College of San Mateo
Official Course Outline

1. COURSE ID: ACTG 181  TITLE: Taxation of Individuals Using Tax Software
   Units: 4.0 units  Hours/Semester: 64.0-72.0 Lecture hours; and 128.0-144.0 Homework hours
   Method of Grading: Grade Option (Letter Grade or Pass/No Pass)

2. COURSE DESIGNATION:
   Degree Credit
   Transfer credit: CSU

3. COURSE DESCRIPTIONS:
   Catalog Description:
   Preparation of Federal and California income tax returns for individuals using tax software and manually. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series. Taxation of Individuals includes topics tested on the Regulation (REG) section of the CPA exam. This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam.

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 used to prepare individual income tax returns.
   2. Using the proper formats, perform the calculations and explain the steps to prepare individual income tax returns.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:
   Upon successful completion of this course, a student will be able to:
   1. Understand and explain basic Federal and California income tax law, theory, and practice for individuals
   2. Demonstrate competency in preparing Forms 1040EZ, 1040, 1040A and the most commonly used schedules and the related California tax forms
   3. Calculate gross income and exclusions
   4. Calculate adjusted gross income deductions
   5. Calculate itemized deductions (Schedule A), self-employed business income (Schedule C), sale of property (Schedule D), rental income (Schedule E) and tax credits
   6. Calculate additional taxes and penalties pursuant to Affordable Care Act (Obamacare).
   7. Demonstrate all steps required to prepare and file the most commonly used Federal and California income tax returns

6. COURSE CONTENT:
   Lecture Content:
   1. Introduction to Taxation, the Income Tax Formula, and Form 1040EZ
   2. Basic Tax Returns
   3. Gross Income and Exclusions
   4. Form Adjusted Gross Income Deductions
   5. Itemized Deductions-Schedule A
Miscellaneous Itemized Deductions. Limitations on Itemized Deductions.

6. Self-Employed Business Income-Schedule C

7. Sale of Property-Schedule D and Form 4797

8. Rental Property and Flow-Through Entities (Schedule E)

9. Tax Credits
   A. Earned Income Tax Credit. Child and Dependent Care Credit (Form 2441). Elderly or Disabled Credit (Schedule R). Child Tax Credit. Education Credits (Form 2441). Adoption Credit (Form 8839).

10. At-Risk Rules/Passive Activity Losses and Individual Alternative Minimum Taxes Retirement Plans and Contributions (IRAs, 401(k), etc.).

12. Affordable Care Act (Obamacare).

7. REPRESENTATIVE METHODS OF INSTRUCTION:
   Typical methods of instruction may include:
   A. Lecture
   B. Discussion
   C. Other (Specify): Weekly readings on taxation theory, practice, and problem solving techniques.

8. REPRESENTATIVE ASSIGNMENTS
   Representative assignments in this course may include, but are not limited to the following:
   Writing Assignments:
   Preparation of income tax returns at variable levels of difficulty using tax software and manual preparation.
   Reading Assignments:
   Weekly readings on taxation theory, practice and problem solving techniques from textbook and IRS publications.

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:

   Origination Date: September 2017
   Curriculum Committee Approval Date: October 2017
   Effective Term: Fall 2018
   Course Originator: Rosemary Nurre