

College of San Mateo
Official Course Outline

1. **COURSE ID:** ACTG 263 **TITLE:** Sole Proprietorships
Units: 0.5 units **Hours/Semester:** 8.0-9.0 Lecture hours; and 16.0-18.0 Homework hours
Method of Grading: Pass/No Pass Only

2. **COURSE DESIGNATION:**

Degree Credit
Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

A course exploring the income tax issues for sole proprietorships. Topics include income reporting (including income from Forms 1099-MISC and 1099-K), ordinary and necessary business expenses, automobile and travel expenses, depreciation options, home office usage, and effective recordkeeping. The course will provide practice in the preparation of Schedule C, Schedule SE, Form 4562, and other related forms. [CPE Hours: CPA 8; EA, CTEC 6]

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 apply the rules of taxation for Sole Proprietorships.
2. Using the proper formats, perform the calculations and explain the steps to apply the rules of taxation for Sole Proprietorships.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Terminology: Define commonly used terminology.
2. Apply Rules: Apply the rules of taxation issued by authoritative governmental entities.
3. Prepare Tax Forms: Prepare commonly required tax forms.
4. Ethics: Identify and analyze ethical standards issued by professional organizations.

6. **COURSE CONTENT:**

Lecture Content:

1. History of Sole Proprietorships
2. Current Federal regulations related to Sole Proprietorships
3. Completion of Federal tax forms related to Sole Proprietorships
4. Legal liabilities related to Sole Proprietorships
5. Ethical responsibilities related to Sole Proprietorships
6. Expected future developments related to Sole Proprietorships

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:

Completion of required tax forms in class based on cases.

Reading Assignments:

Readings on tax regulations and accounting practices applicable to tax compliance.

9. **REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Exams/Tests

B. Quizzes

C. • Quizzes on tax regulations and their applications to tax returns. • Graded exercises on the preparation of tax returns, applying concepts to best advantage to reduce overall tax liability. • Final examination on tax regulations and their application to Sole Proprietorships.

10. **REPRESENTATIVE TEXT(S):**

Other:

A. Current IRS publications and current professional literature

Origination Date: March 2022

Curriculum Committee Approval Date: March 2022

Effective Term: Fall 2022

Course Originator: Rosemary Nurre