



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

A. CATALOG DESCRIPTION

- 1. Credits: 3**
- 2. Hours/Week: 3**
- 3. Prerequisites (if any):** ACCT 1810 or ACCT 2217 or consent of instructor.
- 4. Co-requisites (if any):** None
- 5. MnTC Goals (if any):** NA

This course covers the various state and federal law pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records and state and federal reports. Recommended Entry Skills/Knowledge: College-level reading and math skills.

B. DATE LAST REVISED (use current date): February, 2005

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Understand the need for payroll and personnel records
2. Understand the various laws impacting a business that has employees
3. Compute the amount of wages and salaries
4. Determine who is covered by social security taxes
5. Calculate the amount of social security taxes
6. Determine if payments are subject to income tax withholding
7. Calculate the amount of income tax to be withheld
8. Determine if payments are subject to unemployment taxes
9. Calculate the amount of unemployment taxes
10. Journalize the transactions for payroll
11. Prepare various payroll records needed by a business
12. Prepare federal, state and local payroll reports

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 for daily assignments, group activities, quizzes and exams.

G. SPECIAL INFORMATION (if any): None