



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**QuickBooks - Payroll**  
SB362

Hours:    In Class 4                    Clinical                    Total 4

### Description

Does QuickBooks Payroll have you confused? QuickBooks Payroll, is an extremely sophisticated software that is user friendly. Let us help you make sense of it to take charge of Payroll. You will learn about payroll taxes, reports and more complex issues such as 401k and insurance. Enroll now and make the process easier! Rest assured that this course is taught by a Certified QuickBooks ProAdvisor.

### Prerequisites

SB 359 QuickBooks Pro - An Introduction

### Books

QuickBooks Student Guide- Doing Payroll with QuickBooks                    - ISBN:                    (Included)

### Learning Objectives

1. Discuss the various rules regarding payroll taxes.
2. Describe the difference between a contractor and employee and relevant issues.
3. Describe how to process payroll in QuickBooks.
4. Describe how to prepare payroll reports, such as 940, 941, etc.
5. Describe how to handle issues such as garnishments, 401k and insurance.

### Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

### Teaching Methods

Methods include lecture, class discussion and demonstrations.

### Evaluation Methods

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

### Grading Policy

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

Grading Policy:

S = Satisfactory

U = Unsatisfactory

A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

### Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities and assignments

Students must be on time and meet the attendance policy set for this class, which is 80% attendance.

This class is for the Desktop Version of QuickBooks Pro. While there are some similarities, it is not exactly what you will find in the Online Version. Students should be familiar with Windows Operating System.