Payroll Specialist Fast Track Certificate Program

**PROGRAM DESCRIPTION:** This program was designed by the American Payroll Association (APA) to meet the specific educational needs of payroll professionals and those involved with payroll-related businesses. The PayTrain Fundamental Payroll course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.

**PROGRAM PREREQUISITE (s):** 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)*

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

**Class Date:** 8/8/15 – 9/26/15
**Days:** Saturdays
**Time:** 9am – 1pm
**Or**
**Class Date:** 8/25 – 9/29/2015
**Days:** Tues & Thurs
**Time:** 6pm – 9pm
**Or**
**Class Date:** 10/3 – 11/21/2015
**Days:** Saturdays
**Time:** 9am – 1pm

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