

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 (<https://www.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 SHRM-CP and SHRM-SCP Preparation Review (SHRM) (<http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/human-resources-and-payroll/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 SHRM-CP or SHRM-SCP credentials.

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 and is ideal for experienced payroll professionals preparing for the Certified Payroll Professional (CPP) exam.