



One College Drive, Blythe CA 92225  
(760) 921-5500

Course Control Number: CCC000391803		
Course Outline Approval Dates		
Modality	Curriculum Committee	Board of Trustees
Face-to-face	4/11/19	5/14/19
Correspondence Ed.	4/11/19	5/14/19
Distance Ed.	4/11/19	5/14/19

### COURSE OUTLINE OF RECORD

#### Course Information

Course Initiator: Sarah Frid			
CB01 - Subject and Course #: BUS 221			
CB02 - Course Title: Income Tax Procedure			
New Course: <input type="checkbox"/>		Non-Substantial: <input checked="" type="checkbox"/>	
		Substantial: <input type="checkbox"/>	
Articulation Request: <input type="checkbox"/> UC		<input checked="" type="checkbox"/> CSU	
		<input checked="" type="checkbox"/> CSU-GE	
		<input type="checkbox"/> IGETC	
Lecture Hours: 72		Laboratory Hours:	
		Clinical/Field Hours:	
CB06/CB07: Course Units: 4.0			
Prerequisites:			
Co-requisites:			
Advisories: Requires college-level skills in critical thinking and writing.			
CB03 - TOP Code:		0502.10 - Tax Studies	
CB04 - Credit Status:		D - Credit - Degree Applicable	
CB05 - Transfer Status:		B - Transferable to CSU only	
CB08 - Basic Skills Status:		N - Course is not a basic skills course	
CB09 - SAM Priority Code:		C - Clearly Occupational	
CB10 - Cooperative Work:		N - Is not part of Cooperative Work Experience Education Program	
CB11 - Course Classification:		Y - Credit Course	
CB13 - Approved Special:		N - Course is not a special class	
CB21 - Prior Transfer Level:		Y - Not Applicable	
CB22 - Noncredit Category:		Y - Credit Course	
CB23 - Funding Agency:		Y - Not Applicable	
CB24- Program Status:		2 - Not Program Applicable	
Transfer Request:		B= CSU only	

Please select the appropriate box(s) of the modalities in which this course will be offered, and fill out the appropriate sections for that mode.

- Face-to-Face – Section B
- Correspondence Education – Section C
- Distance Education – Section D

## **JUSTIFICATION OF NEED:**

Need for course determined primarily by Labor Market Projections from Employment Development Department. Basic course is designed to meet the needs of persons who intend to continue college level instruction in Accounting as well as of persons who only wish to acquire background literacy in Tax Accounting for personal or occupational purposes.

## **CATALOG DESCRIPTION:**

Learn the Federal tax rules and how to prepare tax returns, supplemental schedules and other forms for individuals and business firms. Students compute Social Security and self-employment taxes and how to report payroll taxes, and review the differences between California state and Federal tax laws, forms and procedures.

## **COURSE OBJECTIVES:**

1. Prepare the Federal Income Tax Return.
2. Analyze the tax consequences of transactions involving the purchase, sale and exchange of property.
3. Prepare the California Resident State Income Tax Return.

## **STUDENT LEARNING OUTCOMES:**

1. Apply an understanding of exemptions, deductions, credits and tax calculations to case studies.
2. Analyze the revenues and expenses derived from sole proprietorships and investment properties.
3. Analyze the tax consequences of transactions involving the purchase, sale and exchange of property.

## **A. COURSE OUTLINE AND SCOPE**

### **1. Outline of topics or content:**

1. The Individual Federal Income Tax Return
  - a. History and Objectives of the Tax System
  - b. Reporting and Taxable Entities
  - c. Filing status and tax computation
  - d. Personal and Dependency exemptions
  - e. The standard deduction
  - f. Gains and losses
2. Gross Income and Exclusions
  - a. Gross Income
  - b. Interest and Dividend Income
  - c. Annuities
  - d. Insurance
  - e. Gifts and inheritances
  - f. Scholarships
  - g. Municipal bond interest
  - h. Social Security benefits
  - i. Unemployment compensation
3. Business Expenses and Retirement Plans
  - a. Rental income and expenses
  - b. Passive loss limitations
  - c. Bad debts
  - d. Inventories
  - e. Net operating losses
  - f. Individual Retirement Accounts
4. Self-Employed and Employee Expenses

- a. Classification of deductions
- b. Travel Expenses
- c. Transportation
- d. Home Offices
- e. Educational expenses
- 5. Itemized Deductions and Other Incentives
  - a. Medical expenses
  - b. Taxes
  - c. Interest
  - d. Contributions
  - e. Casualty and theft losses
  - f. Miscellaneous deductions
  - g. Moving expenses
- 6. Credits and Special Taxes
  - a. Tax Credits for the elderly and disabled
  - b. Child tax credit
  - c. Earned income credit
  - d. Child and dependent care credit
  - e. Education tax credits
  - f. Community property
- 7. Accounting Periods and Methods and Depreciation
  - a. Accounting periods and methods
  - b. Depreciation
  - c. Modified Accelerated Cost Recovery System f(MACRS)
  - d. Limitation of depreciation
- 8. Capital Gains and Losses
  - a. Capital Assets
  - b. Calculation of gain or loss
  - c. Net capital gains and net capital losses
  - d. Depreciation recapture
  - e. Installment sales
  - f. Sale of a personal residence
- 9. Withholding, Estimated Payments, and Payroll Taxes
  - a. Withholding methods and estimated payments
  - b. The FICA Tax
  - c. Federal Tax Deposit System
  - d. Employer reporting requirements
  - e. Self-employment tax
  - f. FUTA and SUTA taxes (unemployment taxes)
- 10. Partnership Taxation
  - a. Nature of partnership formation and taxation
  - b. Partnership income reporting
  - c. Current distributions and guaranteed payments
  - d. Tax years
  - e. Limited liability companies
- 11. The Corporate Income Tax
  - a. Corporate Tax rates
  - b. Corporate capital gains and losses
  - c. Special deductions and limitations
  - d. Filing requirements and estimated tax
  - e. S corporations
  - f. Corporate formation
- 12. Tax Administration and Tax Planning
  - a. The Internal Revenue Service
  - b. The audit process
  - c. Interest and penalties
  - d. Statute of limitations
  - e. Preparers, proof, and privilege
  - f. Electronic filing

**2. If a course contains laboratory or clinical/field hours, list examples of activities or topics:**

**3. Examples of reading assignments:**

Reading assignments are required and may include, but are not limited to, the following:

Students will be assigned textbook chapters, study guides, and periodicals.

**4. Examples of writing assignments:**

Writing assignments may include, but are not limited to, the following:

Students will apply principles of the course by completing practice sets, and problem-solving assignments

**5. Appropriate assignments to be completed outside of class:**

Students will complete practice sets and problem-solving assignments.

**6. Appropriate assignments that demonstrate critical thinking:**

Students will be required to apply critical thinking in the development of solutions to assigned problems and in the completion of practice sets.

**7. Other assignments (if applicable):**

To be determined by instructor.

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Check if Section B is not applicable

**B. FACE-TO-FACE COURSE SECTIONS:**

**Face-to-face education**

Is a mode of delivery in which instruction is delivered in a traditional classroom setting, with instructor and students located simultaneously in the same classroom facility.

**1. Describe the methods of instruction:**

Lecture, whiteboard (and/or Smartboard) demonstration, visual aids, homework, problem solving, and discussion of managerial implications and objectives with regard to financial objectives of record-keeping.

## **2. Describe the methods of evaluating of student performance.**

Evaluation procedures shall be developed by each instructor. However, such procedures will include exams and a final, which may consist of completion, true/false, multiple-choice, essay, and problem-solving items. Measurement of student performance may also include periodic quizzes, homework assignments, practice sets, attendance and class participation, and other evidence of critical thinking required by the instructor.

## **3. Describe how the confidentiality of the student's work and grades will be maintained.**

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

## **4. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.**

NOTE: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

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Check if Section C is not applicable

## **C. CORRESPONDENCE EDUCATION COURSE SECTIONS (Correspondence, hybrid correspondence)**

### **Correspondence education**

is a mode of delivery in which instructional materials are delivered by mail, courier or electronic transmission to students who are separated from the instructor by distance. Contact between instructor and students is asynchronous.

### **Hybrid correspondence education**

is the combination of correspondence and face-to-face interaction between instructor and student.

## **1. Describe the methods of instruction.**

Instructional materials concerning exams, homework assignments, problem solving and case studies will be delivered and received by mail (courier).

## **2. Describe the methods of evaluating student performance.**

Correspondence Education methods of evaluation of student performance may include quizzes, exams, writing assignments, and portfolio projects.

## **3. Describe how regular, effective contact between the instructor and a student is maintained.**

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments;

syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

**4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.**

Consistent with policy elements listed in the ACCJC’s “Policy on Distance Education and on Correspondence Education,” the College verifies the identity of a student who participates in class or coursework by using, at the College’s discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student’s identification.

**5. Describe procedures that evaluate the readiness of a student to succeed in a correspondence or hybrid correspondence course section.**

The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence or hybrid correspondence instructional mode.

**6. Describe how the confidentiality of the student’s work and grades will be maintained.**

Instructors shall make reasonable efforts to protect the confidentiality of students’ grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

**7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.**

**8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.**

Note: Students will be encouraged by instructors of this course to direct themselves to the College’s Disabled Students’ Programs and Services (DSP&S) department if they believe they have a learning disability.

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Check if Section D is not applicable

**D. DISTANCE EDUCATION COURSE SECTIONS (online, ITV, hybrid)**

**Online education**

is a mode of delivery in which all instruction occurs online via the Internet. Student and instructor access to email and the Internet is required. Students are required to complete class work using email, chat rooms, discussion boards and other instructional online venues.

**Interactive television (ITV)**

is a mode of synchronous delivery in which instruction occurs via interactive television (closed circuit).

**Hybrid instruction**

is a combination of face-to-face instruction and online instruction.

**1. Describe the methods of instruction.**

Interactive television (ITV) will be used in which instruction occurs via interactive television (closed circuit). Because such contact is virtually identical to face-to-face instruction (camera scans of remote classroom) the instruction methods are identical to those of face-to-face instruction.

**2. Describe the methods of evaluating of student performance.**

Identical to face-to-face instruction.

**3. Describe how regular, effective contact between the instructor and a student is maintained.**

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

**4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.**

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using and the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

**5. Describe procedures that evaluate the readiness of a student to succeed in an online, ITV or hybrid course section.**

The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in an online, ITV or hybrid instructional mode.

**6. Describe how the confidentiality of the student's work and grades will be maintained.**

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

**7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.**

**8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.**

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

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**E. REPRESENTATIVE TEXTBOOKS AND OTHER READING AND STUDY MATERIALS:**

**List author, title, and current publication date of all representative materials.**

Income Tax Fundamentals, 2019 edition, Whittenburg and Altus-Buller, 2019 or most recent edition.



**SIGNATURES**

**COURSE INITIATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DIVISION CHAIR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LIBRARY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHAIR OF CURRICULUM COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERINTENDENT/PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_