COMPREHENSIVE TAX COURSE

Course Topics by Module - LEARNING OBJECTIVES

Module 1

Chapter 1: General Material

• Determine who should file a return.
• Identify what filing status the taxpayer should use.
• Determine what IRS forms to use.
• Identify filing requirements for most taxpayers and their dependents.
• Determine the due dates of various tax forms.
• Understand how to apply for an extension of time to file.
• Differentiate various accounting periods and methods.
• Understand the signature and identification number requirements of a paid preparer.

Chapter 2: Standard Deduction and Exemptions

• Understand how to calculate the standard deduction.
• Determine when to use the standard deduction.
• Define what constitutes an exemption.
• Identify when the taxpayer can claim an exemption.
• Understand the support issues.
• Understand the steps necessary to file a decedent's tax return.
• Identify the rules for tax withholding and estimated tax payments.

Chapter 3: Income

• Identify various types of income such as employee compensation, fringe benefits, tips, alimony, and other income.
• Identify where to report these forms of income.
• Determine when it is appropriate to use Forms 1040, 1040A, and 1040EZ.

• Be aware of Form 4137, Social Security Tax on Unreported Tip Income.

Chapter 4: Interest and Dividend Income

• Know the different types of interest income.

• Understand the difference between taxable and nontaxable interest.

• Identify where to report interest income.

• Understand how to report dividend income and nontaxable distributions.

• Understand the client interview process.

Chapter 5: Earned Income Credit

• Identify the definition of earned income for Earned Income Credit.

• Describe the requirements for qualifying children for Earned Income Credit purposes.

• Realize that taxpayers without children may qualify for the Earned Income Credit.

• Determine how to complete Schedule EIC.

• Identify where the Earned Income Credit appears on the Forms 1040 and 1040A.

• Understand IRS due diligence requirements.

Module I Final Exam
Module 2

Chapter 6: Tax Credits — Child Care and Others

• Describe the qualification requirements for various tax credits (Child Tax Credit, Child Care Credit, Credit for the Elderly and Disabled, the Additional Child Tax Credit and Education Credits).

• Understand the requirements for Form 2441.

• Prepare Form 2441, Child and Dependent Care Expenses and or Schedule 2.

• Identify Form 8863, Education Credits.

• Understand the requirements for IRS Form 1040, Schedule R, Credit for the Elderly or the Disabled.

• Identify IRS Form 8812, Additional Child Tax Credit.

Chapter 7: Retirement Income and Other Types of Income

• Recognize retirement income, including income from pensions, annuities, Social Security, and equivalent retirement benefits. Students will learn how to “read” Forms 1099-R and SSA-1099.

• Understand other types of income such as barter, partnership and recoveries.

• Identify how to report rental of personal property, repayments, royalties, and income that is not taxed.

• Determine where to report information from Forms 1099-R and SSA-1099 on the IRS Form 1040 series.

Chapter 8: Adjustments to Income

• Understand the various adjustments to income, including Individual Retirement Arrangements (IRAs—Traditional and Roth) and SIMPLE IRAs.

• Identify where to report these items on tax returns.

Chapter 9: Itemized Deductions

• Determine whether standard or itemized deductions are the most advantageous for the taxpayer.
• Identify what items qualify as taxes, and eligible interest deductions.
• Name eligible medical expenses.
• Understand the limitations on itemized deductions.
• Calculate the value of charitable contributions and understand how to complete Form 8283.
• Describe how to report casualties and thefts and how to complete Form 4684.

Chapter 10: Electronic Filing
• Understand the rules and regulations governing electronic filing.
• Describe the various methods of receiving a refund through electronic filing.
• Identify the warning signs of taxpayer fraud.
• Understand the requirements for signing electronic returns.
• Identify how to correct an electronic return rejected by the IRS.

Module 2 Final Exam
Module 3

Chapter 11: Employee Business Expense and Miscellaneous Itemized Deductions

• Describe expenses that qualify as employee business expenses.

• Differentiate between the Standard Mileage Rate and the Actual Auto Expense methods of tracking auto expenses.

• Identify what expenses are deductible for the business use of a home.

• Describe deductible travel expenses and deductible entertainment expenses.

Chapter 12: Education Tax Benefits

• Identify who can claim Education Tax Credits.

• Define what expenses qualify under the available credits.

• Differentiate between the American Opportunity Credit and the Lifetime Learning Credit.

• Name adjustments to Qualified Education Expenses.

• Recognize the MAGI phase out limits for Educational Tax Credits.

• Compute the Student Loan Interest Deduction.

• Identify expenses which qualify for work-related education.

Chapter 13: Capital Gains and Losses

• Define the terminology unique to Capital Gains and Losses.

• Identify the capital gains tax rates.

• Describe basis of property including inherited and gifted property.

• Compute the basis of real estate and gain or loss on sale.

Chapter 14: Depreciation and Disposition of Business Property

• Classify the different types of property eligible for depreciation.

• Differentiate between various depreciation methods.

• Describe repairs and replacements affect the basis of property.
• Define the terminology unique to depreciation transactions.
• Compute the Section 179 Deduction.
• Introduce the students to disposition of business property

**Chapter 15: Self-Employment Income**

• Provide the definition of a sole proprietor.
• Differentiate between an independent contractor and statutory employee.
• Describe the requirements for deducting self-employed health insurance and retirement plan contributions.
• Differentiate between activities qualify as a business and which ones qualify as a hobby.
• Describe the advantages and disadvantages of selecting sole proprietorship as the form of business entity.
• Differentiate between income and non-income items.
• Describe the Uniform Capitalization Rules.
• Define the terminology unique to inventory valuation.

**Module 3 Final Exam**
Module 4

Chapter 16: Rental Property

• Compile and report rental income.
• Classify deductible rental expenses.
• Describe examples of repairs and improvements to rental property.
• Determine the nuances of renting vacation homes and other dwelling units.
• Define the limits on rental and passive activity losses.
• Describe the rules for property and how they may change if the taxpayer is a real estate professional.

Chapter 17: Farm Income

• Emphasize the process of maintaining a PTIN
• Discuss tax return preparer requirements
• Describe paid preparer responsibilities

Chapter 18: Alternative Minimum Tax, Less Common Credits and Penalties

• Determine which taxpayers are affected by Alternative Minimum Tax.
• Classify who is considered an innocent spouse and who is considered an injured spouse.
• Define various credits such as the credit for electric vehicles.
• Describe the various civil and criminal penalties for failure to comply with income tax laws.

Chapter 19: Payments, Extensions and Amended Returns

• Compute the “kiddie” tax.
• Describe how to file an amended return.
• Define the due dates for tax payments.
• Determine the “nanny” tax.
Chapter 20: Ethics and Responsibilities of Tax Professionals

- Describe professional responsibilities in tax return preparation.
- Determine the actions necessary to maintain client confidentiality.
- Identify the requirements to practice before the IRS.

Module 4 Final Exam

**Note:** The Appendices and Reading Assignments are an integral part of the reading material for this course.