

Colorado CTE Course – Scope and Sequence

Course Name	Tax Help Colorado Practicum		Course Details	.5 (semester long)	
			Course = 0.50 Carnegie Unit Credit		
Course Description	This course allows students to prepare actual federal and state income tax returns for individuals in the real time environment.				
Note:	This is a suggested scope and sequence for the course content. Please reach out to: https://taxhelpco.org/ for more information. All competencies should be covered. This course aligns to the CCNS (ACC133). Please contact your local community college for credit options.				
SCED Identification #	12998	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills					
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration
Prepare Tax Returns	30 hours	Standard alignment to be added @ local discretion	Prepare tax returns for the elderly and economically disadvantaged of the community	<ul style="list-style-type: none"> Completed tax returns with a 95% accuracy or better 	FBLA Accounting DECA Accounting
Community Service	10 hours		Perform community service		
Employable Skill			Obtain an employable skill	Demonstrated the following skills: <ul style="list-style-type: none"> Critical thinking competency Problem solving Professionalism 	
Economic Impact			Have a definable economic impact in the community	<ul style="list-style-type: none"> Produce, on average, \$1,400 back into the community for every hour spent at the tax site. Save taxpayers on average \$250 per return. 	

Communications			Use interpersonal communication skills in dealing with customers of different cultural backgrounds and ages	<ul style="list-style-type: none"> • Demonstrate written and oral communication skills 	
Tax Questions			Answer basic tax questions	<ul style="list-style-type: none"> • Utilize tax resources to answer basic tax questions 	
Tax Software			Understand appropriate tax software	<ul style="list-style-type: none"> • Accurately complete real tax returns using IRS tax software, TaxSlayer 	