

Date Prepared: July 17, 2000

New     Revised

Effective Date: Fall 2000

## COURSE OUTLINE

1. COURSE PREFIX and NUMBER: **ACC 124** CREDIT HOURS: 2
2. COURSE TITLE: **Payroll Accounting**
3. PREREQUISITES: None
4. COURSE DESCRIPTION: Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation. Lecture 3 hours per week.
5. CONTENT: (Major Headings)
  - a. Social Security Taxes
  - b. Definitions of Employer, Employee, and Computation of and Subsequent Payment of Wages and Salaries
  - c. Withholding of Income Taxes
  - d. Computation and Reporting of Unemployment Compensation Taxes and Review of Laws Governing this Area
  - e. Analyzing and Journaling Payroll Transactions
6. GENERAL COURSE OBJECTIVES:

Upon successful completion of the course, the student will be able to:

  - a. understand the need for, and types of payroll and personnel records.
  - b. recognize provisions of various federal and state legislative acts affecting payroll.
  - c. proficiently and accurately compute wages and salaries under various compensation and wage incentive plans.
  - d. master different withholding methods for income taxes and prepare in a timely fashion accounting payroll records and forms.