

## 2019 Online SEE Prep Class Schedule

Monday & Wednesday  
6-8 p.m.

\*Part 2 require an additional ½ hour to be added

### Date      **Session 1: PART 1 – INDIVIDUALS**

| <u>Date</u> | <u>Class #</u> | <u>Unit of Study</u> | <u>Topic</u>  |
|-------------|----------------|----------------------|---|
| 3-Jun       | 1              |                      | Introduction (1 hour)                                     |
| 5-Jun       | 2              | 1                    | Filing Requirements                                       |
|             |                | 2                    | Gross Income  |
| 10-Jun      | 3              | 3                    | Business Deductions                                       |
|             |                | 4                    | Above-the-Line Deductions & Losses                        |
| 12-Jun      | 4              | 5                    | Itemized Deductions                                       |
|             |                | 6                    | Tax Credits, Other Taxes and Payments                     |
| 17-Jun      | 5              | 7                    | Basis   |
|             |                | 8                    | Adjustments to Asset Basis and Capital Gains and Losses   |
| 19-Jun      | 6              | 9                    | Business Property, Related Parties, and Installment Sales |
|             |                | 10                   | Non-recognition Property Transactions                     |
| 24-Jun      | 7              | 11                   | Individual Retirement Accounts                            |
|             |                | 12                   | Gift Tax  |
| 26-Jun      | 8              | 13                   | Estate Tax (1 hour)                                       |

### Date      **Session 2: PART 3 – REPRESENTATION, PRACTICES, AND PROCEDURES**

| <u>Date</u> | <u>Class #</u> | <u>Unit of Study</u> | <u>Topic</u>                                   |
|-------------|----------------|----------------------|--|
| 15-Jul      | 1              | 1                    | Practice Before The IRS                        |
|             |                | 2                    | Tax Preparers and Penalties                    |
| 17-Jul      | 2              | 3                    | Representation                                 |
|             |                | 4                    | Examination of Returns and the Appeals Process |
| 22-Jul      | 3              | 5                    | The Collection Process                         |
|             |                | 6                    | Tax Authority                                  |
| 24-Jul      | 4              | 7                    | Recordkeeping and Electronic Filing (1 hour)   |

### Date      **Session 3: PART 2 – BUSINESSES**

| <u>Date</u> | <u>Class #</u> | <u>Unit of Study</u> | <u>Topic</u>                                   |
|-------------|----------------|----------------------|--|
| 12-Aug      | 1              | 1                    | Entity Types, Methods, and Periods             |
|             |                | 2                    | Income, Farms, and Property Transactions       |
| 14-Aug      | 2              | 3                    | Business Expenses                              |
|             |                | 4                    | Other Deductions                               |
| 19-Aug      | 3              | 5                    | Basis  |
|             |                | 6                    | Depreciation                                   |
| 21-Aug      | 4              | 7                    | Credits, Losses, and Additional Taxes          |
|             |                | 8                    | Contributions to a Partnership                 |
| 26-Aug      | 5              | 9                    | Partnership Operations                         |
|             |                | 10                   | Disposition of a Partner's Interest            |
| 28-Aug      | 6              | 11                   | Corporations                                   |
|             |                | 12                   | Corporate Formation                            |
| 9-Sep       | 7              | 13                   | Corporate Income and losses                    |
|             |                | 14                   | Corporate Deductions                           |
| 11-Sep      | 8              | 15                   | Corporate Distributions                        |
|             |                | 16                   | Corporate Liquidations & Redemptions           |
| 16-Sep      | 9              | 17                   | S Corporations                                 |
|             |                | 18                   | Decedent, Estate, and Trust Income Tax Returns |
| 18-Sep      | 10             | 19                   | Retirement Plans for Small Businesses          |
|             |                | 20                   | Exempt Organizations                           |