

SYLLABUS

COURSE # AND TITLE: ACCT 230 – Training for Practical Experience in Income Tax Preparation (VITA)

OF CREDITS: 2

CATALOG DESCRIPTION:

This course serves as a training course for the interviewing, preparation and review functions related to basic Federal and State income tax returns for individuals as per the I.R.S. Volunteer Income Tax Assistance (VITA) Program. Emphasis will be placed on the study of form preparation utilizing tax software.

Prerequisite: N/A

Semester Offered: Fall and spring

<i>Common Student Learning Outcomes</i> <i>Upon successful completion of San Juan College programs and degrees, the student will....</i>	
<i>Learn</i>	<i>Students will actively and independently acquire, apply and adapt skills and knowledge to develop expertise and a broader understanding of the world as lifelong learners.</i>
<i>Think</i>	<i>Students will think analytically and creatively to explore ideas, make connections, draw conclusions, and solve problems.</i>
<i>Communicate</i>	<i>Students will exchange ideas and information with clarity and originality in multiple contexts.</i>
<i>Integrate</i>	<i>Students will demonstrate proficiency in the use of technologies in the broadest sense related to their field of study.</i>
<i>Act</i>	<i>Students will act purposefully, reflectively, and respectfully in diverse and complex environments.</i>

GENERAL LEARNING OBJECTIVES:

- I. Acquire an appreciation and understanding for the existence of the Volunteer Income Tax Assistance (VITA) Program and the benefits it provides to eligible taxpayers.
- II. Develop knowledge regarding the requirements for utilization of various tax forms.
- III. Gain an understanding of the basic tax law regarding filing status, personal and dependency exemptions, reportable income, allowable deductions and available tax credits.
- IV. Develop utmost personal and professional interview skills in an environment that demands confidentiality issues at all levels.
- V. Study the steps and procedures involved in the actual preparation of simple individual tax returns for the low-income public to be provided free of charge.
- VI. Understand tax software and its usage in the preparation and filing of basic tax returns.

SPECIFIC LEARNING OUTCOMES:

Related General Learning Objectives and related Common Student Learning Outcomes are shown in parenthesis at the end of each Specific Learning Outcome.

Upon successful completion of the course, the student will be able to ...

1. Understand the basis for the development of the Volunteer Income Assistance (VITA) Program, along with its continual improvement, current success and status (I) (L,T).
2. Gain a renewed sense of personal awareness regarding the benefits of providing volunteer services to the public (I) (L,T).
3. Determine the proper Federal tax form (1040EZ, 1040A or basic 1040) to be used by the individual taxpayer (II) (L,T).
4. Determine the proper State tax form(s) to be used by the individual taxpayer and follow the instructions provided for preparation (II) (L,T).
5. Recognize and learn how to apply the basic rules and requirements for arriving at personal and dependency exemptions and filing status (III) (L,T).
6. Recognize and learn how to apply the basic rules and requirements for reportable income and exclusions (III) (L,T).
7. Recognize and learn how to apply the basic rules and requirements for allowable deductions and the utilization of available tax credits (III) (L,T).
8. Obtain an increased awareness of the importance of maintaining a neat, courteous, confidential, comfortable, professional and overall ethical environment at all times while assisting the client (IV) (L,C,A).
9. Develop utmost personal and professional interview skills to efficiently and effectively obtain the required information for complete and accurate tax returns (IV) (L,C,A).
10. Acknowledge the importance of providing a free service with high quality as a priority (I,IV) (L,T,C,A).
11. Understand the steps and procedures involved in the actual preparation (both manual and electronic) of tax returns and the necessary follow-up activities to include recordkeeping (V,VI) (L,T,I).
11. Research tax questions utilizing available resources (V,VI) (L,T,C,I).
12. Learn skills related to the review of tax returns prepared by others to ensure both accuracy and completeness (V,VI) (L,T,C,I).
13. Successfully pass VITA proficiency examination at the end of the course in order to gain required certification to participate in the preparation of tax returns applicable to the VITA program (All Inclusive)

Syllabus developed by Connie C. Kelt Date: September 24, 2004

Syllabus reviewed by Dr. Sam Dosumu Date: _____