Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: __________________________________________________

2. Date submitted: ________________________________________________

3. Date approved: 12/11/2012 Date revised: 4/22/2015

4. Department/discipline: Accounting

5. Department(s) endorsement(s):_____________________________________
   (Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Volunteer Income Tax Assistance
   Abbreviated course title (25 characters or less):

7. Course Designator: ACCT

8. Course Level: 2090

9. Number of Credits: Lecture: 2  Lab: 1

10. Control Number (on site): 30
    Control Number (online): 0

11. Catalog/Course description:
    Provides volunteer experience preparing tax returns for low and moderate income area residents through both classroom and hands-on training

12. Course prerequisite(s) or co-requisite(s):
    Prerequisite(s): None
    Co-requisite: None

13. Course Materials (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

   1. Publication 4491 Student Training Guide and MN VITA/TCE Volunteer Manual. The tests are included with materials (Form 6744).
14. **Course Content** (Provide an outline of major topics covered in course)

1. Lesson 1—Course Introduction  
2. Lesson 2—Screening and Interviewing  
3. Lesson 3—Filing Basics  
4. Lesson 4—Filing Status  
5. Lesson 5—Personal Exemptions  
6. Lesson 6—Dependency Exemptions  
7. Lesson 7—Unique Filing Status and Exemption Situations  
8. Lesson 8—Income—Wages, Interest, etc.  
9. Lesson 9—Unemployment Compensation  
10. Lesson 10—Social Security Benefits  
11. Lesson 11—Other Income  
12. Lesson 12—Adjustments to Income  
13. Lesson 13—Standard Deduction and Tax Computation  
14. Lesson 14—Credit for Child and Dependent Care Expenses  
15. Lesson 15—Child Tax Credit  
16. Lesson 16—Miscellaneous Credits  
17. Lesson 17—Other Taxes  
18. Lesson 18—Payments  
19. Lesson 19—Earned Income Credit (EIC)  
20. Lesson 20—Refund/Amount of Tax Owed  
21. Lesson 21—Quality Review of the Tax Return  
22. Lesson 22—Concluding the Interview  
23. Lesson 23—Amended Returns

15. **Learning Goals, Outcomes, and Assessment**

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)

B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one’s own traditions and culture, knowledge of others’ traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course learning outcomes will fulfill the identified competencies:
Course Learning Outcomes:

Upon completion of this course, students will be able to:

1. Demonstrate the process of interviewing the taxpayer to complete the IRS tax forms. (B)
2. Demonstrate proper use of the necessary online program (www.irs.gov) to complete and submit the tax forms. (A, B)
3. Determine proper customer service skills and demonstrate these skills with each taxpayer. (B, C, D)
4. Demonstrate a variety of ways (speaking, drawing, reading, listening) to support the taxpayer in the completion of the tax form. (B, C, D)
5. Assess the necessary and required information the taxpayer provides, ask specific questions, and problem solve with the taxpayer any issues in the process that need to be addressed. (B, C, D)
6. Determine special tax regulations or rules that apply to all tribal payments made to taxpayers and state tax benefits available to tribal members and relay that information correctly to the taxpayer. (B, C, D)

16. Minnesota Transfer Curriculum (MnTC): If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See www.mntransfer.org

Goal Area(s): N/A

Goal and Outcomes:
  Goal: N/A
  Outcome:
Complete the following only if you are proposing a new course:

1. Planned pattern of offering:
2. Rationale for course: If this course is an ADDITION or replacement to current offerings, add a detailed explanation of the necessity for the change.
3. Does this course overlap with any course(s) offered at FDLTCC? If so, justify such duplication or indicate other adjustments to be made. Obtain signatures from affected departments.
4. What is the apparent or expressed student need for this course?
5. If this course includes a Native American or specifically Anishinaabe component list campus resource person/s—i.e., campus cultural/spiritual resource person/s and, if necessary, elder/s—consulted and include specific comments and written responses as appropriate.
6. Are there any additional licensing/certification requirements involved?
a. Provide a copy of the required licensing/certification standards to the AASC chair and to the vice president of academic affairs.
b. Attach the required documentation to show course meets required licensing/certification standards.
7. What types of tutoring will be made available through the CAA to students taking this course?
8. How will the course be evaluated?
9. Special resources—e.g. faculty, space, equipment, library, etc
10. Special course fees:
11. Relationship of course to the college mission statement and goals.
12. Relationship of course to the department’s mission statement and goals.
13. Relationship of course to colleges/university offerings (include tribal colleges).

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<tr>
<th>College or University</th>
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<th>Credits Awarded</th>
<th>General Education</th>
<th>Program</th>
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