

**RARITAN VALLEY COMMUNITY COLLEGE**  
**ACADEMIC COURSE OUTLINE**

**ACCT 229 Payroll Accounting**

**I. Basic Course Information**

- A. Course Number and Title: ACCT 229 Payroll Accounting
- B. New or Modified Course: New
- C. Date of Proposal: Semester: Fall Year: 2016
- D. Effective Term: Fall 2017
- E. Sponsoring Department: Business & Public Service
- F. Semester Credit Hours: 3.0
- G. Weekly Contact Hours:
  - Lecture: 3 hours
  - Laboratory: None
  - Out of class student work per week: 6 hours
- H. Prerequisite/Corequisites: Financial Accounting, ACCT-101
- I. Laboratory Fees: N/A
- J. Name and Telephone Number or E-Mail Address of Department Chair at time of approval:  
Anne Marie Anderson, [annemarie.anderson@raritanval.edu](mailto:annemarie.anderson@raritanval.edu)

**II. Catalog Description**

Prerequisite/corequisite: ACCT 101 - Financial Accounting. This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on understanding and interpreting the laws as well as computing wages, calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. Additionally, the course will prepare the students to take the Fundamental Payroll Certification (FPC) exam offered through the American Payroll Association (APA)

### III. Statement of Course Need

- A. This course is necessary for those who would benefit from understanding the fundamentals of payroll accounting. Payroll accounting is a core skill for bookkeepers, as well as accountants in large or small companies. Understanding the employer's legal obligations under federal and state payroll tax laws is a crucial component to the sustainability of an entity. Employer's depend upon their payroll professionals to maintain appropriate records, file necessary payroll tax returns and withhold amounts required by taxing authorities to protect them from exposure to significant fines and back taxes.
- B. No lab requirement.
- C. This course may transfer as a business elective or accounting program elective. This course would not transfer as a program requirement at AACSB accredited business schools.

### IV. Place of Course in College Curriculum

- A. Free Elective
- B. Business Elective
- C. This course is an accounting elective in the A.A.S. Accounting program, and is a requirement for the Bookkeeping Certificate program.
- D. *To see course* transferability: a) for New Jersey schools, go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); b) for all other colleges and universities, go to the individual websites.

### V. Outline of Course Content

- A. The need for payroll and Personnel Records
- B. Computing Wages and Salaries
- C. Social Security Taxes
- D. Income Tax Withholding
- E. Unemployment Compensation Taxes
- F. Analyzing and Journalizing Payroll

### VI. General Education and Course Learning Outcomes

#### A. General Education Learning Outcomes:

**At the completion of the course, students will be able to:**

1. Apply quantitative reasoning to interpret data and solve payroll problems (GE-NJ2).
2. Manipulate various technologies to process payroll information (GE-NJ4).

#### B. Course Learning Outcomes:

**At the completion of the course, students will be able to:**

1. Demonstrate an understanding of the various laws that affect employers in their payroll operations and procedures employed in a typical payroll accounting system.

2. Construct a payroll register, employee's earning record, compute payroll taxes, and prepare the applicable journal entries.
3. Prepare various payroll tax returns.

### **C. Assessment Instruments**

The following assessment methods may be used:

1. Readings from text
2. Internet Research
3. Multiple Choice
4. Discussion boards
5. Demonstrations
6. Essays
7. Exams
8. Projects

## **VII. Grade Determinants**

- A. Homework
- B. Tests/Quizzes
- C. Participation in discussion
- D. Special Assignments

Modes of teaching and learning used in the course:

- A. Discussions
- B. Computer-Assisted Instruction
- C. Independent Study
- D. Student Collaboration

## **VIII. Texts and Materials**

- A. Textbook – Cengage's *Payroll Accounting*: Bieg Toland
- B. Cengage's **NOW** access code for assignments
- C. other computer-based sources
- D. other

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

## **IX. Resources**

Computer with internet access

## **X. Honors Options**

N/A