



2. Compile overtime pay, incentives, commissions, bonuses and payroll registers.	Assigned Readings Lecture and Discussion Online Textbook Learning Resources Demonstration and Practice	Assignments Examinations
3. Record mandatory and voluntary deductions when determining taxable earnings.	Assigned Readings Lecture and Discussion Online Textbook Learning Resources Demonstration and Practice	Assignments Examinations
4. Calculate federal income tax withholding using the Wage-Bracket Method and the Percentage Method.	Assigned Readings Lecture and Discussion Online Textbook Learning Resources Demonstration and Practice	Assignments Examinations
5. Compute Social Security, Medicare taxes and State Disability insurance.	Assigned Readings Lecture and Discussion Online Textbook Learning Resources Demonstration and Practice	Assignments Examinations
6. Complete quarterly and year-end tax forms and their corresponding payroll journal entries.	Assigned Readings Lecture and Discussion Online Textbook Learning Resources Demonstration and Practice	Assignments Examinations

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*



VPAA or designee Compliance Verification:

Date: 1/6/2022

A handwritten signature in black ink, appearing to be 'M. R.', written over a horizontal line.

*was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*