

OBT 293-501 (36719)
TAX PREPARATION
VOLUNTEER INCOME TAX ASSISTANCE (VITA)
SPRING 2016
SYLLABUS

Instructor:	Rich Palmer, CPA
Phone:	925-8713 (Valencia Campus) E-Mail: rpalmer@unm.edu
Class Format:	Thursday 10:30 – 2:30 p.m. – 1/21 – 2/18 - Room B124 10:30 – 3:30 p.m. – 2/25 – 4/7 - Room B124 10:30 – 12:45 p.m. – 4/14 – 4/28 - Room B124
Office Hours:	Posted on office door and by appointment
Course Description:	This course covers individual income tax preparation topics such as earned income, capital gains, itemized deductions and various tax credits. The student will learn basic, intermediate & advanced tax preparation topics , pass the IRS exam and prepare income tax forms for low-income and elderly clients.
Textbook:	<u>TAX HELP NEW MEXICO 2015</u> Problem Set, IRS Pub #4012 & #17 (Supplied by THNM)
Supplies Needed:	Notebook, pencil and calculator . Always bring your textbook and supplies to class.
Attendance:	Please follow the attendance policy as stated in the current catalog. You may be dropped when your absences total 15% and your grade average is below 60% .
before	If you are unable to attend class, it is your responsibility to withdraw any deadlines. See the current catalog for information on dropping or withdrawing from class.
Grading:	91%-100% = A 81%-90% = B 71%-80% = C 61%-70% = D Below 60% = F

(First 3 points = “-”, next 4 = “solid”, last 3 = “+”)

A grade of "D" or "F" is not acceptable for courses required for graduation.

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Grade Weighting:	Homework	= 40%
	Final Exam (IRS)	= 20%
	Practical (Tax Return Preparation)	= 40%

You must volunteer at least 30 hours to receive the entire 40% Practical . During TAX season (2/25 – 4/7) the class will be from 10:30 – 3:30 p.m. in order to perform FREE tax returns for our clients. These 6 classes of 5 hours each make up the 30 volunteer hours. The 40 points will be prorated for actual hours volunteered (1.33 points per hour).

Your final grade is the weighted average of all the above.

Final Exam: IRS basic, intermediate and advanced certification exam (on line).

Homework: Homework will consist of problems from your textbook.

Planning: Plan and use your time wisely! Study and review your notes, textbook and online resources. Read each topic **before** it is covered in class.

Special Needs: If you are a qualified person with disabilities, who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs.

Snow Days: If the weather becomes bad and you are uncertain if your class will meet, call 925-SNOW for information.

Objective: Learn how to interview, prepare and electronically file Federal and State Income Tax returns.

This syllabus is subject to change.

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<u>Week 1</u> Thursday, Jan. 21	Modules 1 thru 6
<u>Week 2</u> Thursday, Jan. 28	Modules 7 thru 10
<u>Week 3</u> Thursday, Feb. 4	Modules 11 thru 14
<u>Week 4</u> Thursday, Feb. 11	Modules 15 thru 21
<u>Week 5</u> Thursday, Feb. 18	Review & IRS Certification Exam
<u>Week 6</u> Thursday, Feb. 25	Practical
<u>Week 7</u> Thursday, Mar. 3	Practical
<u>Week 8</u> Thursday, Mar. 10	Practical
<u>Week 9</u> Thursday, Mar. 17	Spring Break

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<u>Week 10</u> Thursday, Mar. 24	Practical
<u>Week 11</u> Thursday, Mar. 31	Practical
<u>Week 12</u> Thursday, Apr. 7	Practical
<u>Week 13</u> Thursday, Apr. 14	Advanced Tax Topics
<u>Week 14</u> Thursday, Apr. 21	Advanced Tax Topics
<u>Week 15</u> Thursday, Apr. 28	Advanced Tax Topics
<u>Week 17</u> Thursday, May 7	No Class