

Course Outline of Record

1. Course Code: BUAC-004A
2.
  - a. Long Course Title: Individual Income Tax
  - b. Short Course Title: INDIVID INCOME TAX
3.
  - a. Catalog Course Description:
 

This course covers federal and California individual income tax planning and preparation. Topics include filing status, exemptions, income and exclusions, business expenses, itemized deductions, credits, capital gains, depreciation, tax payments, California tax, IRS and FTB, and audits. This Course fulfills the 60-hour "qualifying education" requirement by the California Tax Education Council (CTEC) for California tax preparers and prepares students to meet the federal guidelines for paid tax preparers.
  - b. Class Schedule Course Description:
 

This course covers federal and California individual income tax preparation and planning and fulfills the CTEC 60-hour qualifying education requirement.
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - ACCOUNTING Certificate of Achievement
4. Total Units: 4.00      Total Semester Hrs: 72.00  
 Lecture Units: 4      Semester Lecture Hrs: 72.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 40      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*

 Advisory: MATH 060 or  
 Advisory: BUMA 031
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Cruz, Ana, et al. (2014). *Fundamentals of Taxation 2014* McGraw Hill. ISBN: 978-125916233  
 College Level: Yes  
 Flesch-Kincaid reading level: N/A
  - b. This course includes a tax software program that is bundled with the textbook.
7. Entrance Skills: *Before entering the course students must be able:*
  - a.
 

Demonstrate competence in addition, multiplication, division, and subtraction.

    - MATH 060 - Compute using the four basic operations of addition, subtraction, multiplication, and division on the rational numbers in both fraction and decimal form.
    - MATH 060 - Apply the basic operations to solve application problems that involve whole numbers, integers, and rational numbers.
    - MATH 060 - Use rounding and estimation to solve problems involving rational numbers.
    - MATH 060 - Employ decimal notation and place value to compare, order, and round numbers.
    - BUMA 031 - Calculate the monthly payment required on a loan;
    - BUMA 031 - Calculate the amount and rate of depreciation of an asset;
    - BUMA 031 - Calculate cost and return on Investments in stocks and bonds;
    - BUMA 031 - Calculate the unearned interest when a contract is paid off before maturity;

- BUMA 031 - Calculate gross payroll, employer and employee taxes;

8. Course Content and Scope:

Lecture:

1. Individual income tax return
  1. Filing status
  2. Personal and dependency deductions
  3. Standard deductions
  4. Form 1040ez
2. Gross income and exclusions
  1. Nature of gross income
  2. Interest and dividend income
  3. Schedule B, Form 1040
  4. Alimony
  5. Prizes and awards
  6. Life insurance
  7. Unemployment compensation
  8. Social Security benefits
3. Itemized and certain deductions
  1. Medical expenses
  2. Taxes
  3. Interest
  4. Charitable contributions
  5. Casualty and theft losses
  6. Miscellaneous deductions
4. Self-employed and employee expenses
  1. Classification of deductions
  2. Travel expenses
  3. Transportation
  4. Office in the home
  5. Meals and entertainment
  6. Educational expenses
  7. Form 2106, Employee Business Expenses
5. Business expenses and retirement plans
  1. Rental income and expenses
  2. Passive loss limitations
  3. Bad debts
  4. Inventories
  5. Net operating losses
  6. Retirement plans
    1. Individual
    2. Business
  7. Schedule E
6. Credits and special taxes
  1. Tax credits for the elderly and disabled
  2. Child tax credit
  3. Earned income tax credit
  4. Child and dependent care credits
  5. Education tax credits
  6. Foreign tax credits
  7. Work credits
7. Accounting methods and depreciation
  1. Accounting periods
  2. Accounting methods
  3. Depreciation
  4. MACRS tables
  5. Listed Property
  6. Form 4562, Depreciation and Amortization
8. Capital gains and losses

1. Defining a capital asset
2. Holding period
3. Calculation of gain or loss
4. Net capital gains or losses
5. Section 1231, gains and losses
6. Depreciation recapture
7. Sale of a personal residence
8. Schedule D and Form 4797
9. Withholding, estimated payments, and payroll taxes
  1. Withholding methods
  2. Estimated payments
  3. FICA taxes
  4. Federal tax deposit system
  5. Self-employment tax
  6. Nanny tax
  7. Forms W-4, W-2, and 941

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.  
Prepare a federal income tax return in proper form according to current federal tax rules and regulations.
2.  
Prepare a California income tax return in proper form according to current California tax rules and regulations.
3.  
Research and analyze a specific tax situation to develop and communicate proper tax treatment.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Explain how tax laws originate and evaluate the ways in which they are enforced.
- b. Differentiate between federal and California tax laws and how they apply to the individual tax forms.
- c. Identify the filing status of an individual taxpayer.
- d. Determine the correct number of personal and dependency exemptions.
- e. Recognize and contrast the differences between taxable income and non-taxable income.
- f. Complete Forms 1040EZ and 540-EZ
- g. Identify the tax treatment of the significant elements of gross income, such as interest, dividends, alimony, and prizes.
- h. Identify and compute the significant exclusions from gross income, such as life insurance, inheritances, and health insurance.
- i. Determine the amount of Social Security payments, unemployment compensation, and employee fringe benefits to be included in income.
- j. Complete Forms 1040A and 540A.
- k. Delineate the tax rules for rental property and vacation homes.
- l. Identify the tax treatment for various deductions from adjusted gross income including bad debts, inventory, and net operating losses.
- m. Describe, compare, and contrast the general rules for the different qualified retirement plans.
- n. Apply the requirements for deducting various business expenses including travel, home office, and education.
- o. Explain the nature and treatment of itemized deductions.
- p. Explain, analyze, and contrast the difference between a tax deduction and a tax credit.
- q. Discuss the different accounting periods and methods allowed for tax purposes.
- r. Recognize the holding periods and tax rates applied to short-term and long-term capital gains.
- s. Calculate depreciation expense using MACRS tables.

t. Complete Forms 1040 and 540 with accompanying schedules.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Distance Education
- d. Lecture
- e. Technology-based instruction

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 72.00

Outside Class Hours: 144.00

a. In-class Assignments

Reading

- 1. Read assigned chapters in course text.
- 2. Read articles related to current issues in taxation that correspond to topics being discussed in class.
- 3. Read assigned Internal Revenue Service and Franchise Tax Board publications necessary for class assignments and tax-return preparation.

Writing

- 1. Prepare written analysis of assigned chapters
- 2. Write two-to-three paragraph summaries of tax research assignments.
- 3. Write comments on response to posed questions and other students' questions.

b. Out-of-class Assignments

- 1. Complete reading and writing assignments.
- 2. Conduct research and read source material about assigned and individually chosen current tax topics
- 3. Read articles and books necessary for assigned papers and oral presentations.
- 4. Read and respond to peer comments
- 5. Review sample individual tax returns.
- 6. Prepare a written analysis of assigned text problems in each chapter
- 7. Write comments to posed questions and respond to other students' questions.
- 8. Complete both the calculation portion and the research portion of class assignments.
- 9. Prepare a California income tax return in proper form according to current California tax rules and regulations.
- 10. Prepare a federal income tax return in proper form according to current federal tax rules and regulations.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework  
Homework assignments designed to measure student understanding of key concepts presented in each chapter and contribute to the overall understanding of the course material.
- Critiques  
Evaluation of written and oral assignments for content, terminology, and knowledge of subject matter.
- Computational/problem solving evaluations  
Student performance on computational, problem-solving demonstrations to test the understanding of the interaction and relationship of different components of the subject matter.
- Group activity participation/observation
- True/false/multiple choice examinations  
Student performance on computational and non-computational problem-solving and skill demonstrations to test the understanding of the interaction and relationship of different components of the subject matter.

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- Mid-term and final evaluations

## 14. Methods of Evaluating: Additional Assessment Information:

Review and analyze sample tax returns to measure the ability to apply class content to real world situations.

## 15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Display the skills and aptitude necessary to pass certification exams in their field.

Exhibit effective written, oral communication and interpersonal skills.

Transfer to a higher level learning institution

IO - Personal and Professional Development

Demonstrate an understanding of ethical issues to make sound judgments and decisions.

## 16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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## 17. Special Materials and/or Equipment Required of Students:

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## 18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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## 19. Provide Reasons for the Substantial Modifications or New Course:

Remove English 70 Advisory

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): BUAC-004

21. Grading Method (*choose one*): Letter Grade Only

## 22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000559701

b. T.O.P. Code [CB03]: 50200.00 - Accounting

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: B = Transfer CSU

e. Basic Skills Status [CB08]: 2N = Not basic skills course

f. Vocational Status [CB09]: Clearly Occupational

g. Course Classification [CB11]: Y - Credit Course

h. Special Class Status [CB13]: N - Not Special

i. Course CAN Code [CB14]: *N/A*

j. Course Prior to College Level [CB21]: Y = Not Applicable

k. Course Noncredit Category [CB22]: Y - Not Applicable

l. Funding Agency Category [CB23]: Y = Not Applicable

m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): ACCOUNTING

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

## BUAC 004A-Individual Income Tax

23. Enrollment - Estimate Enrollment

First Year: 80

Third Year: 80

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator John Gerardi      Origination Date 11/15/17