### ACTG 65: PAYROLL & BUSINESS TAX ACCOUNTING

**Foothill College Course Outline of Record**

<table>
<thead>
<tr>
<th>Heading</th>
<th>Value</th>
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<tbody>
<tr>
<td>Effective Term:</td>
<td>Summer 2022</td>
</tr>
<tr>
<td>Units:</td>
<td>4</td>
</tr>
<tr>
<td>Hours:</td>
<td>4 lecture per week (48 total per quarter)</td>
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<tr>
<td>Prerequisite:</td>
<td>ACTG 1A.</td>
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<tr>
<td>Advisory:</td>
<td>Elementary Algebra or equivalent; demonstrated proficiency in English by placement via multiple measures OR through an equivalent placement process OR completion of ESLL 125 &amp; ESLL 249.</td>
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<tr>
<td>Degree &amp; Credit Status:</td>
<td>Degree-Applicable Credit Course</td>
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<td>Foothill GE:</td>
<td>Non-GE</td>
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<tr>
<td>Transferable:</td>
<td>CSU</td>
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<tr>
<td>Grade Type:</td>
<td>Letter Grade (Request for Pass/No Pass)</td>
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<tr>
<td>Repeatability:</td>
<td>Not Repeatable</td>
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### Student Learning Outcomes

- Explain current federal payroll tax accounting rules and procedures.
- Perform related calculations and demonstrate the ability to apply rules and/or procedures to solve payroll tax accounting problems.

### Description

Presentation of basic payroll procedures used in business today. Provides practice in recording procedures and preparation of tax returns.

### Course Objectives

The student will be able to:

- a. Describe payroll laws and record-keeping requirements.
- b. Explain the procedures to maintain payroll records.
- c. Analyze, compute, and report payroll taxes.
- d. Prepare and distribute the payroll.
- e. Identify and explain payroll systems and control procedures.

### Course Content

- a. Employees versus independent contractors, federal laws protecting equal right in employment.
- b. Timekeeping records and computing gross earnings.
- c. Withholding federal and state income taxes, FICA taxes and other withholdings and unemployment taxes.
- d. Maintaining payroll register, employee earnings records, and paying employee wages.
- e. Making tax deposits, employer wages and tax reporting, payroll wages reports, and reports on non-employee compensation.
- g. Maintain internal control over payroll systems.

### Lab Content

Not applicable.

### Special Facilities and/or Equipment

1. Access to a PC lab and Excel software.
2. When taught as an online distance learning section, students and faculty need ongoing and continuous internet and email access.

### Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Midterm and final exams
- Computerized assignments
- Preparing payroll tax forms
- Homework assignments

### Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture
- In-class or electronic discussions
- Report preparation
- Research projects
- Case studies

### Representative Text(s) and Other Materials


### Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- a. Reading from assigned text
- b. Reading California Publications and Form Instructions at [http://www.ftb.ca.gov](http://www.ftb.ca.gov)
- c. Reading the latest federal tax updates at the IRS website
- d. Reading the latest California tax updates at the CA FTB website
- e. Reading Internal Revenue Tax Code and Regulations
- f. Reading of *Wall Street Journal*, *Business Week*, and *Fortune*

### Discipline(s)

- Accounting