

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Volunteer Inome Tax Assistance (VITA) Tax Internship
COURSE NUMBER	BUSN 0167
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0305
CREDIT HOURS	1
CONTACT HOURS/WEEK	Lab: 1
PREREQUISITES	BUSN-0166 VITA Tax Internship I
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 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 and completion of student volunteer sheet

- A. Student provides contact information to instructor
- B. Student signs up for volunteer time at VITA location on KCKCC campus

- C. Student receives necessary support materials

II. Tax Preparation

- A. Student fulfills volunteer requirement by working assigned time at VITA location on KCKCC campus preparing income tax returns for qualified individuals.

III. Summary

- A. Students provide feedback about the VITA program.
- B. Students prepare written summary of experience.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

The student will be able to prepare simple income tax returns for individuals.

1. The student will be able to determine the types of income that are taxable.
2. The student will be able to determine where to report certain income items on the tax return.
3. The student will be able to classify deductions as for or from adjusted gross income.
4. The student will be able to determine the deductibility of deductions for adjusted gross income.
5. The student will be able to determine if a taxpayer should claim the standard deduction or itemized deductions.
6. The student will be able to determine which deductions qualify as itemized deductions.
7. The student will be able to determine when taxpayers qualify for certain tax credits.
8. The student will be able to determine when the taxpayer is liable for certain other taxes.
9. The student will be familiar with the income tax rules unique to Kansas income taxes.
10. The student will be able to build communication skills from interviewing tax clients.

The student will be able to understand and use appropriate tax software.

11. The student will be able to use the appropriate tax software to complete basic income tax returns for individuals.
12. The student will be able to make income tax returns ready to e-file to the Internal Revenue Service and to the Kansas Department of Revenue.

The student will be able to answer basic tax questions.

13. The student will be able to access resource materials in order to answer basic tax questions.
14. The student will be able to use the IRS Volunteer Quick Reference Guide .

The student will be able to summarize the VITA experience.

15. The student will provide feedback to the instructor for the purpose of enhancing the VITA program.
16. The student will be able to summarize his/her experience with the VITA program.
17. The student will be able to relate the VITA experience to his/her career goals.

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>.