

Human Resources and Payroll

These lists are non-inclusive and programming is subject to change, based on industry demand and individual career planning. Check for additional courses and those available by request by contacting Customer Service and Registration at 704.330.4223 or visit the Corporate and Continuing Education Human Resources and Payroll website: cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll

For custom group training certifications, contact the Corporate Learning Center at 704.330.4660.

Search for courses by topic(s) using a keyword or words in the online tool Schedule Builder (<https://schedule.cpcc.edu/myschedule>) from the home page of the college website: cpcc.edu.

Certificate in Human Resources (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/human-resource-certificate>)

Master the fundamentals in HR management, then study the finer points of employment law, recruitment, employee relations and benefits with the HR Certificate Program. This comprehensive program consists of five courses.

Human Resources PHR/SPHR/GPHR Preparation Review (SHRM) (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/hr-exam-prep-and-review-courses>)

CPCC is a partner with the Society of Human Resource Management (SHRM) to offer preparation review courses designed for individuals who want to earn certification in PHR, SPHR, or GPHR.

Human Resources Certification Institute (HRCI) Approved Seminars (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/hrci-approved-seminars>)

CPCC offers HR seminars designed for HR professional seeking re-certification credit hours through HRCI.

Payroll Preparation Review Courses for FPC and CPP

In partnership with the American Payroll Association, the college offers review courses designed for payroll professionals who want to study for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) exam.

PayTrain Fundamentals (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/paytrain-fundamentals>) (PPS 7004)

A 30-hour course providing basic knowledge and skills for successful entry into the payroll industry

PayTrain Mastery (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/paytrain-mastery>) (PPS 7005)

A 36-hour course providing a solid understanding of advanced payroll topics necessary for payroll managers and supervisors

PPS 7004. PayTrain Level 1. 0.0 Hours. Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

The PayTrain Level 1 course teaches the fundamental payroll calculations, completion of forms, and applications. This course is ideal for new payroll professionals, those who support the payroll industry, and/or those preparing for the Fundamentals of Payroll Certification (FPC) exam, developed by American Payroll Association, and is a suggested prerequisite to PayTrain Level 2. Successful completion of this course in no way guarantees passing score on exam. Testing/eligibility requirements and exam information: www.americanpayroll.org.

PPS 7005. PayTrain Level 2. 0.0 Hours. Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors responsible for their organization's compliance. This course is ideal for experienced payroll professionals seeking compliance training, and/or Certified Payroll Professional (CPP) exam preparation, developed by the American Payroll Association. The PayTrain Level 1 course is a suggested prerequisite as Level 2 is a continuation of the Level 1 course. Successful completion of this course in no way guarantees passing score on exam. Testing/eligibility requirements and exam information: www.americanpayroll.org.

BUX 8006. Fundamentals of Human Resources Management. 0.0 Hours. Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

This Fundamentals course is the start of the HR Certificate Program. It covers basic HR functions, such as law, benefits, employee relations and recruitment. It links the HR program with the organization's mission, vision, culture and business objectives.

BUX 8007. Basic Employment Law for Human Resources. 0.0 Hours. Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

Employment Law, as part of the HR Certificate Program, will provide an understanding of the state/federal court structures and will survey a variety of state/federal employment laws. Students will review real life applications of most of the laws and put their training to use in a mock sexual harassment trial.

BUX 8010. Effective Recruitment and Selection. 0.0 Hours.

Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

This Recruiting course, as part of the HR Certificate Program, will provide participants with a basic understanding of Recruitment and Selection functions. It is designed to assist participants with "how to" skills and resources to assess their company's employment need and to implement the necessary components to achieve that need.

BUX 8011. Human Resources - Benefits Administration. 0.0 Hours.

Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

This Benefits course, as part of the HR Certificate Program, will provide a basic understanding of laws/regulations affecting benefits administration and an overview of legally required and voluntary benefit programs. Participants will learn how to evaluate an organization's benefits program in terms of meeting their organizational goals and needs of the employees.

BUX 8012. Human Resources - Employee Relations. 0.0 Hours.

Class-440.0. Clinical-0.0. Lab-0.0. Work-0.0

Employee Relations, as part of the HR Certificate Program, will provide a basic understanding of this function and how it is integrated into the organization, review laws prohibiting discrimination, and identify barriers to performance management. Participants will learn to link the HR/ER program with the organization's mission, vision, culture, and objectives.