

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Course Number: ACCT-415 Class Hours: _____ Lab Hours: _____ Lecture Hours: _____ Dept.: Business Administration
 Course Title: VITA Internship 2 Semester: Spring Year: 2014

Course Description, Prerequisite, Corequisite:

This course requires students to work a minimum of three (3) hours a week during the tax season (late January thru April 15 or the day taxes are due) with the guidance of a VITA coordinator. The work will provide students with one-on-one client interactions; direct work experience, confidence and a possible reference for future employment; and the opportunity to perform community service.

PREREQUISITE: ACCOUNTING 2 (ACCT-210)

Course Objectives	Competencies
1. Experience hands-on tax preparation	1. Apply the vocabulary, concepts and theories learned in ACCT-414 that apply to the preparation of taxes; obtain work experience
2. Apply the knowledge of technology by using a professional tax software package	1. Select and complete the appropriate form(s) 2. Submit to the coordinator for review and approval before submission to the IRS or MA Department of Revenue
3. Apply ethics principles learned in STCC and IRS courses	1. Recommend to the VITA coordinator that a client not receive services because of incomplete or inaccurate data that can not be confirmed 2. Keep all information and data received from clients confidential. Do not distribute to any third party. Return all

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<p>4. Improve soft skills important to employers such as time management and teamwork</p> <p>5. Improve research, oral and written communication skills</p> <p>6. Improve problem-solving and critical thinking skills</p> <p>7. Perform community service</p>	<p>forms and copies promptly to the client.</p> <p>1. Demonstrate knowledge and application of skills when working with other volunteers, the coordinator and the receptionist. Keep the coordinator informed of potential absences, the ability to see more or fewer clients, etc. so clients can be serviced efficiently. Seek assistance when needed</p> <p>1. Apply previous tax knowledge to client. Look for needed information in course material or forms. Obtain assistance, as appropriate</p> <p>2. Communicate clearly and professionally with all members of the VITA community. Make certain written materials given or returned to the client or sent to others are clear, concise and grammatically correct</p> <p>1. Determine the tax theories applicable to the clients with whom you are working</p> <p>2. Use client's materials for his or her best advantage while adhering to the tax regulations and remaining mindful of ethical obligations</p> <p>1. Perform a needed service to low income community members that could not be received readily elsewhere</p>