

College of San Mateo
Official Course Outline

1. **COURSE ID:** ACTG 176 **TITLE:** Enrolled Agent Exam Preparation
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
Method of Grading: Pass/No Pass Only
Recommended Preparation:
 ACTG 181, ACTG 182 and ACTG 183

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 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]

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Discuss the terminology, concepts, principles, and ethics tested on the Enrolled Agents exam.
 2. Using the proper formats, perform the calculations and explain the steps to solve the problems tested on the Enrolled Agents exam.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 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 corporation and a partnership are formed and how they operate
 9. Describe the types of retirement plans available for small businesses
 10. Understand what characteristics make an organization exempt from federal income tax
 11. Explain the rules of practice which an Enrolled Agent must follow

6. **COURSE CONTENT:**
Lecture Content:
 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

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Discussion

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Weekly assignments using EA Practice Exams.

Reading Assignments:

Weekly readings on taxation theory, practice, and problem solving techniques.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Exams/Tests
- B. Group Projects
- C. Homework
- D. Oral Presentation
- E. Projects
- F. Quizzes

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Gleim, Irvin N.. *EA Review*, 2022 ed. Gleim, 2022

Origination Date: March 2022

Curriculum Committee Approval Date: March 2022

Effective Term: Fall 2022

Course Originator: Rosemary Nurre