



CONTINUING EDUCATION

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FUNDAMENTAL PAYROLL CERTIFICATION REVIEW: ROCE 2105

Course Length:

24 hours

CEUs Awarded:

2.4 CEUs

Overview:

This course is designed to prepare individuals to sit for the American Payroll Association Fundamental Payroll Certification (FPC) exam. It will also provide individuals with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.

Target Audience:

This certification review course is designed for entry-level payroll professionals, sales professionals/consultants serving the payroll industry, and IT professionals who write payroll programs.

Career Outlook and Benefits:

According to the American Payroll Association, certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. APA certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.

Hardware & Software Requirements:

You will need the following:

- Computer with Internet access
- the ability to use Microsoft Word '98 version or higher
- web navigation skills and email skills

Textbook Requirements:

No textbooks are required. All reading and reference material will be supplied in the course.

Course Dates:

March 12 - May 21, 2012

Registration Dates:

December 1, 2011 - March 8, 2012

Course Fee:

\$288

Payment:

Cash, Mastercard or Visa Credit Card, Check, Money Orders accepted



Regents Online Continuing Education 2012 Spring Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2012 Session Dates	Course Fees	Registration Window*
Law Enforcement & Public Safety							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Jan 9 - May 31, 2012	\$18	Jan 9 - May 31, 2012
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Jan 9 - May 31, 2012	\$72	Jan 9 - May 31, 2012
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Domestic Violence for Law Enforcement	8112	On Demand	0.3	Dawn Riddle	Jan 9 - May 31, 2012	\$54	Jan 9 - May 31, 2012
Domestic Violence for EMS	8113	On Demand	0.2	Dawn Riddle	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Nursing/Healthcare							
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jan 9 - May 31, 2012	\$132	Jan 9 - May 31, 2012
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jan 9 - May 31, 2012	\$132	Jan 9 - May 31, 2012
Dosage Calculations	5211	On Demand	3.6	Pat Roark	Jan 9 - May 31, 2012	\$288	Jan 9 - Apr 16, 2012
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel	Mar 5 - Apr 23, 2012	\$132	Dec 1, 2011 - Mar 1, 2012
Allied Health							
Allied Health Math Assessment Prep	1501	Scheduled	3	David Burks	Jan 9 - May 31, 2012	\$240	Dec 1, 2011 - Apr 16, 2012
Human Resources							
HR Management Certificate	2503	On Demand	3	Susan Jones	Feb 20 - May 31, 2012	\$540	Dec 1, 2011 - Feb 16, 2012
Fundamental Payroll Certification Review	2105	Scheduled	2.4	Natalie Austin	Mar 12 - May 21, 2012	\$288	Dec 1, 2011 - Mar 8, 2012
CPS® and CAP® Reviews							
Certified Administrative Professional - Part I	2106	Scheduled	2.5	Debbie West-Green	Jan 9 - Mar 12, 2012	\$300	Dec 1, 2011 - Jan 5, 2012
Certified Administrative Professional - Part II	2107	Scheduled	2.5	Debbie West-Green	Mar 5 - Apr 30, 2012	\$300	Dec 1, 2011 - March 1, 2012

*NOTE: You must pre-register for scheduled courses during the registration window and complete them within the session dates window. You can register for and complete on demand courses any time during the registration window.

Follow these easy steps to register for your online continuing education course!

1. Go to <https://roce.tbr.edu/profiles1.asp>
2. Enter Student ID and Date of Birth
3. Click Next Step
4. Input your Personal Information
5. Click Continue to Step 2
6. Click on the dropdown box to pick a course
7. Click on the dropdown box to select a granting institution
8. Click Add
9. Click Confirm and Proceed
10. Select whether you choose to pay online or pay on campus