



ANTELOPE VALLEY COLLEGE

Academic Affairs  
Course Outline of Record

Academic Affairs Only

- New Course
- COR Revision (4/2007)
- COR Update
- Pre Req/Advisories
- Other Changes
- Effective Date

**COURSE SUBJECT & NUMBER:** ACCT 131

**COURSE NAME:** \*Introduction to Income Tax

**COURSE UNITS:** 3.0 **COURSE HOURS:** 3.0

**COURSE REQUISITES:** *(Follow format of similar courses found in the college catalog.)*

Advisory: Eligibility for ENGL 099 and College Level Reading, and Eligibility for MATH 070.

**COURSE DESCRIPTION:** *(Write a short paragraph providing an overview of topics covered. Be sure to identify target audience--transfer, major, GE, degree/certificate, etc. If repeatable, state the number of times at end of description.)*

This course presents the principles of federal and California taxation relating to individual income taxes with an emphasis on preparation of personal tax returns. (CSU,AVC) (R2)

**COURSE OBJECTIVES:** *(Use Bloom's taxonomy to formulate concise, performance-based measurable objectives common to all students. Objectives must be closely aligned with course content, assignments, and methods of evaluation.)*

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

1. Explain and apply the basic individual income tax laws. This will include:
  - A. Internal Revenue Code.
  - B. How the Department of the Treasury interprets the laws and regulations.
  - C. How the courts influence the tax laws.
  - D. The basic concepts of researching tax laws.
- \*2. Prepare a moderately complex income tax return. The primary focus will be on federal forms 1040, 1040A, 1040EZ, along with the California forms 540, 540A, 540EZ. The following forms and schedules will also be supported: Schedule A (Itemized deductions), Schedule B (Interest and Dividends), and Form 2441 (Child Care Credit).
3. Describe the concept of ethics including the difference between tax avoidance and tax evasion along with the responsibility of the preparer vs. the responsibility of the taxpayer.

\*Denotes SCANS competencies.

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**COURSE CONTENT:** *(Enter course content in terms of specific topics or a specific body of knowledge that each instructor must cover. Put topics in outline form with major and minor headings. Title 5 requires that each instructor must cover all material listed below.)*

- I. Introduction and Philosophy
  - A. Taxation Authority
  - B. Internal Revenue Code
  - C. Administrative and Legal Issues
  - D. Ethics
  
- II. Terminology and Application
  - A. Gross Income, Net Income
  - B. Adjustments to Income
  - C. Deductions – Standard and Itemized
  - D. Tax Credits
  
- III. Forms and Schedules
  - A. Federal Return: Forms 1040, 1040A, 1040EZ, and 2441 (Child Care)
  - B. State Return: Forms 540, 540A and 540EZ
  - C. Schedules: Schedule A (Itemized Deductions) and Schedule B (Interest and Dividends)

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**TYPICAL HOMEWORK ASSIGNMENTS: READING, WRITING, COMPUTATIONAL, OTHER**

*This information is necessary for all credit courses. Assignments should be closely related to course objectives, content, and methods of evaluation. (See sample of a "Model Outline" in the AP&P Standards & Practices handbook.) Include a range of assignments (minimum of three) from which faculty may choose when designing their syllabus.*

**1. Describe nature and frequency of typical reading assignments if applicable; note if any are required:**

Reading assignments will be weekly and will include textbook assignments, including research from federal publications, and other suggested reading material.

**2. Describe nature and frequency of typical writing assignments if applicable; note if any are required:**

Continuous writing assignments. All forms must be filled out a minimum of 3 times by the student. The first time with the instructor as an example, the second time as a class assignment, and the third time as a homework assignment.

**3. Describe nature and frequency of typical computational assignments if applicable; note if any are required:**

Continuous computational assignments using basic arithmetic. The calculations necessary to complete each form must be performed and all forms must be filled out a minimum of 3 times by the student. The first time with the instructor as an example, the second time as a class assignment and the third time as a homework assignment.

**4. Describe other types of homework assignments that students may be asked to complete; note if any are required:**

Required: Students will research a tax issue, answering specific questions and quoting the appropriate authority.

**5. Describe those critical thinking skills that are derived from assignments listed above; be sure that they reflect course objectives.**

To properly prepare a tax return, students must collect, evaluate, and analyze the data provided by the assignment and apply the appropriate tax regulations that apply to the specifics involved in each individual return

**6. For categories 1-4, describe the estimated time per week it would take a student to complete homework assignments. Title 5 uses the Carnegie formula for establishing units using a 2:1 ratio as follows: 1 hr. lecture = 2 hrs. homework; 2 hrs. lecture = 4 hrs. homework; etc. For example: reading textbook—2 hours; writing reports—3 hours.**

**Reading:** 2 hrs.

**Writing:** 3 hrs.

**Computational:** 2 hrs.

**Other:** 1 hr. research online

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**METHODS OF INSTRUCTION:** *(Methods must be consistent with content and appropriate to objectives; state in terms of what instructor will be doing in order to present course content to students: for example, lecture, demonstration, facilitate group work, etc. Do not list specific instructional equipment.)*

Lecture, demonstration, group work, and role playing.

**METHODS OF EVALUATION:** *(These must be clearly related to course content, assignments, and objectives in order to comply with Title 5 requirements. Describe what instructor will be looking for when evaluating various assignments and tests in order to determine whether students have met course objectives. Grades must be based on demonstrated proficiency in subject matter and determined, where appropriate, by essays, objective and essay tests, research papers or projects, problem solving exercises, or skills' demonstrations.)*

Using objective and essay tests, graded by the instructor, the students will be able to demonstrate their comprehension of the philosophy and authority behind federal and state taxation. Using regular instructor graded assignments and tests, students will be able to use tax terms correctly and complete the basic forms and schedules. Using the instructor graded research assignments, students will demonstrate their critical thinking skills and writing skills. An understanding of ethics, along with knowledge of the responsibility of the tax preparer and taxpayer, will be demonstrated through class discussion, tests, and research assignment.

**Suggested Texts or other Instructional Materials** *(list several when possible; include title, author, publisher, date, and latest edition.)*

#### PUBLICATIONS

Federal:

Publication 17: Your Federal Income Tax

Package X: Reference Copies of Federal Tax Forms and Instructions

CCH, Incorporated:

2007 U. S. Master Tax Guide

2007 Guidebook to California Taxes – Russell S. Bock

South-Western Publishing:

2007 Edition Income Tax Fundamentals – Gerald E. Whittenburg and Martha Altus-Buller