

LIFESKILLS COURSE #L 511



Managing Taxes



COURSE DESCRIPTION

Taxes are a part of everyday life, and understanding how they work is an important step toward financial independence. While taxes can feel confusing or overwhelming, learning the basics can help you make informed decisions, avoid costly mistakes, and take control of your financial future. This course will introduce key concepts such as why we pay taxes, how tax systems work, important documents and deadlines, common deductions and credits, and how to prepare for tax responsibilities. By building your knowledge and confidence, you can approach tax season with greater understanding and less stress.



LEARNING OBJECTIVES & SKILL DEVELOPMENT

- Opportunity and Growth
- Self-Awareness
- Social Responsibility
- Understanding and Knowledge



RECOMMENDED USES

- **Self-Directed**—Student does most of the course work independently with a coach or mentor.
- **Group**—To be completed in a group format with a facilitator.
- **Hybrid**—A combination of self directed learning and group instruction.



COURSE INFORMATION

Author and Publisher: ACCI Lifeskills

Course Format: eLearning

Item Number: L 511

eLearning Length: 269 Slides

Scientific Model: Cognitive Restructuring



COURSE CONTENT

Unit 1: Understanding the Tax Puzzle

WHAT Taxes are and WHY they matter.

Unit 2: Know Your Income and Expenses

Learn where your money comes from (and how the IRS sees it.)

Unit 3: How to File Your Taxes

follow a step-by-step process to accurately prepare and file a personal income tax return.

Unit 4: Life Events and Taxes

Some events in your life can change how much tax you owe or the credits you can claim.

Unit 5: Staying Organized and Prepared

Staying organized during the year makes tax time much easier.



eLEARNING ACTIVITIES

- Narration & Story Telling
- Animated Thoughts
- Self Assessments
- Scenario Based Learning
- Focused Journaling
- Application and Skill Building



PURCHASE OPTIONS

- License to reprint
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