Degree Applicable

Glendale Community College
May 2012

COURSE OUTLINE

Accounting 155
Volunteer Income Tax Assistance (VITA) I

I. Catalog Statement

Accounting 155 is a course that teaches the fundamental knowledge of Federal and State Income Tax Preparation. The concentration will be on the tax information for the low income and elderly and computer generated tax returns.

Total Lecture Units: 3.0
Total Course Units: 3.0

Total Lecture Hours - 48.0
Total Faculty Contact Hours: 48.0

Prerequisite: Accounting 150

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 4; Listening/Speaking 4; Math 3

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. discuss the current Federal Income Tax rules and regulations;
2. discuss the current State Income Tax rules and regulations;
3. interview clients about their tax status and situations;
4. prepare a simple federal and state tax return using tax software**.**

IV. Course Content **Total Faculty Contact Hours = 48**

A. Tax Filing Rules 10 hours
   1. Filing Requirements
   2. Filing Status
   3. Exemptions
   4. Minimum Income

B. Adjusted Gross Income 6 hours
   1. Taxable Income
   2. Income Adjustments

C. Taxable Income 7 hours
1. Standard Deductions
2. Itemized Deductions

D. Income Tax 7 hours
1. Computations
2. Tax Credits
3. Payments

E. State Income Tax Rules and Regulation: Form 540 6 hours

F. Effective Interviewing of the Client 4 hours

G. Taxwise Accounting Software 8 hours
1. Creating the Return
2. Taxwise Forms
3. Entering Adjustments and Deductions
4. Low Income Credits
5. Other Taxes and Payments
6. Finishing the return
7. E-filing the return

V. Methods of Instruction

The following methods of instruction may be used in the course:
1. classroom lecture and discussion in the covered subjects;
2. group discussion and presentations in the covered subjects.

VI. Out of Class Assignments

The following out of class assignments may be used in the course:
1. reading assignments to introduce each covered subject;
2. homework assignments to reinforce the covered subject.

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:
1. complete three income tax cases of varying levels using the Taxwise Program.

VIII. Textbooks

VITA (Volunteer Income Tax Assistance), published annually by the Department of Treasury, Internal Revenue Service (Free for all students) 10th grade reading level. Publication 4012

California VITA, published annually by the California Franchise Tax Board (Free for all students) 10th grade reading level.

IX. Student Learning Outcomes

1. discuss the current Federal Income Tax rules and regulations;
2. discuss current State Income tax rules;
3. prepare simple federal and state tax return using the Taxwise Program.