

ADLTED 754.2 Course Outline as of Fall 2022**CATALOG INFORMATION**

Dept and Nbr: ADLTED 754.2 Title: TAX RETURN PREP

Full Title: Tax Return Preparation and Filing

Last Reviewed: 10/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	8	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	2	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

In this second course of a 2-course series, students will be prepared to file personal federal and state tax return and/or volunteer for the free tax preparation program, such as EarnIt! KeepIt! SaveIt! In this course, students will learn how to: navigate the IRS website to find information, prepare and file a federal and state tax return using programs such as MyFreeTaxes and TaxSlayer, renew or apply for a new Individual Tax Identification Number (ITIN), make payments to the IRS and track the status of a refund.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADED 754.1 (or ADLTED 754.1)

Limits on Enrollment:**Schedule of Classes Information:**

Description: In this second course of a 2-course series, students will be prepared to file personal federal and state tax return and/or volunteer for the free tax preparation program, such as EarnIt! KeepIt! SaveIt! In this course, students will learn how to: navigate the IRS website to find

information, prepare and file a federal and state tax return using programs such as MyFreeTaxes and TaxSlayer, renew or apply for a new Individual Tax Identification Number (ITIN), make payments to the IRS and track the status of a refund. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADED 754.1 (or ADLTED 754.1)

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Use the IRS website to locate information, fill out forms, make payments and track the status of a refund
2. Differentiate between free and for pay tax preparation/filing websites
3. Complete and file State and Federal income tax forms electronically

Objectives:

At the conclusion of this course, the student should be able to:

1. Navigate the IRS website to find tax law updates and other information
2. Find and fill out different forms on the IRS website
3. Navigate, create an account, prepare and file a tax return using a program such as MyFreeTaxes and TaxSlayer
4. Learn the process to renew an Individual Taxpayer Identification Number
5. Learn the process to apply for a new Individual Taxpayer Identification Number
6. Learn how to make a payment to the IRS and track the status of a tax refund

Topics and Scope:

I. IRS Website

- A. Interactive Tax Assistant
- B. Forms
- C. Accessing your tax records

II. MyFreeTaxes

- A. Navigating the website
- B. Creating an account
- C. Preparing and filing a tax return

III. TaxSlayer

- A. Navigating the website
- B. Creating an account
- C. Preparing and filing a tax return

IV. Individual Taxpayer Identification Number/ITIN

- A. Renewing an ITIN
- B. Applying for a new ITIN

V. Payments and refunds

- A. Making a payment to the IRS
- B. Tracking a tax refund

Assignment:

- 1. Navigating the IRS website exercises (4 - 6)
- 2. MyFreeTaxes exercises (2 - 4)
- 3. TaxSlayer exercises (2 - 4)
- 4. ITIN exercises (2 - 3)
- 5. Payments and refunds exercises (2 - 3)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Navigating the IRS website exercises, MyFreeTaxes exercises, TaxSlayer exercises, ITIN exercises, Payments and refunds exercises

Problem solving
65 - 70%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category
30 - 35%

Representative Textbooks and Materials:

Instructor prepared materials and federal/state tax documents