

Acct 175:Business and Payroll Tax Accounting
Course Syllabus

2002-2005

I. General Information

Instructor: Ron Deaton Office Hours: MTWTH 10:00 - 11:00 AM
Office: 323 or by appointment
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TEXT: Bieg, Payroll Accounting, Southwestern Publishing, 2001

DESCRIPTION:

A study of the various aspects of federal, state, and local taxes levied upon business. Emphasis placed on federal income and social security tax withholdings, sales tax requirements, and various state regulations regarding employee health, safety, unemployment insurance, and business and occupation tax. Students will practice completion of various tax reports and maintenance of tax-related records.

<u>II. LEARNING OBJECTIVES</u>	<u>General Education Goals addressed*</u>
Students will learn to :	
Develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.	DL,L,CT
Describe the payroll-record life of employees from their initial applications for employment to their applications for their first social security benefit checks.	DL, L, CT,UR
Identify the various aspects of the Fair Labor Standards Act and the other laws that affect payroll operations and employment practices.	DL,L
Describe the basic payroll accounting systems and procedures used in computing wages and salaries and the timekeeping methods used to record time worked.	DL,L CT
Explain the various phases of the Social Security Act, the federal income tax withholding law, and other laws relating to the payment of wages and salaries.	DL,L CT,SPR

To provide practice in all payroll operations, the preparation of payroll registers, the recording of accounting entries involving payroll, and the preparation of payroll tax returns required of business.	DL,L
To complete a payroll project manually or with a microcomputer. Students can use CD package to update employee files, to complete payroll reports, and to display quarterly reports and W-2 forms.	DL,L CT
*General Education Goals:	Code:
<u>Disciplinary Learning:</u> Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.	DL
<u>Literacy:</u> Skills in reading, writing, speaking, listening, and quantifying, as well a awareness and appreciation of learning styles and lifelong learning options.	L
<u>Critical Thinking:</u> Competency in analysis, syntheses, problem solving, decision making, creative exploration, and formulation of an aesthetic response.	CT
<u>Social and Personal Responsibility:</u> Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.	SPR
<u>Using Resources:</u> Skills in accessing, and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively.	UR

REQUIREMENTS:

Students are expected to attend all classes and to do the homework by the due dates given in class.

EVALUATION:

Grades will be based on your performance on three tests, each worth 20% of your final grade. A final exam will be worth 20% of your final grade. The last 20% will be based on your attendance, homework, and completion of the payroll project.

GRADES:

A =100%-93%

A- =92%-90%
B+=89%-87%
B =86%-83%
B- =82%-80%
C+=79%-77%
C =76%-73%
C- =72%-70%
D+=69%-67%
D =66%-60%
F =below 60%