

ACCT M70: PAYROLL ACCOUNTING

Originator

rbennington

Co-Contributor(s)
Name(s)

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College

Moorpark College

Discipline (CB01A)

ACCT - Accounting

Course Number (CB01B)

M70

Course Title (CB02)

Payroll Accounting

Banner/Short Title

Payroll Accounting

Credit Type

Credit

Start Term

Spring 2021

Catalog Course Description

Focuses on the application of payroll accounting concepts, procedures and related internal controls. Includes calculation of federal and state payroll taxes and withholdings, preparation and filing of governmental forms, and record keeping systems and procedures.

Taxonomy of Programs (TOP) Code (CB03)

0502.00 - *Accounting

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Prerequisites

ACCT M01 or ACCT M110

Advisories on Recommended Preparation

ACCT M60

Entrance Skills

Entrance Skills

ACCT M01

Prerequisite Course Objectives

ACCT M01-explain the nature of asset, liability, owner's equity, revenue and expense accounts.

ACCT M01-analyze transactions according to the debit/credit framework.

ACCT M01-record transactions in the General Journal.

ACCT M01-post General Journal entries to the accounts in the General Ledger.

ACCT M01-compare and contrast cash basis and accrual basis accounting.

ACCT M01-explain the meaning of "matching principle" and how it relates to the accounting cycle and revenue and expense recognition.

ACCT M01-determine what accounts need adjustment at the end of the accounting period.

ACCT M01-explain the need for closing entries and journalize and post them.

ACCT M01-explain the need for a bank reconciliation and prepare it and the related journal entries.

ACCT M01-explain the need for a Petty Cash Fund and a Change Fund and the accounting procedures related to them.

ACCT M01-prepare payroll records and journal entries relating to employee earnings and deductions as well as employer taxes, payments, and reports.

ACCT M01-explain sales and purchase transactions and the journal entries related to each.

ACCT M01-explain cash receipt and cash disbursement transactions and the journal entries related to each.

ACCT M01-define and use accounting and business terminology.

Entrance Skills

ACCT M110

Prerequisite Course Objectives

ACCT M110-explain the content, form and purpose of the basic financial statements (including footnotes) and the annual report and how they satisfy the information needs of investors, creditors, and others.

ACCT M110-explain the nature and purpose of Generally Accepted Accounting Principles (GAAP) and the development of International Financial Reporting Standards (IFRS).

ACCT M110-explain and apply the components of the conceptual framework for financial accounting and reporting, including the qualitative characteristics of accounting information, the assumptions underlying accounting, the basic principles of financial accounting, and the constraints and limitations on accounting information.

ACCT M110-explain what a system is and how an accounting system is designed to satisfy the needs of specific businesses; summarize the purpose of a journal and ledger.

ACCT M110-apply transaction analysis, input transactions into the accounting system, process this input, and prepare and interpret the four basic financial statements, and relate this process to the accounting cycle.

ACCT M110-distinguish between cash basis and accrual basis accounting and their impact on the financial statements, including the revenue recognition and matching principles.

ACCT M110-relate operating activities to current asset and liability issues including measurement and reporting of cash and cash equivalents, receivables and bad debts, and inventory and cost of goods sold.

ACCT M110-explain the valuation and reporting of current liabilities, estimated liabilities, and contingencies.

ACCT M110-relate investing activities to long-term asset acquisition and disposal; distinguish between capital and revenue expenditures; identify issues and solve problems relating to asset use and cost allocation.

ACCT M110-relate financing activities to long-term liabilities and stockholders' equity issues including issuance, valuation, and retirement of debt (including time value of money), and issuance and repurchase of capital stock, and dividends.

ACCT M110-interpret company activity, profitability, and liquidity through selection and application of appropriate financial analysis tools.

ACCT M110-explain the nature and importance of operating, investing, and financing activities reported in the Statement of Cash Flows.

ACCT M110-explain the meaning of internal control, the nature of internal control procedures, and how they relate to management of resources and risk.

ACCT M110-identify ethical issues related to financial accounting and reporting and discuss strategies for addressing them.

ACCT M110-define and use accounting and business terminology.

Requisite Justification**Requisite Type**

Prerequisite

Requisite

ACCT M01

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Requisite Type

Prerequisite

Requisite

ACCT M110

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Requisite Type

Recommended Preparation

Requisite

ACCT M60

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Content review

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | calculate and record wages and salaries in compliance with the Fair Labor Standards Act, and record federal, state, local withholdings and employee deductions and benefits |
| 2 | calculate and record federal and state employer taxes |
| 3 | prepare periodic payroll reports to federal taxing authorities |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | identify laws affecting employer's payroll operations. |
| 2 | describe, contrast, and compare independent contractors vs. employees. |
| 3 | identify legally-required personnel records and the type of information shown on each. |
| 4 | describe payroll accounting concepts, and design basic payroll accounting systems with adequate records and internal controls. |
| 5 | calculate employees' gross wages and compute all state and federal tax withholdings. |
| 6 | calculate employer state and federal payroll taxes. |
| 7 | complete required federal, state, and city tax deposit forms and journalize transactions. |
| 8 | complete the reports required by federal and state Unemployment Tax legislation. |

Course Content**Lecture/Course Content**

- (5%) Accounting for sick time, vacation time, and paid time off
- (10%) Year-end reporting to employees and taxing authorities of payroll transactions
- (10%) Processing federal and state payroll returns
- (5%) Calculation of federal and state unemployment taxes
- (10%) Calculation of federal, state and local employer payroll taxes
- (5%) Computation of gross wages and salaries, including overtime and double time
- (5%) The need for payroll and personnel records
- (10%) Design a payroll system, including appropriate accounts, internal controls, and consideration of outsourced tasks
- (5%) Processing the newly hired employee
- (10%) Remittances of payroll taxes and other payroll deductions
- (10%) Analyzing and journalizing payroll transactions
- (5%) Calculation of state and federal Income Tax Withholding
- (5%) Calculation of Social Security and Medicare Taxes
- (5%) Workers' Compensation

Laboratory or Activity Content

N/A

Methods of Evaluation**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

- Problem solving exercises
- Skills demonstrations
- Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Classroom Discussion
 Essay exams
 Group projects
 Objective exams
 Other (specify)
 Participation
 Skills demonstrations

Other

Computer Assignments

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
 Class activities
 Distance Education
 Lecture
 Other (specify)

Specify other method of instruction

Group projects, discussion/seminar.

Describe specific examples of the methods the instructor will use:

Instructor will use PowerPoint presentation, class discussions, small group activity, and classroom demonstration to explain course content. In addition, the instructor will model problem solving, and how to interpret and analyze the verbal and graphical information provided in each problem. Furthermore, the instructor will help students develop a sense for evaluating the reasonableness of their computed answers to the problems.

Representative Course Assignments

Writing Assignments

- Using the payroll journal provided, prepare journal entries to record payment of payroll, recognition of employer payroll taxes, and deposit of payroll taxes with taxing authorities.
- Prepare a spreadsheet that automates the calculation of Social Security and Medicare taxes, using the current year's thresholds.

Critical Thinking Assignments

- Prepare a memorandum identifying ways in which an employer could use its hiring practices to minimize its exposure to Unemployment Insurance Taxes with
- Write a letter to a client explaining the rules regarding classification of workers as employees or independent contractors

Reading Assignments

- Reading textbook case studies to broaden the understanding of application of federal labor laws in payroll accounting
- Reading an article or and/or periodicals to learn about current rules in payroll accounting. An example would be: reading a summary of a recent decision in an employment law case.

Skills Demonstrations

- Demonstrate understanding of payroll regulations by calculating earnings, and determining deductions and net pay
- Preparation of quarterly and annual federal payroll tax reports

Outside Assignments

Representative Outside Assignments

- Prepare a three-page report identifying the differences between the federal rules on overtime pay and those in California.
- Prepare a list of the rates for California State Disability Insurance (SDI), State Unemployment Insurance (SUI), and Employment Training Tax (ETT), and any applicable maximums.

Articulation

Comparable Courses within the VCCCD

BUS V04 - Computerized Payroll Accounting
 BUS V05 - Payroll Accounting

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
Cerritos College	ACCT 130	Payroll Tax Accounting	3
Santa Monica College	ACCTG 23	Payroll Accounting	3
Santa Barbara City College	ACCT 130	Payroll Accounting	4

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

Course is CSU transferable

Yes

CSU Baccalaureate List effective term:

FALL 2017

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Description

Bieg, Bernard, and Judith Toland. *Payroll Accounting 2020*. 30th ed., Cengage, 2019.

Resource Type

Textbook

Description

Landin, Jeanette, and Paulette Schirmer. *Payroll Accounting 2021*. 7th ed., McGraw-Hill, 2021.

Library Resources

Assignments requiring library resources

Possible research using the Library's print and online resources, particularly EBSCO Business Source Elite database.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Using Library resources, research a topic such as current rates and thresholds for state and federal payroll taxes.

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Instructor will post details of a company's employees and invite the students to calculate the gross earnings, deductions, and net pay. Instructor may also require students to be present on-line for certain number of hours per week and have a dialogue with one another; for example, a student may post a question about solving a problem and other students will try to answer his/her question.
E-mail	Instructor will email students with announcements about the course or an upcoming event. Students in turn may email the instructor with their questions or concerns. Depending on the situation, the students may also email their assignments or projects directly to the instructor, instead of posting it on the class web page.
Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor in his/her office on on campus in a classroom to work on problem solving exercises in the presence of the instructor to get one-on-one help from the instructor. Also, the students may want to meet the instructor to have a face-to-face discussion about an issue of concern.
Other DE (e.g., recorded lectures)	Instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying problem solving assignments. Students will upload their assignments to the course webpage to be graded by the instructor.
Synchronous Dialog (e.g., online chat)	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via an online chat. This would be the equivalent of on-line office hours. Instructor may also require students to be present on-line during certain hours of the week and have a dialogue with one another; for example, a student may post a question about solving a problem and other students will try to answer his/her question. This would be a live discussion session.
Telephone	Instructor may provide a phone number to the students where they can leave a voicemail and expect a call back within 24 hours.

Video Conferencing	Instructor may be available on a certain day or days of the week within a certain time frame to help students and answer their questions via live video conferencing. This would be the equivalent of on-line office hours. Also, the instructor may choose to present a lecture to the students via video conferencing.
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100% online Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
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Examinations

Hybrid (1%–50% online) Modality

Online

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

ACCOUNTING

Review and Approval Dates

Department Chair

10/15/2020

Dean

10/15/2020

Technical Review

11/19/2020

Curriculum Committee

12/1/2020

DTRW-I

MM/DD/YYYY

Curriculum Committee

MM/DD/YYYY

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000579715

DOE/accreditation approval date

MM/DD/YYYY