

Alexandria Technical and Community College

ACCT 2642: Tax Lab

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This is an open lab where learners will be preparing tax returns for low-income individuals as part of the Volunteers In Tax Assistance (VITA) program funded by the IRS. Learners will be supervised during the lab time and will also be electronically filing these returns. Prerequisite: Instructor permission

B. COURSE EFFECTIVE DATES: 01/08/2002 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Pass IRS Volunteer Income Tax Assistance (VITA) certification test.
2. Interpretation of source documents such as W-2s, 1099s and 1098s.
3. Use of Tax Wise software and e-file techniques.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate the ability to prepare and file basic tax returns on tax software.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted