

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7045

Course Title: Fundamental Payroll Certification (FPC)

Course Description: The FPC is an exam-based certification designed specifically for (1) entry-level payroll practitioners; (2) payroll, HR, and finance consultants; (3) sales, service, and technology professionals interfacing with payroll operations; and (4) systems analysts and engineers developing and implementing payroll software solutions. Receive live classroom instruction, workbooks, and access to interactive online games and applications to reinforce topics learned. Note: Workbooks included in tuition.

Suggested Course Prerequisite(s): N/A

Course Resources: Workbooks included in tuition.

Student Learning Outcomes:

1. Demonstrate knowledge of payroll and paycheck fundamentals, and payroll operations
2. Identify payroll benefits
3. Understand tax reporting
4. Demonstrate payroll accounting
5. Put into practice professional skills and responsibilities

Certification Notes: N/A

Next course recommendation: Certified Payroll Professional (CPP)

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.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

- Session 1** Payroll concepts
- Session 2** Paycheck calculations
- Session 3** Fringe benefits
- Session 4** Payroll reporting and employment taxes
- Session 5** Record keeping and payroll practices
- Session 6** Payroll accounting
- Session 7** Administration

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