



PROJECT MANAGEMENT

BUSINESS PROCESS MANAGEMENT

BUSINESS ANALYSIS

STAND OUT

Convenient Center City Campus

FALL 2017 - SPRING 2018

*Certificates, Courses
and PMP® Exam Prep*

For detailed information
ContinuingEd.uncc.edu



UNC CHARLOTTE
Continuing Education



As Program Director of our Management Development Programs, I'd like to take this opportunity to encourage you to join the many local, regional, and national professionals who have come through our courses, either on their own or sponsored by their employers.

You may choose to earn a Project Management Certificate, Business Process Management Certificate, or Business Analysis Certificate – or take any of the two-day courses within the certificate programs without working toward a certificate.

Our programs are specifically designed for professionals who are looking to increase their work credentials or accelerate their careers. Earn a certificate at your own pace – in as little as 3 months, or within a year. And take the courses in any order you wish.

Our incredible instructors help to set our programs apart. They are all seasoned experts in their fields and outstanding presenters of their knowledge.

To learn more about our Management Development Programs, I encourage you to participate in a Free Online Information Session. Details about these Free Information Sessions are located within this brochure or on our website.

Should you have any questions, please do not hesitate to contact me directly. My email address is sabtbum@uncc.edu and my phone number is 704-687-8605.

I hope to see you in the classroom!

Warm regards,

*Samantha Abt-Bumgarner, Program Director
704-687-8605 ▪ sabtbum@uncc.edu*



*For detailed course descriptions, instructor bios, credit information and registration, please visit our website at **ContinuingEd.uncc.edu** or call our Registration Center at **704-687-8900**.*

GENERAL INFORMATION

TWO EASY WAYS TO REGISTER



Online with MasterCard, Visa or American Express at ContinuingEd.uncc.edu



Telephone our Registration Center at 704-687-8900

REGISTRATION FEE

The current full price per course (without discounts) is \$1,295.

Course Materials

All course materials will be provided electronically. Registered students will receive access instructions in their enrollment reminder emails prior to class.

DISCOUNTS

- 5% Early Registration Discount is available for all courses and certificates
- OR
- 15% Professional Association discount for IIBA[®] members for each Business Analysis course in which they enroll, for PMI[®] members for each Project Management course in which they enroll, or for ASQ members for each Business Process Management course in which they enroll.
- OR
- 15% Bundle Discount. It pays to plan ahead with our new bundle pricing program that saves you time and money. Conveniently enroll in all of the required courses in a Certificate in one click. For more details, visit ContinuingEd.uncc.edu/faqs/bundles.

To receive a discount, registrations must be completed two weeks prior to course start date.

TIME

All courses other than the PMP[®] Exam Prep courses begin at 9 a.m. and conclude at 4:30 p.m. For specific exam prep course start and end times, please visit our website or call our Registration Center.

CANCELLATIONS, SUBSTITUTIONS & TRANSFERS

Should you need to cancel, substitute another individual or transfer your registration for a course, we will be happy to help you. For specific information and deadlines please call our Registration Center at 704-687-8900 or visit ContinuingEd.uncc.edu/registration.

LOCATION

All classroom-based courses are held at:

- UNC Charlotte Center City: 320 E. 9th Street

Maps and parking information will be provided via email prior to the class start date.

CREDIT

Participants receive 13 PDU credits for each two-day course. The PMP Exam Prep course offers 19.5 PDU credits. Specific credit (PDU, CPE, etc.) can be found on the web page of the course for which you are interested or by calling our Registration Center.

ACHIEVING MULTIPLE CERTIFICATES

To achieve more than one management certificate, participants may take one less course than the stated requirement for the second or third certificate.

INSTRUCTORS

Visit our website for a complete listing of instructor bios.

PROJECT MANAGEMENT



“From ease of registration to convenient and well-outfitted training facilities, from the highly-experienced and qualified instructors to the available and professional coordinators and support staff, this program is the complete package.”

— Vic Morrison, Project Manager at Trutegra

Project management has become one of the world’s most in-demand skill sets. The certificate program is designed to provide you with a firm base of the Project Management Institute’s (PMI®) *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Whether you are currently a project manager looking to improve your skills or a professional in another field who wishes to transition into project management, these courses will provide you with the skills you need to accelerate your career. The certificate meets the project management education requirements to qualify to take the PMP® Exam.

All courses are based on the Project Management Institute’s (PMI®) *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. The curriculum will empower you with the skills necessary to tackle the challenges facing your projects.

Take any of the courses without working toward the certificate. Take courses in the order you wish and complete the certificate at your own pace (as little as three months... or within a year).

All PMI® members will receive a 15% discount for each Project Management course if they enroll at least two weeks prior to course start date.

It Pays to Plan Ahead. Our new Bundle Pricing program saves you time and money. Conveniently enroll in all of the required courses in a Certificate in one click and receive a 15% discount off the full price.

FREE ONLINE INFORMATION SESSION

Online Information Sessions are available anytime. Please visit our website or call our Registration Center at 704-687-8900 for more information.



The PMI R.E.P. logo is a mark of the Project Management Institute, Inc. UNC Charlotte is a Registered Education Provider (R.E.P.) with PMI®, the Project Management Institute. PDU credits are awarded directly by UNC Charlotte and the University maintains, in perpetuity, the records of credits awarded.

*For detailed course descriptions, instructor bios, credit information and registration, please visit our website at **ContinuingEd.uncc.edu** or call our Registration Center at **704-687-8900**.*

PROGRAM SCHEDULE

PROJECT MANAGEMENT CERTIFICATE

Six courses required. Each two-day course offers 13 PDU credits.

FALL 2017

PJM105-026 – Principles of Project Management*

Tues./Wed., September 26 & 27

PJM109-018 – Project Schedule Development and Control

Thurs./Fri., October 12 & 13

PJM110-011 – Leadership and Communication Skills for Project Managers

Tues./Wed., October 24 & 25

PJM101-018 – Cost Estimating and Cost Management

Mon./Tues., November 13 & 14

PJM107-013 Project Quality Management

Thurs./Fri., November 30 & December 1

PJM108-017 – Project Risk Management

Thurs./Fri., December 14 & 15

SPRING 2018

PJM105-027 – Principles of Project Management*

Mon./Tues., February 12 & 13

PJM109-019 – Project Schedule Development and Control

Thurs./Fri., March 8 & 9

PJM110-012 – Leadership & Communication Skills for Project Managers

Tues./Wed., April 10 & 11

PJM101-019 – Cost Estimating and Cost Management

Tues./Wed., May 1 & 2

PJM107-014 Project Quality Management

Wed./Thurs., May 23 & 24

PJM108-018 – Project Risk Management

Wed./Thurs., June 13 & 14

PJM105-028 – Principles of Project Management*

Thurs./Fri., June 28 & 29

**It is highly recommended that this course be taken as the first course in the series.*

PMP® EXAM PREP - Offers 19.5 PDU credits

PJM104-020 – *Tues./Thurs. evenings, 6 to 9:30 p.m., April 10 through 26 (six sessions)*

PMI®, PMI Registered Education logo, PMBOK®, and PMP® are registered marks of the Project Management Institute, Inc.

See Page 11 for other project management-related courses (all offering PDU credit) that may be taken in addition to the courses within the Project Management Certificate.

BUSINESS PROCESS MANAGEMENT



Business Process Management is reshaping the ways successful organizations are developing competitive strategies and achieving operational excellence. Gain the skills you need in this new management era with our comprehensive set of courses that will help you and your company succeed. The Business Process Management Certificate Program is your first step toward developing these competencies that are so critical to the success of your organization and your career.

Take any of the courses without working toward the certificate. Take courses in the order you wish and complete the certificate at your own pace.

All ASQ members will receive a 15% discount for each Business Process Management course if they enroll at least two weeks prior to course start date.

It Pays to Plan Ahead. Our new Bundle Pricing program saves you time and money. Conveniently enroll in all of the required courses in a Certificate in one click and receive a 15% discount off the full price.

FREE ONLINE INFORMATION SESSIONS

Visit ContinuingEd.uncc.edu/infosessions for a free Online Information Session anytime or call our Registration Center at 704-687-8900 for more information.



PROGRAM SCHEDULE

“I loved being able to interact with different people from different companies and industries. We were able to learn from each other and take away good ideas that we can apply in our own work environments.”

— Jim Small, Systems and Process Manager - Supply Chain, Coca-Cola Bottling Co. Consolidated

BUSINESS PROCESS MANAGEMENT CERTIFICATE

All 5 courses required to complete certificate. Each two-day course offers 13 PDU credits.

FALL 2017

PCM105-018 – Process Mapping and Analysis

Thurs./Fri., October 19 & 20

PCM103-017 – Measuring and Improving Processes

Tues./Wed., November 28 & 29

SPRING 2018

PCM101-016 – Business Process Management and the Balanced Scorecard

Wed./Thurs., February 21 & 22

PCM104-011 – Process Innovation

Thurs./Fri., March 22 & 23

PCM107-011 – Implementing Process Change

Wed./Thurs., April 25 & 26

*For detailed course descriptions, instructor bios, credit information and registration, please visit our website at **ContinuingEd.uncc.edu** or call our Registration Center at **704-687-8900**.*

See Page 11 for other process management-related courses that may be taken in addition to the courses within the Business Process Management Certificate.

BUSINESS ANALYSIS



The Business Analysis Certificate Program was developed to align with the IIBA® (International Institute of Business Analysis) Business Analysis Body of Knowledge (BABOK™).

The Business Analyst (BA) works as a liaison among stakeholders in order to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. The BA bridges the gap – translating between business needs and IT – and understands the organization, the users and IT. To succeed in this role, an individual must have a broad range of business, technical, and interpersonal skills.

Take any of the courses without working toward the certificate. Take courses in the order you wish and complete the certificate at your own pace.

All IIBA® members will receive a 15% discount for each Business Analysis course if they enroll at least two weeks prior to course start date.

It Pays to Plan Ahead. Our new Bundle Pricing program saves you time and money. Conveniently enroll in all of the required courses in a Certificate in one click and receive a 15% discount off the full price.

FREE ONLINE INFORMATION SESSIONS

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PROGRAM SCHEDULE

“UNC Charlotte Business Analysis Certificate provides an excellent foundation for understanding the role of a BA and why businesses need BAs. And the instructors are the best in the business!”

— Joseph Frazzitta, Business Analyst and UAT Manager, Ally Financial

BUSINESS ANALYSIS CERTIFICATE

Five courses required. Each two-day course offers 13 PDU credits.

FALL 2017

BZA108-013 – Business Analysis Success*

Wed./Thurs., October 11 & 12

BZA104-017 – Eliciting and Documenting Requirements

Wed./Thurs., November 15 & 16

SPRING 2018

BZA106-017 – Project Management for Business Analysts

Wed./Thurs., February 14 & 15

BZA101-018 – Requirements Analysis and Design Definition

Tues./Wed., March 20 & 21

BZA110-005 – Solution Deployment and Evaluation

Thurs./Fri., May 3 & 4

**It is highly recommended that this course be taken as the first course in the series.*

See Page 11 for other business analysis-related courses that may be taken in addition to the courses within the Business Analysis Certificate.



LEAN SIX SIGMA CERTIFICATIONS



Six Sigma got its start in the U.S. during the 1980s at companies like Motorola and General Electric. Since then, the implementation of Six Sigma has continually improved processes for industries throughout the United States as well as internationally. Today the concepts are keeping up with modern business: incorporating Lean methodologies into the process has streamlined production and added the next level of value and efficiency.

We offer online and in classroom Lean Six Sigma Certificates. To learn more about which belt is right for you, visit continuinged.uncc.edu/certificates.

ONLINE COURSES (Register anytime!)

- SIG 101 Lean Six Sigma White Belt Certification; \$125 - 2 PDUs
- SIG 103 Lean Six Sigma Yellow Belt Certification; \$250 - 7 PDUs
- SIG 104 Lean Six Sigma Orange Belt Certification; \$250 - 7 PDUs
- SIG 105 Lean Six Sigma Green Belt Certification; \$1,400 - 35 PDUs

IN-PERSON CLASSES

- SIX 104 Lean Six Sigma Black Belt - Two weeks, April 9 - 13 & May 14 - 18
8:30 a.m. - 4:45 p.m.; \$4,400 - 80 CPEs; 70 CPUs; prerequisite: Green Belt Certification
- SIX 105 Lean Six Sigma Master Black Belt - One week, June 11-15
8:30 a.m. - 4:45 p.m.; \$6,900 - 40 CPEs; 35 CPUs; prerequisite: Black Belt Certification

Registration for online courses is continuous. Enroll anytime.



CONTINUING EDUCATION PROGRAMS

CERTIFICATES

Business

- Business Analysis
- Business Process Management
- Craft Beer Business Essentials
- Design Thinking
- Lean Six Sigma (all belts)
- Management Essentials
- MPA Public Management Academy
- Procurement and Supply Management Fundamentals
- Project Management

Computer & Information Science

- Business Analysis
- Coding Boot Camp
- Data Analytics & Visualization

Financial Forensics & Fraud Investigation

- Forensic Accounting (online)

Healthcare

- Medical Coding Specialist
- EMS Management Institute

Hospitality & Tourism

- Meeting and Event Planning

Human Resources

Law

- Paralegal

Public Safety

- EMS Management Institute
- Fire & Rescue Management Institute

Recording Arts Technology

- Avid Certified User: Pro Tools

EXAM PREP

Business

- PMP®

Engineering (online)

- FE (Electrical, Civil, Chemical, Mechanical, Other Disciplines)
- PE (Chemical, Civil, Electrical, Environmental, Mechanical)

Graduate School

- GMAT (classroom or live online)
- GRE (classroom or live online)
- LSAT (classroom or live online)
- MCAT (classroom or live online)

Human Resources

- PHR®/SPHR®
- aPHR™

Undergraduate

- ACT (classroom or live online)
- SAT (classroom or live online)

WIOA ADULTS AND DISLOCATED WORKERS PROGRAM

UNC Charlotte Continuing Education is a qualified training provider listed with NCworks.gov. Charlotte Works is the workforce development agency for Mecklenburg County and can work with you to determine your eligibility for job seeker training funds. Visit their website at NCWorks.gov to learn more.

CORPORATE AND CUSTOM TRAINING

Need a custom program for your organization? UNC Charlotte will work individually with your company to understand your vision and identify your learning needs and objectives. We specialize in designing programs to meet the specific content, location and scheduling requirements of your organization.

For more information, contact:

Amy Wartham,

Director of Corporate Training

awartham@uncc.edu

704-687-8723

ContinuingEd.uncc.edu/corporate

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BUSINESS PROCESS MANAGEMENT

BUSINESS ANALYSIS

**FALL 2017 -
SPRING 2018**

**REGISTRATION
NOW OPEN!**

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UNC Charlotte Center City - 320 E. 9th Street - Charlotte, NC 28202



UNC CHARLOTTE
Continuing Education

320 E. 9th Street
Charlotte, NC 28202

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