Course Title: Income Tax Preparation

Course Description:
Fundamentals of personal and small business tax forms, filing status, personal and dependent exemptions, home office and Schedule A deductions and record keeping will be covered.

Course Objectives:
1. Examine the fundamentals of personal and small business tax forms
2. Identify filing status, personal and dependent exemptions
3. Identify Schedule A deductions and recordkeeping

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
  Tax forms
  Filing status
Session 2: Exemptions
  Deductions
  Recordkeeping
  Student Evaluation of Instruction