# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**BUSINESS ADMINISTRATION/**

**PAYROLL AND BENEFITS SPECIALIST CERTIFICATE (C25120C19)**

Effective: Fall 2022

Revised: 02/03/22

The Payroll and Benefits Specialist certificate is designed to prepare students to manage payroll and benefits in human resources. Individuals will research and provide accurate information to employees in the public and private sectors.

Course work includes financial and payroll accounting, compensation and benefits, employment law, and general human resources management practices.

Upon completion, students should be able to research and analyze data in the areas of payroll, compensation and benefits, and employment law and regulations. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC120 | Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| BUS153  | Human Resource Management | 3 | 0 | 0 | 3 |
| BUS217 | Employment Law and Regs | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **2** | **0** | **10** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC140 | Payroll Accounting | 1 | 2 | 0 | 2 |
| BUS 258 | Compensation and Benefits | 3 | 0 | 0 | 3 |
|  | COM Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **2** | **0** | **8** |

# TOTAL REQUIRED CREDITS.... 18

**Work-Based Learning Option:** NA