

ACCT A114: VOLUNTEER INCOME TAX ASSISTANCE

Item	Value
Curriculum Committee Approval Date	12/02/2020
Top Code	050210 - Tax Studies
Units	1 Total Units
Hours	10 Total Hours (Lecture Hours 10)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Pass/No Pass (B)

Course Description

This hands on course provides training and an experiential service learning opportunity in the preparation of federal and state individual income tax returns. After attending training and review classes and passing the IRS and state individual income tax exams, student volunteers will provide free tax assistance to qualifying community residents. ADVISORY: ACCT A111. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Prepare basic Federal and California state personal income tax returns.
2. Interview taxpayers to gain necessary information to complete basic Federal and California state tax returns.

Course Objectives

- 1. Define and apply the basic tax rules for federal and state Income Tax.
- 2. Prepare Federal Income Tax forms 1040EZ, 1040A, 1040 (only basic schedules A, B, C EZ).
- 3. Prepare California Income Tax Returns Form 540 and Schedule CA (540).
- 4. Distinguish the differences between California and federal tax laws.
- 5. File both state and federal returns using electronic filing (e filing).
- 6. Compute taxable income and tax due for individual taxpayers.
- 7. Determine if taxpayers should itemize or take standard deduction.
- 8. Calculate tax credits, including tax credit for the elderly and disabled, the child tax credit, earned income credit, the child and dependent care credit, and education credits.
- 9. Demonstrate effective communication skills through the experience of interviewing clients.
- 10. Develop or improve supervisory and management skills.
- 11. Utilize language skills to assist non English speaking clients.
- 12. Demonstrate effective interpersonal skills through group activities and interaction with taxpayers.
- 13. Research tax issues.

Lecture Content

Course is specifically designed to offer students an opportunity to explore a community service experience in a service learning environment. Course entails a total of fifty hours of tax preparation. Students will also be required to attend thirty-two hours of classroom training provided by the IRS and pass the IRS and California individual income tax exams upon completion of the training sessions. In addition, each student will also serve as a site coordinator and/or a quality review supervisor once during the term. The following federal and state income tax topics will be covered in the IRS-provided training session: Introduction and Determination of Tax Formula for individual income tax Determine filing status Personal and dependency exemptions Standard deductions versus itemized deductions Tax forms and schedules for federal and state returns Gross Income Inclusions Versus Exclusions Nature of gross income inclusions Tax treatment of interest, dividends, and alimony Items excluded from gross income Deductions and Losses Deductions "For" versus "From" AGI Deductible expenses Employee expenses versus self employed expenses Itemized Deductions Schedule A Medical expenses Taxes Interest Charitable contributions Miscellaneous itemized deductions Schedule C EZ Profit or Loss from Business (Sole Proprietorship) Business income Business expenses Tax Credits Tax credit for the elderly and disabled Child tax credit Earned income credit Child and dependent care credit Education tax credits Pensions Determine any taxable pension benefits C compute the taxable portion of a pension using the simplified method Determine if estimated tax payments are required Options for handling lump sum distributions Electronic Filing (E Filing) Federal and state returns filed electronically using IRS e file

Lab Content

Course designed as lecture only.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

Instructional Techniques

Lecture, demonstration, computer application, individual use of computer, group sessions involving student interaction with taxpayers and individual preparation of taxpayer returns.

Reading Assignments

.

Writing Assignments

Each student will submit a typewritten reflection paper on their experiences in the program and a journal detailing their VITA activities. Proficiency will be demonstrated by a passing grade on the IRS and California tax exams.

Out-of-class Assignments

.

Demonstration of Critical Thinking

Attendance at training classes IRS and California individual income tax exams, testing recall, comprehension, analysis and problem-solving skills Tax preparation at VITA site Reflection paper and journal on students experience in the program Performance as site supervisor

Required Writing, Problem Solving, Skills Demonstration

Each student will submit a typewritten reflection paper on their experiences in the program and a journal detailing their VITA activities. Proficiency will be demonstrated by a passing grade on the IRS and California tax exams.

Textbooks Resources

1. Required Internal Revenue Service. IRS Volunteer Assistors Guide Student Text, ed. Washington, D.C.: Dept. of the Treasury, 2007
2. Required Internal Revenue Service . IRS Volunteer Assistors Guide Tax Forms Booklet Appendix, ed. Washington, D.C.: Dept. of the Treasury, 2007
3. Required Internal Revenue Service. IRS Volunteer Quick Reference Guide, ed. Washington, D.C.: Dept. of the Treasury, 2007