

CLASS NUMBER AND NAME:	AC180 PAYROLL ACCOUNTING
TOTAL CLOCK HOURS / UNITS:	25 Hours /1 Unit
PREREQUISITES:	AC160A Fundamental of Accounting IA
TEXTS AND MATERIALS:	<i>Payroll Records and Procedures</i> , by Haddock and Cohen; 5 th Edition, 2006; Glencoe McGraw-Hill Irwin, New York, N.Y.
CLASS DESCRIPTION:	Basic theory of accounting for a professional enterprise covering payroll accounting.
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:	<p>The material will be presented in a lecture-discussion format. The student should be prepared to present solutions to the assigned homework.</p> <p>Each student is scheduled in a lab hour where a teacher or lab assistant is available to answer questions.</p>
REQUIREMENTS:	<p>All assigned work must be turned in on the school day following the completion of a chapter. The instructor will check the work for accuracy, form, and neatness. The student will be given credit for satisfactorily completing work. A numerical grade will be given for work turned in.</p>

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. There are three tests that must be taken to satisfactorily complete AC180. The final grade for the class will be the average of the three tests and the homework. Tests will be weighted at 70% and homework will be weighted at 30%.

GRADING POLICIES:

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:

AC180:	Test 1	Units 1-4
	Test 2	Units 5-8
	Test 3	Units 9-11

CONFERENCES:

Please see instructor.