Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7050

Course Title: Payroll Professional (CPP)

Course Description: A comprehensive program providing a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. Ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Receive live classroom instruction, workbooks and access to interactive online games and applications to reinforce topics learned.

Suggested Course Prerequisite(s): This is an advanced payroll course for experienced payroll professionals that are at a supervisory or management level or are looking to move up to that level. It requires basic payroll and payroll calculations knowledge or completed FPC class and/or certification.

Course Resources: Textbook and online learning system included with tuition

Student Learning Outcomes:
1. Identify employees vs. individual contractors
2. Understand Fair Labor Standards
3. Discover federal taxation laws and related legislation
4. Understand differences between taxable and non-taxable compensation
5. Learn how to manage health, accident, and retirement benefits
6. Learn how to put court order deductions into effect
7. Understand payroll accounting transactions
8. Put into practice record keeping and systems skills
9. Understand the roll of payroll management
10. Learn common payroll terms and acronyms
11. Prepare student for the CPP examination

Certification Notes: This is a certificate series.

Next course recommendation: N/A

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of <u>each course </u>in a certificate series for successful completion and to earn a certificate as specified.