

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: Accounting 115 Sales Tax, Payroll Taxes, and Employee Benefits

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE: Provides the students with a knowledgeable background in all phases and aspects of sales tax and payroll accounting. Surveys the various tax procedures required by the employer and employee in filing the correct forms for social security, and federal and state income tax returns. Worker's compensation and state disability benefits will be discussed, as well as pensions, health plans, vacation and sick leave, and other employee benefits.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. demonstrate an analytical understanding of the personnel, payroll, and sales tax records that provide the information necessary to meet business and legal requirements;
2. trace and explain the payroll-record life of employees from their initial applications for employment to their applications for their first social security benefit check;
3. describe the various aspects of the Fair Labor Standards Act, the Social Security Act, the Federal Income Tax Withholding Law, and other laws affecting payroll operations and employee benefits;
4. interpret the basic payroll accounting systems and procedures used in computing wages and salaries and the timekeeping methods used to record time worked;
5. demonstrate knowledge of all payroll and sales tax operations, the preparation of payroll and sales tax registers, the recording of accounting entries involving payroll and sales tax and the preparation of payroll tax returns and sales tax returns;
6. identify and apply various features that can be incorporated into the data processing system to eliminate many of the repetitive operations common to payroll accounting.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Need for Payroll and Personnel Records
 - A. The Payroll Profession
 - B. Fair Labor Standards Act

- C. State Minimum Wage and Maximum Hours Laws
 - D. Fair Employment Laws
 - E. Federal Insurance Contributions Act
 - F. Income Tax Withholding Laws
 - G. Unemployment Tax Acts
 - H. Other State and Federal Laws
 - I. Human Resource and Payroll Accounting Systems
 - J. Outsourcing Payroll
- II. Computation and Payment of Wages and Salaries
- A. Fair Labor Standards Act
 - B. Determining and Recording Employees' Working Time
 - C. Methods of Computing Wages and Salaries
 - D. Methods of Paying Wages and Salaries
 - E. Unclaimed Wages
- III. Social Security Taxes
- A. Coverage under FICA
 - B. Self-Employed Persons -- Their Income and Taxes
 - C. Application for Employer Identification Number
 - D. Employee's Application for Social Security Number
 - E. Returns Require for Social Security Purposes
 - F. Deposit Requirements
 - G. Penalties
- IV. Withholding for Income Taxes
- A. Coverage Under Federal Income Tax Withholding Law
 - B. Withholding Allowances
 - C. Methods of Withholding
 - D. Withholding Tax on Supplemental Wage Payments
 - E. Withholding Tax on Tips
 - F. Advance Payment of Earned Income Credit
 - G. Wage and Tax Statements
 - H. Employers' Returns and Payments
 - I. Employers' Records for Income Tax Withheld
 - J. Information Returns
 - K. Penalties
 - L. State and Local Withholding Income Taxes
- V. Unemployment Compensation Taxes
- A. Coverage under FUTA and SUTA
 - B. Unemployment Compensation Taxes and Credits
 - C. Unemployment Compensation Reports Required of the Employer
 - D. Unemployment Compensation Benefits
- VI. Analyzing and Journalizing Payroll Transactions
- A. The Payroll Register and Employee's Earning Record
 - B. Recording Income Taxes Withheld from Wages and the Deposit or Payment for Payroll Taxes
 - C. Recording Transactions Pertaining to Other Payroll Deductions

- D. Summary of Accounts Used in Recording Payroll Transactions
- VII. Payroll Project
- A. Books of Account and Payroll Records
 - B. General Information and Narrative of Payroll Transactions
- VIII. Social Security Benefits
- A. Old-Age, Survivors, and Disability Benefits
 - B. Medical Care for the Needy
 - C. Applying for Benefits
- IX. Automated Payroll Accounting Systems
- A. Accounting Board Systems
 - B. Punched-Card Payroll Systems
 - C. Electronic Data Processing Systems
 - D. Kinds of Computer Systems
 - E. Distributed Data Processing
 - F. Computer Service Centers
 - G. Time Sharing
- X. Sales Tax
- A. Accounting Records
 - B. Preparation of Returns

REQUIRED READING:

Keeling, B. Lewis and Bernard J. Bieg. Payroll Accounting. 2004 edition. Cincinnati: South-Western, 2003.

Instructor handouts including articles and tax forms.

SUGGESTED READING:

Related trade journals and periodicals and proposed legislation affecting payroll computations and regulations.

REQUIRED WRITING:

Computational skills demonstrated in solving assigned exercises and problems, in completion of a practice set, and in answering objective and problem-solving examination questions are appropriate as well as writing assignments including essay questions of at least a paragraph in length. Writing assignments will total five to ten pages over the course of the semester.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading text; preparing assignments; studying for tests. Additional assignments are made as the instructor deems necessary.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

X lecture

- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Publishers' and teacher-prepared objective and application and/or performance type questions and problems are used for testing.

Students are evaluated on the basis of test scores, successful completion of assignments, and/or class participation. The course is taught by many instructors and each one is free to emphasize selected elements of the criteria. A typical grading policy is as follows:

| | | |
|----------|-------------------------------------|------------|
| Grading: | 4 Tests @ 100 points each | 400 points |
| | 1 Project | 100 points |
| | Final Exam..... | 200 points |
| | TOTAL possible points for course .. | 700 points |

Percentage required for a grade of:

| | | | | |
|----|---|-----|---|---|
| 90 | - | 100 | = | A |
| 80 | - | 89 | = | B |
| 70 | - | 79 | = | C |
| 60 | - | 69 | = | D |

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Gil Noble, Ext. 2335

SIGNATURES ON FILE: