

ACCT1101 - Payroll

Credits:	3 (3/0/0)
Description:	This course covers the various tax laws pertaining to the computation and payment of salaries and wages, and use of the touch system on the 10-key number pad. Topics include preparation of employment records, payroll registers, time cards, employee earnings records and government payroll reports.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> 1. Describe FLSA provisions. 2. Identify wage payment methods. 3. Calculate gross earnings. 4. Calculate Social Security coverages. 5. Calculate percentage and wage-bracket withholding methods. 6. Calculate payroll tax deposit requirements. 7. Prepare employer quarterly and annual tax returns. 8. Prepare payroll registers. 9. Prepare employee earnings records. 10. Record payroll journal entries. 11. Demonstrate speed and accuracy on 10-key number pad.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.