**Description:** The PayTrain Fundamentals Payroll Exam Prep course was designed by the American Payroll Association (APA) to meet the specific educational needs of payroll professionals and those involved with payroll-related businesses. PayTrain C/U comprise of PayTrain Fundamentals. The course covers the skills and body of knowledge deemed critical by the APA for payroll professionals and are the basis for the Fundamental Payroll Certification (FPC) examinations. PayTrain Fundamentals provides excellent preparation for the FPC Exam.

**Program Prerequisites:** Proficiency in reading, writing, and speaking English.

**Who Should Attend?**
- Individuals interested in payroll careers
- New hires to payroll
- Small Business
- Payroll software developers
- Payroll technical support representatives
- Individuals at payroll service and technology providers
- Seasoned payroll professionals
- Payroll professionals preparing for the FPC
- FPCs or CPPs seeking recertification credit hours (RCHs)

**Targeted Objectives:**
- Payroll concepts
- Paycheck calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Recording keeping and payroll practices
- Payroll accounting
- Administration

Information will be provided for those interested in taking the FPC exam.

**Hours:** 32hrs  
**CEUs:** 3.2  
**Course Fee:** $725  
(Official Curriculum Provided)

**Class Date:** July 26 – Sept 13  
**Days:** Saturdays  
**Time:** 9am – 1:00pm  
OR

**Class Date:** Aug 9 – Sept 27  
**Days:** Saturdays  
**Time:** 9am – 1:00pm  
OR

**Class Date:** Sept 16 – Oct 21  
**Days:** Tues & Thurs  
**Time:** 6pm – 9:00pm

**Location:**  
San Jacinto College Central  
8060 Spencer Hwy  
Pasadena, TX 77505

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