STAND OUT
Convenient Center City Campus
FALL 2018 - SPRING 2019

Certificates and Courses

For detailed information
ContinuingEd.uncc.edu/Management
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/Management 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 FEE

The current full price per course for the Business Analysis Certificate and the Business Process Management Certificate is $1,295. The current full price per course for the Project Management Certificate is $1,095.

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.

INSTRUCTORS

Visit our website for a complete listing of instructor bios.

TIME

All courses within the Business Analysis Certificate and the Business Process Management Certificate begin at 9 a.m. and conclude at 4:30 p.m. All courses within the Project Management Certificate begin at 9 a.m., conclude at 4:30 p.m. on the first day, and conclude at noon on the second day.

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 who are PMPs will receive 13 PDUs for each course within the Business Analysis and the Business Process Management certificates. Participants who are PMPs will receive 9.5 PDUs for each course within the Project Management Certificate. For accountants, all courses also carry CPE credit hours. Specific credit can be found on the webpage 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.
“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.

For detailed course descriptions, instructor bios, credit information and registration, please visit our website at [ContinuingEd.uncc.edu/Management](http://ContinuingEd.uncc.edu/Management) or call our Registration Center at 704-687-8900.
# Program Schedule

## Project Management Certificate

*Six courses required. Each 1.5-day course offers 9.5 PDU credits.*

### FALL 2018

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJM111-001</td>
<td>Principles of Project Management*</td>
<td>Thurs./Fri., September 20 &amp; 21</td>
</tr>
<tr>
<td>PJM112-001</td>
<td>Project Schedule Development and Control</td>
<td>Thurs./Fri., October 11 &amp; 12</td>
</tr>
<tr>
<td>PJM113-001</td>
<td>Leadership &amp; Communication Skills for Project Managers</td>
<td>Thurs./Fri., October 25 &amp; 26</td>
</tr>
<tr>
<td>PJM115-001</td>
<td>Project Quality Management</td>
<td>Thurs./Fri., November 29 &amp; 30</td>
</tr>
<tr>
<td>PJM116-001</td>
<td>Project Risk Management</td>
<td>Thurs./Fri., December 13 &amp; 14</td>
</tr>
</tbody>
</table>

### SPRING 2019

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJM111-002</td>
<td>Principles of Project Management*</td>
<td>Thurs./Fri., February 7 &amp; 8</td>
</tr>
<tr>
<td>PJM112-002</td>
<td>Project Schedule Development and Control</td>
<td>Thurs./Fri., February 28 &amp; March 1</td>
</tr>
<tr>
<td>PJM113-002</td>
<td>Leadership &amp; Communication Skills for Project Managers</td>
<td>Thurs./Fri., March 21 &amp; 22</td>
</tr>
<tr>
<td>PJM114-002</td>
<td>Cost Estimating and Cost Management</td>
<td>Thurs./Fri., April 11 &amp; 12</td>
</tr>
<tr>
<td>PJM115-002</td>
<td>Project Quality Management</td>
<td>Thurs./Fri., May 2 &amp; 3</td>
</tr>
<tr>
<td>PJM116-002</td>
<td>Project Risk Management</td>
<td>Thurs./Fri., May 23 &amp; 24</td>
</tr>
<tr>
<td>PJM111-003</td>
<td>Principles of Project Management*</td>
<td>Thurs./Fri., June 6 &amp; 7</td>
</tr>
</tbody>
</table>

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

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 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.
“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

For detailed course descriptions, instructor bios, credit information and registration, please visit our website at ContinuingEd.uncc.edu/Management 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.
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

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

For detailed course descriptions, instructor bios, credit information and registration, please visit our website at ContinuingEd.uncc.edu/Management or call our Registration Center at 704-687-8900.
“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 2018**

- **BZA108-014 – Foundations of Business Analysis**
  Thurs./Fri., November 1 & 2

- **BZA104-018 – Eliciting and Documenting Requirements**
  Thurs./Fri., December 6 & 7

**SPRING 2019**

- **BZA109-009 – Developing Agile Requirements**
  Thurs./Fri., January 31 & February 1

- **BZA101-019 – Requirements Analysis and Design Definition**
  Thurs./Fri., March 14 & 15

- **BZA110-006 – Solution Deployment and Evaluation**
  Thurs./Fri., May 9 & 10

*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.
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

Registration for online courses is continuous. Enroll anytime.

**IN-PERSON COURSES**

- SIX 104 – Lean Six Sigma Black Belt, Two weeks, April 1-5 & May 6-10 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 3-7 8:30 a.m. - 4:45 p.m., $6,900, 40 CPEs, 35 CPUs, prerequisite: Black Belt Certification
CONTINUING EDUCATION PROGRAMS

CERTIFICATES

Business
- Business Analysis
- Business Process Management
- Craft Beer Business Essentials
- Design Thinking
- Lean Six Sigma (all belts)
- Management Essentials
- Meeting and Event Planning
- MPA Public Management Academy
- Procurement and Supply Management Fundamentals
- Project Management (see also PMP® exam prep)

Computer & Information Science
- Android Mobile App Development
- Coding: Full Stack Web Development
- Data Analytics & Visualization

Financial Forensics & Fraud Investigation
- Forensic Accounting

Healthcare
- Medical Coding Specialist
- EMS Management Institute

Hospitality & Tourism
- Meeting and Event Planning

Human Resources
- Human Resources (see also aPHR™, PHR®/SPHR®, SHRM-CP/SCP)
- Learning and Development

Law
- Paralegal

Public Safety
- EMS Management Institute
- Fire & Rescue Management Institute

EXAM PREP

Business
- PMP®

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

Graduate School
- GMAT
- GRE
- LSAT
- MCAT

Human Resources
- aPHR™
- PHR®/SPHR®
- SHRM-CP/SCP

Teaching
- NC General Curriculum
- Math Subtest Preparation

Undergraduate
- ACT
- SAT

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

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.
FALL 2018 - SPRING 2019

REGISTRATION NOW OPEN!

ContinuingEd.uncc.edu/Management

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/