Course Title: Payroll Professional (CPP)

Instructor: Maria Castelao

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

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. Note: Workbooks included in tuition.

Suggested Course Prerequisite(s): Fundamental Payroll Certification (FPC)

Materials Needed:

Course Objectives:

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 role of payroll management
10. Learn common payroll terms and acronyms
11. Prepare student for the CPP examination

Next course recommendation: Database Management and Reporting (SQL, Oracle, Microsoft Access, Crystal Reports, Cognos)

Instructor Notes: 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. This is an advanced course and it does require basic payroll and payroll calculations knowledge or completed FPC class and/or certification.

Textbook(s):

Lesson Plan – by week or session

Session 1 - Employee classification – FLSA
Session 2 - Employment forms – Payroll Calculations
Session 3 - Fringe Benefits
Session 4 - Fringe Benefits
Session 5 - Payroll Reporting
Session 6 - Employment Taxes
Session 7 - Record Keeping
Session 8 - Payroll Practices
Session 9 - Payroll Accounting
Session 10 - Management and Administration
Session 11 - Review Common Payroll Terms
Session 12 - CPP Exam tools and recommendations - CPP Practice Exam/Review

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