

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Volunteer Income Tax Assistance (VITA) Internship I
COURSE NUMBER	BUSN 0166
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0305
CREDIT HOURS	2
CONTACT HOURS/WEEK	Lab: 2
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons who are at a low to moderate income level.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Introduction to Service Learning
 - A. Definition of service learning
 - B. Relationship of service learning to VITA program
- II. Introduction to income taxes

- A. Who must file
- B. Determining filing status
- III. Where to Report Certain Items
 - A. Form W-2: Wages
 - B. Form W-2G: Gambling winnings
 - C. Form 1098: Mortgage interest
 - D. Form 1099-B: Proceeds from Broker Transactions
 - E. Form 1099-DIV: Dividend income
 - F. Form 1099-INT: Interest Income
 - G. Form 1099-G: Government payments
 - H. Form 1099-MISC: Miscellaneous income
 - I. Form 1099-R: Retirement income
- IV. Using Tax Wise software
 - A. Review of basic steps for preparing a 1040 return
- V. Income
 - A. Wages
 - B. Interest
 - C. Dividends
 - D. Alimony
 - E. Business income or (loss)
 - F. Capital gains and losses
 - G. Pensions and annuities
 - H. Rental and royalty transactions
 - I. Unemployment compensation
 - J. Social security benefits
- VI. Adjustments to Income
 - A. IRA contributions
 - B. Student loan interest
 - C. Moving expenses
 - D. Self-employment tax deduction
 - E. Self-employed health insurance deduction
 - F. Alimony paid
- VII. Tax and Credits
 - A. Standard deduction
 - B. Itemized deductions
 - C. Child and dependent care credit
 - D. Credit for the elderly and disabled
 - E. Education credits
 - F. Child tax credit
 - G. Adoption credit
- VIII. Other Taxes
 - A. Self-employment taxes
 - B. Social Security and Medicare tax on unreported tip income
 - C. Advance earned income credit payments

- D. Household employment taxes
- IX. Payments, Refunds, Amount Owed, Third Party Designee
 - A. Federal income tax withheld
 - B. Estimated tax payments
 - C. Earned income credit
 - D. Excess social security tax withheld
 - E. Additional child tax credit
 - F. Third party designee
 - G. Signing the return
- X. Kansas Income Taxes
 - A. Form K-40
 - B. Kansas adjustments to federal AGI
 - C. Kansas adjustments to itemized deductions
 - D. Kansas tax credits

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Be able to understand service learning.

1. Be able to define service learning.
2. Be able to understand the relationship to service learning and the VITA program.

B. Be able to prepare simple income tax returns for individuals.

3. Be able to list the types of income that are taxable.
4. Be able to determine where to report certain income items on the tax return.
5. Be able to classify deductions as for or from adjusted gross income.
6. Be able to describe the rules for determining the deductibility of deductions for adjusted gross income.
7. Be able to understand the difference between the standard deduction and itemized deductions.
8. Be able to describe the rules for determining the deductibility of Itemized deductions.
9. Be able to determine when taxpayers qualify for certain tax credits.
10. Be able to determine when the taxpayer is liable for certain other taxes.
11. Be familiar with the income tax rules unique to Kansas income taxes.

C. Be able to understand and use appropriate tax software.

12. Be able to use the appropriate tax software to complete basic income tax returns for individuals.
13. Be able to transmit income tax returns electronically to the Internal Revenue Service and to the Kansas Department of Revenue.

D. Be able to answer basic tax questions.

14. Be able to access resource materials in order to answer basic tax questions.
15. Be able to use the IRS Volunteer Quick Reference Guide.

E. Be able to complete an income tax practice set.

16. Be able to complete a basic federal and Kansas income tax return for an individual.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.