

Prepared by the Department of Business

Date of Departmental Approval: February 13, 2008

Date approved by Curriculum and Programs: February 19, 2008

Effective: Fall 2008

1. **Course Number:** ACC263  
**Course Title:** VITA Practicum
2. **Description:** This Volunteer Income Tax Assistance (VITA) practicum provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue. The course trains students to assist taxpayers in filling out tax returns. Students also staff centers on Cape Cod, helping local residents complete their tax returns.
3. **Student Learning Outcomes (instructional objectives, intellectual skills):** Upon successful completion of this course, students are able to do the following:
  - Interview clients to determine appropriate filing status, dependent exemptions, income, adjustments to income, deductions and credits.
  - Correctly apply and explain the tax law affecting the client's return, including the following topics:

▪ Filing Status	▪ Earned Income Tax Credit
▪ Gross Income	▪ Child Tax Credit
▪ Adjustments to Income	▪ Education Credit
▪ Standard and Itemized Deductions	▪ Miscellaneous Credits
▪ Personal and Dependency Exemptions	▪ Sale of Stock
▪ Credit for Child & Dependent Care	▪ Sale of Home
  - Correctly input data for electronic filing of Individual Tax Return
  - Work effectively with the individuals needing tax assistance
4. **Credits:** 3 credits
5. **Satisfies General Education Requirements:** No
6. **Prerequisites:** ACC101 or ACC111 or ACC201. Co-requisite: ACC110.
7. **Semester(s) Offered:** Spring
8. **Suggested General Guidelines for Evaluation:** A student's final grade is dependent on completion of the four modules of Link and Learn located at IRS web site, 45 hours of site work for the semester, submission of a log of VITA experience, an in-depth paper on their VITA experience.
9. **General Topical Outline (Optional):**

Students will need to complete the four modules

  - Basic (common individual and family tax concerns) (Complete by Week 3 )
  - Intermediate (other forms of income and deductions) (Complete by Week 4 )
  - Advanced (pension and advanced tax concerns) (Complete by Week 5 )
  - Military (members of the armed forces) (Complete by Week 6 )

These modules are available in textbook form from the site coordinator or may be completed online at IRS website.

Students will take a pre-test and post-test on each module before moving to the next module and submit their certificate of completion to the instructor for each module.

Students will be required to staff the VITA site for a minimum of 45 hours between February 1<sup>st</sup> and April 15<sup>th</sup>.

Students will prepare tax returns for members of the community. Returns may include: Wage income, sales of stocks, receipt of interest and dividends, sales of personal residences, standard deductions and itemized

deductions, personal and dependent exemptions, credits for the elderly, child and dependent credit, educational credit, and earned income credit.

Students will maintain a log of all VITA experience.

After April 15<sup>th</sup>, students will prepare an in-depth paper on their VITA experience. Topics should include: What new accounting skills they learned; How to handle source documents for tax returns; How to conduct a thorough tax interview to determine filing status and dependency exemptions; Scheduling appointments and client management techniques; Dealing with sensitive personal and financial data confidentially and ethically. The paper will be typed, a minimum of ten pages and follow MLA standards.