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| CLASS NUMBER AND NAME: | ACN180A PAYROLL ACCOUNTING |
| TOTAL CLOCK HOURS / UNITS: | 24 Hours /2 Units |
| PREREQUISITES: | ACN160B Fundamentals of Accounting IB |
| TEXTS AND MATERIALS: | <i>Payroll Accounting</i> , by Bieg and Toland; 2017 Edition; Cengage Learning, Boston, MA. (ISBN 9781305675124) |
| CLASS DESCRIPTION: | Basic theory of payroll accounting for a professional enterprise covering the computation of gross and net wages and salaries, the payroll records, and the year-end payroll reports. |
| CLASS OBJECTIVES: | <ol style="list-style-type: none">1. To calculate employee's earnings and deductions.2. To calculate employer payroll taxes.3. To complete the payroll process of accounting for employee earnings and employer taxes on the appropriate state and federal tax returns. |
| CLASS FORMAT OVERVIEW: | The material will be presented in a lecture-discussion format. The student should be prepared to present solutions to the assigned homework. |
| REQUIREMENTS: | Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time. |

TESTING AND FINAL GRADE:

Tests must be taken on the scheduled day. If the student misses the regularly scheduled test, a make-up test will be administered with a 10% penalty assessed. Exceptions may be made at the instructor's discretion. Tests will be weighted at 70% and homework will be weighted at 30%.

GRADING POLICIES:

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| 90 - 100% | A |
| 80 - 89% | B |
| 70 - 79% | C |
| 60 - 69% | D |
| Below 60% | F |

ANTICIPATED LEARNING OUTCOME:

1. Calculate employee earnings based on an hourly, piece-rate, or commission basis.
2. Determine the payroll deductions for FICA taxes and Federal and State income taxes.
3. Complete a payroll register.
4. Journalize the payroll entries from a payroll register.
5. Maintain employees' individual earnings records.
6. Calculate the amount of employer's payroll tax expense and journalize the related entries.
7. Complete the Employer's Quarterly Federal Tax Return, Form 941, and prepare Forms W-2 and W-3.
8. Demonstrate attainment of the Learning Outcomes by earning a passing score on the tests and by earning a minimum passing grade of a D for the course.

CLASS SCHEDULE:

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| Test 1 | Chapter 1 - 3 |
| Test 2 | Chapter 4 - 6 |

CONFERENCES:

Please see instructor.

Payroll Accounting-ACN180A

| 6 Week | Topics | Assignments | Submit Dates | Grade |
|---------------|--|---|---------------------|--------------|
| Week 1 | Chapter 1 The Need for Payroll and Personnel Records | Read Chap 1 Chap 1 Matching Quiz Questions for Review | | |
| Week 2 | Chapter 2 Computing Wages and Salaries | Read Chap 2 A problems Continuing Payroll Problem A | | |
| Week 3 | Chapter 3 Social Security Taxes | Read Chap 3 A problems Continuing Payroll Problem A Chap 1-3Test | | |
| Week 4 | Chapter 4 Income Tax Withholding | Read Chap 4 A problems Continuing Payroll Problem A | | |
| Week 5 | Chapter 5 Unemployment Compensation Taxes | Read Chap 5 A problems Continuing Payroll Problem A | | |
| Week 6 | Chapter 6 Analyzing and Journalizing Payroll Transactions | Read Chap 6 A problems Continuing Payroll Problem A Chap 4-6Test | | |

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.