.30
Profit-Seeking Activities.....	14.30
Form 4797 – Gains and Losses from Sales or Exchanges of Assets.....	14.31
Depreciation Recapture.....	14.33
Section 179.....	14.33
Listed Property	14.33
MACRS.....	14.34
ADS	14.34
New For 2014 – Final Repair Regulations/Safe Harbor.....	14.34
De Minimis Safe Harbor Election	14.35
Routine Maintenance Safe Harbor.....	14.35
Depreciation Tables.....	14.37
Chapter 14: Special Explanation and Examples	14.40
How to Start the Depreciation Worksheet	14.40
Form 4562 - Completed.....	14.42
Chapter Study Questions	14.49
Learning Activity	14.43
Learning Activity Questions.....	14.55

CHAPTER 15: SELF-EMPLOYMENT INCOME	15.1
Overview.....	15.1
Chapter Description	15.1
Learning Objectives.....	15.1
Key Terms	15.1
Sole Proprietorship	15.2
Husband-Wife Businesses.....	15.2
Independent Contractor.....	15.2
Statutory Employees	15.3
Limited Liability Company (LLC)	15.4
Identification Numbers.....	15.4
Minimum Income Reporting Requirements for Schedule C Filers	15.5
Self-employment Tax.....	15.5
Gross Income/Receipts	15.6
Expenses	15.7
Health Insurance	15.10
Retirement Plans.....	15.11
Cost of Goods Sold	15.11
Inventory Valuation Methods.....	15.12
Start-up Costs.....	15.12
Net Operating Loss (NOL).....	15.12
Business Use of Your Home	15.13
Selling Business Property	15.14
Hobbies.....	15.15
Schedule C-EZ	15.15
Employment Taxes.....	15.16
Excise Taxes	15.16
Chapter Study Questions	15.19
Learning Activity	15.23
Learning Activity Questions.....	15.27

Glossary

Index

Appendices



Comprehensive Tax Course

Module 4

Table of Contents

Reading Assignments

Syllabus

Introduction

CHAPTER 16: RENTAL PROPERTY	16.1
Overview	16.1
Chapter Description	16.1
Learning Objectives	16.1
Key Terms	16.1
Rental Income.....	16.1
How to Report Rental Income	16.2
Rental Expenses	16.3
Transportation and Travel Expenses.....	16.4
Office in Home	16.4
Repairs and Improvements.....	16.5
Record Keeping	16.6
Not Rented for Profit.....	16.7
Rental of Vacation Homes and Other Dwelling Units.....	16.8
Dividing Expenses for Vacation Homes and Other Dwelling Units.....	16.8
Fair Rental Price	16.9
Use as Main Home Before or After Renting	16.9
Property Changed to Rental Use.....	16.10
Dividing Expenses for Property Changed to Rental Use	16.10
Limit on Rental and Passive Activity Losses	16.12
At-Risk Rules.....	16.13
Active Participation.....	16.13
Real Estate Professional	16.14
Rental Property Sales.....	16.14
Royalties	16.16
Partnership Income From Schedule K-1	16.16
Chapter Study Questions	16.19
Learning Activity	16.23
Learning Activity Questions	16.27
CHAPTER 17: ALTERNATIVE MINIMUM TAX, INJURED AND INNOCENT SPOUSE, LESS COMMON CREDITS, AND PENALTIES	17.1
Overview	17.1
Chapter Description	17.1
Learning Objectives	17.1
Key Terms.....	17.1
Alternative Minimum Tax	17.1
The History of Alternative Income Tax (AMT).....	17.1
The Basics of AMT.....	17.2
Exemption Phase-outs.....	17.3

AMT Credits Allowed	17.4
Credit for Prior Year Minimum Tax	17.4
Injured Spouse And innocent Spouse	17.5
Injured Spouse Allocation	17.5
Innocent spouse Relief	17.6
Other Less Common Credits	17.8
General Business Credit	17.8
District of Columbia First-Time Homebuyer Credit.....	17.9
Credit for Tax on Undistributed Capital Gain	17.10
Credit for Federal Tax Paid on Fuels	17.10
Civil and Criminal Penalties	17.11
Civil Penalties.....	17.11
Underpayment Penalties	17.11
Filing Late.....	17.12
Fraud	17.12
Return Over 60 Days Late.....	17.12
Paying Tax Late	17.13
Combined Penalties	17.13
Accuracy-Related Penalty	17.13
Negligence or Disregard.....	17.14
Substantial Understatement of Income Tax	17.14
Disclosure Statement	17.14
Reasonable Cause.....	17.15
Filing Erroneous Claim for Refund or Credit	17.15
Frivolous Return	17.15
Joint Return	17.16
Failure to Supply Social Security Number	17.16
Criminal Penalties	17.16
Penalties.....	17.17
Penalty for Not Reporting Tips	17.17
Fines or Penalties.....	17.17
Key Terms	17.20
Chapter Study Questions	17.21
Learning Activity	17.25
Learning Activity Questions.....	17.33

CHAPTER 18: PAYMENTS, EXTENSIONS, AMENDED RETURNS, PREPARER REGULATIONS

.....	18.1
Overview	18.1
Chapter Description	18.1
Learning Objectives	18.1
Key Terms.....	18.1
Kiddie Tax	18.1
Form 8615, Tax for Certain Children Who Have Unearned Income of More Than \$2,000	18.1
Form 8814, Parent's Election to Report Child's Interest and Dividends	18.2
Underpayment Penalties	18.3
Paying or Receiving Interest.....	18.3
Amended Returns	18.4
Amended Returns and Claims for Refund	18.4
Completing Form 1040X.....	18.5
Time for Filing a Claim for Refund.....	18.8
Protective Claim for Refund	18.10
Limit on Amount of Refund.....	18.10
Financially Disabled.....	18.11
Exceptions for Special Types of Refunds	18.11
Processing Claims for Refund.....	18.11

Taking a Claim to Court.....	18.12
Reduced Refund	18.12
Effect on State Tax Liability	18.12
Extensions of Time to File	18.12
Installment Agreement.....	18.13
Payment Voucher	18.14
Nanny Tax – Employment Taxes for Household Employees	18.14
Social Security and Medicare Taxes.....	18.16
Federal Income Tax	18.17
Federal Unemployment Tax (FUTA)	18.17
Preparer Regulations.....	18.17
PTIN Renewals	18.19
Additional Requirements for Some Preparers.....	18.20
Supervised Preparers and Non-1040 Preparers.....	18.20
Exceptions to PTIN Requirement.....	18.21
Responsibilities of a Paid Preparer	18.22
Chapter Study Questions	18.25
Learning Activity	18.29
Learning Activity Questions	18.31

CHAPTER 19 - TAX LAW UPDATES & ACA 2014/2015..... 19.1

Overview.....	19.1
Chapter Description	19.1
Learning Objectives:	19.1
Key Terms.....	19.1
Introduction	19.1
New IRS Voluntary Program for Unenrolled Tax Preparers	19.2
History About How the AFSP Happened	19.2
Annual Filing Season Program – Record of Completion Requirements	19.3
Consent to Circular 230 Restrictions.....	19.3
Understanding Tax Return Preparer Credentials	19.3
Unlimited Representation Rights	19.3
Limited Representation Rights.....	19.4
Due Dates and Tax Rates	19.5
Tax Return Due Date	19.5
New Tax Rates.....	19.5
Capital Gain Rates	19.8
Federal Estate Tax Exclusion	19.9
Federal Gift Tax Exclusion	19.9
Filing Status for Same-Sex Married Couples	19.10
Personal Exemption Amount	19.11
Increased Standard Deduction - 2015.....	19.12
Standard Deduction for Taxpayers Who Are 65 or Older and/or Blind (Born Before January 2, 1959)	19.13
2015 Filing Requirements for Most People.....	19.14
Changes to Itemized Deductions.....	19.15
Medical Expenses.....	19.26
Changes to Itemized Deduction for Medical Expenses	19.26
Health Savings Accounts	19.26
Archer Medical Savings Accounts - 2015	19.26
Increase in Deductible Limits for Long Term Care Premiums	19.27
FSA Carryover	19.27
Standard Mileage Rates.....	19.28
Business.....	19.28
Medical.....	19.28
Moving.....	19.23

Charitable.....	19.19
Credits	19.19
Earned Income Credit.....	19.19
Child Tax Credit	19.24
Earned Income for Additional Child Tax Credit.....	19.24
Adoption Benefits Increased.....	19.24
Education Credits and Related Deductions.....	19.21
Income Limits for Student Loan Interest Deduction.....	19.21
American Opportunity and Lifetime Learning Education Credits.....	19.21
Income from U.S. Savings Bonds and Qualified Education Expenses	19.21
Maximum Deferrals and Contributions	19.22
Roth IRA.....	19.22
Alternative Minimum Tax (AMT)	19.22
Social Security.....	19.25
Additional Medicare Tax - REMINDER	19.29
Self-employed Health Insurance Deduction.....	19.27
Wage Threshold for Household Employees- Reminder.....	19.27
Depreciation/Section 179 Expense Deduction Limitations and Other Auto Related Expenses.....	19.28
Section 179	19.28
Bonus Depreciation.....	19.28
Auto Depreciation Limits	19.28
Expiring Recovery Periods.....	19.29
Qualified Transportation Fringe Benefit.....	19.29
Residential Energy Efficient Property Credit	19.29
Nonbusiness Energy Property Credit	19.29
Electronic Filing Requirement Changes - REMINDER.....	19.30
Identity Verification Requirements	19.30
Investment Income of Children.....	19.31
Foreign Earned Income	19.31
Protecting Taxpayer Identity.....	19.31
Suspecting Identity Theft	19.31
Employment Related Identity Theft.....	19.31
Combating Identity Theft – IRS Efforts	19.32
IRS Identity Protection Personal Identification Number.....	19.32
2015 IP PIN Pilot.....	19.33
Direct Pay	19.33
Tax Law Changes Affecting Businesses	19.34
Tangible Property Capitalization “Repair” Regulations	19.34
Small Employer Health Care Tax Credit – Tax Exempt Employers Only.....	19.38
Affordable Care Act (ACA)	19.39
Benefits Required to be Included in Qualified Plans	19.36
Pre-existing Conditions	19.47
Who is Required to Covered?	19.37
Definition of a Household	19.38
Defining a Household.....	19.38
Household Income	19.38
Shared Responsibility	19.39
Worksheet 19-1 Shared Responsibility Payment Worksheet	19.40
Table 19-1 2014 Filing Thresholds	19.41
2015 Filing Thresholds.....	19.41
Exemptions	19.42
Household Income Exemption.....	19.42
Unaffordable Coverage Exemption.....	19.46
Short Coverage Gap.....	19.43
Members of a Health Care Sharing Ministry.....	19.43
Members of Certain Religious Sects	19.43
Incarceration	19.43

Other Exemptions	19.43
Hardship Exemptions	19.43
Applying for an Exemption	19.47
Chart 19-2 - Coverage Exemptions (Form 8965)	19.45
Federal Poverty Level	19.47
Premium Tax Credit	19.47
Table 19-2 - Repayment Limitation	19.51
Other Issues	19.51
Shared Policy Allocation	19.51
Alternative Calculations in the Year of Marriage	19.52
Self-employed Taxpayers	19.56
States Who Have Their Own Health Insurance Exchange	19.57
State-by-State ACA Implementation	19.55
IRS Forms and Reporting Statements, Affordable Care Act	19.60
Chart 19-3 - IRS Forms and Reporting Statements - Affordable Care Act	19.61
Affordable Care Act (ACA) Mandate for Businesses	19.62
Minimum Essential Coverage (MEC), Minimum Value (MV) and Affordability	19.62
Affordability	19.64
Shared Responsibility	19.64
Fiscal Year Plans	19.66
Small Business Health Options Program (SHOP) Marketplace	19.66
Medical Loss Ratio Rebates	19.66
Aggregate Health Care Costs and W-2 Reporting	19.67
Failure to Comply with ACA Reform Requirements Penalty	19.67
Group Health Plans	19.67
Patient-centered Outcome Research Institute Fees (PCORI)	19.68
ACA Forms	19.69
Form 1094-B	19.70
Form 1094-C	19.70
Form 1095-A	19.75
Form 1095-B	19.72
Form 1095-C	19.73
Expiring Provision Improvement Reform and Efficiency Act (Expire)	19.74
Individual Provisions	19.74
Business Provisions	19.75
Revenue Raising Provisions	19.85
Conclusion	19.79
Chapter Study Questions	19.81

CHAPTER 20: ETHICS AND RESPONSIBILITIES OF TAX PROFESSIONALS 20.3

Overview	20.1
Learning Objectives:	20.1
Key Terms	20.1
Ethics Defined	20.1
How Can You Develop an Ethical Environment?	20.2
Professional Responsibilities in Return Preparation	20.3
Responsibilities to the Client.	20.3
Responsibilities to the Tax System	20.3
Acknowledge Your Responsibility and Avoid Penalties	20.5
Paid Preparer's Signature	20.5
Required Retention of Records	20.5
Third-Party Designee	20.5
Confidentiality	20.6
Additional Standards	20.7
Privacy	20.7

Outsourcing	20.7
Practice before the Internal Revenue Service	20.8
Ethical Guidelines – IRS Publications and Treasury Dept. Circular 230	20.8
Circular 230 – Specifics	20.8
§10.20 – Information to be furnished	20.8
§10.21 – Knowledge of client’s omission	20.10
§10.22 – Diligence as to accuracy	20.10
§10.23 – Prompt disposition of pending matters.....	20.11
§10.24 – Assistance from disbarred or suspended persons and former Internal Revenue Service employees	20.12
§10.27 – Fees.....	20.12
§10.28 – Return of client’s records.....	20.13
§10.30 – Solicitation	20.13
§10.31 – Negotiation of taxpayer refund checks.....	20.13
§10.33 – Best Practices for tax advisors	20.13
§10.34 – Standards with respect to tax returns and documents, affidavits and other papers	20.14
§10.35 – Requirements for covered opinions	20.15
§10.36 – Procedures to ensure compliance.....	20.15
§10.38 – Establishment of advisory committees.....	20.16
§10.51 – Incompetence and Disreputable conduct.....	20.16
§10.52 – Violation of regulations.....	20.17
§10.53 – Receipt of information concerning practitioner.....	20.17
§10.60 – Institution of proceeding	20.18
AICPA Statements on Standards for Tax Services	20.18
Sample Scenarios.....	20.20
Scenario 1	20.20
Scenario 2	20.20
Scenario 3.....	20.21
Scenario 4.....	20.21
Scenario 5.....	20.22
Scenario 6.....	20.22
AICPA Code of Professional Conduct	20.23
Composition, Applicability, and Compliance.....	20.23
Other Guidance.....	20.23
Preamble.....	20.24
Section 52 - Article I: Responsibilities.....	20.24
Section 53 - Article II: The Public Interest.....	20.24
Section 54 - Article III: Integrity.....	20.25
Section 55 - Article IV: Objectivity and Independence.....	20.25
Section 56 - Article V: Due Care.....	20.26
Section 57 - Article VI: Scope and Nature of Services	20.26
NATP – National Association of Tax Professionals	20.28
Code of Ethics.....	20.28
Standards of Professional Conduct	20.28
Peoples Income Tax, Inc.....	20.32
Corporate Mission.....	20.32
Guiding Principles	20.32
Key Terms	20.33
Chapter Study Questions	20.37
Learning Activity	20.41
Learning Activity Questions.....	20.45

Glossary

Index

Appendices