

SYLLABUS

COURSE # AND TITLE: ACCT 231 – Practical Experience in Income Tax Preparation (VITA)

OF CREDITS: 2

CATALOG DESCRIPTION:

This course serves as an applicable course for the actual 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 form preparation utilizing tax software.

Prerequisite: ACCT 230

Semester Offered: 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 enhanced appreciation and understanding (via applicable experience) for the existence of the Volunteer Income Tax Assistance (VITA) Program and the benefits it provides to eligible taxpayers.
- II. Apply prior knowledge regarding the requirements for utilization of various tax forms.
- III. Apply prior understanding of the basic tax law regarding filing status, personal and dependency exemptions, reportable income, allowable deductions and available tax credits through actual tax preparation procedures.
- IV. Continue to develop and practice utmost personal and professional interview skills in an environment that demands confidentiality issues at all levels.
- V. Prepare simple individual tax returns for the low-income public to be provided free of charge using the appropriate steps and procedures.
- VI. Utilize understanding of tax software 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. Participate in the Volunteer Income Assistance (VITA) Program serving as a contributor towards its continual improvement and future success (I) (L,T,A).
2. Experience the personal satisfaction achieved from 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 apply the basic rules and requirements for arriving at personal and dependency exemptions and filing status (III) (L,T).
6. Recognize and apply the basic rules and requirements for reportable income and exclusions (III) (L,T).
7. Recognize and apply the basic rules and requirements for allowable deductions and the utilization of available tax credits (III) (L,T).
8. Maintain a neat, courteous, confidential, comfortable, professional and overall ethical environment at all times while assisting the client (IV) (L,C,A).
9. Continue to 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. Adhere to the importance of providing a free service with high quality as a priority (I,IV) (L,T,C,A).
11. Apply 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,C,I,A).
11. Research tax questions utilizing available resources (V,VI) (L,T,C,I).
12. Review tax returns prepared by others to ensure both accuracy and completeness (V,VI) (L,T,C,I).
13. Practice and exhibit strong work ethics by adhering to the time schedule established by the VITA Program coordinator in order to assure successful participation and completion of the course. (All Inclusive)

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

Syllabus reviewed by _____ Date: _____
Dr. Sam Dosumu