

**BAD 101 Course Outline as of Fall 2023****CATALOG INFORMATION**

Dept and Nbr: BAD 101 Title: EA - INDIVIDUAL TAX

Full Title: Enrolled Agent – Individual Taxation

Last Reviewed: 1/23/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This is one of a series of courses designed to prepare students to take the Internal Revenue Service (IRS) Enrolled Agent Exam. This course covers tax issues that relate to individuals which include: filing requirements, calculation for gross income, itemized deductions, tax credits, capital gains and losses, property transactions, individual retirement accounts, gift and estate taxes.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81

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

Description: This is one of a series of courses designed to prepare students to take the Internal Revenue Service (IRS) Enrolled Agent Exam. This course covers tax issues that relate to individuals which include: filing requirements, calculation for gross income, itemized deductions, tax credits, capital gains and losses, property transactions, individual retirement

accounts, gift and estate taxes. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		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. Identify and assemble the preliminary work needed to prepare tax returns.
2. Understand how IRS tax code is used to determine gross income, deductions, adjusted gross income, and required taxes.
3. Demonstrate how Internal Revenue Service (IRS) tax code is used for non-income activities such as Individual Retirement Account (IRAs), property-related transactions, retirement, gift, and estate taxes.

**Objectives:**

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

1. Complete the preliminary work to prepare tax returns.
2. Understand and apply the IRS tax code to determine gross income from W2, partnerships, business, royalties, rents, and other sources.
3. Understand and apply the IRS tax code to determine adjustments, allowances, and losses to obtain the Adjusted Gross Income (AGI).
4. Examine, create, and apply standard and itemized deductions, required schedules and credits to determine taxable income.
5. Identify and calculate required tax.
6. Examine standard and Roth IRA contributions and deductions from AGI.
7. Review and understand property sale transactions.
8. Examine basis requirements for estates and gifts.

**Topics and Scope:**

- I. Filing Requirements

- A. Preliminary work to prepare tax returns
- B. Filing status
- C. Filing requirements
- D. Personal exemptions
- E. Returns for dependents
- F. Nonresident and dual-status aliens
- II. Gross Income
  - A. Gross income
  - B. Interest income
  - C. Income from securities
  - D. Royalties and rental income
- III. Business Deductions
  - A. Business expenses
  - B. Entertainment and meals
  - C. Rental property expenses
- IV. Above-the-Line Deductions and Losses
  - A. Educator expenses
  - B. Health saving accounts
  - C. Moving expenses
  - D. Self-employment deductions
  - E. Alimony
  - F. Retirement savings (IRA) contributions
  - G. Higher education deductions
  - H. Other above-the-line deductions
  - I. Loss limitations
- V. Itemized Deductions
  - A. Medical expenses
  - B. Taxes
  - C. Interest expense
  - D. Charitable contributions
  - E. Casualty losses
  - F. Itemized deductions on separate returns
  - G. Itemized deductions subject to the 2% Adjusted Gross Income (AGI) limitation
  - H. Miscellaneous itemized deductions not subject to the 2% AGI
  - I. Determination of AGI
- VI. Tax Credit, Other Taxes, and Payments
  - A. Tax credits
  - B. Other taxes
  - C. Payments
- VII. Basis
  - A. Cost basis
  - B. Property received by gift
  - C. Property received by services
  - D. Inherited property
  - E. Stock dividends
- VIII. Adjustments to Asset Basis and Capital Gains and Losses
  - A. Adjustments to asset basis
  - B. Holding period
  - C. Capital gains and losses
  - D. Capital gains on sales of stock
- IX. Business Property, Related Parties, and Installment Sales
  - A. Related party sales

- B. Business property
- C. Installment sales
- X. Non-Recognition Property Transactions
  - A. Sale of a principal residence
  - B. Like-kind exchanges and involuntary conversions
- XI. Individual Retirement Accounts, Gift and Estate Taxes
  - A. IRA's defined
  - B. IRA contributions and penalties
  - C. Roth IRA's
  - D. Gift taxes
  - E. Estate taxes

**Assignment:**

1. Reading of text and other written material
2. Homework involving problem solving and calculation skills
3. Group project including case research, written report, analysis, and optional presentation
4. Quizzes, exams, and final exam

**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.

Group project case research and written report	Writing 10 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework involving problem solving and calculation skills; group project	Problem solving 10 - 25%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes, exams, and final exam	Exams 30 - 60%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Participation; group project case presentation (optional)	Other Category 5 - 15%
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**Representative Textbooks and Materials:**

Gleim Enrolled Agent Review Exam Prep Book- Part1 Individuals. Gleim, Irvin and Hasselback, James. Gleim Publications. Current Edition.