PROFESSIONAL DEVELOPMENT

Convenient Center City Campus

Fall 2019 - Spring 2020

For detailed information
ContinuingEd.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

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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 & Nonprofit Management Academy
• Three-day program: $750

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.

Cancellation, 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.

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.

For more information, please visit ContinuingEd.uncc.edu.
Shaded courses are half-day/2-hour courses held on the same day. Take one or more.

### FALL 2019

**October**

- **New! PDS404-001 – Shaping Charlotte's Future: Development, Growth, and Challenges**, Fri., October 4, 8:00 a.m. - 4:45 p.m., $250
- **HRT114-021 – Employee Performance Management**, Thurs., October 10, 8:30 a.m. - 4:30 p.m., $275
- **New! PDS407-001 – Successfully Resolving Conflicts**, Wed., October 23, 8:30 a.m. - 4:45 p.m., $250
- **New! PDS412-001 – Becoming the Executor of a Will**, Fri., October 25, 8:30 a.m. - Noon, $130
- **PDS380-002 – Ethics 2019**, Fri., October 25, 1:00 p.m. - 3:00 p.m., $90
- **HRT123-017 – Driving Employee Engagement and Retention**, Tues., October 29, 8:30 a.m. - 4:30 p.m., $275

**November**

- **New! PDS145-001 – The Future of Leadership: Driving Innovation and Growth**, Fri., November 1, 8:30 a.m. - 4:45 p.m., $250
- **New! PDS411-001 – Hiring for Success**, Fri., November 8, 8:30 a.m. - 4:45 p.m., $250
- **New! PDS396-001 – Getting Started with Google Sheets**, Wed., November 13, 8:30 a.m. - 4:45 p.m., $250
- **New! PDS399-001 – Individual Retirement Account (IRA) Planning for Year-End 2019**, Fri., November 15, 10:00 a.m. - Noon, $90
- **New! PDS400-001 – Preparing for 2020: Managing Medicare and Healthcare Expenses in Retirement**, Fri., November 15, 1:00 p.m. - 3:00 p.m., $90
- **PDS104-011 – Business Tax Update**, Wed., November 20, 8:30 a.m. - 4:45 p.m., $250
- **PDS393-002 – Vibrant Communication**, Fri., November 22, 8:30 a.m. - 4:45 p.m., $250
- **PDS170-019 – 2019 Technology Update**, Wed., November 27, 8:30 a.m. - 4:45 p.m., $250

**December**

- **PDS124-011 – Individual Tax Update**, Wed., December 4, 8:30 a.m. - 4:45 p.m., $250
- **New! PDS395-001 – Stakeholder Management: Going Beyond Engagement**, Thurs., December 5, 8:30 a.m. - Noon, $130
- **PDS217-015 – Ethics 2019**, Thurs., December 5, 1:00 p.m. - 3:00 p.m., $90

### Fall 2019 CREDIT

<table>
<thead>
<tr>
<th>Month</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td><strong>PDS404-001 – Shaping Charlotte's Future: Development, Growth, and Challenges</strong></td>
<td>8.5 CPEs, 7.5 PDHs</td>
</tr>
<tr>
<td></td>
<td><strong>HRT114-021 – Employee Performance Management</strong></td>
<td>8 CPEs, 7 HRCIs, 7 PDCs</td>
</tr>
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<td></td>
<td><strong>New! PDS407-001 – Successfully Resolving Conflicts</strong></td>
<td>8 CPEs</td>
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<td><strong>New! PDS412-001 – Becoming the Executor of a Will</strong></td>
<td>4 CPEs, 3.5 CLEs</td>
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<tr>
<td></td>
<td><strong>PDS380-002 – Ethics 2019</strong></td>
<td>2 CPEs, 1.5 CLEs</td>
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<td><strong>HRT123-017 – Driving Employee Engagement and Retention</strong></td>
<td>8 CPEs, 7 HRCIs, 7 PDCs</td>
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<td>2 CPEs</td>
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<tr>
<td></td>
<td><strong>PDS104-011 – Business Tax Update</strong></td>
<td>8 CPEs, 7 CLEs</td>
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<td><strong>PDS393-002 – Vibrant Communication</strong></td>
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<td><strong>PDS170-019 – 2019 Technology Update</strong></td>
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<td>December</td>
<td><strong>PDS124-011 – Individual Tax Update</strong></td>
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<td></td>
<td><strong>PDS217-015 – Ethics 2019</strong></td>
<td>2 CPEs, 1.5 CLEs</td>
</tr>
</tbody>
</table>

### SPRING 2020

**March**

- **HRT114-022 – Employee Performance Management**
  - Tues. and Thurs., March 24 and March 26, 6:00 p.m. - 9:30 p.m., $275
  - 8 CPEs, 7 HRCIs, 7 PDCs

- **HRT123-018 – Driving Employee Engagement and Retention**
  - Tues. and Thurs. evenings, March 31 and April 2, 8:30 a.m. - 4:30 p.m., $275
  - 8 CPEs, 7 HRCIs, 7 PDCs

**April**

- **New! PDS408-001 – Developing a High-Performance Culture**
  - Wed., April 22, 8:30 a.m. - 4:45 p.m., $250
  - 8 CPEs, 7 HRCIs, 7 PDCs

**May**

- **PDS387-002 – Crush Your Fear of Public Speaking and Delivering Presentations**
  - Fri., May 8, 8:30 a.m. - 4:45 p.m., $250
  - 8 CPEs

- **New! PDS406-001 – Mastering the Managerial Role**
  - Wed., May 20, 8:30 a.m. - 4:45 p.m., $250
  - 8 CPEs

- **New! PDS413-001 – A CFO’s Guide to Assessing the Risk of Your Organization**
  - Fri., May 22, 10:00 a.m. - Noon, $90
  - 2 CPEs, 1.5 CLEs

**June**

- **PDS217-014 – Ethics 2020**
  - Fri., May 22, 10:00 a.m. - 3:00 p.m., $90
  - 2 CPEs, 1.5 CLEs

- **PDS304-010 – Emotional Intelligence: The Critical Skill for Leadership**
  - Tues./Thurs., June 2 & 4, 6:00 p.m. - 9:30 p.m., $250
  - 8 CPEs, 7 HRCIs, 7 PDCs

- **HRT126-014 – Generational and Cultural Impact to Business**
  - Tues., June 18, 8:30 a.m. - 4:30 p.m., $275
  - 8 CPEs, 7 HRCIs, 7 PDCs
# PDH Program Schedule

## FALL 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Time/Location</th>
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</thead>
<tbody>
<tr>
<td><strong>NEW! PDS404-001 – Shaping Charlotte's Future: Development, Growth, and Challenges</strong>, Fri., October 4, 8:00 a.m. - 4:45 p.m., $250</td>
<td>7.5 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS398-001 – ADA in the Built Environment</strong>, Wed., October 16, 8:00 a.m. - Noon, $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS410-001 – Stormwater Pollution Prevention Management</strong>, Wed., October 25, 8:00 a.m. - 4:45 p.m., $250</td>
<td>7.5 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS397-001 – Sustainable Technology in the Developing World</strong>, Fri., November 1, 8:00 a.m. - 4:45 p.m., $250</td>
<td>7.5 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS405-001 – Low-Cost Air Quality Management</strong>, Fri., November 15, 8:00 a.m. - Noon, $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS409-001 – Managing for Construction Site Stormwater Compliance</strong>, Fri., November 15, 1:00 p.m. - 5:00 p.m., $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS414-001 – Nuclear Power and Operations Overview</strong>, Wed., November 20, 8:00 a.m. - Noon, $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS402-001 – Developing Engineer Creativity</strong>, Fri., December 3, 8:00 a.m. - Noon, $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS403-001 – Design Thinking for Engineers</strong>, Fri., December 13, 8:00 p.m. - 10:00 p.m., $130</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS416-001 – Applications in 3D Printing</strong>, Tues., December 17, 8:00 a.m. - 4:45 p.m., $250</td>
<td>7.5 PDHs</td>
<td></td>
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## ONLINE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Time/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW! PDS401 – Engineering Ethics</strong>, Online (Register Anytime), $90</td>
<td>2 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS390 – Project Scheduling for Engineers, Online (Register Anytime), $90</td>
<td>2 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS349 – Basic Cost Accounting for Engineers, Online (Register Anytime), $90</td>
<td>2 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS348 – Basics of Quality Management for Engineers, Online (Register Anytime), $90</td>
<td>2 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS342 – Basics of Project Management for Engineers, Online (Register Anytime), $90</td>
<td>2 PDHs</td>
<td></td>
</tr>
</tbody>
</table>

## LEAN SIX SIGMA CERTIFICATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Time/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIG101 – Lean Six Sigma White Belt Certification, Online (Register Anytime), $125</td>
<td>2 PDHs</td>
<td></td>
</tr>
<tr>
<td>SIG103 – Lean Six Sigma Yellow Belt Certification, Online (Register Anytime), $250</td>
<td>7 PDHs</td>
<td></td>
</tr>
<tr>
<td>SIG104 – Lean Six Sigma Orange Belt Certification, Online (Register Anytime), $250</td>
<td>7 PDHs</td>
<td></td>
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<tr>
<td>SIG105 – Lean Six Sigma Green Belt Certification, Online (Register Anytime), $1,400</td>
<td>35 PDHs</td>
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<tr>
<td>SIX104-004 – Lean Six Sigma Black Belt Certification**, Moving Online! Available Soon!</td>
<td>70 PDHs</td>
<td></td>
</tr>
<tr>
<td>SIX104-004 – Lean Six Sigma Master Black Belt Certification**, Moving Online! Available Soon!</td>
<td>40 PDHs</td>
<td></td>
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</table>

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.

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# Management Essentials Certificate

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 2019

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HRT114-021 – Employee Performance Management**, Thurs., October 10, 8:30 a.m. - 4:30 p.m.</td>
<td>7 PDUs</td>
<td></td>
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<tr>
<td><strong>NEW! PDS407-001 – Successfully Resolving Conflicts</strong>, Wed., October 23, 8:00 a.m. - 4:45 p.m.</td>
<td>4 PDHs</td>
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<tr>
<td>HRT123-017 – Driving Employee Engagement and Retention**, Tues., October 29, 8:30 a.m. - 4:30 p.m.</td>
<td>4 PDHs</td>
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<tr>
<td><strong>NEW! PDS411-001 – Hiring for Success</strong>, Fri., November 8, 8:30 a.m. - 4:45 p.m.</td>
<td>4 PDHs</td>
<td></td>
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<tr>
<td>PDS393-002 – Vibrant Communications, Fri., November 22, 8:30 a.m. - 4:45 p.m.</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS304-009 – Emotional Intelligence: The Critical Skill for Leadership**, Fri., December 6, 6:00 p.m. - 9:30 p.m.</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td>HRT126-013 – Generational and Cultural Impact to Business**, Tues./Thurs. evenings, December 17 &amp; 19, 6:00 p.m. - 9:30 p.m.</td>
<td>4 PDHs</td>
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### SPRING 2020

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<td>7 PDUs</td>
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</tr>
<tr>
<td>HRT123-018 – Driving Employee Engagement and Retention**, Tues./Thurs. evenings, March 31 &amp; April 2, 6:00 p.m. - 9:30 p.m.</td>
<td>7 PDUs</td>
<td></td>
</tr>
<tr>
<td><strong>NEW! PDS408-001 – Developing a High Performance Culture</strong>, Wed., April 22, 8:30 a.m. - 4:45 p.m.</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS406-001 – Mastering the Managerial Role, Wed., May 20, 8:30 a.m. - 4:45 p.m.</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td>PDS304-100 – Emotional Intelligence: The Critical Skill for Leadership**, Tues./Thurs. evenings, June 2 &amp; 4, 6:00 p.m. - 9:30 p.m.</td>
<td>4 PDHs</td>
<td></td>
</tr>
<tr>
<td>HRT126-014 – Generational and Cultural Impact to Business**, Thurs., June 18, 8:30 a.m. - 4:30 p.m.</td>
<td>4 PDHs</td>
<td></td>
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</table>

**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.
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. Hoyer, CPA, CA

Learn at your own pace with online courses

Forensic accounting is the integration of accounting, auditing and investigative skills, to assist in legal matters. Forensic accounting involves looking beyond the numbers to grasp 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.

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 Program Schedule

FRA101-014 Principles of Forensic Accounting
Oct. 28 - Dec. 7, 2019
Key Topics Include:
- Introduction to Forensic & Investigative Accounting
- The Discipline of Fraud Examination
- Litigation (Support Services)
- Electronic Discovery (e-Discovery)
- Internal Controls
- Financial (Economic) Damages
- Interviewing and Sources of Information
- The Criminal Arena
- Business Valuations

FRA102-013 Fraud Prevention and Detection
Jan. 6 - Feb. 14, 2020
Key Topics Include:
- Computer-Aided Audit Techniques
- Cybercrime and Digital Forensics
- Financial Reporting and Statement Fraud

FRA103-014 Introduction to Digital Forensics
Feb. 24 - Apr. 3, 2020
Key Topics Include:
- Digital Forensics Laws
- Criminalistics
- Digital Crime Scenes
- Incident Response
- e-Discovery
- Evidence Analysis
- Anti-Forensics

asset Misappropriation
Indirect Methods of Reconstructing Income
Money Laundering
Check Tampering
Skimming and Cash Larceny
North Carolina and Regional Fraud Cases
MPA Public & Nonprofit Management Academy

The MPA Public & Nonprofit 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 the public sector. 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 2019 CERTIFICATE PROGRAM
- Friday, September 20, 2019
- Friday, October 25, 2019
- Friday, December 6, 2019

SPRING 2020 CERTIFICATE PROGRAM
- Friday, March 20, 2020
- Friday, April 24, 2020
- Friday, May 15, 2020

For more information, contact:
Amy Wartham
Director of Corporate Training
awartham@uncc.edu • 704-687-8723
ContinuingEd.uncc.edu/corporate

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

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.
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/

FALL 2019 - SPRING 2020
REGISTRATION NOW OPEN!
ContinuingEd.uncc.edu