COURSE OUTLINE OF RECORD

Number: ACCT G119
TITLE: Tax Software Preparation

ORIGINATOR: Alice Rivera
FORMERLY KNOWN AS:

EFF TERM: Summer 2010
DATE OF OUTLINE/REVIEW:

CROSS LISTED COURSE:
TOP NO: 0502.00
CID:

SEMESTER UNITS: 1.0
HRS LEC: 18.0
HRS LAB: 0.0
HRS OTHER: 0.0
CONTACT HRS TOTAL: 18.0
STUDY NON-CONTACT HRS RECOMMENDED: 36.0
CATALOG DESCRIPTION:
A basic tax preparation course utilizing Turbo Tax (or similar) software. Topics will include understanding the flow of input to output in tax software; preparation of basic to complex 1040 tax returns; understanding how to access and use the ancillary software features; very basic programming logic; accessing software updates via Internet patches. While TurboTax software will be utilized the student will learn issues and topics generic to all commercial brands of tax software.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
COREQUISITES:
ADVISORIES:

ASSIGNED DISCIPLINES:

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X]

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Utilize tax software in the preparation of individual tax returns.
2. Trace the flow of information and data from the worksheets and schedules to the actual tax return.
3. Explore auditing techniques to identify errors on tax returns and forms.
4. Utilize the Internet to research pertinent tax issues.
COURSE OBJECTIVES:
1. competently utilize tax software in the preparation of individual tax returns.
2. understand the flow of tax logic from the worksheets and schedules to the summary front two pages of the 1040 Individual Income Tax Return.
3. understand very basic tax software programming in order to determine if a correct return is produced. In other words, to have a basic understanding if a faulty tax return is due to input error or programming error.
4. visit either the ProSystemfx Tax software facilities in Torrance or the ExacTax software facilities in Anaheim to further understanding of tax software processes.
5. utilize Internet resources in researching tax issues per tax preparation.
6. understand the generic issues common to all tax software.

COURSE CONTENT:

LECTURE CONTENT:

TOPICS

- Understanding the basic logic of tax software programming
- Understanding the flow of input to proper output in a tax software program
- Learning to use the Help, Internet, and Help functions in tax software
- Preparing basic to complex 1040 Individual Tax Returns
- Learning issues generic to all commercial tax preparation software

METHODS OF INSTRUCTION:

A. Lecture:
B. Other simultaneous interactive: Visiting ProSystemfx Tax and ExacTax software firm.
   Internet research.
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments
Instructor prepared handouts and course website.

Out-of-class Assignments
Field trips and/or homework assignments involving visiting ProSystemfx tax software compliance firm in Torrance and/or ExacTax in Anaheim. Internet research.

Writing Assignments
Extensive case study problem solving using TurboTax software.

METHODS OF STUDENT EVALUATION:

Final Exam
Short Quizzes
Written Assignments
Projects (ind/group)
Problem Solving Exercises

Demonstration of Critical Thinking:
Weekly preparation of tax returns. Both individual and group tax preparation projects will be used.

Required Writing, Problem Solving, Skills Demonstration:
Extensive case study problem solving using TurboTax software.
TEXTS, READINGS, AND RESOURCES:

LIBRARY:
   Adequate library resources include: Non-Print Materials
   Comments:

Attachments:
   Attached Files