

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.

Units - 2.0 units
Lecture Hours - 6.0

Prerequisite: None

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.

IV. Course Content**Total Contact Hours = 32**

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|----|------------------------|---------|
| A. | Tax Filing Rules | 8 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 | 6 hours |
| | 1. Standard Deductions | |

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| | 2. Itemized Deductions | |
| D. | Income Tax | 6 hours |
| | 1. Computations | |
| | 2. Tax Credits | |
| | 3. Payments | |
| E. | State Income Tax Rules and Regulation: Form 540 | 6 hours |

V. Methods of Presentation

The following instructional methodologies 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. Assignments and Methods of Evaluation

1. Students are given reading assignments to introduce each covered subject.
2. Students are given homework assignments to reinforce the covered subject.
3. Students will complete three income tax cases of varying levels.

VII. Textbooks

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

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

VIII. Student Learning Objectives

Upon successful completion, the student will be able to:

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;
4. pass an online competency test.