

CENTRAL TEXAS COLLEGE  
SYLLABUS FOR ACNT 1329  
PAYROLL AND BUSINESS TAX ACCOUNTING  
Semester Hours Credit: 3  
INSTRUCTOR:  
OFFICE HOURS:

I. INTRODUCTION

A. The study of payroll procedures, taxing entities and reporting requirements of Local, state and federal taxing authorities in a manual and computerized environment.

B. ACNT 1329 is a required course for the Certificate in Accounting.

C. Payroll and Business Tax Accounting is a foundation course for a Certificate in Accounting. It is designed to provide the student with an understanding of laws governing payroll, practices and procedures to issue payroll checks. Coverage also includes the deposit and reporting requirements as well as accounting entries in the General Ledger system. Prerequisites: None

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary's Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, C1, 2, B, etc.) and foundation skills (B, C1, 2, FA, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in "A SCANS Report for America 2000," Executive Summary, furnished.

II. LEARNING OUTCOMES Upon successful completion of this course, Payroll and Business Tax Accounting, the student will be able to:

- 1) Discuss Payroll Practices and System Fundamentals
- 2) Discuss the Legal Framework of payroll
- 3) Distinguish between exempt and nonexempt workers
- 4) Identify, Analyze and implement Payroll System Procedures
- 5) Perform Gross Pay Computations
- 6) Identify deductions and perform employee Net Pay
- 7) Identify and compute Employer Payroll Taxes and
- 8) Identify, analyze and evaluate Payroll Expenses in Labor Planning
- 9) Prepare and record entries in Payroll Register, Employee Earning Records and Accounting System.
- 10) Identify and apply other state and local taxes including franchise taxes, sales taxes and property taxes
- 11) The following SCANS competencies and foundations skills will be covered in this course:

1. Foundation Skills:

a. Basic Skills

- (1) Reading (FA1)
- (2) Writing (FA2)
- (3) Mathematics (FA3)

- (4) Listening (FA4)
  - (5) Speaking (FA5)
  - b. Personal Qualities
    - (1) Responsibility (FC1)
    - (2) Self-esteem (FC2)
    - (3) Sociability (FC3)
    - (4) Self-management (FC4)
    - (5) Integrity/honesty (FC5)
2. Competencies
- a. Resources
    - (1) Time (CA1)
    - (2) Money/budget (CA2)
  - b. Information
    - (1) Acquires/uses (CC1)
    - (2) Organizes/maintains (CC2)
    - (3) Interprets/communicates (CC3)

### III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through [www.ctcd.edu/books](http://www.ctcd.edu/books)

### IV. COURSE REQUIREMENTS

A. Reading Assignments: Complete the reading and LearnSmart adaptive learning activities prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (CC3, FA1 & 5)

B. Homework Assignments: Instructor will assign homework that includes exercises, problems and critical thinking problems which must be completed as scheduled. (FA2, FA3, FC1, CA1, CC1 through CC3)

C. Class Attendance: (Refer to CTC Catalog, Page 66 for detailed policy). (FC1 & 4) You are expected to attend each class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.

### V. EXAMINATIONS (CC1 through CC3; CA1, CA2; FA1 through FA5)

A. There will be two major exams,

B. Quizzes will be administered for each chapter.

### VI. SEMESTER GRADE COMPUTATIONS

A. There are a total of 1,000 points available in the course. Points will be awarded as follows:

1.) Successful completion of the text assignments using the online LearnSmart adaptive learning program will count for 30 points for chapters 1-6, 180 points

2.) Successful completion of the online homework assignments will count for up to 60 points for each of the 6 chapters, 360 points.

3.) Chapter Quizzes for will count for 30 points for chapters 1-6, 180 points.

4.) Chapter Quiz on the supplemental information will count 40 points.

5.) Comprehensive payroll problem in Appendix A will count for 120 points.

4.) The Comprehensive Final Exam will count for 120 points.

B. Letter grades will be assigned based on the percentage of total points earned as follows: 90-100% = A  
80- 89% = B 70- 79% = C 60- 69% = D BELOW 60% = F VII.

#### NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "IP" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom.

E. American's With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

G. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

a. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.

b. Collusion: Using another's work as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.

c. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action. (FC5)

## VIII. COURSE OUTLINE

### **Unit 1: (Chapter 1) Payroll Practices and System Fundamentals**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Explain the purpose of studying payroll accounting
- b) Discuss the legal framework of payroll accounting
- c) Discuss the ethical guidelines for payroll accounting
- d) Identify and discuss contemporary practices
- e) Compare payroll processing options for different businesses
- f) Differentiate between exempt and nonexempt workers

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)

- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

### **Unit Two: (Chapter 2) Payroll System Procedures**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Identify and discuss important payroll procedures and pay cycles
- b) Explain pay records and employee file maintenance
- c) Describe internal control for payroll systems
- d) Describe record retention policies for payroll systems
- e) Discuss employee termination procedures
- f) Identify and discuss document destruction procedures

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

### **Unit Three: (Chapter 3) Gross Pay Computation Nonexempt workers and minimum wage**

- a) Analyze minimum wage pay for nonexempt workers
- b) Compute gross pay for different pay bases
- c) Calculate pay based on hours and fractions of hours
- d) Apply combination pay methods
- e) Identify and discuss special pay situations

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

#### **Unit Four: (Chapter 4) Employee Net Pay and Pay Methods**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Identify and discuss pre-tax deductions
- b) Determine Federal Income Tax withholding amounts
- c) Compute Social Security and Medicare tax withholding
- d) Apply State and local Income Taxes
- e) Explain post-tax deductions
- f) Analyze employee Net Pay
- g) Identify and discuss employee pay methods

a) 2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

#### **Unit Five: (Chapter 5, part 1) Employer Payroll Taxes and Labor Planning**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Identify and discuss employer paid and employee paid obligations
- b) Identify and discuss reporting periods
- c) Identify and discuss requirements for employer tax deposits
- d) Prepare mid-year and year-end employer tax reporting and deposits
- e) Identify and discuss payroll as a business expense
- f) Relate labor expense to company profitability
- g) Identify and discuss benefit analysis as a function of payroll

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

### **Unit 6: (Chapter 6) Payroll Register, Employee Earning Records and Accounting System Entries**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Create the payroll register
- b) Transfer payroll data to the employee earnings record
- c) Identify and discuss key accounting concepts
- d) Complete payroll related general journal entries
- e) Generate payroll related general ledger entries
- f) Describe payroll effects on the accounting system
- g) Explain payroll entries in accounting reports

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1, CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

### **Unit 7: Supplemental Materials –State and Local Taxes for Businesses**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

2. Learning Activities:

- a) Discuss the application of Franchise Taxes by state governments
- b) Identify the entities subject to Texas Franchise Taxes.
- c) Compute and file Texas Franchise Taxes.
- d) Discuss the application of Sales Taxes by state governments.
- e) Compute and file Texas Sales Taxes.
- f) Discuss the application of Property Taxes by local governments.
- g) Discuss the application of Severance Taxes by state governments

- a. Classroom lecture/discussion (FA5, CC1, CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

**Unit Eight: (Appendix A) Comprehensive Payroll Problem**

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Complete all required procedures to record and maintain payroll records
- b) Complete all required procedures calculate employee wages, deductions and net pay
- c) Complete all required procedures to file all the required payroll reports
- d) Complete all required procedures update the accounting system for payroll

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading and LearnSmart assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.