

Red Rocks Community College
Course Syllabus

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Course Number: ACC 133 Section: 601

Course Name: Tax Help Colorado

Session: Spring 2017

INSTRUCTOR INFORMATION:

INSTRUCTOR:	Danielle Scholl
OFFICE:	2532
OFFICE HOURS:	Tuesdays and Thursdays 10:30am to 1:00pm and by appointment
E-MAIL:	danielle.scholl@rrcc.edu
OFFICE TELEPHONE:	303 914-6475

Required Textbook & Materials

1. Tax Help Colorado 2014 Student Edition
2. IRS Publication 4012 *Volunteer Resource Guide*
3. IRS Publication 17 *Your Federal Income Tax for Individuals*
4. Internet access
5. Calculator (cell phone calculators not allowed on test days) and pencils

COURSE DESCRIPTION: ACC 133 - Individual Income Tax - Site Lab - This course gives students hands-on experience preparing federal and state income tax returns for individuals. They perform community service by preparing these tax returns for the economically disadvantaged members of their community, which has a significant economic impact in the community. Students use their interpersonal communication skills in dealing with customers of different cultural backgrounds and ages while answering tax-related questions. They use professional tax software in the preparation of these tax returns. A student must work at the tax site for a minimum of 20 hours for successful completion of this course. Special recognition will be given to any student who volunteers in excess of 40 hours.

CREDITS: 1 credit

COURSE OBJECTIVES: Upon completion of this course the student/learner will be able to:

1. Prepare tax returns for the elderly and economically disadvantaged of the community.
2. Perform community service.
3. Obtain an employable skill.
4. Have a definable economic impact in the community.
5. Use interpersonal communication skills in dealing with customers of different cultural backgrounds and ages.
6. Answer basic tax questions.
7. Understand appropriate tax software.

Evaluation methods:

Methods of evaluation: Your grade will be based upon the number of hours you work in the tax site.

- 40 or more hours A
- 30 to 40 hours B
- 20 to 30 hours C
- 10 to 20 hours D
- 0 to 10 hours F

EXPECTATIONS:

The tax site will be open each Saturday starting January 28th to February 11th from 9am to 2pm and Fridays, February 17th – March 10th from 2pm to 8pm. Please note these hours are the hours the tax site is open to the public. We always can use individuals to help set up and tear down and if you are preparing and reviewing a return close to the closing hours you may have to stay later than the site closing times. If you need to leave the tax site at a specific time, please manage your time wisely and do not take on an additional return if you cannot complete it. It is your choice which hours you volunteer but keep in mind the grading policy listed on page 1. Forty or more volunteer hours receive an A and a letter from Governor Hickenlooper.

Each student will provide us with their estimated schedule so we can plan the tax site accordingly. A sheet will be provided on January 27th. Each day the tax site is open the students must sign the “Student Sign in Sheet” stating the time they arrived and they must sign the same sheet before they leave the tax site. **This is how you will be graded, so make sure you write down your correct start and end times.**

Treat all tax clients and students with respect. At times you may feel stressed, but remember to keep calm and have a positive attitude and treat everyone with respect.

DRESS CODE: At the tax site we would like you to dress business casual. Examples would be khaki pants, slacks, polo shirts, etc... Please do not wear jeans however; I do not want you to buy a new wardrobe for the tax site, so use your best judgment.

INCOMPLETE (I) GRADES: An “I” (incomplete) grade means that a student has not completed the course requirements due to circumstances as judged by the instructor to be beyond the student's control, BUT THAT THE STUDENT HAD BEEN ATTENDING CLASS AND HAS COMPLETED AT LEAST 75% OF THE REQUIRED COURSE WORK. The student and the faculty member will enter into a contract that will outline the requirements and deadlines that the student must meet to successfully complete the course. It is not granted automatically. If the student fails to meet the terms of the contract, the student’s grade will automatically become an F grade for the course.

ACADEMIC HONESTY: Work submitted for grading by a student (assignments and exams) must be the result of that individual's own effort. Any academic misconduct (i.e., cheating, plagiarism, copying, or collaborating with another student, etc.) will result in a grade of F and zero points for that assignment or a grade of F for the entire course, if deemed necessary by the instructor. Students should consult the student handbook for their rights to appeal.

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733, 720-372-1591(VP) or [Accessibility Services](mailto:access@rrcc.edu) access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at the [Accessibility Services website](http://www.rrcc.edu/accessibility-services): www.rrcc.edu/accessibility-services.

NON-DISCRIMINATION STATEMENT: Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

MANDATORY REPORTING STATEMENT: Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: D. **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven](mailto:arnie.oudenhoven@rrcc.edu) (arnie.oudenhoven@rrcc.edu)

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or [RRCC Dispatch](mailto:rrpd.dispatch@rrcc.edu) (rrpd.dispatch@rrcc.edu) at 303-914-6394.

If you would like a confidential resource, please contact **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Administrator, 303-914-6224** or [Deborah Houser](mailto:deborah.houser@rrcc.edu) (deborah.houser@rrcc.edu)

Further information may be found on the college [Human Resources website](http://www.rrcc.edu/human-resources/sexual-misconduct):
<http://www.rrcc.edu/human-resources/sexual-misconduct>.

DISCLAIMER: The instructor reserves the right to alter the schedule, assignments, and grading policy to assure attainment of course objectives. Adjustments to the course syllabus, schedule, assignments, and grading policy may be done in writing or verbally.

Thank you all for your participation and let's have FUN!!