



**ACCT 1130 Payroll Accounting  
COURSE SYLLABUS  
Online  
Fall Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3000

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20182

Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: 1:30-4:30 Tuesday/Thursday

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: 1:30-4:30 Monday/Wednesday

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

CengageUnlimited Access Card/Code ISBN 978-0357700044.

This includes access to ebook *Payroll Accounting 2018*, Bieg and access to CengageNow platform for completing your homework.

**REQUIRED SUPPLIES & SOFTWARE**

Pencil, calculator, reliable internet access; internet browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### **COURSE DESCRIPTION**

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records.

### **MAJOR COURSE COMPETENCIES**

Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

### **PREREQUISITE(S)**

ACCT 1100

### **COURSE OUTLINE**

1. Business Ethics
2. Payroll Tax Laws
3. Payroll Tax Forms
4. Payroll and Personnel Records
5. Wages and Salaries
6. Taxes Affecting Employees and Employers
7. Payroll Transactions

### **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### **STUDENT REQUIREMENTS (ONLINE)**

- Students are expected to complete all work on the attached lesson plan.
- Within the first three days of class ALL online students must:
  - Complete the Pledge Acknowledgement Quiz in the "Getting Started" link.
  - Complete the Student Introduction in the "Getting Started" link.
  - Complete the Online Orientation Quiz.
  - Send your instructor an STC email stating your intentions to take the course.
- Online students are responsible for checking e-mails and Blackboard announcements DAILY. It's my only means of communication with you. It only takes a few minutes.

- See Technology Access sheet for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.
- Assignments must be completed by the date specified; assignments may be submitted early. I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for chapters 2-6 this semester).
- Chapter homework assignments should be submitted in CengageNOW. Homework assignments will not be graded after the due date resulting in a zero (0).
- Discussion boards must be completed by the date specified; assignments may be submitted early. Discussion boards will not be graded after the due date resulting in a zero (0).
- Tests must be completed by the date specified. Tests are posted for a week; there are no makeup tests, and students who miss a test will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have Internet problems with your computer because no make-up tests are allowed, and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted. Check your email for instructor response to a request for a test reset.
- Any zeroes recorded for missed assignments, discussion boards, and tests will be included in the final score calculation.
- Please take advantage of all of the study tools included in your e-book.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3000 during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact

of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned. The 65% point for fall semester is Tuesday, October 23.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

### **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with

work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

#### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Wednesday, November 28 at 1:30 in the Gillis Medical Building Room 839 and Swainsboro Campus, Thursday November 29 at 1:30 in Building 2, Room 2113. The required proctored event for this class will consist of an objective test on Chapters 1 6. The proctored exam is listed in the lesson plan under Week 15.**

Please send your instructor an email by noon Monday, November 5 to schedule which of these dates you will take your proctored exam.

#### **MAKEUP GUIDELINES**

**ALL** assignments must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE**. A grade of zero will be given for any missed assignment. Any zeros recorded will be included in the final score calculation. Refer to Student Requirements section of this syllabus for more details.

#### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

#### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

**1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a></p>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Tests	50%
Proctored Exam	20%
Homework	15%
Continuing Payroll Project	10%
Discussion Board	5%

**GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## ACCT 1130 Payroll Accounting

### Fall Semester 2018 Lesson Plan

The abbreviation HW is used throughout the lesson plan to denote homework.

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 1 August 13-21	Chapter 1	<p><b><u>To Do:</u></b></p> <p>In Blackboard (ACCT 1130 Syllabus/Lesson Plan link)</p> <ul style="list-style-type: none"> <li>• Print and read the ACCT 1130 Course Syllabus/Lesson Plan</li> </ul> <p>In Blackboard (Getting Started link)</p> <ul style="list-style-type: none"> <li>• Read all of the “<i>Start Here Items</i>” under the “<i>Getting Started</i>” Academic Dishonesty, Attendance Policy, and Online Course Orientation</li> <li>• Completed the Pledge Quiz in the “<i>Getting Started</i>” link by <b>midnight, Wednesday, August 15.</b></li> <li>• Post a brief introduction of yourself in the “<i>Getting Started</i>” link by <b>midnight, Wednesday, August 15.</b></li> <li>• Send your instructor an STC email stating your intentions to take the course by <b>midnight, Wednesday, August 15.</b></li> </ul> <p>Read Chapter 1--The Need for Payroll and Personnel Records</p> <p>In Blackboard (Lessons, Chapter 1):</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides for Chapter 1; utilize the Chapter 1 notes.</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 1 review questions. <b>NOTE:</b> The review questions are in <b>multiple choice form</b> in Cengage Now. <b>See handouts under Lessons, chapter 1 for instructions on accessing CengageNow the first time.</b></li> <li>• In Cengage, click on each question number at the left. Save as you work. <b>DO NOT</b> click “Submit for grading” or your entire homework assignment will be submitted, including questions you haven’t answered yet.</li> </ul> <p><b>All week 1 assignments are due by midnight, 8/21</b></p> <p><b>Chapter 1 Test available 8/21 – 8-28</b></p>	1,2,4 a,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 2 August 22-28	Chapter 2	<p><b><u>To Do:</u></b> Read Chapter 2 – Computing and Paying Wages and Salaries.</p> <p>In Blackboard (Lessons, Chapter 2):</p> <ul style="list-style-type: none"> <li>View PowerPoint slides for Chapter 2; utilize the Chapter 2 notes.</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>Complete Chapter 2 Series A Problems 2-1A thru 2-22A in Cengage NOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 2 HW Problems A in CengageNow, log in to Cengage and choose Assignments, Chapter 2 HW Problems A. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Complete &amp; post response to Discussion Board 1 &amp; reply to one other student’s post.</b></p> <p><b>Chapter 1 Test due by midnight 8/28.</b></p> <p><b>All week 2 assignments are due by midnight, 8/28.</b></p>	1,5 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 3 August 29- September 4	Chapter 2	<p><b>To Do:</b></p> <p>Chapter 2 continued – Computing and Paying Wages and Salaries</p> <p>In Blackboard (Lessons, Chapter 2):</p> <ul style="list-style-type: none"> <li>• Review PowerPoint slides &amp; chapter notes</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 2 Series B Problems 2-1B thru 2-22B in Cengage NOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 2 HW Problems B in CengageNow, log in to Cengage and choose Assignments, Chapter 2 HW Problems B. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>All week 3 assignments are due by midnight, 9/4</b></p>	1,5 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 4 September 5-11	Chapter 3	<p><b>To Do:</b></p> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 2 portion of Continuing Payroll Problem A in CengageNOW.</li> </ul> <p>Read Chapter 3 – Social Security Taxes.</p> <p>In Blackboard (Lessons, Chapter 3):</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides for Chapter 3; utilize the Chapter 3 notes.</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 3 Series A Problems 3-1A thru 3-17A in Cengage NOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 3 HW Problems A in CengageNow, log in to Cengage and choose Assignments, Chapter 3 HW Problems A. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Complete &amp; post response to Discussion Board 2 &amp; reply to one other student’s post. Continue to next page.</b></p> <p><b>Chapter 2 Test available 9/11-9/18.</b></p> <p><b>All week 4 assignments are due by midnight, 9/11</b></p>	1,2,3,6 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 5 September 12-18	Chapter 3	<p><b>To Do:</b></p> <p>Chapter 3 (continued) – Social Security Taxes</p> <p>In Blackboard (Lessons, Chapter 3):</p> <ul style="list-style-type: none"> <li>• Review PowerPoint slides &amp; chapter notes</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 3 Series B Problems 3-1B thru 3-17B in Cengage NOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 3 HW Problems B in CengageNow, log in to Cengage and choose Assignments, Chapter 3 HW Problems B. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Chapter 2 Test due by midnight 9/18</b></p> <p><b>All week 5 assignments are due by midnight, 9/18</b></p>	1,2,3,6 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 6 September 19-25	Chapter 4	<p><b><u>To Do:</u></b></p> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 3 portion of Continuing Payroll Problem A in CengageNOW.</li> </ul> <p>Read Chapter 4 – Income Tax Withholding.</p> <p>In Blackboard (Lessons, Chapter 4):</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides for Chapter 4; utilize the Chapter 4 notes.</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 4 Series A problems 4-1A thru 4-8A, 4-10A &amp; 4-11A in CengageNOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 4 HW Problems A in CengageNow, log in to Cengage and choose Assignments, Chapter 4 HW Problems A. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Complete &amp; post response to Discussion Board 3 &amp; reply to one other student’s post.</b></p> <p><b>Chapter 3 Test available 9/18-9/25</b></p> <p><b>All week 6 assignments are due by midnight, 9/25</b></p>	1,2,3,6  a,b,c
Week 7 September 26-October 2	Chapter 4	<p><b><u>To Do:</u></b></p> <p>Chapter 4 (continued) -- Income Tax Withholding</p> <p>In Blackboard (Lessons, Chapter 4):</p> <ul style="list-style-type: none"> <li>• Review PowerPoint slides &amp; chapter notes</li> </ul>	1,2,3,6  a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
		<p>In CengageNow:</p> <p>Complete Chapter 4 Series B problems 4-1B thru 4-8B, 4-10B &amp; 4-11B in CengageNOW.</p> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 4 HW Problems B in CengageNow, log in to Cengage and choose Assignments, Chapter 4 HW Problems B. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Chapter 3 Test due by midnight 10/2</b></p> <p><b>All week 7 assignments are due by midnight, 10/2</b></p>	

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
<p>Week 8 October 3-9</p>	<p>Chapter 5</p>	<p><b>To Do:</b></p> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 4 portion of Continuing Payroll Problem A on in CengageNOW.</li> </ul> <p>Read Chapter 5 – Unemployment Compensation Taxes.</p> <p>In Blackboard (Lessons, Chapter 5):</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides for Chapter 5; utilize the Chapter 5 notes.</li> </ul> <p>In CengageNow</p> <p>Complete Chapter 5 Series A problems 5-1A thru 5-14A in CengageNOW.</p> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 5 HW Problems A in CengageNow, log in to Cengage and choose Assignments, Chapter 5 HW Problems A. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Complete &amp; post response to Discussion Board 4 &amp; reply to one other student’s post.</b></p> <p><b>Chapter 4 Test available 10/9-10/16</b></p> <p><b>All week 8 assignments are due by midnight 10/9.</b></p>	<p>1,2,3,6 a,b,c</p>

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 9 October 10-16	Chapter 5	<p><b>To Do:</b></p> <p>Chapter 5 – (continued) Unemployment Compensation Taxes</p> <p>In Blackboard (Lessons, Chapter 5):</p> <ul style="list-style-type: none"> <li>• Review PowerPoint slides &amp; chapter notes</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 5 Series B problems 5-1B thru 5-14B in CengageNOW.</li> </ul> <p><b>I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. (This recommendation applies to homework for ALL chapters this semester).</b></p> <p>To complete the Chapter 5 HW Problems B in CengageNow, log in to Cengage and choose Assignments, Chapter 5 HW Problems B. Click on each question number at the left. You have the option to click “check my work” at the bottom left side of the screen 5 times after answering each question and proceeding to the next.</p> <p>DO NOT click “Submit for grading” until you are ready to submit your entire assignment. Once you “submit for grading” your entire homework assignment will be submitted, including questions you may not have answered yet.</p> <p><b>Chapter 4 Test due by midnight 10/16</b></p> <p><b>All week 9 assignments are due by midnight, 10/16</b></p>	1,2,3,6 a,b,c
		<p><b>Note: Students who withdraw on or before Tuesday, October 23 receive a grade of “W”</b></p>	

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 10 October 17-23	Chapter 6	<p><b>Note: Students who withdraw on or before Tuesday, October 23 receive a grade of “W”</b></p> <p><b>To Do:</b></p> <ul style="list-style-type: none"> <li>• Complete Chapter 5 portion of Continuing Payroll Problem A in CengageNOW.</li> </ul> <p>Read Chapter 6 – Analyzing and Journalizing Payroll Transactions.</p> <p>In Blackboard (Lessons, Chapter 6):</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides for Chapter 6.</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 6 Series A problem 6-16A (at a minimum) in CengageNOW. Other problems are available in CengageNOW should you choose to do them. Only 6-16A is required.</li> <li>• I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. I recommend journalizing and posting your entries by hand; then key it into CengageNOW. Click under Assignments, Chapter 6 HW Problem 6-16A.</li> </ul> <p><b>Complete &amp; post response to Discussion Board 5 &amp; reply to one other student’s post.</b></p> <p><b>Chapter 5 Test available 10/23-10/30.</b></p> <p><b>All week 10 assignments are due by midnight, 10/23</b></p>	6,7 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 11 October 24-30	Chapter 6	<p><b><u>To Do:</u></b>            Chapter 6 – (continued) Analyzing and Journalizing Payroll Transactions            In Blackboard (Lessons, Chapter 6):</p> <ul style="list-style-type: none"> <li>• Review PowerPoint slides</li> </ul> <p>In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 6 Series B problem 6-16B (at a minimum) in CengageNOW. Other problems are available in CengageNOW should you choose to do them. Only 6-16B is required.</li> <li>• I recommend printing the assignments from Cengage, working them on paper, and then keying your answers into Cengage. This way you can see HOW you got your answer. If you have a question, your instructor will want to see how you got your incorrect answer. Also, if you have technical difficulties, you will want to have something to go back to so that you can re-enter your answers. I recommend journalizing and posting your entries by hand; then key it into CengageNOW. Click under Assignments, Chapter 6 HW Problem 6-16B.</li> </ul> <p><b>Chapter 5 Test due by midnight 10/30</b>  <b>All week 11 assignments are due by midnight, 10/30</b></p>	7 a,b,c
Week 12 October 31- November 6	Chapter 6	<p><b><u>To Do:</u></b>            In CengageNow</p> <ul style="list-style-type: none"> <li>• Complete Chapter 6 portion of Continuing Payroll Problem A in CengageNOW.</li> <li>• Study for your proctored exam over Chapters 1-6</li> </ul> <p><b>All week 12 assignments are due by midnight, 11/6</b>  <b>Chapter 6 Test available 11/6-11/13.</b></p>	7 a,b,c

Date/Week	Chapter/Lesson	Content/Assignments & Tests Due Dates	Competency Area
Week 13 November 7-13	Chapters 6	<p><b><u>To Do:</u></b> In Blackboard (Lessons, Chapter 6):</p> <ul style="list-style-type: none"> <li>Please note that chapter 6 test has two parts: an objective portion in BLACKBOARD and a problem solving portion that is in Excel format. This is necessary for you to be able to journalize and post the payroll entries. So make sure you have access to Excel when you start the problem solving portion. Open the file, click file, "save as" and save the file provided to a location where you can find it later, then complete the journal entries and postings that are instructed. Make sure you save all your changes, then drop it in the appropriate drop box.</li> </ul> <p><b>Chapter 6 Test (both parts) due by midnight 11/13.</b></p>	5,6,7 a,b,c
Week 14 November 14-20	Chapters 1-6	<p><b>Study for proctored exam, which will be an objective test covering chapters 1-6.</b></p> <p><b>The proctored exam is an objective test covering chapters 1-6. Re-read all the chapters, and study the powerpoint slides.</b></p>	5,6,7 a,b,c
Week 15 November 26-29		<p>Please contact your instructor by STC email on or before noon Monday, November 26 to arrange a specific day and time you will come to take the proctored exam.</p> <ul style="list-style-type: none"> <li><b>Take the Proctored Exam on Chapters 1-6 in person:</b> <b>Wednesday, November 28 at 1:30 pm on the Vidalia Campus, Gillis Building, Room 839</b> <b>OR</b> <b>Thursday, November 29 at 1:30 pm on the Swainsboro Campus, Building 2, Room 2113.</b></li> <li><b>Complete your course surveys.</b></li> </ul>	5,6,7 a,b,c

**Competency Areas:**

1. Business Ethics
2. Payroll Tax Laws
3. Payroll Tax Forms
4. Payroll and Personnel Records
5. Wages and Salaries
6. Taxes Affecting Employees and Employers
7. Payroll Transactions

**General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**DISCUSSION BOARD RUBRIC**

<b># of discussion posts</b>	<b># of discussion replies</b>	<b>Grade</b>	<b>Due Date, Length, Grammar and Spelling Requirements</b>
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.