

Approved by: Danica Olson

Last updated: 4/25/2024

**Applied Individual Income Tax
ACCTG-155
Work/Life Experience Portfolio**

Credit for Prior Learning provides students a range of options to earn college credit for what they already know. Students can demonstrate college-level knowledge and competencies from examination, portfolio, to workforce and military.

1. Course title, number & credit value:

Applied Individual Income Tax, ACCTG-155, 3 CR

2. Course description:

Emphasis is placed on applying the knowledge and skills obtained in Individual Income Tax by preparing tax returns for actual clients. Tax returns are prepared using IRS software.

3. Course Competencies that must be demonstrated:

1. Demonstrate individual income tax return preparation at the VITA basic level certification.

Linked Career Essentials

Effective Problem Solving - Reinforce
Mathematical Competency - Reinforce
Technological Competency - Reinforce

Linked Program Outcomes

Perform income tax accounting tasks

Assessment Strategies

1.1. Through oral presentations, exams, and case applications

Criteria

1.1. Pass IRS basic level exam with a minimum of 80% accuracy.

1.2. Complete practice lab tax returns with a minimum of 80% accuracy.

Learning Objectives

1.a. Determine filing status.
1.b. Determine personal exemptions.
1.c. Determine dependency exemptions.
1.d. Classify sources of taxable income.

2. Demonstrate individual income tax return preparation at the VITA advanced level certification

Linked Career Essentials

Effective Problem Solving - Reinforce
Mathematical Competency - Reinforce
Technological Competency - Reinforce

Linked Program Outcomes

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Perform income tax accounting tasks

Assessment Strategies

2.1. Through oral presentations, exams, and case applications

Criteria

2.1. Passes IRS advanced level exam with a minimum of 80% accuracy.

2.2. Complete practice lab tax returns with a minimum of 80% accuracy.

Learning Objectives

2.a. Determine which credits taxpayer qualifies for.

2.b. Determine whether taxpayer qualifies for standard or itemized deduction.

2.c. Evaluate whether the taxpayer complies with Affordable Care Act.

3. Demonstrate adherence to ethical standards required in individual income tax return preparation

Linked Career Essentials

Professionalism - Assess

Linked Program Outcomes

Apply internal controls to minimize risk

Assessment Strategies

3.1. Through oral presentations, exams, and case applications

Criteria

3.1. Pass IRS standards of conduct exam with a minimum of 80% accuracy.

3.2. Complete practice lab tax returns with a minimum of 80% accuracy.

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Learning Objectives

3.a. Abide by quality site requirements as outlined by IRS.

3.b. Prepare truthful and accurate returns.

3.c. Treat all taxpayers in a respectful, courteous, and professional manner.

4. Facilitate volunteer training sessions to ensure all volunteers meet minimum IRS standards.

Linked Career Essentials

Effective Communication Through Speaking and Listening - Reinforce

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Professionalism - Assess

Linked Program Outcomes

Apply internal controls to minimize risk

Assessment Strategies

4.1. Skill Demonstration

Criteria

- 4.1. Confirm the volunteer agreement forms are signed.
- 4.2. Complete assessment with a minimum of 100% accuracy.
- 4.3. Store the signed agreement forms for all volunteers in a secure location.

Learning Objectives

- 4.a. Explain site policies and procedures.
- 4.b. Summarize IRS training material and software requirements.

5. Manage volunteers to perform assigned duties in accordance with IRS policies and procedures for preparing individual income tax returns.

Linked Career Essentials

Effective Communication Through Speaking and Listening - Reinforce
Professionalism - Assess

Linked Program Outcomes

Apply internal controls to minimize risk

Assessment Strategies

5.1. Skill Demonstration

Criteria

- 5.1. Develop a work schedule for all volunteers
- 5.2. Complete tax return review process with 100% accuracy.
- 5.3. Practice effective supervision techniques

Learning Objectives

- 5.a. Implement tactics to motivate volunteers.
- 5.b. Utilize managerial skills to facilitate the preparation of tax returns.
- 5.c. Implement basic management principles to solve client issues.

6. Demonstrate ability to provide excellent customer service.

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Linked Career Essentials

Effective Communication Through Speaking and Listening - Reinforce
Professionalism - Assess

Assessment Strategies

6.1. Skill Demonstration

Criteria

6.1. Respond to client questions and issues in a timely and accurate manner.
6.2. Confirm transmission of client tax returns to IRS and WI Dept. of Revenue with 100% accuracy. 6.3. Maintain a respectful attitude when interacting with diverse client populations.

Learning Objectives

6.a. Abide by guidelines for proper interaction with clients.
6.b. Explain verbal aspects of listening skills such as acknowledging and reflecting back. 6.c. Assess if the client understands his or her tax return.

7. Evaluate tax returns submitted to IRS and WI Dept. of Revenue

- 4. Portfolio requirements that demonstrate competencies.** **Note for Resumes:* Lead faculty must verify the student's work history via a letterhead mail or phone interview.

Student must demonstrate proficiency in individual income preparation. A minimum of one full tax season is required.