



Office of Continuing Education  
 The Ben Craig Center  
 8701 Mallard Creek Rd.  
 Charlotte, NC 28262-6007  
 Phone: 704-687-8900

***Continuing Education Course Schedule by Certificate Program***

Course ID	Course Name	Start Date	End Date	Location
<b>Advanced Human Resource Certificate</b>				
<b>Core</b>				
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.

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Course ID	Course Name	Start Date	End Date	Location
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center
<b>Elective</b>				
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.

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Course ID	Course Name	Start Date	End Date	Location
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center

### Advanced Training and Development Certificate

#### Core

HRT112-001	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Oct/13/2009	Oct/13/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center
HRT106-001	<a href="#">The Role Training and Development Plays in Talent Management</a>	Oct/26/2009	Oct/26/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT103-001	<a href="#">Training Needs Analysis for the Real World</a>	Nov/13/2009	Nov/13/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT109-001	<a href="#">Decision-Making for Leaders</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT108-001	<a href="#">Effective Training Principles</a>	Dec/18/2009	Dec/18/2009	UNC Charlotte Ben Craig Center
HRT106-002	<a href="#">The Role Training and Development Plays in Talent Management</a>	Feb/16/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT109-002	<a href="#">Decision-Making for Leaders</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT108-002	<a href="#">Effective Training Principles</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT103-002	<a href="#">Training Needs Analysis for the Real World</a>	May/18/2010	May/20/2010	UNC Charlotte Ben Craig Center
HRT112-002	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Jun/1/2010	Jun/3/2010	UNC Charlotte Ben Craig Center

#### Electives

HRT112-001	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Oct/13/2009	Oct/13/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center

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Course ID	Course Name	Start Date	End Date	Location
HRT106-001	<a href="#">The Role Training and Development Plays in Talent Management</a>	Oct/26/2009	Oct/26/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT103-001	<a href="#">Training Needs Analysis for the Real World</a>	Nov/13/2009	Nov/13/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT109-001	<a href="#">Decision-Making for Leaders</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT108-001	<a href="#">Effective Training Principles</a>	Dec/18/2009	Dec/18/2009	UNC Charlotte Ben Craig Center
HRT106-002	<a href="#">The Role Training and Development Plays in Talent Management</a>	Feb/16/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT109-002	<a href="#">Decision-Making for Leaders</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT108-002	<a href="#">Effective Training Principles</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT103-002	<a href="#">Training Needs Analysis for the Real World</a>	May/18/2010	May/20/2010	UNC Charlotte Ben Craig Center
HRT112-002	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Jun/1/2010	Jun/3/2010	UNC Charlotte Ben Craig Center

### Basic Web Design Certificate

#### Required

BWD101-001	<a href="#">Basic Web Design</a>	Aug/24/2009	Nov/9/2009	UNC Charlotte Ben Craig Center
BWD101-002	<a href="#">Basic Web Design</a>	Feb/8/2010	Apr/19/2010	UNC Charlotte Ben Craig Center

### Business Analysis Certificate

#### Required

BZA102-001	<a href="#">Building Effective Business Requirements</a>	Sep/29/2009	Sep/30/2009	UNC Charlotte Ben Craig Center
BZA101-001	<a href="#">Analyzing and Satisfying Requirements</a>	Nov/16/2009	Nov/17/2009	UNC Charlotte Ben Craig Center
BZA106-001	<a href="#">Project Management for IT and BAs</a>	Dec/8/2009	Dec/9/2009	UNC Charlotte Ben Craig Center
BZA102-002	<a href="#">Building Effective Business Requirements</a>	Feb/9/2010	Feb/10/2010	UNC Charlotte Ben Craig Center
BZA103-001	<a href="#">Enterprise Analysis</a>	Feb/23/2010	Feb/24/2010	UNC Charlotte Ben Craig Center
BZA104-002	<a href="#">Gathering and Documenting Requirements</a>	Mar/23/2010	Mar/24/2010	UNC Charlotte Ben Craig Center
BZA106-002	<a href="#">Project Management for IT and BAs</a>	Apr/27/2010	Apr/28/2010	UNC Charlotte Ben Craig Center
BZA101-002	<a href="#">Analyzing and Satisfying Requirements</a>	May/11/2010	May/12/2010	UNC Charlotte Ben Craig Center
BZA102-003	<a href="#">Building Effective Business Requirements</a>	Jun/10/2010	Jun/11/2010	UNC Charlotte Ben Craig Center

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## Continuing Education Course Schedule by Certificate Program

Course ID	Course Name	Start Date	End Date	Location
<b>Business Process Management Certificate</b>				
<b>Core</b>				
PCM105-001	<a href="#">Process Mapping and Analysis</a>	Oct/6/2009	Oct/7/2009	UNC Charlotte Ben Craig Center
PCM106-001	<a href="#">Process Value Analysis</a>	Oct/19/2009	Oct/20/2009	UNC Charlotte Ben Craig Center
PCM103-001	<a href="#">Measuring and Improving Processes</a>	Nov/10/2009	Nov/11/2009	UNC Charlotte Ben Craig Center
PCM101-001	<a href="#">Business Process Management and the Balanced Scorecard</a>	Dec/2/2009	Dec/3/2009	UNC Charlotte Ben Craig Center
PCM105-002	<a href="#">Process Mapping and Analysis</a>	Jan/26/2010	Jan/27/2010	UNC Charlotte Ben Craig Center
PCM102-001	<a href="#">Enterprise Process Management</a>	Feb/17/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
PCM104-001	<a href="#">Process Innovation</a>	Mar/9/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
PCM103-002	<a href="#">Measuring and Improving Processes</a>	Apr/13/2010	Apr/14/2010	UNC Charlotte Ben Craig Center
PCM105-003	<a href="#">Process Mapping and Analysis</a>	Jun/2/2010	Jun/3/2010	UNC Charlotte Ben Craig Center
<b>Electives</b>				
PCM105-001	<a href="#">Process Mapping and Analysis</a>	Oct/6/2009	Oct/7/2009	UNC Charlotte Ben Craig Center
PCM106-001	<a href="#">Process Value Analysis</a>	Oct/19/2009	Oct/20/2009	UNC Charlotte Ben Craig Center
PCM103-001	<a href="#">Measuring and Improving Processes</a>	Nov/10/2009	Nov/11/2009	UNC Charlotte Ben Craig Center
PCM101-001	<a href="#">Business Process Management and the Balanced Scorecard</a>	Dec/2/2009	Dec/3/2009	UNC Charlotte Ben Craig Center
PCM105-002	<a href="#">Process Mapping and Analysis</a>	Jan/26/2010	Jan/27/2010	UNC Charlotte Ben Craig Center
PCM102-001	<a href="#">Enterprise Process Management</a>	Feb/17/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
PCM104-001	<a href="#">Process Innovation</a>	Mar/9/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
PCM103-002	<a href="#">Measuring and Improving Processes</a>	Apr/13/2010	Apr/14/2010	UNC Charlotte Ben Craig Center
PCM105-003	<a href="#">Process Mapping and Analysis</a>	Jun/2/2010	Jun/3/2010	UNC Charlotte Ben Craig Center
<b>EMS Management Institute Certificate</b>				
<b>Required course</b>				
EMS101-001	<a href="#">EMS Management Institute</a>	Oct/21/2009	Apr/2/2010	UNC Charlotte Ben Craig Center
<b>Finance and Accounting for the Non-Financial Manager Certificate</b>				
<b>Required</b>				
NFM101-002	<a href="#">Finance and Accounting for the Non-Financial Manager</a>	Mar/22/2010	Mar/24/2010	UNC Charlotte Ben Craig Center
<b>Fire and Rescue Management Institute Certificate</b>				
<b>Required</b>				
FRM101-001	<a href="#">2009-2010 Fire &amp; Rescue Management Institute</a>	Oct/14/2009	Feb/12/2010	UNC Charlotte Ben Craig Center
<b>Forensic Accounting Certificate</b>				
<b>Required</b>				
FRA102-001	<a href="#">Fraud Prevention and Detection</a>	Oct/1/2009	Oct/25/2009	Online
FRA101-002	<a href="#">Principles of Fraud Examination</a>	Sep/1/2010	Sep/25/2010	Online
FRA102-002	<a href="#">Fraud Prevention and Detection</a>	Oct/1/2010	Oct/25/2010	Online
FRA103-001	<a href="#">Introduction to Computer Forensics</a>	Nov/1/2010	Nov/24/2010	Online

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## Continuing Education Course Schedule by Certificate Program

Course ID	Course Name	Start Date	End Date	Location
<b>Human Resource Generalist Certificate</b>				
<b>Core</b>				
HRT101-001	<a href="#">Fundamentals of HR Management</a>	Oct/13/2009	Oct/15/2009	UNC Charlotte Ben Craig Center
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT115-001	<a href="#">Labor and Employment Law Update for 2009</a>	Dec/11/2009	Dec/11/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT101-002	<a href="#">Fundamentals of HR Management</a>	Feb/26/2010	Feb/26/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT115-002	<a href="#">Labor and Employment Law Update for 2009</a>	Mar/9/2010	Mar/11/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center
<b>Electives</b>				
HRT101-001	<a href="#">Fundamentals of HR Management</a>	Oct/13/2009	Oct/15/2009	UNC Charlotte Ben Craig Center
HRT111-001	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	Oct/19/2009	Oct/19/2009	UNC Charlotte Ben Craig Center
HRT113-001	<a href="#">Careers in Human Resources</a>	Nov/3/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT107-001	<a href="#">Employee Compensation and Benefits</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT115-001	<a href="#">Labor and Employment Law Update for 2009</a>	Dec/11/2009	Dec/11/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT105-001	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Dec/16/2009	Dec/16/2009	UNC Charlotte Ben Craig Center
HRT101-002	<a href="#">Fundamentals of HR Management</a>	Feb/26/2010	Feb/26/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center

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## Continuing Education Course Schedule by Certificate Program

Course ID	Course Name	Start Date	End Date	Location
HRT115-002	<a href="#">Labor and Employment Law Update for 2009</a>	Mar/9/2010	Mar/11/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT113-002	<a href="#">Careers in Human Resources</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT105-002	<a href="#">Vision, Mission, and Values for Applied Strategic Planning</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
HRT107-002	<a href="#">Employee Compensation and Benefits</a>	Mar/31/2010	Mar/31/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT111-002	<a href="#">Strategic Talent Acquisition: Aligning Recruitment Programs for Business Success</a>	May/25/2010	May/27/2010	UNC Charlotte Ben Craig Center

### Medical Coding Specialist Certificate

#### Required

MCS101-001	<a href="#">Medical Coding Specialist Certificate Program</a>	Aug/5/2009	Nov/23/2009	UNC Charlotte Ben Craig Center
MCS101-002	<a href="#">Medical Coding Specialist Certificate Program</a>	Feb/3/2010	May/24/2010	UNC Charlotte Ben Craig Center

### Medical Office Administration Specialist Certificate

#### Required

MOA101-001	<a href="#">Medical Office Administration Specialist Certificate</a>	Aug/4/2009	Dec/3/2009	UNC Charlotte Main Campus
MOA101-002	<a href="#">Medical Office Administration Specialist Certificate</a>	Feb/2/2010	Jun/3/2010	UNC Charlotte Main Campus

### Meeting and Event Planning Certificate

#### Required

MEP101-001	<a href="#">Meeting and Event Planning Certificate Program</a>	Sep/25/2009	Nov/14/2009	Off Site
MEP101-002	<a href="#">Meeting and Event Planning Certificate Program</a>	Feb/12/2010	Mar/20/2010	Off Site

### Paralegal Certificate

#### Required

PCP101-001	<a href="#">Paralegal Certificate Program</a>	Sep/17/2009	Mar/25/2010	UNC Charlotte Ben Craig Center
PCP101-003	<a href="#">Paralegal Certificate Program</a>	Jun/17/2010	Dec/14/2010	Online
PCP101-003	<a href="#">Paralegal Certificate Program</a>	Jun/17/2010	Dec/14/2010	UNC Charlotte Ben Craig Center

### Project Management Certificate

#### Core

PJM109-001	<a href="#">Project Schedule Development and Control</a>	Oct/13/2009	Oct/14/2009	UNC Charlotte Ben Craig Center
PJM101-001	<a href="#">Cost Estimating and Cost Management</a>	Oct/27/2009	Oct/28/2009	UNC Charlotte Ben Craig Center
PJM105-004	<a href="#">Principles of Project Management</a>	Oct/27/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PJM108-001	<a href="#">Project Risk Management</a>	Nov/3/2009	Nov/4/2009	UNC Charlotte Ben Craig Center
PJM102-001	<a href="#">Leadership Skills for the Project Manager</a>	Nov/9/2009	Nov/10/2009	UNC Charlotte Ben Craig Center
PJM103-001	<a href="#">Managing Project Communications</a>	Nov/30/2009	Dec/1/2009	UNC Charlotte Ben Craig Center
PJM105-002	<a href="#">Principles of Project Management</a>	Feb/2/2010	Feb/3/2010	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.

## Continuing Education Course Schedule by Certificate Program

Course ID	Course Name	Start Date	End Date	Location
PJM101-003	<a href="#">Cost Estimating and Cost Management</a>	Feb/2/2010	Feb/11/2010	UNC Charlotte Ben Craig Center
PJM109-002	<a href="#">Project Schedule Development and Control</a>	Feb/16/2010	Feb/17/2010	UNC Charlotte Ben Craig Center
PJM103-002	<a href="#">Managing Project Communications</a>	Feb/23/2010	Mar/4/2010	UNC Charlotte Ben Craig Center
PJM101-002	<a href="#">Cost Estimating and Cost Management</a>	Mar/2/2010	Mar/3/2010	UNC Charlotte Ben Craig Center
PJM108-002	<a href="#">Project Risk Management</a>	Mar/16/2010	Mar/17/2010	UNC Charlotte Ben Craig Center
PJM102-002	<a href="#">Leadership Skills for the Project Manager</a>	Apr/6/2010	Apr/7/2010	UNC Charlotte Ben Craig Center
PJM107-002	<a href="#">Project Quality Management</a>	Apr/13/2010	Apr/22/2010	UNC Charlotte Ben Craig Center
PJM102-003	<a href="#">Leadership Skills for the Project Manager</a>	May/4/2010	May/13/2010	UNC Charlotte Ben Craig Center

### Elective

PJM109-001	<a href="#">Project Schedule Development and Control</a>	Oct/13/2009	Oct/14/2009	UNC Charlotte Ben Craig Center
PJM101-001	<a href="#">Cost Estimating and Cost Management</a>	Oct/27/2009	Oct/28/2009	UNC Charlotte Ben Craig Center
PJM105-004	<a href="#">Principles of Project Management</a>	Oct/27/2009	Nov/5/2009	UNC Charlotte Ben Craig Center
PJM108-001	<a href="#">Project Risk Management</a>	Nov/3/2009	Nov/4/2009	UNC Charlotte Ben Craig Center
PJM102-001	<a href="#">Leadership Skills for the Project Manager</a>	Nov/9/2009	Nov/10/2009	UNC Charlotte Ben Craig Center
PJM103-001	<a href="#">Managing Project Communications</a>	Nov/30/2009	Dec/1/2009	UNC Charlotte Ben Craig Center
PJM105-002	<a href="#">Principles of Project Management</a>	Feb/2/2010	Feb/3/2010	UNC Charlotte Ben Craig Center
PJM101-003	<a href="#">Cost Estimating and Cost Management</a>	Feb/2/2010	Feb/11/2010	UNC Charlotte Ben Craig Center
PJM109-002	<a href="#">Project Schedule Development and Control</a>	Feb/16/2010	Feb/17/2010	UNC Charlotte Ben Craig Center
PJM103-002	<a href="#">Managing Project Communications</a>	Feb/23/2010	Mar/4/2010	UNC Charlotte Ben Craig Center
PJM101-002	<a href="#">Cost Estimating and Cost Management</a>	Mar/2/2010	Mar/3/2010	UNC Charlotte Ben Craig Center
PJM108-002	<a href="#">Project Risk Management</a>	Mar/16/2010	Mar/17/2010	UNC Charlotte Ben Craig Center
PJM102-002	<a href="#">Leadership Skills for the Project Manager</a>	Apr/6/2010	Apr/7/2010	UNC Charlotte Ben Craig Center
PJM107-002	<a href="#">Project Quality Management</a>	Apr/13/2010	Apr/22/2010	UNC Charlotte Ben Craig Center
PJM102-003	<a href="#">Leadership Skills for the Project Manager</a>	May/4/2010	May/13/2010	UNC Charlotte Ben Craig Center

### Search Engine Optimization, Metrics and Marketing Certificate Required

SEO101-002	<a href="#">Search Engine Optimization, Marketing, and Metrics</a>	Apr/21/2010	Jun/30/2010	UNC Charlotte Ben Craig Center
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### Training and Development Generalist Certificate

#### Core

HRT112-001	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Oct/13/2009	Oct/13/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center
HRT106-001	<a href="#">The Role Training and Development Plays in Talent Management</a>	Oct/26/2009	Oct/26/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT103-001	<a href="#">Training Needs Analysis for the Real World</a>	Nov/13/2009	Nov/13/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT109-001	<a href="#">Decision-Making for Leaders</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.

## Continuing Education Course Schedule by Certificate Program

Course ID	Course Name	Start Date	End Date	Location
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT108-001	<a href="#">Effective Training Principles</a>	Dec/18/2009	Dec/18/2009	UNC Charlotte Ben Craig Center
HRT106-002	<a href="#">The Role Training and Development Plays in Talent Management</a>	Feb/16/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT109-002	<a href="#">Decision-Making for Leaders</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT108-002	<a href="#">Effective Training Principles</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT103-002	<a href="#">Training Needs Analysis for the Real World</a>	May/18/2010	May/20/2010	UNC Charlotte Ben Craig Center
HRT112-002	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Jun/1/2010	Jun/3/2010	UNC Charlotte Ben Craig Center
<b>Electives</b>				
HRT112-001	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Oct/13/2009	Oct/13/2009	UNC Charlotte Ben Craig Center
HRT102-001	<a href="#">Human Behavior in Organizations</a>	Oct/20/2009	Oct/22/2009	UNC Charlotte Ben Craig Center
HRT106-001	<a href="#">The Role Training and Development Plays in Talent Management</a>	Oct/26/2009	Oct/26/2009	UNC Charlotte Ben Craig Center
PDS109-001	<a href="#">Employee Retention and Engagement</a>	Nov/6/2009	Nov/6/2009	UNC Charlotte Ben Craig Center
HRT104-001	<a href="#">Diversity in the Workplace</a>	Nov/10/2009	Nov/12/2009	UNC Charlotte Ben Craig Center
HRT103-001	<a href="#">Training Needs Analysis for the Real World</a>	Nov/13/2009	Nov/13/2009	UNC Charlotte Ben Craig Center
HRT114-001	<a href="#">Employee Performance Management</a>	Nov/17/2009	Nov/18/2009	UNC Charlotte Ben Craig Center
HRT109-001	<a href="#">Decision-Making for Leaders</a>	Nov/23/2009	Nov/24/2009	UNC Charlotte Ben Craig Center
PDS151-001	<a href="#">The Generational Impact to Business</a>	Nov/30/2009	Nov/30/2009	UNC Charlotte Ben Craig Center
HRT110-001	<a href="#">Persuasive Presentation Skills</a>	Dec/15/2009	Dec/17/2009	UNC Charlotte Ben Craig Center
HRT108-001	<a href="#">Effective Training Principles</a>	Dec/18/2009	Dec/18/2009	UNC Charlotte Ben Craig Center
HRT106-002	<a href="#">The Role Training and Development Plays in Talent Management</a>	Feb/16/2010	Feb/18/2010	UNC Charlotte Ben Craig Center
HRT104-002	<a href="#">Diversity in the Workplace</a>	Mar/5/2010	Mar/5/2010	UNC Charlotte Ben Craig Center
HRT110-002	<a href="#">Persuasive Presentation Skills</a>	Mar/10/2010	Mar/10/2010	UNC Charlotte Ben Craig Center
HRT109-002	<a href="#">Decision-Making for Leaders</a>	Mar/19/2010	Mar/19/2010	UNC Charlotte Ben Craig Center
HRT108-002	<a href="#">Effective Training Principles</a>	Mar/23/2010	Mar/25/2010	UNC Charlotte Ben Craig Center
PDS151-002	<a href="#">The Generational Impact to Business</a>	Apr/6/2010	Apr/8/2010	UNC Charlotte Ben Craig Center
HRT102-002	<a href="#">Human Behavior in Organizations</a>	Apr/16/2010	Apr/16/2010	UNC Charlotte Ben Craig Center
PDS109-002	<a href="#">Employee Retention and Engagement</a>	Apr/27/2010	Apr/29/2010	UNC Charlotte Ben Craig Center
HRT114-002	<a href="#">Employee Performance Management</a>	May/5/2010	May/5/2010	UNC Charlotte Ben Craig Center
HRT103-002	<a href="#">Training Needs Analysis for the Real World</a>	May/18/2010	May/20/2010	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.

## ***Continuing Education Course Schedule by Certificate Program***

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<b>Course ID</b>	<b>Course Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Location</b>
HRT112-002	<a href="#">Designing a Training Program with Real and Sustained Impact</a>	Jun/1/2010	Jun/3/2010	UNC Charlotte Ben Craig Center

\*Refer to individual course pages for complete schedule and location.