



Master Course Syllabus

ACC 1032 Tax Help Colorado

Purpose of Document

This document contains important information about this course's objectives. It may be helpful for you to retain a copy for your records, along with the class specific syllabus. This document will be especially helpful if you decide to later change your course of study.

Pikes Peak State College and the Colorado Department of Higher Education have determined that graduates should have a broad range of learning skills as well as discipline related skills. Both types of skills are detailed below.

Course Description

Examines the preparation of individual, federal, and state income tax returns within the guidelines and limitations set forth by the Tax Help Colorado program and IRS guidelines. Emphasis is placed on form preparation with the use of tax software.

Credit Hours: 2

Contact Hours: 30 (Lecture)

Required Course Learning Outcomes:

1. Recognize when it is necessary or advantageous to file a tax return.
2. Identify the most advantageous filing status for tax returns.
3. Select the optimal number of personal and dependency exemptions allowed under current tax law.
4. Identify amounts to include or exclude from gross income.
5. Identify allowable deductions to arrive at adjusted gross income.
6. Categorize and calculate itemized deductions allowable under current tax law.
7. Recognize refundable and non-refundable tax credits allowed under current tax law.
8. Explain other taxes, payments due, payment methods, and/or refunds.
9. Demonstrate proficiency using IRS approved income tax software.

Required Topical Outline:

- I. Filing requirements
- II. Filing status
- III. Exemptions and dependents
- IV. Gross income
 - A. Inclusions

- B. Exclusions
- V. Adjustments to gross income
- VI. Itemized deductions
- VII. Tax credits
- VIII. Other
 - A. Taxes
 - B. Payments
 - C. Refunds

