

**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: Modified

C. Date of Proposal: Fall 2022

D. Effective Term: Fall 2023

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 (s): Financial Accounting, ACCT 101

Corequisite (s):

Prerequisite (s) and Corequisite (s):

I. Additional Fees: N/A

J. Name and E-Mail Address of Department Chair and Divisional Dean at time of approval: Tracy Rimple, tracy.rimple@raritanval.edu, Patrice Marks, patrice.marks@raritanval.edu

II. Catalog Description

Prerequisite: Financial Accounting, ACCT 101

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, while it is not a required part of the course, 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 essential for students who wish to pursue a career in accounting. Knowledge of current tax laws and regulations relating to payroll taxes, withholdings, and federal labor law is critical for all accounting students.
- B. No lab requirement.
- C. This course generally transfers as a business or accounting program requirement or as an elective dependent on the transfer institution.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course is an accounting elective for A.A.S. Accounting degree and is a requirement for the Bookkeeping Certificate Program.
- C. This course serves as a business elective for A.S. Business Admin and A.A.S. Business Management programs.
- D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, 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. A. Course 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 2).
2. Manipulate various technologies to process payroll information (GE 4).
3. Demonstrate an understanding of basic payroll laws that affect employers in their payroll operations and procedures.

B. Assessment Instruments

The following assessment methods may be used:

- A. Multiple Choice
- B. Discussion boards
- C. Exams
- D. Projects
- E. Quizzes

VII. Grade Determinants

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

Modes of teaching and learning used in this course:

- A. Lecture/discussion
- B. Small-group work
- C. Computer assisted instruction
- D. Guest Speakers
- E. Lab time
- F. Student oral presentations
- G. Simulation/role playing
- H. Student collaboration

VIII. Texts and Materials

- A. Textbook – Cengage’s *Payroll Accounting*: Bieg Toland
- B. Cengage’s **NOW** access code for assignments
- C. other

IX. Resources

Computer with internet access

X. Honors Options

N/A