

**CERTIFIED PAYROLL PROFESSIONAL
STUDY GROUP**

COURSE SYLLABUS

Instructor Information

Name: Carlos Castellanos, CPP

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Web Page: <http://www.sandiegochapterapa.org>

Meeting Site: 3851 Rosecrans St., San Diego, CA 92110
(San Diego and Harbor room)

Class Dates: January 5, 2012 to April 11, 2011
Please look at the schedule, some dates will vary.

Test Dates: TBA

Course Description

This is a study group for those who are interested taking the Certified Payroll Professional (CPP) exam given by the American Payroll Association.

Course Objective

Each week we will review different chapters from the **2011 Payroll Source** and do problems based on different scenarios to help the group understand the concepts needed to pass the exam.

Suggestions for Success

Be prepared for each meeting by reading the chapter(s) to be discussed ahead of time. Participate in the group discussions. Miss as few meetings as possible. Ensure you give yourself enough time each week to devote to study.

Class Schedule

Thursday, January 05, 2012	Section 1 - The Employer-Employee Relationship	
Wednesday, January 11, 2012	Section 2 - Federal and State Wage Hour-Laws	
Wednesday, January 18, 2012	Section 3 - Taxable and Nontaxable Compensation*	
Wednesday, January 25, 2012	Section 4 - Health and Accident Benefits	
Monday, January 30, 2012	Section 4 - Retirement Plans	
Wednesday, February 08, 2012	Section 5 - Paying the Employee**	
	Section 6 - Withholding Taxes**	
Monday, February 13, 2012	Payroll Calculations Review Part 1	
Wednesday, February 15, 2012	Review Sections 1-6, plus Practice Test	
Wednesday, February 22, 2012	Section 7 - Unemployment Insurance	
Monday, February 27, 2012 (Harbor Room)	Section 8 - Depositing and Reporting Withheld Taxes	
Monday, March 05, 2012	Section 9 - Other Deductions from Pay	
	Section 10 - Recordkeeping and Record Retention*	
Wednesday, March 14, 2012	Review Sections 7-10, plus Practice Test	
Wednesday, March 21, 2012	Section 11 - Payroll Accounting	
	Section 12 - Payroll Systems and Technology	
Wednesday, March 28, 2012	Section 13 - Managing a Payroll Department*	
	Section 14 - Payroll for U.S. Employees Abroad and Aliens in the U.S.*	
Monday, April 02, 2012	Payroll Calculations Review Part 2	
Monday, April 09, 2012	Review Sections 11-15, plus Practice Test	
Wednesday, April 11, 2012	Overall Review Plus Practice Test	