

<b>Syllabus for: Income Tax Preparation</b>	
<b>Semester &amp; Year:</b>	Spring 2015
<b>Course ID and Section Number:</b>	BUS-280 E8527
<b>Number of Credits/Units:</b>	Non-Credit Course
<b>Day/Time:</b>	Saturdays 9:00 a.m. – 5:00 p.m. through January 31
<b>Location:</b>	Saturdays 10:00 a.m. – 6:00 p.m. February 7 – May 9, 2015 Humanities Building Room 204
<b>Instructor's Name:</b>	Sandra Rowan
<b>Contact Information:</b>	Office location and hours: To be arranged Email: sandra-rowan@redwoods.edu
<p><b>Course Description (catalog description as described in course outline):</b> This course provides students with actual field experience in obtaining knowledge of current income tax law and the application of those laws in the preparation of income tax returns. Students will provide a service to the community in preparing and e-filing tax returns for the public. This course will prepare them for short-term employment possibilities during the tax-filing season, and act as a springboard for pursuing a degree in the accounting field.</p>	
<p><b>Student Learning Outcomes (as described in course outline) :</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate content knowledge in high school secondary education curricula.</li> <li>2. Demonstrate test-taking skills necessary for passing the high school equivalency test.</li> </ol>	
<p><b>Special accommodations:</b> College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.</p>	
<p><b>Academic Misconduct:</b> Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an “F” in the course.</p> <p>The student code of conduct is available on the College of the Redwoods website at:  <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a></p> <p>Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.</p> <p>College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.</p>	

## **BUS 280 – E8527 - COURSE SYLLABUS**

**Pre-requisites/Co-requisites:** Computer skills are recommended, but not required.

**Required Text:** All training materials will be provided.

**Additional learning outcomes:** In addition to the course learning outcomes specified above, this will be an entry-level course in preparing basic Federal and State income tax returns as our specific learning projects. Once certified through Internal Revenue Service, students will meet with clients from the community and apply the knowledge gained as they prepare Federal and State income tax returns using the computer program, Taxwise.

**Weekly Requirements:** Each week during the month of January, we will be reviewing Federal tax laws. Students will read and use the training materials provided to input tax information into a specific tax program on the computer. This may include making some mathematical calculations. As students become proficient, they will prepare tax returns using this tax program. In addition, students will be required to review and complete a Standards of Conduct and Ethics training as part of this course. Once training is completed as measured by obtaining the appropriate certification, students will begin preparing actual tax returns for members of our community. Their success in this phase of the course will be measured by the successful filing of the returns they complete for the community members.

**Course Requirements:** Students must pass the Standards of Conduct and Ethics exam with an 80% or better score prior to proceeding to the certification level required to prepare actual tax returns. All students must pass the Ethics exam, and then pass the required certification test at the Internal Revenue Service website in order to be eligible to prepare tax returns for community members. In addition, students will be sharing tax law provisions and updates with their clients to help these community members understand their tax filing requirements and promote current and future compliance with all Internal Revenue Service requirements.

**Instructor Contact:** Students may contact me by sending an email to [sandra-rowan@redwoods.edu](mailto:sandra-rowan@redwoods.edu). In addition, students may contact me through the United Way of the Wine Country local office at 707-443-8637 and leave a message.

**Course Grades and Assessments:** This is a non-credit course so no grades are assigned. Success will be measured by students reading the coursework, applying the knowledge gained, and successfully passing the required certification tests at the IRS website with an 80% or higher pass rate. Successful completion of the tax returns will be assessed based on acceptance of the tax return by the Internal Revenue Service and/or the Franchise Tax Board.

**Behavioral Expectations:** Since students will be meeting with clients from our community, I expect professional, ethical behavior as outlined in the Standards of Conduct and Ethics training. We will be adhering to those standards as we meet with community members and prepare their tax returns. Appropriate casual business attire is recommended. Please remember that we are representing College of the Redwoods, United Way of the Wine Country, and the Internal Revenue Service.

**Dropping the class:** Since this is a non-credit course, students are free to drop in at any time during the semester. There is no penalty for dropping the class or for starting the class after the semester has begun.

I RESERVE THE RIGHT TO MAKE CHANGES TO THE COURSE WORK AND SCHEDULE OF ACTIVITIES AS NEEDED. ANY CHANGES WILL BE CLEARLY COMMUNICATED TO ALL STUDENTS.