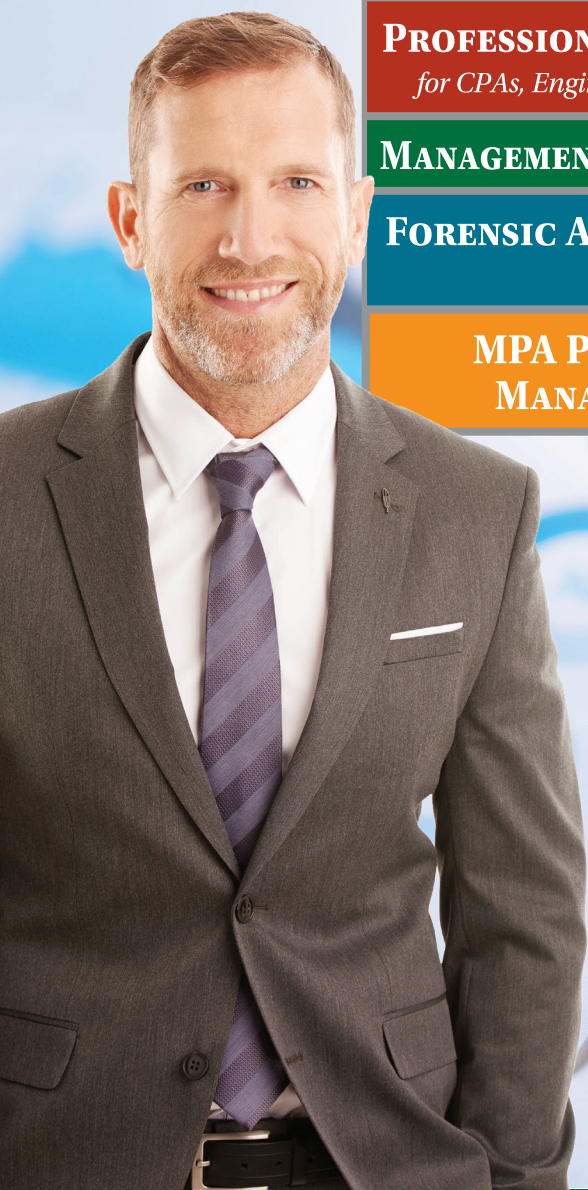




PROFESSIONAL DEVELOPMENT SERIES

for CPAs, Engineers & other Business Professionals

MANAGEMENT ESSENTIALS CERTIFICATE

FORENSIC ACCOUNTING CERTIFICATE

Online

MPA PUBLIC & NONPROFIT MANAGEMENT ACADEMY

PROFESSIONAL DEVELOPMENT

Convenient Center City Campus

**Fall 2019 -
Spring 2020**

For detailed information
ContinuingEd.uncc.edu



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**.

GENERAL INFORMATION

TABLE OF CONTENTS

<i>General Information</i>	2 - 3
<i>CPE Program Schedule</i>	4 - 5
<i>PDH Program Schedule</i>	6
<i>Management Essentials Certificate</i>	7
<i>Forensic Accounting Certificate</i>	8 - 9
<i>MPA Public & Nonprofit Management Academy</i>	10
<i>Corporate & Custom Training & Additional Programs</i>	11

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 September 2019 by the UNC Charlotte Continuing Education. 28,000 copies of this public document were printed at a cost of \$7,800.21 or \$0.27857 per copy.

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

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

Most 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. Take one or more.

FALL 2019	CREDIT
October	
New! PDS404-001 – Shaping Charlotte's Future: Development, Growth, and Challenges , Fri., October 4, 8:00 a.m. - 4:45 p.m., \$250	8.5 CPEs 7.5 PDHs
HRT114-021 – Employee Performance Management Thurs., October 10, 8:30 a.m. - 4:30 p.m., \$275	8 CPEs 7 HRCIs 7 PDCs
New! PDS407-001 – Successfully Resolving Conflicts Wed., October 23, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
New! PDS412-001 – Becoming the Executor of a Will Fri., October 25, 8:30 a.m. - Noon, \$130	4 CPEs 3.5 CLEs
PDS380-002 – Ethics 2019 Fri., October 25, 1:00 p.m. - 3:00 p.m., \$90	2 CPEs 1.5 CLEs
HRT123-017 – Driving Employee Engagement and Retention Tues., October 29, 8:30 a.m. - 4:30 p.m., \$275	8 CPEs 7 HRCIs 7 PDCs
November	
New! PDS145-001 – The Future of Leadership: Driving Innovation and Growth , Fri., November 1, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
New! PDS411-001 – Hiring for Success Fri., November 8, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
New! PDS396-001 – Getting Started with Google Sheets Wed., November 13, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
New! PDS399-001 – Individual Retirement Account (IRA) Planning for Year-End 2019 , Fri., November 15, 10:00 a.m. - Noon, \$90	2 CPEs
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	2 CPEs
PDS104-011 – Business Tax Update Wed., November 20, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs 7 CLEs
PDS393-002 – Vibrant Communication Fri., November 22, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
PDS170-019 – 2019 Technology Update Wed., November 27, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs
December	
PDS124-011 – Individual Tax Update Wed., December 4, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs 7 CLEs
New! PDS395-001 – Stakeholder Management: Going Beyond Engagement , Thurs., December 5, 8:30 a.m. - Noon, \$130	4 CPEs
PDS217-015 – Ethics 2019 , Thurs., December 5, 1:00 p.m. - 3:00 p.m., \$90	2 CPEs 1.5 CLEs

Continued on right

Fall 2019	CREDIT
December	
PDS304-009 – Emotional Intelligence: The Critical Skill for Leadership , Fri., December 6, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs 7 HRCIs 7 PDCs
HRT126-013 – Generational and Cultural Impact to Business Tues. and Thurs. evenings, December 17 and December 19, \$275	8 CPEs 7 HRCIs 7 PDCs
PDS416-001 – Applications in 3D Printing Tues., December 17, 8:00 a.m. - 4:45 p.m., \$250	8.5 CPEs
PDS170-020 – 2019 Technology Update Wed., December 18, 8:30 a.m. - 4:45 p.m., \$250	8 CPEs

SPRING 2020	CREDIT
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
PDS217-014 – Ethics 2020 Fri., May 22, 1:00 p.m. - 3:00 p.m., \$90	2 CPEs 1.5 CLEs
June	
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 Thurs., June 18, 8:30 a.m. - 4:30 p.m., \$275	8 CPEs 7 HRCIs 7 PDCs



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.



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

PDH PROGRAM SCHEDULE

FALL 2019	CREDIT
NEW! PDS404-001 – Shaping Charlotte's Future: Development, Growth, and Challenges , Fri., October 4, 8:00 a.m. - 4:45 p.m., \$250	7.5 PDHs
NEW! PDS398-001 – ADA in the Built Environment Wed., October 16, 8:00 a.m. - Noon, \$130	4 PDHs
NEW! PDS410-001 – Stormwater Pollution Prevention Management Wed., October 25, 8:00 a.m. - 4:45 p.m., \$250	7.5 PDHs
NEW! PDS397-001 – Sustainable Technology in the Developing World Fri., November 1, 8:00 a.m. - 4:45 p.m., \$250	7.5 PDHs
NEW! PDS405-001 – Low-Cost Air Quality Management Fri., November 15, 8:00 a.m. - Noon, \$130	4 PDHs
NEW! PDS409-001 – Managing for Construction Site Stormwater Compliance , Fri., November 15, 1:00 p.m. - 5:00 p.m., \$130	4 PDHs
NEW! PDS414-001 – Nuclear Power and Operations Overview Wed., November 20, 8:00 a.m. - Noon, \$130	4 PDHs
NEW! PDS402-001 – Developing Engineer Creativity Fri., December 13, 8:00 a.m. - Noon, \$130	4 PDHs
NEW! PDS403-001 – Design Thinking for Engineers Fri., December 13, 1:00 p.m. - 5:00 p.m., \$130	4 PDHs
NEW! PDS416-001 – Applications in 3D Printing Tues., December 17, 8:00 a.m. - 4:45 p.m., \$250	7.5 PDHs

ONLINE COURSES	CREDIT
NEW! PDS401 – Engineering Ethics Online (Register Anytime!), \$90	2 PDHs
PDS390 – Project Scheduling for Engineers Online (Register Anytime!), \$90	2 PDHs
PDS349 – Basic Cost Accounting for Engineers Online (Register Anytime!), \$90	2 PDHs
PDS348 – Basics of Quality Management for Engineers Online (Register Anytime!), \$90	2 PDHs
PDS342 – Basics of Project Management for Engineers Online (Register Anytime!), \$90	2 PDHs

LEAN SIX SIGMA CERTIFICATIONS	CREDIT
SIG101 – Lean Six Sigma White Belt Certification Online (Register Anytime!), \$125	2 PDHs 2 PDUs
SIG103 – Lean Six Sigma Yellow Belt Certification Online (Register Anytime!), \$250	7 PDHs 7 PDUs
SIG104 – Lean Six Sigma Orange Belt Certification Online (Register Anytime!), \$250	7 PDHs 7 PDUs
SIG105 – Lean Six Sigma Green Belt Certification Online (Register Anytime!), \$1,400	35 PDHs 35 PDUs
SIX104-004 – Lean Six Sigma Black Belt Certification Moving Online! Available Soon!	70 PDHs 70 PDUs
SIX104-004 – Lean Six Sigma Master Black Belt Certification Moving Online! Available Soon!	40 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

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

HRT114-021 – Employee Performance Management**
Thurs., October 10, 8:30 a.m. - 4:30 p.m.

NEW! PDS407-001 – Successfully Resolving Conflicts
Wed., October 23, 8:30 a.m. - 4:45 p.m.

HRT123-017 – Driving Employee Engagement and Retention**
Tues., October 29, 8:30 a.m. - 4:30 p.m.

NEW! PDS411-001 – Hiring for Success
Fri., November 8, 8:30 a.m. - 4:45 p.m.

PDS393-002 – Vibrant Communications
Fri., November 22, 8:30 a.m. - 4:45 p.m.

PDS304-009 – Emotional Intelligence: The Critical Skill for Leadership**
Friday, December 6, 8:30 a.m. - 4:45 p.m.

HRT126-013 – Generational and Cultural Impact to Business**
Tue./Thurs. evenings, December 17 & 19, 6:00 p.m. - 9:30 p.m.

SPRING 2020

HRT114-022 – Employee Performance Management**, Tues./Thurs. evenings, March 24 & 26, 6:00 p.m. - 9:30 p.m.

HRT123-018 – Driving Employee Engagement and Retention**
Tues./Thurs. evenings, March 31 & April 2, 6:00 p.m. - 9:30 p.m.

NEW! PDS408-001 – Developing a High Performance Culture
Wed., April 22, 8:30 a.m. - 4:45 p.m.

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

NEW! PDS406-001 – Mastering the Managerial Role
Wed., May 20, 8:30 a.m. - 4:45 p.m.

PDS304-010 – Emotional Intelligence: The Critical Skill for Leadership**
Tues./Thurs. evenings, June 2 & 4, 6:00 p.m. - 9:30 p.m.

HRT126-014 – Generational and Cultural Impact to Business**
Thurs., June 18, 8:30 a.m. - 4:30 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.



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**

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.

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.

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

- Asset Misappropriation
- Indirect Methods of Reconstructing Income
- Money Laundering
- Check Tampering
- Skimming and Cash Larceny
- North Carolina and Regional Fraud Cases

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

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**.

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

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



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

CERTIFICATES

Business

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

Computer & Information Science

- Business Analysis
- Coding: Full Stack Web Development
- Cybersecurity
- Data Analytics & Visualization

Education

- Culturally Sustaining Teaching

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 PHR®/SPHR®, SHRM-CP/SCP exam prep)
- 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

PROFESSIONAL DEVELOPMENT SERIES
for CPAs, Engineers & Other Business Professionals

MANAGEMENT ESSENTIALS CERTIFICATE

FORENSIC ACCOUNTING CERTIFICATE
Online

**MPA PUBLIC & NONPROFIT
MANAGEMENT ACADEMY**

FALL 2019 - SPRING 2020 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/

UNC Charlotte Center City - 320 E. Ninth St. - Charlotte, NC 28202