COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 1814: Payroll Accounting

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): ACCT 1810 or ACCT 2217 or consent of the Instructor
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course provides a study of the various state and federal laws pertaining to payment of salaries and wages. This includes preparation of employment records, payroll registers, employee earnings records, time cards, and state and federal reporting requirements.

B. DATE LAST REVISED (Month, year): February, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. The need for payroll and personnel records
2. Various laws impacting a business that has employees
3. Computation of total wages and taxable wages.
4. State Income Tax Withholding
5. Federal Income Tax Withholding
6. Social Security Taxes (FICA, OASDI, HI)
7. State and Federal Unemployment Taxes (SUTA, FUTA)
8. Workers Compensation
9. Payroll Deductions
10. Required payroll records and related journal entries.
11. Federal, state and local payroll reports including tax reports and deposits
12. Computerized Payroll Accounting

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Use the terminology of the payroll accountant.
2. Describe the basic principles of proper ethical conduct.
3. Understand the various payroll laws.
4. Prepare various accounting records needed for payroll.
5. Prepare the various federal and state payroll reports.
6. Prepare payroll records with a computer program.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Evaluation will be on a point-accumulated system based on:
1. Daily assignments
2. Group activities
3. Quizzes
4. Exams
5. Comprehensive payroll project

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any): None