

College of San Mateo Course Outline

- New Course
- Update/No change
- Course Revision (Minor)
- Course Revision (Major)

Date: November 12, 2009

Department: ACTG	Number: 176
Course Title: Enrolled Agent Exam Preparation	Units: 3.0
Total Semester Hours Lecture: 48 Lab: 0	Homework: 96 By Arrangement: 0
Length of Course	
<input checked="" type="checkbox"/> Semester-long	Grading
<input type="checkbox"/> Short course (Number of weeks ____)	<input type="checkbox"/> Letter
<input type="checkbox"/> Open entry/Open exit	<input checked="" type="checkbox"/> Pass/No Pass
	<input type="checkbox"/> Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.):

$$\frac{3 \text{ lecture hours per week} \times 16 \text{ weeks}}{16} = \frac{48}{16} = 3.0 \text{ FLC}$$

1. **Prerequisite** (Attach Enrollment Limitation Validation Form.)
None
2. **Corequisite** (Attach Enrollment Limitation Validation Form.)
None
3. **Recommended Preparation** (Attach Enrollment Validation Form.)
Recommended Preparation: ACTG 171, 172, 173.
4. **Catalog Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

ACTG 176 ENROLLED AGENT EXAM PREPARATION (3) (*Pass/No Pass grading*) *Minimum of 48 lecture hours per term. Recommended Preparation: ACTG 171, 172, 173.* Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA 45; CTEC 48 Fed, 0 CA] (May be taken four times for a maximum of 12 units.) (AA, CSU)

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

ACTG 176 ENROLLED AGENT EXAM PREPARATION

Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA 45; CTEC 48 Fed, 0 CA]

Recommended Preparation: ACTG 171, 172, 173. May be taken four times for a maximum of 12 units. Pass/No Pass grading. (AA, CSU)

6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

1. Identify the different sections of an individual income tax return and what comprises those sections.
2. Establish the cost basis of an asset.
3. Know when a contribution to an Individual Retirement Account is deductible and when it is not
4. Know the minimum filing requirements for filing a U.S. Estate Tax return
5. Know when a Gift Tax return must be filed
6. Distinguish between the various forms of business entities
7. Understand the Modified Accelerated Cost Recovery System of depreciation and the related class life of each asset type.
8. Explain how a partnership is formed and how it operates
9. Describe how a corporation is formed and how it operates
10. Describe the types of retirement plans available for small businesses
11. Understand what characteristics make an organization exempt from federal income tax
12. Explain the rules of practice which an Enrolled Agent must follow

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. In this case, "Same as Student Learning Outcomes" is appropriate here.*)

Same as Student Learning Outcomes

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, a sample course syllabus with timeline may be attached.)

1. Federal taxation of individuals
2. Federal taxation of small businesses
3. Federal taxation of partnerships
4. Federal taxation of farmers
5. Federal taxation of C corporations
6. Federal taxation of S corporations
7. Federal taxation of inheritance
8. Federal taxation of gifts
9. Federal taxation of estates
10. Federal taxation of retirement plans
11. Federal taxation of not-for-profit entities
12. Strategies and techniques for passing Enrolled Agent exam

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Describe out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills. **If hours by arrangement are required, please indicate the additional instructional activity which will be provided during these hours, where the activity will take place, and how the activity will be supervised.**)

- Lecture on taxation theory and practice.
- Classroom discussion of application of taxation principles and problem solving techniques.
- Weekly readings on taxation theory, practice, and problem solving techniques.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

- Homework assignments on taxation theory, practice, and problem solving techniques.
- Group activity on taxation theory, practice, and problem solving techniques.
- Projects applying taxation theory, practice, and problem solving techniques.
- Student presentations on taxation theory, practice, and problem solving techniques.
- Exams and quizzes on taxation theory, practice, and problem solving techniques.

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

EA Review, published by Gleim, current edition used each semester

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