



PROFESSIONAL DEVELOPMENT SERIES
for CPAs, Engineers & Other Business Professionals

MANAGEMENT ESSENTIALS CERTIFICATE

FORENSIC ACCOUNTING CERTIFICATE
Online

MPA PUBLIC MANAGEMENT ACADEMY
*for Government and Nonprofit
Managers and Employees*

GET AHEAD

Convenient Center City Campus

FALL 2017 - SPRING 2018

*Certificates
and Professional
Development Courses*

For detailed information
ContinuingEd.uncc.edu



UNC CHARLOTTE
Continuing Education

GENERAL INFORMATION

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National Association of State Boards of Accountancy: UNC Charlotte Extended Academic Programs is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

NC Board of Examiners for Engineers & Surveyors: UNC Charlotte Extended Academic Programs has been designated as a Continuing Professional Education Sponsor by the North Carolina Board of Examiners for Engineers and Surveyors. Registration and programs are administered by UNC Charlotte Extended Academic Programs. Questions and comments regarding professional licensure or registered program sponsors may be addressed to: **NC Board of Examiners for Engineers and Surveyors:** 4601 Six Forks Rd., Suite 310, Raleigh, NC 27609, Telephone: 919-791-2000, Fax: 919-791-2012, www.ncbels.org. **SC Department of Labor, Licensing and Regulation Board of Registration for Professional Engineers and Land Surveyors:** Koger Office Park, Kingstree Building, 110 Centerview Drive, P.O. Box 11597, Columbia, SC 29211-1597, Telephone: 803-896-4422.

The University of North Carolina at Charlotte is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression. Produced in June 2017 by the UNC Charlotte Extended Academic Programs. ____ copies of this public document were printed at a cost of \$ ____ or \$ ____ per copy.

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**.



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 FEES

Professional Development Series:

- One-day course: \$250
- Half-day course: \$130
- Two-hour course: \$90

Management Essentials Certificate:

- Courses: \$250 or \$275

Forensic Accounting Certificate:

- Each course: \$1,495
(three courses complete the certificate)

MPA Public Management Academy

- Three-day program: \$750

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.

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 available for all courses and certificates

OR

- 5% discount for those who enroll in 3 courses from the Professional Development Series, 10% discount for those who enroll in 4 courses and 15% discount for those who enroll in 5 or more courses from the Professional Development Series at the same time.

OR

- 10% discount for Alumni Perks Program members for all courses and certificates

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.

LOCATION

All classroom-based courses are conveniently held at the UNC Charlotte Center City Campus, 320 E. 9th Street.

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

CREDIT

Specific credit information (CPE, PDH, CLE, HRCI, PDU, CEU, PDC, etc.) can be found on the web page of the course for which you are interested or by calling our Registration Center.

CPE PROGRAM SCHEDULE



Shaded courses are half-day/2-hour courses held on the same day, or a series of related courses. Take one or more.

FALL 2017	CREDIT
New! PDS366-001 – Captives: Insuring Risk and Saving Money <i>Fri., September 29, 8:30 a.m. - Noon, \$130</i>	4 CPEs
PDS167-016 – Ethics 101 <i>Wed., October 11, 8:30 a.m. - 10:30 a.m., \$90</i>	2 CPEs 1.5 CLEs
New! PDS345-001 Assertiveness Techniques <i>Wed., October 26, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
PDS117-009 – Financial Reporting Update (FASB) <i>Fri., October 27, 8:30 a.m. - Noon, \$130</i>	4 CPEs
New! PDS364-001 – Tax Planning for Closely-Held Businesses <i>Fri., October 27, 1:00 p.m. - 4:45 p.m., \$130</i>	4 CPEs
New! PDS358-001 – Savvy IRA Planning <i>Fri., November 3, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs
New! PDS343-001 – Analyzing Firm Performance & Financial Statements, <i>Wed., November 8, 8:30 a.m. - Noon, \$130</i>	4 CPEs 3.5 CLEs
New! PDS344-001 – How Much is my Business REALLY Worth? Exploring Business Valuation Fundamentals <i>Wed., November 8, 1:00 p.m. - 4:45 p.m., \$130</i>	4 CPEs 3.5 CLEs
PDS304-005 – Emotional Intelligence: THE Critical Skill for Leadership , <i>Fri., December 8, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs 7 HRCIs 7 PDCs
New! PDS353-001 – Women and Men Working Together: Gender Communications in the Workplace, <i>Thurs., November 9 8:30 a.m. - 4:45 p.m. \$250</i>	8 CPEs
PDS217-011 – Ethics 2017 <i>Fri., November 17, 10:00 a.m. - Noon, \$90</i>	2 CPEs 1.5 CLEs
New! PDS355-001 – Changing Your Productivity in the Workplace <i>Fri., November 17, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs
PDS170-015 – Personal Computer, Mobile, and Cloud Technology Update , <i>Wed., November 22, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
PDS104-009 – Business Tax Update <i>Tues., November 28, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs 7 CLEs
PDS324-002 – How “Not to Suck” as a Manager <i>Fri., December 1, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
New! PDS357-001 – Data Analytics with Excel 2016 <i>Wed., December 6, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
New! PDS346-001 – Risk Short Course: Corn, Pigs, & Crude Oil – A Primer on Commodity Risk, <i>Fri., December 8, 8:30 a.m. - 10:30 a.m., \$90</i>	2 CPEs
New! PDS361-001 – Risk Short Course: Legal Risk <i>Fri., December 8, 11:00 a.m. - 1:00 p.m., \$90</i>	2 CPEs
New! PDS359-0011 – Risk Short Course: Interest Rate Derivatives <i>Fri., December 8, 1:30 p.m. - 3:30 p.m., \$90</i>	2 CPEs
PDS124-009 – Individual Tax Update <i>Tues., December 12, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs 7 CLEs



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



New! PDS350-001 – Cyber Security: State of the Hack and Insuring the Attack , <i>Wed., December 13, 8:30 a.m. - Noon, \$130</i>	4 CPEs
New! PDS341-001 – Global Leadership <i>Wed., December 13, 1:00 p.m. - 4:45 p.m., \$130</i>	4 CPEs
New! PDS360-001 – How to Hold Effective Meetings <i>Fri., December 15, 10:00 a.m. - Noon, \$90</i>	2 CPEs
PDS167-017 – Ethics 101 <i>Fri., December 15, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs 1.5 CLEs
PDS170-016 – Personal Computer, Mobile, and Cloud Technology Update , <i>Fri., December 15, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs

SPRING 2018	CREDIT
PDS325-002 – HR and Operations Management for the Non-HR & Operations Professional , <i>Fri., March 16, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
PDS299-003 – Time and Workload Management <i>Wed., April 11, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
PDS167-015 – Ethics 2018 <i>Fri., April 13, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs 1.5 CLEs
NEW! PDS363-001 – Networking for Mutual Benefit <i>Fri., April 20, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs
PDS337-002 – The Art of Influence <i>Fri., April 27, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs
New! PDS367-001 – Balancing Act: Finding Balance in Your Life <i>Fri., May 18, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs
New! PDS368-001 – Surviving the Next Storm: Investing for Longevity , <i>Fri., June 8, 1:00 p.m. - 3:00 p.m., \$90</i>	2 CPEs
PDS304-006 – Emotional Intelligence: THE Critical Skill for Leadership , <i>Wed., June 6, 8:30 a.m. - 4:45 p.m., \$250</i>	8 CPEs 7 HRCIs 7 PDCs

LEAN SIX SIGMA CERTIFICATIONS	CREDIT
SIG101 – Lean Six Sigma White Belt Certification <i>Online (Register Anytime!), \$125</i>	2 PDUs
SIG103 – Lean Six Sigma Yellow Belt Certification <i>Online (Register Anytime!), \$250</i>	7 PDUs
SIG104 – Lean Six Sigma Orange Belt Certification <i>Online (Register Anytime!), \$250</i>	7 PDUs
NEW! SIX103 – Lean Six Sigma Green Belt Certification <i>Online (Register Anytime!), \$1,400</i>	35 PDUs
NEW! SIX104 – Lean Six Sigma Black Belt Certification <i>Two Weeks (Mon. - Fri.), April 9-13, May 14-18, 8:30 a.m. - 4:45 p.m., \$4,800</i>	80 CPEs 70 PDUs
New! SIX105 – Lean Six Sigma Master Black Belt Certification <i>One Week (Mon. - Fri.), June 11-15, 8:30 a.m. - 4:45 p.m., \$6,900</i>	40 CPEs 35 PDUs



UNC Charlotte is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® and SHRM-SCP®.

PDH PROGRAM SCHEDULE

FALL 2017	CREDIT
PDS314-003 – Today's Solar Energy <i>Wed., October 4, 8:00 a.m. - 4:45 p.m., \$250</i>	7.5 PDHs
NEW! PDS362-001 – An Engineer's Guide to Contracts & Risk Management , <i>Fri., October 13, 1:00 p.m. - 3:00 p.m., \$90</i>	2 PDHs
NEW! PDS347-001 – Heat Transfer <i>Fri., October 20, 8:00 a.m. - 4:45 p.m., \$250</i>	7.5 PDHs
NEW! PDS351-001 – Solar Conversion Technologies in the Global Market , <i>Friday, October 27, 8:00 a.m. - Noon, \$130</i>	4 PDHs
NEW! PDS352-001 – Design and Performance of PV (photovoltaic) Systems Components , <i>Friday, October 27, 1:00 p.m. - 5:00 p.m., \$130</i>	4 PDHs
NEW! PDS356-001 – Wind Energy <i>Fri., November 10, 8:00 a.m. - 4:45 p.m., \$250</i>	7.5 PDHs
NEW! PDS354-001 – Budget and Finance for Engineers <i>Fri., December 1, 1:00 p.m. - 3:00 p.m., \$90</i>	2 PDHs
NEW! PDS365-001 – Electrical Code Update: Changes Made to NEC by NC , <i>Thurs., December 7, 8:00 a.m. - Noon, \$130</i>	4 PDHs
SPRING 2018	CREDIT
NEW! PDS370-001 – Solar Hot Water Systems <i>Fri., April 20, 1:00 p.m. - 3:00 p.m., \$90</i>	2 PDHs
NEW! PDS371-001 – Creating Successful Bid Proposals <i>Fri., May 20, 1:00 p.m. - 3:00 p.m., \$90</i>	2 PDHs
NEW! PDS369-001 – Fire Protection Engineering for Buildings <i>Fri., June 15, 1:00 p.m. - 3:00 p.m., \$90</i>	2 PDHs
ONLINE COURSES	CREDIT
NEW! PDS349 – Basic Cost Accounting for Engineers <i>Online (Register Anytime!), \$90</i>	2 PDHs
NEW! PDS348 – Basics of Quality Management for Engineers <i>Online (Register Anytime!), \$90</i>	2 PDHs
NEW! PDS342 – Basics of Project Management for Engineers <i>Online (Register Anytime!), \$90</i>	2 PDHs
LEAN SIX SIGMA CERTIFICATIONS	CREDIT
SIG101 – Lean Six Sigma White Belt Certification <i>Online (Register Anytime!), \$125</i>	2 PDH 2 PDUs
SIG103 – Lean Six Sigma Yellow Belt Certification <i>Online (Register Anytime!), \$250</i>	7 PDHs 7 PDUs
SIG104 – Lean Six Sigma Orange Belt Certification <i>Online (Register Anytime!), \$250</i>	7 PDHs 7 PDUs
NEW! SIG105 – Lean Six Sigma Green Belt Certification <i>Online (Register Anytime!), \$1,400</i>	35 PDHs 35 PDUs
NEW! SIX104-002 – Lean Six Sigma Black Belt Certification <i>Two Weeks (Mon. - Fri.), April 9-13, May 14-18 8:30 a.m. - 4:45 p.m., \$4,400</i>	70 PDHs 70 PDUs
New! SIX105-002 – Lean Six Sigma Master Black Belt Certification <i>One Week (Mon. - Fri.), June 11-15, 8:30 a.m. - 4:45 p.m., \$6,900</i>	35 PDHs 35 PDUs

All In-person Courses Held at UNC Charlotte Center City (320 E. 9th Street).
For Detailed Course Information or to Register: ContinuingEd.uncc.edu, 704-687-8900.

MANAGEMENT ESSENTIALS CERTIFICATE OVERVIEW

The impact a manager has on employees and productivity should never be underestimated. The Management Essentials Certificate program has been specially designed to strengthen and develop management skills necessary for successful productivity and performance – both for you and those you manage.

WHO SHOULD ATTEND

- Newly-designated supervisors and managers
- Aspirants to management
- Experienced managers who want to update their knowledge of effective management practices
- Accountants – each course in the certificate program offers 8 CPE credits!

WHAT MAKES OUR PROGRAM UNIQUE?

- Take the courses in the order you wish
- Start the program at any time
- Work at your own pace
- Each course can be taken as a stand-alone course

MANAGEMENT ESSENTIALS CERTIFICATE PROGRAM SCHEDULE

FALL 2017

HRT123-013 – Driving Employee Engagement and Retention**

*Tues./Thurs., October 10 & 12
6:00 p.m. - 9:30 p.m.*

HRT114-017 – Employee Performance Management**

*Tues./Thurs., October 24 & 26
6:00 p.m. - 9:30 p.m.*

***NEW!* PDS345-001 – Assertiveness Techniques**

Wed., October 26, 8:30 a.m. - 4:45 p.m.

***NEW!* PDS353-001 – Women and Men Working Together: Gender Communications in the Workplace**

Thurs., November 9, 8:30 a.m. - 4:45 p.m.

PDS324-002 – How “Not to Suck” as a Manager

Fri., December 1, 8:30 a.m. - 4:45 p.m.

PDS304-005 – Emotional Intelligence: THE Critical Skill for Leadership**

Fri., December 8, 8:30 a.m. - 4:45 p.m.

HRT126-009 – Generational Impact to Business**

Tues./Thurs. evenings, December 12 & 14, 6:00 p.m. - 9:30 p.m.

SPRING 2018

PDS325-002 – HR and Operations Management for the Non-HR and Operations Professional

Fri., March 16, 8:30 a.m. - 4:45 p.m.

HRT114-018 – Employee Performance Management**

Tues., March 27, 8:30 a.m. - 4:45 p.m.

PDS299-003 – Time and Workload Management

Wed., April 11, 8:30 a.m. - 4:45 p.m.

HRT123-014 – Driving Employee Engagement and Retention**

Thurs. April 12, 8:30 a.m. - 4:45 p.m.

PDS337-002 – The Art of Influence

Fri., April 27, 8:30 a.m. - 4:45 p.m.

PDS304-006 – Emotional Intelligence: THE Critical Skill for Leadership**

Wed., June 6, 8:30 a.m. - 4:45 p.m.

HRT126-010 – Generational Impact to Business**

Tues., June 12, 8:30 a.m. - 4:45 p.m.

***These courses are offered more than once. Participants need only take ONE of the offerings. These courses may also be applied to toward the Human Resources Certificate.*

10 Courses required to complete the Management Essentials certificate.



ONLINE FORENSIC ACCOUNTING CERTIFICATE

“This course offered valuable information that I found useful in my present position and also provided me with the skills to advance my career. The instructors were both knowledgeable in all of the subjects and were always available to address any questions I had during the course. I strongly encourage this certificate program to anyone who is interested in furthering their career in auditing, also the online option makes this an excellent choice for those who are currently working professionals.”

– Adriannia D. Vaughns, Sr. Internal Auditor, TIAA-CREF

“All three courses in the Forensic Accounting certificate program were well done and challenging. Excellent learning opportunity with incredible support staff. All people I interacted with from course advisors to the IT help desk were very helpful, considerate, friendly and extremely professional and patient. I would not hesitate to recommend this program, these people, and this institution to anyone, anywhere.”

**– Katheryn Pizzale, Senior Audit Technical Administrative Manager,
Claus J. Joyer, C.A.**

WHO SHOULD ATTEND

- Accountants and accounting managers
- Internal auditors
- Independent auditors
- Business owners and managers
- Attorneys
- Anti-money laundering officers
- Fraud examiners
- Loss prevention specialists
- Risk managers
- Law enforcement professionals
- Professionals who want to help deter fraud within their organizations
- Other anti-fraud professionals

FREE ONLINE INFORMATION SESSIONS

Online Information Sessions available anytime. All Free Information Sessions require registration by visiting ContinuingEd.uncc.edu/infosessions or calling our Registration Center.





Forensic accounting is the integration of accounting, auditing and investigative skills, to assist in legal matters. Forensic accounting involves looking beyond the numbers to grasping the substance of situations. It's more than accounting and more than detective work. It is the application of a specialized body of knowledge to economic transaction analysis and reporting. Forensic accountants may also provide expert testimony in the courtroom or provide litigation support to clients.

According to the American Institute of Certified Public Accountants, there has not only been an increasing demand since the 1990s for accountants to possess specialized forensic knowledge and experience, but also the definition of forensic accounting is continuing to expand beyond just that of fraud detection (AICPA, Characteristics and Skills of the Forensic Accountant). Although the program focuses primarily on forensic accounting related to fraud and financial crime, forensic accounting within civil matters such as business valuation will also be reviewed.

The cross-disciplinary nature of these courses means that non-accounting professionals will also find the courses beneficial. The courses are designed to be of interest to individuals wishing to protect themselves or their organizations against fraud. The courses are skills-oriented in the investigation of fraud and other irregularities in today's business world.

FORENSIC ACCOUNTING PROGRAM SCHEDULE

FRA101-012

Principles of Forensic Accounting

Oct. 30 - Dec. 1, 2017

Sample Topics Include:

- Introduction to Forensic & Investigative Accounting
- The Discipline of Fraud Examination
- Litigation Support Services
- Electronic Discovery (e-Discovery)
- Financial (Economic) Damages
- ACFE 2012 Report to the Nations
- The Criminal Arena
- Business Valuations

- Check Tampering
- Skimming and Cash Larceny
- North Carolina and Regional Fraud Cases

FRA103-011

Introduction to Computer Forensics

Feb. 26 - Mar. 30, 2018

Sample Topics Include:

- Digital Forensics Laws
- Criminalistics
- Digital Crime Scenes
- Incident Response
- eDiscovery
- Evidence Analysis
- Anti-Forensics

FRA102-011

Fraud Prevention and Detection

Jan. 8 - Feb. 9, 2018

Sample Topics Include:

- Financial Reporting and Statement Fraud
- Asset Misappropriation
- Indirect Methods of Reconstructing Income
- Money Laundering

MPA PUBLIC MANAGEMENT ACADEMY CERTIFICATE

The MPA Public Management Academy is a professional development certificate program for supervisors and high-potential staff working in government and nonprofits. The focus of the program is on key skills needed for management success in the unique environment of government and/or nonprofit. Modules are co-taught by UNC Charlotte MPA faculty, practitioners, and local community leaders.

The certificate is a single three day course scheduled over non-consecutive Fridays and is held at UNC Charlotte Center City. Each day of class will consist of multiple modules covering topics in the context of public administration and management, including:

- Setting Goals and Achieving Outcomes
- The Power of Data for Public Managers
- Leading and Managing in a Government and Nonprofit Context

FALL 2017 CERTIFICATE PROGRAM

- **Friday, Sept. 22, 2017**
- **Friday, Oct. 20, 2017**
- **Friday, Dec. 1, 2017**

SPRING 2018 CERTIFICATE PROGRAM

- **Friday, March 23, 2018**
- **Friday, April 20, 2018**
- **Friday, May 18, 2018**

UNC Charlotte Master of Public Administration is part of the College of Liberal Arts & Sciences. The MPA Public Management Academy is a non-academic professional development certificate program administered by UNC Charlotte Continuing Education.



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**.

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



OTHER CERTIFICATES & EXAM PREP COURSES

- Business Analysis Certificate
- Business Process Management Certificate
- The Coding Boot Camp Certificate
- Design Thinking Certificate
- Fundamentals of Engineering Exam Review (FE) – Online
- Human Resources Certificate
- aPHR and PHR/SPHR Exam Reviews
- Procurement and Supply Management Fundamentals Certificate
- Professional Engineer Exam Review (PE)
 - Civil – Breadth/AM Review
 - Electrical & Computer – Power
 - Mechanical – Breadth/AM Review
- Project Management Certificate

ED2GO

Through our partnership, we have added over 275 new courses, all taught entirely online. Most courses are affordably priced at \$95 and include 6 weeks of 24/7 access to course content that you can view from your home, office, or while you're traveling.

Major topic areas include:

- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

For more information, visit ed2go.com/uncc

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MPA PUBLIC MANAGEMENT ACADEMY

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FALL 2017 - SPRING 2018
REGISTRATION NOW OPEN!
ContinuingEd.uncc.edu



UNC CHARLOTTE

Continuing Education

320 E. 9th Street
Charlotte, NC 28202

Respecting the environment –

We hope this printed brochure is helpful for your educational needs. If you prefer to receive electronic communications from us or if this brochure is not relevant to your interests, let us know at: ContinuingEd.uncc.edu/request/