

## Syllabus for BUS-280 – Income Tax Preparation – Eureka Campus

<b>Semester &amp; Year</b>	Spring 2016	
<b>Course ID and Section #</b>	BUS-280-V9808	
<b>Instructor's Name</b>	Sandra Rowan	
<b>Day/Time</b>	Saturdays 10:00 a.m. – 6:00 p.m. 01/16/2016 – 03/26/2016	
<b>Location</b>	Humanities Building Room 210	
<b>Number of Credits/Units</b>	Non-Credit Course	
<b>Contact Information</b>	<i>Office location</i>	To Be Arranged
	<i>Office hours</i>	To Be Arranged
	<i>Phone number</i>	N/A
	<i>Email address</i>	sandra-rowan@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	Required materials will be provided in class
	<i>Author</i>	
	<i>ISBN</i>	

### Course Description

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.

### Student Learning Outcomes

1. Demonstrate content knowledge in high school secondary education curricula.
2. Demonstrate test-taking skills necessary for passing the high school equivalency test.

### Special Accommodations

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 at 707-476-4280.

### Academic Support

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

### Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: [www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf](http://www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf)  
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 website.

## Syllabus for BUS-280 – Income Tax Preparation – Eureka Campus

### Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

[www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf](http://www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf)

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 website.

### Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: ([http://www.redwoods.edu/Eureka/campus-maps/EurekaMap\\_emergency.pdf](http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf)). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

## BUS 280 – E89808 - 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 211 call center 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.