

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS 129 – PAYROLL ACCOUNTING AND BUSINESS TAXES

2 hours lecture, 2 units

Catalog Description

In-depth study of payroll accounting. Covers calculations of gross to net pay, federal and state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Includes a consideration of factors which determine employee versus independent contractor status, and business taxes such as sales and property taxes and their filing requirements.

Prerequisite

“C” grade or higher or “Pass” in BUS 120 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Rules and procedures related to accrual-based accounting, including appropriate terms and definitions.
- 2) Analyze transactions and record journal entries in two-column general journal format.

Course Content

- 1) Overview of the tax environment for business
- 2) Introduction to payroll accounting
- 3) Employee obligations – withholdings
- 4) Employer obligations – taxes and assessments
- 5) Employer responsibilities for payroll
- 6) Deposit and filing requirements: Federal and state
- 7) Employee status versus independent contractor
- 8) Workers compensation insurance
- 9) Other business taxes
- 10) State sales tax

Course Objectives

Students will be able to:

- 1) Define the payroll accounting function and understand how it relates to the recording of journal entries into accounting records.
- 2) Compare and contrast employee and employer obligations with respect to payroll withholdings, deductions and assessment.
- 3) Calculate payroll and prepare the necessary federal and state forms to meet filing requirements.
- 4) Differentiate the factors that determine employee status versus the independent contractor.
- 5) Examine additional business taxes, such as sales and property taxes, and will prepare the necessary forms to meet filing requirements.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for

evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Participation
- 2) Homework assignments and case problems
- 3) Quizzes, exams

Special Materials Required of Student

Calculator

Minimum Instructional Facilities

Smart classroom

Method of Instruction

- 1) Lecture and discussion
- 2) Preview/review of assignments
- 3) Group discussion of practice sets and/or case problems

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required (representative example): Bieg and Toland, *PAYROLL ACCOUNTING 2017, 27th ed*, Cengage, 2017.
- 2) Supplemental: None

Student Learning Outcomes

Students will be able to:

- 1) Describe the payroll accounting function and how it relates to the recording of journal entries into accounting records.
- 2) Describe employee and employer obligations regarding payroll withholdings, deductions and assessment.
- 3) Calculate payroll and prepare the necessary federal and state forms to meet filing requirements.
- 4) Distinguish between employee status and independent contractor.
- 5) Prepare the necessary forms for additional business taxes, such as sales and property taxes.