Course Title: Fundamental Payroll Certification (FPC)

Instructor: Seble Ayalew

Course web page: http://www.collin.edu/ce/courses/fundamental_payroll_cert.html

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):

Materials Needed: Workbooks included in tuition.

Course Objectives:
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:

Next course recommendation: Certified Payroll Professional (CPP)

Instructor Notes: Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC certification examinations. This is a unique blended learning course that incorporates online and traditional learning. This course will provide student with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC

Textbook(s): Workbooks included with tuition

Lesson Plan –

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
**Course Sessions:** listed are a guideline 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.

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**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-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

[http://www.collin.edu/studentresources/personal/studenthandbook.aspx](http://www.collin.edu/studentresources/personal/studenthandbook.aspx)