Undergraduate and Graduate Programs

Temple University Ambler (TUA) also offers a variety of undergraduate credit courses and degree programs and a master's degree in Landscape Architecture.

For more information call, 267.468.8100

ENHANCE SKILLS

ENRICH LIFE

PURSUE PASSIONS

SPRING 2019

COURSE GUIDE

NON-CREDIT AND CONTINUING EDUCATION

REGISTER ONLINE

NONCREDIT.Temple.EDU/NCE
Certificate in Leadership and Management
Whether you are a supervisor, manager, team or project leader, or you want to enhance your leadership and management abilities, this certificate program will provide you with a variety of skills that enable you to become a better leader and manager. Page 3.

Certificate in Interior Design
If you are considering a career in the interior design industry, or are a homeowner and want to make the best design decisions for your home, this program is where you should begin. This summer one-week intensive is available at the Ambler campus. Pages 12-13.

Certificate in Bookkeeping
Learn the essential skills needed to become a Certified Bookkeeper! This program is designed for those with little or no experience in bookkeeping and prepares students to sit for the American Institute of Professional Bookkeepers (AIPB) exam. Page 7.

The Ambler Arboretum of Temple University
The Ambler Arboretum of Temple University offers educational courses in the areas of horticulture and floral design. Become an Arboretum Associate Member and receive a 20 percent off most non-credit personal enrichment courses! Pages 22 - 24.

Online Training
Learn from the comfort of your home! Anytime; Anywhere...just a click away!

Prepare for employment of some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training course. All materials are included in the course fees. Course formats vary from 6 to 18 months to complete. Some of our most popular courses include:
- AutoCAD 2018 Certified User (Voucher Included)
- Mobile and Desktop Web Developer
- Human Resources Professional
- Leadership in Energy and Environmental Design (LEED)

Visit our website for course details!
trainonline.cc/tua
Welcome to our SPRING Session!

Grow in your career or pursue your passions this summer at Temple University!

The Office of Non-Credit and Continuing Education (ONCE) of Temple University is committed to providing quality, professional and accessible education, lifelong learning and training opportunities at all stages of your career and your life. Non-credit courses are conveniently offered at our Ambler (TUA) and Center City (TUCC) campuses, as well as Online (ONL), during daytime, evening and weekend hours.

Temple University's Office of Non-Credit and Continuing Education offers hundreds of continuing education courses each year that will stimulate, expand and tickle your mind. For a modest fee you can:

• Learn from competent instructors with real-life experience.
• Explore new directions for personal growth and enrichment.
• Refresh skills or learn new ones.

In addition, we offer a variety of online courses and career training programs that can help you reach your educational goals without leaving your home or office!

Visit us online at noncredit.temple.edu/nce where you can browse our current course offerings, register and pay online for non-credit courses. Or, call our office at 267-468-8500. We look forward to seeing you in class soon!

Choose the location that best meets your needs!

We offer non-credit courses at three convenient locations – Ambler, Center City and Online. Look for these campus codes to determine the location of the courses you are interested in:

TUA - Ambler
TUCC - Center City
MAIN - Main
ONL - Online
Whether you are new to project management or are juggling several projects at once, a solid foundation in the fundamentals of project management is essential. This course introduces you to the project management framework currently used in most organizations. Learn how to: develop a project management plan; build structures and timelines; identify stakeholders and manage stakeholder interaction; manage scope and resources; estimate costs; and create a budget.

Instructor: Andrea Sullivan, MA
Leader Strength Systems, Inc.
TUA: Th., Feb. 21
TUCC: Wed., Feb. 27
$225 (6 CEUs) • 9 AM to 4 PM

Project Management Basics II
Prerequisite: Project Management I
Discover valuable tools and techniques for executing the project, monitoring and controlling the project work, controlling quality, managing risks, and, finally, closing the project. A brief review of project management software is also provided.
Instructor: Andrea Sullivan, MA
TUA: Th., Feb. 28
$225 (6 CEUs) • 9 AM to 4 PM

What’s Your Point?: Effective Interpersonal Communication
All too often, our well-intended communications are misinterpreted. This workshop will enhance your ability to respond to and influence others, encourage collaboration, and get results by flexing your communication style. Topics include identifying communication styles, avoiding communication barriers, responding to conflict, and creating communication strategies to achieve results.

Instructor: Theresa Hummel-Krallinger
President, High Five Performance, Inc.
TUA: Wed., Feb. 20
TUCC: Wed., Mar. 6
$225 (6 CEUs) • 9 AM to 4 PM

NEW Project Management Bootcamp
Project management (PM) skills are highly desired by employers in a wide-range of industries and professions. This boot camp uses a people-centric and communication-based approach to project management and provides students with experience in the tools, templates, processes, and skills to plan, implement, and manage a wide-range of projects and project activities. The course begins with a basic understanding of what is a project and a review of the project management process groups and knowledge areas. While working on a project relevant to work or a personal interest, students will become familiar with a wide-range of project templates, including the charter, scope, stakeholder register, and risk register with the goal of becoming a more confident and effective project manager.

Instructor: Nicole M. Westrick • Associate Vice Provost, University College, Temple University
2 Sat., Mar. 2 and 16 • $395 (1.2 CEUs) • 9 AM to 4 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Development

Certificate in Leadership and Management
To earn this certificate, you must complete the five required courses within a two-year period. The required courses are:
• What's Your Point?: Effective Interpersonal Communication
• Discover the Leader in You
• The Results-Oriented Leader
• Motivating: How to Get Extraordinary Results from Ordinary People
• Managing the Tough Spots

CERTIFICATE PROGRAM IN LEADERSHIP AND MANAGEMENT in one semester!
Take the required five courses in the same semester and pay one fee, a more than 15 percent discount off the total cost of enrolling in the courses separately.
$955 (3 CEUs)
TUA and TUCC

Discover the Leader in You
Management is a constantly evolving practice, with skill-sets necessary for success in all career paths. In today's high-speed and high-demand workplace, managers are needed who know how to develop and coach an effective, high-performing staff. Whether you're just beginning your management track or feel your management style could use a facelift, this workshop will provide the necessary exercises and tools to aid you in becoming a confident and results-producing leader. We'll cover topics geared to strengthen your core competencies, identify and hone your leadership style, expand your ability to work with all types of people, and instruct you how to manage across multiple platforms.
Instructor: Andrea Sullivan, MA
TUA: Th., Mar. 28
TUCC: Wed., Apr. 3
$225 (6 CEUs) • 9 AM to 4 PM

Managing the Tough Spots
Even well-oiled machines require occasional troubleshooting and maintenance. Management is no different: there will always be hiccups, obstacles, and unforeseen problems. The skill with which you overcome such issues shape you as a manager and determine your success as a leader. There are fundamental competencies that will aid you greatly in leading your staff and team through a tough spot. Challenges span the gamut from interpersonal disagreements to operational changes, uncooperative bosses, complex negotiations, and the office politics that keep us up at night. Learning how to navigate your way through the many challenges that come with being in management will make you a better leader - and make your time at the office a lot more fun!
Instructor: Andrea Sullivan, MA
TUA: Th., Apr. 11
TUCC: Wed., Apr. 17
$225 (6 CEUs) • 9 AM to 4 PM

The Results-Oriented Leader
The purpose of management is to motivate results. An effective and competent manager will lead his or her team to success, however that success is defined. This workshop provides a framework that empowers you to choose your definition of success and steer your way to desired outcomes. You'll obtain strategies and tools to assist you in setting and achieving goals for your team, overcoming common obstacles, building relationships, collaborating effectively, and setting into motion long-term programs that will assure compliance and continued productivity. The key for a results-oriented leader lies in their vision, effective performance accountability, and relationships with their team and colleagues.
Instructor: Andrea Sullivan, MA
TUA: Wed., Apr. 4
TUCC: Wed., Apr. 10
$225 (6 CEUs) • 9 AM to 4 PM

Motivating: How to Get Extraordinary Results from Ordinary People
Are you frustrated in your attempts to get others to take the initiative, meet challenging deadlines, or go the extra mile? Don't throw up your hands in defeat! Develop the skills you need to get the best from people. Learn to recognize and understand others' needs and behaviors and use what you've learned to inspire exceptional performance. We'll also discuss what causes demotivation and how to reverse it, techniques for creating an environment that nurtures initiative-taking, and ways to keep motivation high.
Instructor: Theresa Hummel-Krallinger
TUA: Wed., Apr. 17
TUCC: Wed., Mar. 27
$225 (6 CEUs) • 9 AM to 4 PM

Certificate in Customer Service
Good customer service is essential for all businesses and organizations. With the increase of technology, human interaction with customers becomes all the more important. This certificate is designed to improve your customer service skills, enhance your career skill set, and improve your overall productivity. The three required courses to earn the Certificate in Customer Service are:
• When the Customer is Wrong
• Applying Emotional Intelligence
• Providing Great Customer Service through Social Media


Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
CERTIFICATE PROGRAM
IN CUSTOMER SERVICE in one semester!
Take the following three courses in the same semester and pay one fee, a more than 15 percent discount off the total cost of enrolling in the courses separately.
$579 (1.6 CEUs)
TUA

When the Customer is Wrong
It is easy to deliver good customer service with enthusiasm and a smile. But what happens when the customer has created the problem they are complaining about? How do you handle a customer’s unreasonable expectation? Or a customer who won’t take “no” for an answer? This workshop is full of practical techniques to handle the trickiest customer situations with respect and professionalism.
Instructor: Kim Neubauer, MS Training Consultant
TUA: Fri., Mar. 22
$245 (.6 CEUs) • 9 AM to 4 PM

Applying Emotional Intelligence
Emotional Intelligence is one of the most important skillsets for success in the workplace. It’s becoming increasingly recognized as an indicator of outstanding performance, and a core competency for strong leadership – and the good news is that it’s a skillset that we can all keep improving on. In this discussion-based class, you’ll be introduced to the four core domains of Emotional Intelligence. You’ll practice self-assessment and self-management techniques, as well as strategies focused on fostering empathy and communicating with others in an emotionally intelligent way. By the end of the class, you’ll create a personal action plan for continuing your Emotional Intelligence journey.
Instructor: Vanessa Williams, Instructional Designer and Trainer, Temple University
TUA: Fri., Mar. 15
TUCC: Fri., Mar. 22
$195 (.4 CEUs) • 9 AM to 1 PM

Providing Great Customer Service through Social Media
Providing great customer service is a key goal of any successful business. Today, social media sites are increasingly becoming valid and important channels through which consumers solicit and receive customer service. Discover how to provide easy channels for customer service and feedback, where to look for feedback you might miss, and how to create a positive brand building opportunity out of customer questions and feedback. We will focus on Twitter, Facebook and LinkedIn, and also review Google, Yahoo and other sites that collect feedback on companies.
Instructor: Theresa Hummel-Krallinger
TUA: Fri., Apr. 5
$245 (.6 CEUs) • 9 AM to 4 PM

Customized Training for Your Employees
Temple University’s Office of Off-Campus Programs and Training can deliver custom education programs to help you meet your organizational goals. Any of the courses listed in this catalog can be offered on-site at your facility or we can provide training space at our campuses in Ambler and Center City. Our programs are designed to meet your needs, on your schedule and within your budget.

Our programs focus on intensive skills development or topic-specific programs designed to address your specific needs and business objectives. Each engagement begins with a needs assessment to understand your organization and we work as partners to develop an effective solution for your organizational challenge.

We can deliver a wide-range of learning solutions but here are some of our most requested programs:

• Business and Technical Writing
• Emotional Intelligence
• Presentation and Communication Skills
• Data Visualization
• Computer Training
• Communication Skills for Professional Women
• Microsoft Office – Excel, Word, PowerPoint
• Conflict Management
• Customer Service
• Project Management
• Leadership and Motivating Teams

We work with our corporate training clients to deliver the right solution within your budget and timeline. Get started with your free needs assessment by emailing us at customtraining@temple.edu or by calling Vanessa Williams at 215-204-5018.
Certificate in Professional Communications

Managers, supervisors and executives know that communication is a mission-critical skill in the ever-changing business environment. Strong communicators are in high demand for their enhanced skills in business writing, speaking and listening; strategic communications; conflict management; creative problem solving; and much more. This certificate is designed to equip you with the essential communication skills that employers are seeking.

The five required courses to earn the Certificate in Professional Communications are:

- What's Your Point? Effective Interpersonal Communication
- Applying Emotional Intelligence
- Tools and Techniques for Positive Conflict Resolution
- Effective Business Writing
- Speaking with Confidence

CERTIFICATE PROGRAM IN PROFESSIONAL COMMUNICATIONS in one semester!

Take the following five courses in the same semester and pay one fee, a more than 15 percent discount off the total cost of enrolling in the courses separately.

$925 (2.8 CEUs)
TUA and TUCC

What's Your Point? Effective Interpersonal Communication
See page 2 for description, locations and dates.

Applying Emotional Intelligence
See page 4 for description, locations and dates.

Tools and Techniques for Positive Conflict Resolution
Conflict in the workplace can be incredibly destructive to good teamwork. Managed in the wrong way, legitimate differences between people can quickly spiral out of control, resulting in situations where cooperation breaks down and the team’s mission is threatened. To calm these situations, it helps to take a positive approach to conflict resolution. Discover tools and techniques for effectively managing conflict. This workshop will provide time for self-assessment and the tools needed to build a healthy, positive approach to conflict resolution.

Instructor: Theresa Hummel-Krallinger
TUA: Thurs., Apr. 25
TUCC: Thur., Apr. 11
$225 (.6 CEUs) • 9 AM to 4 PM

Effective Business Writing
Regardless of your level of work, if you communicate with others in writing, discover ways to write more quickly, clearly and concisely. Learn practical techniques for producing professional business documents. During this course, you’ll learn how to write openings that focus on your purpose; make ideas flow smoothly and logically; choose an appropriately professional and friendly tone; and much more.

Instructor: Cathy J. Toner, JD
Director of Communications & Marketing, School of Business, Villanova University
TUA: Fri., Mar. 1
TUCC: Fri., Mar. 29
$225 • 9 AM to 4 PM

Speaking with Confidence
Become more confident in speaking situations. Acquire techniques to overcome nervousness and promote relaxation. Learn the skills of effective speaking. Develop techniques that allow you to concentrate on your message and your audience. Learn to be animated, easily understood, natural and poised, and practice speaking in a relaxed, supportive environment.

Instructor: Lynne L. Jacobus, MA
Jacobus Associates
TUA: Fri., Apr. 12
TUCC: Wed., Mar. 20
$225 (.6 CEUs) • 9 AM to 4 PM

Certificate in Administrative Office Specialist

Expand your knowledge with office-related functions, interactions and record keeping. Participants will apply skills to effectively manage an office environment; use appropriate technology to accurately and efficiently prepare business documents; and express ideas and information clearly and professionally in written and spoken form.

The five required courses to earn the Certificate in Administrative Office Specialist are:

- Effective Business Writing
- MS Word 2016: Level I
- MS Excel 2016: Level I
- Office Organization: Systems for Clarity and Control
- Speaking with Confidence

Effective Business Writing
See Column to the left for description, locations and dates.

MS Word 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Discover how to create professional looking documents using MS Word. Learn how to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Instructor: David Grauel
TUA: Mon., Feb. 11
TUCC: Fri., Feb. 22
$225 (.6 CEUs) • 9 AM to 4 PM
MS Excel 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Updating data in an Excel® worksheet is fast and easy. Learn to create spreadsheets and workbooks that you can use to store, manipulate, and share your data. Storing your data in Excel® also enables you to run reports on the data, perform calculations and much more. 
Instructor: David Grauel
TUA: Mon., Feb. 25
Instructor: Jameson Moore
TUCC: Fri., Mar. 1
$225 (.6 CEUs) • 9 AM to 4 PM

Office Organization: Systems for Clarity and Control
The work of an administrative specialist requires a very fine balancing act: keeping not only yourself, but also your boss and others around you, organized and on track. Learn basic skills needed to set up systems that work for you. Discover how to: set up your work space to work for you; coordinate the flow of paperwork and projects around the office; efficiently manage email; create a filing system you actually use; track and organize events and projects; manage your time (and often your boss’s); create administrative procedures as needed; manage multiple responsibilities, projects, and bosses; and use problem-solving tools to troubleshoot challenges that arise.
Instructor: Andrea Sullivan, MA
TUA: Th., Mar. 21
TUCC: Wed., Mar. 27
$225 (.6 CEUs) • 9 AM to 4 PM

Speaking with Confidence
See page 5 for description, locations and dates.

Introduction to Grant Writing and Administration
Take charge of how agencies and companies invest in the future through programs and projects like yours. Learn to write competitive proposals for nonprofits, community development, academia, healthcare, the arts and corporate social responsibility. That will attract the right grants from the right agencies and organizations. Discover the recognized tools and methods to show your project’s readiness and gain the advantage in applications, letters of intent and proposals to get the grant you need.
Instructor: Michael Mastroianni, PMP
Strategic Communications, Temple University
TUCC: 3 Tues., Feb. 12 to 26
$195 (.9 CEUs) • 6 to 9 PM

NEW
Make Your Voice Heard: Communication Skills for Women
Making your voice heard in a professional setting is a challenge faced by many women. It can be difficult to remain assertive and confident, and to handle conflict confidently and successfully, in the face of persistent gender stereotypes and differing communication styles. This workshop explores practical tools and strategies that will enable participants to enhance their abilities to respond to and influence other people. Through hands-on demonstrations and activities, we will focus on what it means to communicate assertively, how to handle escalated conversations, and how to maintain resilience. We’ll also create personalized communication policies with specific action points that participants can implement in their day-to-day professional practice.
Instructor: Vanessa Williams
Instructional Designer and Trainer, Temple University
TUCC: Sat., Apr. 6
$99 (.3 CEUs) • 9 AM to 12 PM

Accounting Fundamentals Series (online)
Demand for accounting professionals currently exceeds supply. This program will help to increase your financial awareness while you gain marketable skills. The Accounting Fundamentals Series consists of two online courses: Accounting Fundamentals and Accounting Fundamentals II. Register for the series and pay a discounted fee.
$199 • Register online at: ed2go.com/tua

Accounting Fundamentals (online)
Learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. Receive hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.
$119 • Register online at: ed2go.com/tua
Session Start Dates: Jan. 16; Feb. 13; Mar. 13

Accounting Fundamentals II (online)
This course will build on the knowledge you gained in Accounting Fundamentals to provide you with a solid understanding of corporate accounting practices. You’ll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.
$119 • Register online at: ed2go.com/tua
Session Start Dates: Feb. 13; Mar. 13; Apr. 17

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
**BOOKKEEPING**

**Certificate in Bookkeeping**

This certificate is designed for those with little or no experience in bookkeeping, teaches basic bookkeeping skills and prepares students to sit for the American Institute of Professional Bookkeepers (AIPB) exam.

**CERTIFICATE PROGRAM IN BOOKKEEPING**

Register for the following four courses at the same time and pay one fee, a more than 20 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply.

$1599 (6.8 CEUs) • TUA

**NEW Essentials of Bookkeeping**

Start the process to become a certified bookkeeper or just learn the basic principles of accounting. Topics to be covered include the principles of the accounting cycle for service businesses, general journals and ledgers, adjusting entries and the worksheet, closing entries and post-closing trial balance. You will also learn payroll concepts, including employee earnings and deductions, as well as employer taxes, payments, and reports.

**Instructor:** Patricia Musicaro  
Owner, Patricia Musicaro Business Services  
TUA: 10 Wed., Jan. 23 to Apr. 3, 2019  
(no class Mar. 6)  
6 to 9 PM • $799, plus cost of books

**Advanced Bookkeeping**

Building upon previously learned concepts, expand your skills and abilities to the level of a full-charge bookkeeper. Concepts covered will pertain to merchandising businesses, such as adjusting entries for supplies and the periodic inventory system. Other processes to be explored include classified financial statements, closing and reversing entries, ending inventory and inventory valuation and property, plant and equipment, and all methods of depreciation.

**Instructor:** Patricia Musicaro  
TUA: 10 Wed., Apr. 17 to June 19  
6 to 9 PM • $799

**NEW QuickBooks Pro Introduction**

Get started with using QuickBooks, the most popular accounting software used today! Topics include: creating and customizing a new company, income and expense accounts, creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks and reconciling accounts.

**Instructor:** Richard Edwards  
Richard Edwards & Assoc., LTD  
TUA: 2 Sat., Apr. 27 and May 4  
9 AM to 12 PM • $225

**NEW QuickBooks Pro Advanced**

Continue your QuickBooks skills and learn to manage your business more effectively with the advanced features and tools of this diverse program. Topics include: payroll; customer and vendor credits; reimbursing or charging time, material and expenses; purchase orders; working with merged information; handling returns and bounced checks; and using the register.

**Instructor:** Richard Edwards & Assoc., LTD  
TUA: 2 Sat., June 1 and 8  
9 AM to 12 PM • $225

**COMPUTER APPLICATIONS**

**Word 2016: Level I**

Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System

This course will help you move smoothly through the task of creating professional looking documents. Learn how to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

**Instructor:** David Grauel  
TUA: Mon., Feb. 11  
$225 • 9 AM to 4 PM

**Excel® 2016: Level I**

Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System

Updating data in an Excel® worksheet is fast and easy. Learn to create spreadsheets and workbooks that you can use to store, manipulate, and share your data. Storing your data in Excel® also enables you to run reports on the data, perform calculations, print your work to share with others, and much more.

**Instructor:** David Grauel  
TUA: Mon., Feb. 25  
$225 • 9 AM to 4 PM  
TUA: M/W, Mar. 11 and 13  
$225 • 6 to 9 PM  
TUCC: Fri., Mar. 1  
$225 • 9 AM to 4 PM

**PROFESSIONAL MEETING PLANNING**

**Certificate in Professional Meeting Planning**

The key to a successful event is knowledgeable and sophisticated planning that fulfills the clients’ expectations. This program provides 38 hours of seminar-style instruction taught by meeting professionals. The program is endorsed by the Philadelphia Area Chapter of Meeting Professionals International (PAMPI). The next session of the Professional Meeting Planning Certificate Program will be offered in Fall 2019. For more information, contact us at ncregistrar@temple.edu or 267-468-8500.
**Professional Development**

**MS Excel 2016: Data Analysis and Pivot Tables**  
Prerequisites: MS Excel 2016: Level I and II, or equivalent knowledge  
Advances in technology have made it possible to store ever-increasing amounts of data. Thus, the need to analyze data and gain actionable insight is greater than ever. Learn how to harness the power of advanced Pivot Table features and creative Pivot Charts to help you gain a competitive edge. You will not only be able to summarize data for analysis, but you will also be able to organize data in a way that can be meaningfully presented to others.  
**Instructor:** Hope Lindauer  
**TUA:** Th., Mar. 28  
**$125 (.3 CEUs) • 9 AM to 12 PM**

**MS Excel 2016: Dashboards**  
Prerequisites: MS Excel 2016: Level I and II, or equivalent knowledge  
The ability to get the right information to the right people at the right time can create a powerful competitive advantage. You know how to get MS Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read. Now, gain a competitive edge, by learning how to extract actionable organizational intelligence from your raw data, and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. Discover how to build advanced workbooks and worksheets that you can use to create dashboards. The ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organization that is able to compete at a high level.  
**Instructor:** Hope Lindauer  
**TUA:** Th., Apr. 11  
**$225 (.6 CEUs) • 9 AM to 4 PM**

**Certificate in Digital Publishing – in one semester!**  
Take the following four courses in the same semester and pay one fee, a more than 20 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.  
**$785 (2.4 CEUs)**

**Adobe Illustrator CC: Level I**  
Illustrator is a comprehensive vector graphics program capable of creating complex and attractive illustrations and type effects. Learn to use digital drawing, tracing and painting tools and techniques to create unique illustrations, full color designs, logo and text designs for print and the web.  
**Instructor:** Hope Lindauer  
**TUA:** Th., Feb. 21  
**$245 • 9 AM to 4 PM**

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**Advanced Excel**  
**Instructor:** Michael Lindauer  
**TUA:** Mon., Mar. 18  
**$225 (.6 CEUs) • 9 AM to 4 PM**

**Excel® 2016: Level III**  
Prerequisites: Excel® 2016: Level II  
Learn about some of the more advanced features of Excel®, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel® data in other applications.  
**Instructor:** Michael Lindauer  
**TUA:** Fri., Mar. 29  
**$225 (.6 CEUs) • 9 AM to 4 PM**

**PowerPoint® 2016: Level I**  
Prerequisites: familiarity with personal computers, keyboard and mouse, and Windows Operating System  
In this course, you will learn to use the vast array of features and functionality available in PowerPoint® and gain the ability to organize your content, enhance it with high-impact visuals, and to organize your content, enhance it with high-impact visuals, and deliver it with a punch. Begin creating engaging, dynamic multimedia presentations.  
**Instructor:** David Grauel  
**TUA:** Mon., Mar. 18  
**$225 (.6 CEUs) • 9 AM to 4 PM**

**NEW QuickBooks Pro Introduction**  
Discover how to use today’s most popular accounting software. Topics include: creating and customizing a new company, income and expense accounts, creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks and reconciling accounts.  
**Instructor:** Richard Edwards  
**TUA:** 2 Sat., Apr. 27 and May 4  
**$225 (.6 CEUs) • 9 AM to 12 Noon**

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**Professional Development**

**Excel® 2016: Level II**  
Prerequisite: Excel® 2016: Level I  
Learn how to create advanced formulas and organize your data into tables. Discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.  
**Instructors:** Michael Lindauer  
**TUA:** Fri., Mar. 15  
**$225 (.6 CEUs) • 9 AM to 4 PM**

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**Professional Development**

**NEW Adobe Suite Training Program**  
Lindauer Learning Systems offers a wide variety of courses in Adobe Creative Suite applications.  
**Prerequisites:** See individual course descriptions for prerequisites.  
**Certification:** Individuals who successfully complete the program will receive a Lindauer Learning Systems Certificate of Achievement.  
**Certificate:** Lindauer Learning Systems offers an Adobe Certified Expert (ACE) certification for those who successfully complete the program.  
**Prerequisites:** See individual course descriptions for prerequisites.  
**Certification:** Individuals who successfully complete the program will receive an ACE certification.  
**Tuition:** Tuition varies depending on the course.  
**Contact:** For more information, please contact Lindauer Learning Systems at 267-468-8500 or visit their website at noncredit.temple.edu/nce.

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**Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.**
Certificate in Digital Advertising - taught entirely online!

As technology advances, digital expertise is increasingly valuable. The Certificate in Digital Advertising will provide you with the opportunity to expand your digital skill set, build your career, and enhance your personal brand. Offered in partnership with Temple University’s Klein College of Media and Communication, this online certificate program is taught by well-respected professors with real-world experience. The four required courses to earn the Certificate in Digital Advertising are:

- Web Design and Development
- Search Engine Optimization
- Social Media Marketing
- Digital Analytics and Reporting

Each course is taught online during a five-week period. Students learn independently at their own pace through pre-recorded video/audio lectures and reading materials that are provided in advance. Students and instructors will meet synchronously online for one hour per week at a specified time through WebEx. A computer with a camera, a headphone, and a high-speed internet connection to join the sessions are required. Take any of these courses individually, or all four courses to earn the Certificate in Digital Advertising.

**Web Design and Development**
Learn how to design a beautiful and functional website using HTML and CSS. Additionally, the course provides concepts such as typography, imagery, grid layouts, and color theories. Students do not need to have a previous technical background with HTML or CSS prior to taking this course.

Instructor: Joseph Curcio
Technical Project Manager, Children’s Hospital of Philadelphia
Course Dates: Jan. 2 to Feb. 1
Synchronous Sessions: Thursdays, 7 to 8 PM • $495

**Intro to Social Media Marketing**
Social media has become an important part of a company’s marketing plan and identity. You will learn the strategy around developing and deploying social media marketing for a business, and how to convert fans to customers and measure success. Topics include social etiquette, organization and operation of social media strategies, and the historical lead-up to this new industry.

Instructor: Geoffrey Klein
President & CEO, nine dots
Course Dates: Feb. 4 to Mar. 15
Synchronous Sessions: Thursdays, 7 to 8 PM (no session March 7) • $495

**Digital Analytics and Reporting**
How do traditional, internet and mobile advertising differ in their ability to track and analyze responses? What key measurement metrics are used by each form of media? What analytic tools are used? What is the impact of social media and electronic word-of-mouth marketing, and how can these be measured? Students will learn key digital measurement terms and methods of analysis.

Instructor: Michael Fibison, PhD
VP Sales, North Jersey Media Group, USA Today Network
Course Dates: Mar. 18 to Apr. 19
Synchronous Sessions: Thursdays, 7 to 8 PM • $495

**Search Engine Optimization**
Search Engine Marketing has become a fundamental part of the marketing mix. 80% of people go to Google first when searching for information online, which gives companies the opportunity to be present in the search engine results. You will gain an understanding of the fundamentals of search, the strategy behind it, and how you can integrate it into your marketing efforts.

Instructor: Staff
Course Dates: Apr. 22 to May 24
Synchronous Sessions: Mondays, 7 to 8 PM • $495

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**Adobe Photoshop CC: Level I**
Discover the application’s basic tools for making selections, cropping images, painting, drawing, erasing, creating shapes, making basic adjustments to image quality and much more. Learn about Photoshop’s many palettes, how palettes are used, how to resize and reposition them, and how to save a workspace arrangement.

Instructor: Hope Lindauer
TUA: Th., Feb. 28
$245 • 9 AM to 4 PM

**Adobe InDesign CC: Level I**
Learn InDesign, the powerful page layout program that has taken the graphics world by storm. Work with tools and features to create eye-catching page layout designs for printing or converting into PDF documents. Use to create ads, brochures, and other marketing materials.

Instructor: Hope Lindauer
TUA: Th., Mar. 14
$245 • 9 AM to 4 PM

**Adobe InDesign CC: Level II**
Learn to master more advanced options to produce professional typography and layout. Learn about image and object techniques such as transparency effects and object styles to enhance the visual impact of your design. Also learn about managing long documents and developing complex paths.

Instructor: Hope Lindauer
TUA: Th., Mar. 21
$245 • 9 AM to 4 PM
DATABASE MANAGEMENT

CERTIFICATE IN DATABASE MANAGEMENT

Learn how to manage databases with Microsoft Access®. This will allow you to work effectively with your data while eliminating confusion that can lead to lost time and lost data. The required three courses are:

• Access® 2016: Level I
• Access® 2016: Level II
• Access® 2016: Level III

CERTIFICATE IN DATABASE MANAGEMENT – in one semester!

Take the following three courses in the same semester and pay one fee, a more than 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.

$565 (1.8 CEUs) TUA and TUCC

Access® 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Most job roles today involve some form of data management. Access® can help you collect and manage large amounts of data, either as a personal data management tool or to develop applications for an entire department or organization. Learn to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.
Instructor: Michael Lindauer
TUA: Fri., Mar. 8
Instructor: Jameson Moore
TUCC: Fri., Mar. 15
$225 (.6 CEUs) • 9 AM to 4 PM

Access® 2016: Level II
Prerequisite: Access® 2016: Level I
Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports.
Instructor: Michael Lindauer
TUA: Fri., Mar. 22
Instructor: Jameson Moore
TUCC: Fri., Mar. 29
$225 (.6 CEUs) • 9 AM to 4 PM

Access® 2016: Level III
Prerequisite: Access® 2016: Level II
Learn advanced Access® features such as, database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.
Instructor: Michael Lindauer
TUA: Fri., Apr. 5
Instructor: Jameson Moore
TUCC: Fri., Apr. 12
$225 (.6 CEUs) • 9 AM to 4 PM

WEBSITE DESIGN

Certificate in Web Site Design

Learn to build a web site from the ground up with HTML and WordPress, make your site visually engaging with Dreamweaver®, and manipulate photos and images using Photoshop®. This certificate program will assist you in getting ready to create your first site or land your first job as a web designer. The next session of the Web Site Design Certificate Program will be offered in Fall 2019. For more information, contact us at ncregistrar@temple.edu or 267-468-8500.

Instructor: George Milite
Professional writer and editor

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.

EDITING AND WRITING FOR BUSINESS

Certificate in Editing

This program is designed to develop competency in proofreading and editing. Enhance your skills for your current position or explore the field of editing as a possible career choice. The required three courses are:

• Proofread like a Pro
• Fundamentals of Editing
• Master Editing Workshop

CERTIFICATE IN EDITING – in one semester!

Take the following three courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.

$575 (1.8 CEUs) TUA and TUCC

Proofread Like a Pro
Proofreading is more than catching spelling errors. This course will teach you the basics of what makes a good proofreader and help you develop your skills. Learn what the standard proofreading marks mean and how professionals use them. Discover the difference between proofreading and editing. Through a series of exercises, you’ll get hands-on practice spotting common errors and catching some uncommon ones. Also get advice on how to pursue a career that uses your new skills.
Instructor: George Milite
Professional writer and editor

Fundamentals of Editing
The best writers will always admit that what really makes their prose stand out is good editing. Find out what it takes to become a topnotch editor. Learn about copyediting and substantive editing, and how to edit a piece of writing without losing the author’s voice. Topics

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
include eliminating jargon and fixing awkward sentences, the difference between editing standard and colloquial writing, and working with authors. In-class exercises will show you how to put your skills to work. Receive useful reference tools for editors, and pointers and resources for those seeking a career in editing.

Instructor: George Milite
TUA: Fri., Mar. 15
TUCC: Fri., Mar. 22
$225 (.6 CEUs) • 9 AM to 4 PM

Master Editing Workshop
Prerequisite: Fundamentals of Editing, or two years of editorial experience

Give your skills a workout in this hands-on workshop that offers real-world writing samples in need of an editor’s careful eye. Clean up garbled prose, soften stilted sentences, and give life to listless headlines. A series of role-plays will let you practice working with authors and other editors.

Instructor: George Milite
TUA: Fri., Mar. 29
TUCC: Fri., Apr. 5
$225 (.6 CEUs) • 9 AM to 4 PM

Effective Business Writing
Regardless of your level of work, if you communicate with others in writing, discover ways to write more quickly, clearly and concisely. Learn practical techniques for producing professional business document. During this course, you’ll learn how to write openings that focus on your purpose; make ideas flow smoothly and logically; choose an appropriately professional and friendly tone; and much more.

Instructor: Cathy J. Toner, JD
TUA: Fri., Mar. 1
TUCC: Fri., Mar. 29
$225 • 9 AM to 4 PM

Introduction to Grant Writing and Administration
Take charge of how agencies and companies invest in the future through programs and projects like yours. Learn to write competitive proposals for nonprofits, community development, academia, healthcare, the arts and corporate social responsibility that will attract the right grants from the right agencies and organizations. Discover the recognized tools and methods to show your project’s readiness and gain the advantage in applications, letters of intent and proposals to get the grant you need.

Instructor: Michael Mastroianni, PMP
Strategic Communications, Temple University
TUCC: 3 Tues., Feb. 12 to 26
$195 • 6 to 9 PM

Wedding Planning and Consulting

Do you love the romance of weddings? Are you detailed oriented and dream of owning your own business? Do you relish creating cherished memories for others? Consider a career as a professional wedding consultant. This non-credit certificate program is for those who want to develop wedding planning skills. Participants will become familiar with how to begin a wedding consulting career and how to plan the perfect wedding and reception that meet the needs of your clients. Experts will provide case examples, lectures and opportunities for discussion. The required five courses are:

• Wedding Planning and Consulting: Part I
• Wedding Planning and Consulting: Part II
• The Business Side of Wedding Planning and Consulting
• Tents and Outdoor Weddings
• The Essentials of Catering

Certificate in Wedding Planning and Consulting

Wedding Planning and Consulting: Part I
This class introduces students to wedding planning as a career. Learn how to plan the perfect wedding that meets the needs of your clients. Topics include how to organize a wedding day so it flows properly; prepare a wedding budget with your clients; choose outstanding ceremony and reception venues that fit the client’s budget and style; plan a reception; dress tables appropriately and beautifully. You’ll also learn how to lay out a floor plan; the latest in food trends and renting basic equipment; negotiating contracts with clients and vendors; and transportation for the wedding party.

Instructor: Randi Martin
Chief Event Planner, Trilogy Event Design
2 Wed., Jan. 30 and Feb. 6
6:30 to 9:30 PM
and 1 Sat., Feb. 2
9 AM to 1 PM
$255 (1 CEU) • TUA

Wedding Planning and Consulting: Part II
Continue to discover more about wedding planning as a career. In this course, you will learn: the traditions of different religious wedding ceremonies; how to help your client select music for the ceremony; how to plan a reception, including staging an outdoor wedding; how to choose flowers, décor, props and linens to create the right atmosphere; discover the hottest trends in wedding photos and videos; and what you should know when working with a catering manager. Also, learn how to predict obstacles and plan ahead to overcome them. Finally, investigate opportunities for “add ons” such as selling invitations, printed items and more.

Instructor: Randi Martin
2 Wed., Feb. 20 and 27
6:30 to 9:30 PM
and 1 Sat., Feb. 23
9 AM to 1 PM
$255 (1 CEU) • TUA
The Business Side of Wedding Planning and Consulting

Discover how to run a successful wedding planning and consulting business and what you should consider if you are thinking about starting your own business. Learn how to begin a wedding consulting career; the "what" and "why" of a business plan; creating the company name, logo, stationery, promotional pieces and business cards; how to market your business via networking, referrals and social media; the importance of sales, ads in print media and a web site; how to keep clear and accurate accounting records; the importance of legal resources; how to price your services; whether or not you should set up an office, where to meet clients, and what that meeting looks like; how to get your first and future clients; and issues involved with providing internships, mentoring and finding assistants to help.

Instructor: Lynda Barness
Owner, I DO Wedding Consulting

2 Wed., Mar. 13 and 20
6:30 to 9:30 PM
and 1 Sat., Mar. 16
9 AM to 1 PM
$255 (1 CEU) • TUA

Tents and Outdoor Weddings

Outdoor and tented weddings are increasing in popularity. Learn how to avoid the potential disasters of this tricky venue. This highly visual session will address: weather, ground water, restrooms, space requirements, kitchens, insects, medical, electric requirements, climate control, and many other components of event support we take for granted at preexisting buildings and halls. The basics of tent selection and related issues will also be discussed.

Instructor: Lynda Barness
Owner, I DO Wedding Consulting

TUA: Wed., Mar. 27
$85 (1 CEU) • 6:30 to 9:30 PM

The Essentials of Catering

Did you know that catering is 50 percent of an event's budget? Join us as we explore the food and catering aspects of planning an event. We'll cover food terminology, how to read a catering menu, pricing, menu development, beverages and quantities. Also, learn about rental equipment needed to service the event and caterer's needs, a catering timeline for the reception and how to be most effective when working with the catering manager.

Instructor: Randi Martin
TUA: Wed., Apr. 3
$85 (1 CEU) • 6:30 to 9:30 PM

WEDDING PLANNING AND CONSULTING ELECTIVES

NEW

Modern Wedding Etiquette

Methods of communication have changed since your mother's wedding. When is it okay to break tradition and when is it not? This course will guide you through modern wedding etiquette from engagements to honeymoons. We will discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course is ideal for aspiring wedding planners and people planning their own weddings.

Instructor: Randi Martin
TUA: Mon., Apr. 15
$85 (.3 CEUs) • 6:30 to 9:30 PM

NEW

Financing Your Wedding

Between the rings, the reception and the dresses, weddings can be expensive. In today's society, a wedding can cost as much as a year's salary. If you're going to spend that much money, you need to have a plan. This workshop is designed to help couples sort through all of the details of financing their wedding. We'll create a wedding budget and learn how to stick to it. We'll also identify ways to set aside enough money to fund the big day, as well as cost saving tips and tricks. Big, small, do-it-yourself or professionally organized, this course is must for anyone planning a wedding.

Instructor: Ellen Russell
Tax Preparer and PQAS certified instructor

TUA: 3 Thurs., Feb. 28 to Mar. 21
(no class Mar. 7)
$75 • 6:30 to 8:30 PM

INTERIOR DESIGN

Certificate in Interior Design

The fascination with the design and decoration of the American home continues today as strongly as ever. This certificate program is for homeowners who want to make the best design decisions for their interiors, those contemplating entry into the interior design industry, and current designers who wish to brush up on their skills. The required five courses are:

• Fundamentals of Design and Layout
• The Effective Use of Color
• Fabrics and Materials
• Furniture
• Lighting and Accessories

CERTIFICATE IN INTERIOR DESIGN – in one semester!

Take the following five courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.

$825 • TUA

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$825 • TUA
**Fundamentals of Design and Layout**
Find out how to create beautiful interiors by learning the ways a professional interior designer puts a room together. Learn to create your own professional looking floor plans using properly scaled furnishings and furniture placement to control the flow of the room and make it function well. Also, learn how to understand space planning.

**Instructor:** Kristine Robinson
**Robinson Interiors at Sycamore Cottage**
www.kristine.robinson.org
**TUA:** T/Th., Feb. 19, 21, 26 and 28
$255 (.8 CEUs) • 6:30 to 8:30 PM

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**The Effective Use of Color**
Learn the elements of color in order to coordinate and match components. Find out the techniques for achieving desired effects and how to avoid errors. Learn the purposes, specific uses and techniques of faux finishes on walls and furniture.

**Instructor:** Kristine Robinson
**TUA:** T/Th., Mar. 12, 14 and 19
$195 (.6 CEUs) • 6:30 to 8:30 PM

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**Fabrics and Materials**
Learn how to coordinate fabrics by scale, color and pattern, and how to select fabrics for various uses. Study the strengths and weaknesses of different fabric weaves and floor coverings. The Saturday class will meet at an off-site location. Students must provide their own transportation.

**Instructor:** Kristine Robinson
**TUA:** T/Th, Apr. 2, 4 and 9
$195 (.6 CEUs) • 6:30 to 8:30 PM

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**Furniture**
Learn to identify and describe the major periods of furniture styles and design. Study the basics of antique furniture and quality furniture construction in both case goods and upholstery.

**Instructor:** Kristine Robinson
**TUA:** T/Th, Apr. 11 and 16
$135 (.4 CEUs) • 6:30 to 8:30 PM

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**Lighting and Accessories**
Learn how to accessorize rooms and create workable vignettes. We will also discuss using lighting effectively as a decorative and functional part of the room.

**Instructor:** Kristine Robinson
**TUA:** T/Th, Apr. 23 and 25
$125 (.4 CEUs) • 6:30 to 8:30 PM

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**REAL ESTATE INSTITUTE AT TEMPLE UNIVERSITY CENTER CITY**

Located in the heart of Center City, the Real Estate Institute (REI) at Temple University is the largest program for professional real estate education in the tri-state region. REI is known and respected for its wide-ranging course selection, which includes classes for professional real estate salespeople, brokers, appraisers and property managers, as well as for people simply interested in expanding their knowledge about the real estate market. Whether it’s buying or selling a home, learning more about property management, investment, law, development or finance, REI offers something for everyone.

For more information or to register for REI courses, please visit REI online at www.noncredit.temple.edu/rei, or call 215-204-1539.
The Business of Architecture Certificate Program

Whether you are looking to move up in your firm, start a new practice or just become more knowledgeable about the business of architecture, this program is for you. Designed to fit your busy schedule, it is focused on business and management skills that are specifically tailored for design and construction practices. Held on Saturdays at Temple Center City Campus with fall and spring sessions, the Business of Architecture Certificate Program offers a clear path to take in advancing your career.

5 course series available in the Fall or Spring
Saturdays, 9:30 AM – 12:30 PM
Spring 2019: January 26, February 2, 9, 16 and 23
Online Schedule Coming Soon!
Tuition: $495

Project Management for Architects
Discover valuable tools and techniques for executing, monitoring and controlling projects, to better control quality, manage risks, and close the project.

Collaborative Communication and Leadership
Enhance your ability to respond to and influence others, encourage collaboration, and get results by flexing your communication style.

Managing the Firm
Build management competencies to aid you in leading your team through tough circumstances, complex interpersonal work relationships and difficult client issues.

Accounting for Architects
Increase your ability to engage the “language of business” to better understand accounts and accounting principles.

Intellectual Property and Digital Design
Understand the issues of intellectual property that impact digital design and project delivery.

For more details and registration information visit us at noncredit.temple.edu/architecture or call 215–204–1539.

FINANCIAL PLANNING

Certificate in Financial Planning (CFP)

Temple University in partnership with Kaplan Schweser, the leading provider of financial planning and education materials, offers the Certificate in Financial Planning (CFP) Certificate Program. This program meets the challenges faced by today’s financial planning professionals in the brokerage, insurance, accounting, banking and related fields. The program fulfills the educational component, one of four requirements of the CFP® certification, established by the Certified Financial Planner Board of Standards Inc. The next scheduled CFP program will begin in the Fall 2019 semester (September 2019). Please call the Office of Non–Credit and Continuing Education (ONCE) at 267–468–8500 or email us ncregistrar@temple.edu to receive a copy of the schedule when it is available.
Online Learning
anytime, anywhere...just a click away!

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Some of our most popular programs include:

- Freight Broker / Agent Training
  Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

- Human Resources Professional
  Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

- Certified Bookkeeper
  The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

- Non-Profit Management
  Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

- Purchasing Supply Chain and Management
  Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

- CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)
  CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

- Cisco® CCNA® Certification Training (Voucher Included)
  The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

- Video Game Design and Development
  Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

- CompTIA Healthcare IT Technician (Voucher Included)
  The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework.

Visit our website for program details!
careertraining.ed2go.com/tua
DIGITAL PHOTOGRAPHY

Certificate in Digital Photography

Whether you are a hobbyist looking to take better photos or an entrepreneur who wants to start taking photos professionally, the Certificate in Digital Photography will provide you with skills and techniques to take better photos that constitute good composition. The three required courses to earn the certificate are:

• Digital Photography I
• Digital Photography II
• Digital Darkroom: Introduction to Photoshop® for Photographers

CERTIFICATE IN DIGITAL PHOTOGRAPHY – in one semester!

Take the following three courses in the same semester and pay one fee, and almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.

$425 (2.7 CEUs)
TUA and TUCC

Digital Photography I
This introductory course will teach you about digital photography, how to use your camera, and how to compose well-exposed and focused images through weekly assignments. You’ll also learn how to edit your photos using simple photo-editing programs via live on-screen demonstrations.

Instructor: Bob Brooke
Bob Brooke Communications
TUA: 5 Wed., Feb. 20 to Mar. 27 (no class Mar. 6)
$165 (1 CEU) • 7 to 9 PM
Instructor: Steven Goldblatt
Commercial photographer
TUCC: 4 Wed., Mar. 13 to Apr. 3
$165 (1 CEU) • 6:30 to 9 PM

Digital Photography II
Prerequisite: Digital Photography I
Expand your digital photography skills by learning to use more of your camera’s features. After a review of the basic settings for your camera, you’ll learn to control your camera to create great photographs as you learn about image stabilization, scene modes, histograms, avoiding exposure problems, adding mood to your photos, and how to use Aperture and Shutter Priority Modes. You will have a weekly shooting assignment, one of which is interpreting the same location, and a discussion of the results in class.

Instructor: Bob Brooke
TUA: 4 Wed., Apr. 3 to 24
$155 (.8 CEUs) • 7 to 9 PM
Instructor: Steven Goldblatt
TUCC: 3 Wed., Apr. 10 to 24
$155 (.8 CEUs) • 6:30 to 9:10 PM

Digital Darkroom: Introduction to Photoshop®
Prerequisite: familiarity with basic computer operations
Discover how to create your own masterpieces, in color or black and white, without the use of a darkroom. Learn how to scan original films or prints, download files from a digital camera or CD, and optimize files to ready them for photo-quality printing or web use. This class takes place in a computer lab, where you will be able to practice the skills you have learned.

Instructor: Steven Goldblatt
TUA: 3 Tues., Apr. 30 to May 14
TUCC: 3 Wed., May 1 to 15
$175 (1 CEU) • 6:30 to 9:30 PM

DIGITAL PHOTOGRAPHY ELECTIVES

Getting Started with Adobe Photoshop Lightroom
Do you shoot a lot of photographs and then can’t find them when you need them? Discover how to build a catalog, tag and sort images using Adobe Lightroom. Filter through and find the best photos quickly. Learn how to enhance your photos and make them look amazing. Then, duplicate those settings to a whole bunch of photos in a couple of clicks.

Instructor: Steven Goldblatt
TUA: 4 Mon., Jan. 28 to Feb. 25
(no class Feb. 18)
$125 • 6:30 to 9:30 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
NEW Travel Photography for the Digital Photographer (online)
The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. This course will address the special needs and techniques digital photographers need to capture scenes from around the world. We’ll examine subjects such as wildlife on land and at sea. We’ll also discuss ways to blend in with nature and the best kind of equipment for specialized shooting. You’ll learn tips on taking shots for professional use and those to treasure from a family vacation. Register online at ed2go.com/tua

PERSONAL FINANCE

NEW Financial Planning for Women
Studies show that female longevity, lower wages and reduced time in the workforce create higher levels of poverty for women in retirement. Discover what you can do to retire comfortably. Become more financially savvy and reduce your financial intimidation.
Instructor: Jane Berryman, AWMA
Financial Advisor and Sr. VP, Selden & Berryman Financial Group
TUCC: 4 Wed., Mar. 20 to Apr. 10 $85 • 6:30 to 8:30 PM

Retirement Planning Today
You’ve worked hard to provide for your family and save for the future. What’s next? Join us and learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. This course is ideal whether you are just beginning to develop a retirement plan or are rapidly approaching retirement.
Instructor: C. Greg Crothers, CFP, CLU, CLTC
First Financial Group
Section I
TUA: 2 Tues., Mar. 19 and 26 $49 • 6 to 9 PM
NOTE: No discounts apply to this course.

Rejuvenate Your Retirement
This comprehensive course covers key issues for retirees. Discover new ways to stay mentally, physically and socially active, as well as making your money last by learning about important financial topics such as tax planning, investment risk management, maximizing social security and Medicare, and estate planning. Above all, you discover how to apply this knowledge to help you pursue a more active, healthy and financially secure lifestyle in retirement. Couples may attend together for a single registration fee.
Instructor: C. Greg Crothers, CFP, CLU, CLTC
First Financial Group
Section I
TUA: 2 Tues., Mar. 19 and 26 $49 • 1 to 3:30 PM

Section II
TUA: 2 Thurs., Mar. 28 and Apr. 4 $49 • 1 to 3:30 PM
Instructor: Bobby Cremins, CFA, CFP, CKA
President, Metanoia Financial
Section III
TUCC: 2 Thurs., Feb. 21 and 28 $49 • 9:30 to 11:30 AM
Section IV:
TUCC: 2 Tues., Feb. 26 and Mar. 1 $49 • 1 to 3 PM
NOTE: No discounts apply to this course.

NEW Introduction to Taxation for Individuals
The tax laws have changed, again! But this time, the forms have changed as well. Do you feel nervous, uncomfortable or stressed about the new laws? Find out how the next tax laws will impact your return. This course is designed for those individuals who prepare their own tax returns; like to take control of preparing their own taxes; or simply cannot afford to consult a tax preparer. Bring your questions. There will be ample time in the workshop to answer your questions.
Instructor: Ellen Russell
Tax Preparer and PQAS certified instructor
TUCA: Wed., Mar. 27 $55 • 6:30 to 8:30 PM
### SPECIAL PROGRAMS

**Learn to Play American Mah Jongg**
American Mah Jongg is a game with long history and recent resurgence of interest. The Chinese game was introduced to the US in the 1920’s and has undergone many changes. Join us and learn to play this intricate game that provides an exercise for the mind and an opportunity for social groups to get together and have fun.  
**Instructor:** Kate Forest  
**TUFW:** 5 Tues., Feb. 12 to Mar. 19 (no class Mar. 5)  
**$85 (plus $8 materials fee)**  
7 to 9 PM

**NEW Learn to Play Bridge**
Learn how to play one of the world’s greatest card games – bridge! This course is designed for players with little or no experience. It's a sociable way to learn to play and your class will be beginners just like you. Please bring $10 to the first class session for the cost of the book.  
**Instructor:** Edward R. Alcoff  
**TUA:** Wed., Feb. 6  
**$45 • 6:30 to 8:30 PM**

**Getting Organized to Age in Place**
Learn how to efficiently organize and manage your personal affairs to save you time and money. We will discuss systems for organizing your finances, legal documents, insurance policies and passwords. Discover solutions for tracking home maintenance and repair projects, bill payment and support services that may eventually be needed. This class provides excellent instruction for those wishing to age in place or adult children wanting to know what steps are necessary to assist an aging parent.  
**Instructor:** Bode Hennegan  
**TUA:** Wed., Mar. 13  
**$45 • 6:30 to 8:30 PM**

### Role Reversal: Preparing to Support Your Parents as They Age**
It is inevitable that a transfer of decision making from parent to child will occur at some point in a parent’s life. If no planning has taken place, it can be messy with hurt feelings, lost money, and a steep learning curve. Organizing personal affairs and creating a plan for aging allows families to better navigate a crisis providing peace of mind for all. This class will look at ways for you and your parents to prepare for their aging, allowing them greater independence and future flexibility. In addition to the organization of the legal paperwork, accounts and insurance policies, you’ll also learn how families can create aging plans that consider living arrangements, distribution of personal items, when the parent should relinquish financial responsibly and medical decisions.  
**Instructor:** Jan M. Zacharajasz  
**TUA:** 2 Wed., Feb. 20 and 27  
**$55 • 6:30 to 8:30 PM**

### Languages

**Introduction to Spanish**
Spanish is the second most–used language in the United States and the most practical foreign language for Americans to learn. We will focus on conversational Spanish, using practical vocabulary and emphasizing communication.  
**Instructor:** Carmen Nunez  
**Foreign Language instructor**  
**TUA:** 8 Tues., Feb. 12 to Apr. 9 (no class Mar. 5)  
**$175 • 6:30 to 8:30 PM**

**Intermediate Spanish**
Prerequisite: The uses of the To Be verb (Ser / Estar), to express qualities, nationalities, times, dates and where an event takes place; The Simple Present Tense of Spanish Verbs (I drink) and the Present Progressive (I’m drinking). Continue your Spanish Language skills. This course covers the Preterite Tense (past tense), as well as the Future tense (immediate future: Ir + a). Also learn idioms, expressions and contrast of different verbs. These are helpful tools to increase your conversational Spanish skills.  
**Instructor:** Carmen Nunez  
**Foreign Language instructor**  
**TUA:** 8 Tues., Feb. 12 to Apr. 9 (no class Mar. 5)  
**$175 • 6:30 to 8:30 PM**

**NEW Midlife Reboot: Living Your Life with Resilience**
Tired of not being on top of your game? Looking for a breakthrough on how to handle a change that’s thrown you off? Whether you’re struggling with a difficult relationship, a loss, burnout, or a chronic illness, learn how to put this universal antidote to work so you can thrive again. Discover what no one taught you in school - the secrets of how live your life with resilience! Learn to identify and strengthen your resilience traits, discover how positive and negative energy impacts your life, and come away with a formula for healthy, resilient living!  
**Instructor:** Jan M. Zacharajasz  
**Founder, Coaching for Resilience**  
**TUA:** 2 Wed., Feb. 20 and 27  
**$55 • 6:30 to 8:30 PM**

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Spanish Level III
Expand your Spanish language skills! As we continue to talk about cultural, history and current events, we will review the action verbs on the present, the regular and the irregular forms. Also, learn how to express ‘to know’ in Spanish, reflexive actions and the Daily Routines. We will also learn how to compare things, qualities or actions and talk about actions in the recent past.
Instructor: Carmen Nunez
TUA: 8 Wed., Feb. 13 to Apr. 10
(no class Mar. 6)
$175 • 6:30 to 8:30 PM

Introduction to Italian: Part I
Want to know what Andrea Bocelli is singing about? Want to impress a dinner date by correctly pronouncing “gnocchi” or “bruschetta?” Perhaps you plan to travel in Italy! Whatever your reasons, you’ll find the study of Italian fun and rewarding. Join us for this beginner’s course in spoken Italian. We will focus on a conversational approach. Learn basic vocabulary, dialogue, some grammar and pronunciation in a supportive, low-pressure environment.
Instructor: Gina Nichols
Language consultant
TUA: 8 Tues., Mar. 12 to Apr. 30
$175 • 5:30 to 7:30 PM
Instructor: Marco Circelli
TUA: 8 Thurs., Feb. 21 to Apr. 18
(no class Mar. 7)
$175 • 6 to 8 PM

Introduction to Italian: Part II
Prerequisite: Introduction to Italian, or some basic knowledge of the language
Take your Italian communication skills to the next level. You may never make it through the calligraphy portion at the first class meeting.
Instructor: Akiko Mori
Japanese Language Instructor
TUC: 8 Tues., Mar. 12 to Apr. 30
$175 • 5:45 to 7:45 PM

NEW
Italian and the Arts: Renaissance, Opera and Cinema
Planning a trip to Italy? Join us for a review of what you should know about Italian culture and tradition before you visit. We’ll learn more about the Italian Renaissance, explore and celebrate Italy’s theatrical heritage, and discover cinema Italiano. Although this course will primarily be taught in English, we’ll also review some general Italian terminology.
Instructor: Marco Circelli
TUC: 8 Mon., Feb. 4 to Apr. 8
(no class Feb. 18 or Mar. 4)
$145 • 6 to 8 PM

CREATIVE WRITING

Reinventing Yourself Through Writing
Change is happening to us all the time – and it happens whether we want it to or not. This course is about embracing change. Emphasis will be placed on self-discovery through creative writing and using your life experiences to rediscover your deepest passions and hidden talents. This class is ideal for people in various types of transition, as well as for those adults who have been wondering what they are going to do “when they grow up,” and for creative writers interested in thinking outside of the box. Information on publishing will be provided as well as information on innovative uses of blogging.
Instructor: Janet Mason
Author, Hitching to Nirvana and Tea Leaves, a memoir of mothers and daughters
TUC: 6 Wed., Mar. 20 to Apr. 24
$175 • 6:30 to 8:30 PM
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Dates</th>
<th>Hours</th>
<th>Fee</th>
<th>CEUs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW Writing your Beloved, Hateful, or Unreliable Character: One-Day Workshop</strong></td>
<td>Miriam Camitta, PhD, MFA</td>
<td>TUA: Sat., Mar. 16</td>
<td>9 AM to 3 PM</td>
<td>$75</td>
<td>0.45 CEUs</td>
<td>Bring a bagged lunch.</td>
</tr>
<tr>
<td><strong>NEW Haunted: Modern Stories (book discussion)</strong></td>
<td>Doug Shupinski, MA</td>
<td>8 Wed, Feb. 13 to Apr. 10</td>
<td>6:30 to 8:30 PM</td>
<td>$95</td>
<td>0.8 CEUs</td>
<td>See listing for details</td>
</tr>
<tr>
<td><strong>NEW Our Revolutionary War</strong></td>
<td>Douglas Shupinski, MA</td>
<td>Wed, Feb. 13 to Apr. 10</td>
<td>6:30 to 8:30 PM</td>
<td>$145</td>
<td>1.6 CEUs</td>
<td>See listing for details</td>
</tr>
</tbody>
</table>

**Jump Start Your Creative Writing: One-Day Workshop**

Having difficulty turning your ideas into a well-crafted piece of writing? Whether you are experienced or are just getting started, this workshop will help you develop the skills and work habits that lead to good creative writing. You’ll come away with fresh ideas and techniques to apply to your own work and ensure that your stories have sufficient narrative for the long haul. This interactive session is designed to accommodate all levels and can be applied to a wide variety of genres. Please bring a bagged lunch.

**Instructor:** Vivian Grey, MA  
Author, Elected Member New Jersey Literary Hall of Fame, Founder Rutgers University One-On-One Writers Conference

**TUCC:** Sat., Apr. 27  
$125 (4.5 CEUs) • 10 AM to 3 PM

**Writing Short Stories**

Storytelling is the basis of almost all writing. This workshop focuses on the craft of writing stories. We’ll study and write short stories to learn how to create compelling storylines and unforgettable characters. All genres welcomed: literary, mystery, fantasy, sci-fi, horror, romance, memoir, feature or personal essay. Great for all levels, from beginners to experienced writers.

**Instructor:** Ann Schuster Hunter, MA

**TUCC:** 8 Sat., Jan. 26 to Mar. 30  
(no class Feb. 16 and Mar. 9)  
$195 (1.6 CEUs) • 10 AM to 12 Noon

**ARTS, LITERATURE AND HISTORY**

**NEW Highs in the 50s: Music 1950-59**

In addition to the rock ‘n roll we associate with the 1950s, we will explore the many other genres important in that decade of music, including bluegrass, blues, classical/concert, country, folk, jazz, musical theater, popular song and soul. We will work through the decade chronologically, including connections with the historical events and popular culture of the times.

**Instructor:** David Heider-Klevans, B.M.

Full-time Musician/Teaching Artist, Two of a Kind

**TUCC:** Wed, Feb. 13 to Apr. 10  
(no class Mar. 6)  
$145 • 6:30 to 8:30 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
NEW
The Musical Brain: Neurological Curiosities of Music, Musicians and the Rest of Us
Randy Rosenberg brings his expertise in neurology and 50 years of musical performance to a conversation about how the brain decodes, interprets and, at times, corrupts the appreciation of music, melody and rhythm. Topics to be explored include the neurophysiology of listening, tone deafness, hearing loss in musicians and the often tragic stories of composers and performers afflicted with neurological illness. Appropriate for both lay and professional audiences.
Instructor: Randy M. Rosenberg, MD FANN
Associate Professor of Neurology, Lewis Katz School of Medicine, Temple University
TUA: Th., Mar. 21
$45 • 6:30 to 8:30 PM

NEW
Italian and the Arts: Renaissance, Opera and Cinema
Planning a trip to Italy? Join us for a review of what you should know about Italian culture and tradition before you visit. We’ll learn more about the Italian Renaissance, explore and celebrate Italy’s theatrical heritage, and discover cinema Italiano. Although this course will primarily be taught in English, we’ll also review some general Italian terminology.
Instructor: Marco Circelli
TUCC: 8 Mon., Feb. 4 to Apr. 8 (no class Feb. 18 and Mar. 4)
$149 • 6 to 8 PM

NEW
A Night at the Opera
Feel like you don’t know much about opera? Maybe you have a negative feeling about it? Discover the important and rich history of opera from its beginnings around 1600 to the present. You will learn about the composers, the stories, the music and the many changes and developments along the way. We will plan optional “field trips” at group discount rates to see Opera Philadelphia productions of Mozart’s Don Giovanni and Puccini’s La bohème, plus one in the MET opera cinema broadcast.
Instructor: Richard Unti and Local Wine Expert
Best of Philadelphia Magazine
TUA: Thurs., Mar. 14
$65 • 7 to 9 PM

FOOD AND ENTERTAINMENT

NEW
Reliable, Respectable and Reasonable: Wines that Punch Above their Price
Have you ever walked into a wine store and wondered, “Where do I begin?” Wouldn’t it be great to have a core list of “go-to” wines for any occasion? Wines that are consistent in taste and quality, that won’t embarrass you and, best of all, won’t break the bank? Join us as we taste and explore a selection of such wines from various wine regions to help you start your own preferred wine list that will serve you well.
Instructor: Russell Schidler
TUA: Thurs., Feb. 21
$45 • 6:30 to 8:30 PM

NEW
9 Wine Styles You Should Know
A little bit of wine knowledge goes a long way! In this course, we’ll enjoy a variety of wines including: Sparkling wine; light, full bodied and sweet whites; Rose; light, medium and full bodied reds; and a dessert wine to cap it off. Come away with a new appreciation of styles you may have overlooked in the past.
Instructor: Richard Unti and Local Wine Expert
Best of Philadelphia Magazine
TUA: Thurs., Mar. 14
$65 • 7 to 9 PM

NEW
Italian Red Wine Icons
Joins us for a journey around the boot of Italy to showcase iconic Italian Red Wines that have been dependable in high quality such as Barolo, Barbaresco, Amarone, Brunello, Super Tuscans and other wine stars from Bella Italia. Experience their lush earthiness and complexity, reflecting the unique soils and Terroir of these wines not reproduced anywhere else in the world.
Instructor: Richard Unti and Local Wine Expert
Best of Philadelphia Magazine
TUA: Thurs., Apr. 11
$65 • 7 to 9 PM

LifeLong Learning Society
TEMPLE UNIVERSITY AMBLER FOR LEARNERS 50 & UP
If you enjoy active, stimulating classes with great teachers, topics and students, consider joining the LifeLong Learning Society at Temple University Ambler. Classes are offered during the day and are designed for adults 50 and up, but adult learners of all ages are welcome. Learn more about these programs by contacting us at: 267-468-8500 or temple.edu/lifelonglearning
Spring classes start March 11, 2019. We look forward to seeing you at Temple University – where learning never ends!

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE

Personal Enrichment
The Ambler Arboretum of Temple University

The Ambler Arboretum of Temple University is an accessible, historic, public garden within the Ambler Campus of Temple University. Its mission is to serve as a living, learning laboratory for students, professionals in the field, and the general public. The Ambler Arboretum courses, taught by Temple faculty and respected practitioners in the field, utilize the University classroom resources, including the Ambler Arboretum.

Certificate in Master Home Gardener & Landscape Design

Learn what it takes to make your home garden and landscape beautiful, and how to keep it that way for years to come. The required courses and recommended sequence to earn the certificate are:
• Analyzing Your Garden and Landscape
• Herbaceous Plant Identification
• Woody Plant Identification
• Residential Landscape Design
• Landscape Maintenance

Analyzing Your Garden and Landscape
You drive by a property and say, “I wish my home looked like that!” So, where do you start? First, you have to be able to analyze your property. This course will enable you to create a base plan of your property’s existing elements and teach you how to evaluate your property’s environmental conditions to ensure the success of your new design.

Instructor: Robert Dougan
Grounds Supervisor, Jeanes Hospital
TUA: 2 Wed., Mar. 13 and 20
7 PM to 9 PM
$155

Woody Plant Identification
Study the variety of trees, shrubs and vines that form the foundation of our natural and designed landscapes. Learn to identify the types and how each is best used in the landscape. Find out how to maintain them to prevent pests, diseases and other problems. Saturday classes take place outside in the beautiful Landscape Arboretum on the Ambler Campus.

Instructor: Robert Dougan
TUA: 2 Wed., Mar. 27 and Apr. 3
7 PM to 9 PM
and 1 Sat., Apr. 6
9:30 AM to 12:30 PM
$155

Herbaceous Plant Identification: Spring Plants
Learn how to identify many types of spring-flowering perennials and wildflowers. Many of these plants have attractive foliage and other unique characteristics, such as texture, that provide interest when the plants are not in bloom. Care and proper culture will be discussed. Plants native to our area will be noted.

Instructor: Ruth MacCarthy
Director of Horticulture, Cathedral Village
TUA: 3 Wed., Apr. 10 to 24
7 PM to 9 PM
and Sat., Apr. 13
9:30 AM to 12:30 PM
$135

Residential Landscape Design
Prerequisite: Analyzing Your Garden and Landscape
This course will provide you with an introduction to the principles and processes of landscape design. Learn how to combine flowers, trees, shrubs and groundcovers into an attractive landscape. You will receive an overview of the design process, including analysis of existing environmental conditions and identification of specific design goals. You will also be introduced to design principles and elements, including pavements, walls, fences, plants, etc.

Instructor: Robert Dougan
TUA: 3 Wed., May 1 to 15
6:30 to 9:30 PM
and 2 Sat., May 4 and 18
(no class May 11)
9:30 AM to 12:30 PM
$225

Aquaponics 101 (online)
What is aquaponics? It’s taking hydroponics (soiless farming) and adding in aquaculture (fish farming) to create a mutually beneficial cycle. Growing fish and plants together in a closed cycle creates a system that is organic and potentially self-replenishing for year-round farming. Upon completion, you will have the knowledge to create your own aquaponics system and an understanding of the personal and social benefits of systems like this. This is an online, self-paced course.

Instructor: Thomas Bilotta
Temple University Ambler, Aquaponics Team
Online: Mar. 1 to 29 • $125

NEW Sensational Succulents
Succulents are all the rage from small dish greens to the edible and hardy prickly pear. Learn all about their special adaptations, which are best for indoors and what to plant outside in your own garden. Plus, make a moss garden with three unique succulents to take home.

Instructor: Brenda Sullivan
TUA: Mon., Apr. 8
$45 • 6:30 to 8:30 PM

NEW Invasive Plant Walk for the Green Industry Professional*
When managing roadides, right-of-ways and other common areas, it is essential to know which plants you are trying to control to ensure
Beekeeping is a fun and interesting hobby that allows you to produce the delicious treat of honey while helping the environment. Learn the basic principles necessary to help this fascinating hobby. We’ll discuss location requirements, how to obtain bees, required equipment and how to care for your new colony. Also, a basic appreciation of honey bees will be presented to help the beginner understand the “why” underlying management manipulations.

Instructor: Vincent Aloyo, PhD
Master Beekeeper
TUA: Sat./Sun., Feb. 9 and 10 and Sat./Sun., Mar. 23 and 24
$149 • 11 AM to 3:30 PM

Create Your Cut Flower Garden
One of the joys of gardening is growing flowers and foliage that you can use in beautiful flower arrangements year-round. Learn about interesting, low maintenance flowers, bulbs, and shrubs that will add interest to your garden but also make creative arrangements for your home. Participants will also create and take home an arrangement at each class session.

Instructor: Brenda Sullivan
Horticultural Therapist
TUA: 2 Mon., Apr. 22 and 29
$79 • 6:30 to 8:30 PM

Certificate in Floral Design

Learn and develop the skills to make beautiful floral arrangements for home, weddings and parties. The four courses in the certificate are:

• Floral Design I
• Floral Design II
• Flower Arranging of Yesterday for Today (spring only)
• Flower Arranging for Special Occasions (summer only)

New

Create a Handmade Flower Bouquet
Discover how to create and arrange your own gorgeous and romantic bridal bouquet. In this hands-on class, learn the techniques behind these handtied types for the pleasant outcome of the Dutch and Flemish, French and Victorian styles of European flower arranging. We will also apply the influences of the Williamsburg and Colonial styles of the New World. Dress comfortably to work with flowers.

Instructor: Priscilla–Gene W. Shaffer, BA, ART

Floral Design II

Learn more advanced techniques for creating lovely floral arrangements, including combining fruits and vegetables with flowers, designing in glass, and other current styles. You will work with a wonderful assortment of seasonal flowers to create beautiful arrangements to take home.

Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 4 Thurs., Mar. 14 to Apr. 4
$125 • 7 to 9:30 PM

Flower Arranging of Yesterday for Today

Responding to the classical influences and updating the old masters’ way with flowers is a particular joy in the spring. Learn the distinctive patterns of flower placement, color harmonies, containers, and flower types for the pleasant outcome of the Dutch and Flemish, French and Victorian styles of European flower arranging. We will also apply the influences of the Williamsburg and Colonial styles of the New World. Dress comfortably to work with flowers.

Instructor: Priscilla–Gene W. Shaffer, BA, ART

New

NEW

Greenhouse Pesticide Management for the Green Industry Professional*

Join us for morning of professional development. We’ll be with Greenhouse IPM Monitoring Techniques. We’ll follow with Key Insect and Disease Pests within a Greenhouse. Finally, we’ll conclude with Greenhouse Biological Controls with a focus on Using Banker Plant Systems to Control Aphid Pests. For more details on this program, visit us online at noncredit.temple.edu/nce.

Instructor: Steven K. Rettke
Ornamental IPM Program Associate, Rutgers Cooperative Extension

TUA: Wed., Mar. 6
$65 • 9 AM to 12 PM

NEW

Introduction to Beekeeping

Instructor: Priscilla-Gene W. Shaffer, BA, ART

Horticultural Therapist

TUA: 4 Thurs., Feb. 7 to 28
$125 • 7 to 9:30 PM

NOTE: For all Floral Design courses, floral materials will be purchased from the instructor at each class session.
Ambler Arboretum Events and Lectures
SPRING 2019

Join us each month to explore the world around you through a series of fun and educational programs at the Temple University Ambler campus. Visit ambler.temple.edu/community to learn about registering for the event. Information: kathleen.salisbury@temple.edu or 267–468–8400.

Community Arboretum Events

Tu B’Shevat: The Jewish New Year of Trees
Family Tree Walk and Story Time:
Mon., Jan. 21 • 10 to 11 AM
Winter Tree Appreciation Walk:
Mon., Jan. 21 • 12:30 to 1:30 PM

Marvelous Maples and Winter Hike
Sat., Feb. 23 • 10 AM to 12 PM

Horticulture Speaker Series

Lecture and Author Meet & Greet: Victoria Johnson, American Eden: David Hosack, Botany, and Medicine in the Garden of the Early Republic
Wed. Jan. 30 • 6 to 8 PM

Build Your Own Terrarium
Wed., Feb. 27 • 7 PM

Women in Horticulture Annual Lecture: Botanical Archeology
Wed. Mar. 27 • 7 PM

EarthFest 2019
Friday, April 26, 9:30 AM to 2 PM
Ambler Campus Fields
Thousands of visitors will mark Earth Day and Arbor Day at Temple University Ambler celebrating the importance of protecting the environment and preserving their future. More than 85 exhibitors, including the Center for Aquatic Science at Adventure Aquarium, Franklin Institute, FEMA, Academy of Natural Sciences, Elmwood Park Zoo and the Philadelphia Insectarium and Butterfly Pavilion will take part in EarthFest 2019. School students of all ages are invited to attend. The Ambler Arboretum of Temple University will also provide a variety of educational tours through the campus gardens! Information: 267–468–8108 or duffyj@temple.edu.

Most events are free. Register online at ambler.temple.edu/community or call 267–468–8000.
HEALTHY LIFESTYLES AND EXERCISE

Yoga…a Body, Mind and Spirit Workout
Discover the benefits of Yoga. Studies show yoga improves muscle tone, flexibility, strength and stamina; stimulates the immune system; improves balance, sleep and digestion; and helps to manage arthritis, headaches, back pain, blood pressure and chronic pain. Join Lois Hitt, an Experienced Registered Yoga Teacher who creates a unique and caring environment for seasoned and new participants alike. Practices begin with breath awareness, continue with gentle, mindful stretching and yoga poses, and end with restorative relaxation. All levels of fitness are welcome to participate.

Instructor: Lois A. Hitt
Adjunct Professor, Temple University & Certified Yoga Instructor
TUA: 10 Mon., Jan. 28 to Apr. 8 (no class Mar. 4)
$125 • 5:45 to 6:45 PM

Yoga Extension
Here’s a great way to continue your yoga routine until the next session begins in the summer. This four-week extension will allow you to keep active and practice your yoga techniques. Or, if you’re new to yoga, register for this four week course and receive a great yoga introduction.

Instructor: Lois A. Hitt
TUA: 4 Mon., Apr. 22 to May 13
$55 • 5:45 to 6:45 PM

Chair to Standing Yoga
A gentle chair-to-standing yoga practice is great for those unable to sit on the floor. Movements are targeted to strengthen muscles and bones, encourage spinal mobility, and improve joint flexibility and balance. The standing poses can be done with the support of the chair. Sessions will end with guided relaxation/meditation to reduce stress and anxiety. Come to ground your mind/body and enliven your spirit.

Instructor: Lois A. Hitt
TUA: 10 Thurs., Jan. 31 to Apr. 11 (no class Mar. 7)
$125 • 9:30 to 10:30 AM

NEW
Self Defense for Women
The worst part of an attack for a victim is the feeling of total helplessness. Discover techniques that will allow you to physically escape dangerous assaults, offering you empowerment in place of defenselessness. You will also have fun, get in shape and meet new people while building your mental and physical strength. Learn a life skill that may protect you and the ones you love.

Instructor: Wayne Lamb
Feldenkrais Practitioner
TUA: 6 Tues., Feb. 19 to Apr. 2
$99 • 6 to 7 PM

NEW
Getting Organized to Age in Place
Learn how to efficiently organize and manage your personal affairs to save yourself time and money. We will discuss systems for organizing your finances, legal documents, insurance policies and passwords. Discover solutions for tracking home maintenance and repair projects, bill payment and support services that may eventually be needed. This class provides excellent instruction for those wishing to age in place or adult children wanting to know what steps are necessary to assist an aging parent.

Instructor: Bode Hennegan
Founder, Life Managers
$45 • 6:30 to 8:30 PM

Awareness through Movement: The Feldenkrais Method
The Feldenkrais method is an increasingly popular movement technique, similar to the Alexander technique, that attempts to better integrate the connections between mind and body. You will be invited to sense your movement the way a connoisseur would sense a fine wine or a scientist an interesting pattern in nature. The attention has had a transformative effect on movement, making it more easy, efficient, graceful and satisfying. The lessons will help you reduce stress, improve balance, deepen breathing and develop a more cooperative relationship with the wisdom of your body.

Instructor: Bob Chapra
Feldenkrais Practitioner
TUCC: 6 Wed., Feb. 13 to Mar. 27 (no class Mar. 6)
$99 • 10 to 11 AM

Section II
TUCC: 6 Tues., Feb. 19 to Apr. 2 (no class Mar. 5)
$99 • 6 to 7 PM

NEW
The Musical Brain: Neurological Curiosities of Music, Musicians and the Rest of Us
Randy Rosenberg brings his expertise in neurology and 50 years of musical performance to a conversation about how the brain decodes, interprets and, at times, corrupts the appreciation of music, melody and rhythm. Topics to be explored include the neurophysiology of listening, tone deafness, hearing loss in musicians and the often tragic stories of composers and performers afflicted with neurological illness. Appropriate for both lay and professional audiences.

Instructor: Randy M. Rosenberg, MD FANN
Associate Professor of Neurology, Lewis Katz School of Medicine, Temple University
TUA: Th., Mar. 7
$45 • 6:30 to 8:30 PM
GRADUATE PREP WORKSHOPS

Graduate Test Prep

Standardized test scores on the GRE, GMAT, and LSAT are a major component of your graduate school application process. Our test prep courses were designed by a team of former standardized test item writers and test preparation experts. Our experienced and professional instructors are highly trained and care about your success.

GMAT Strategy Workshop (online)
Gain valuable information about preparing for the GMAT exam, including study tips and examples of typical GMAT exam questions. Whether you are planning to take a GMAT Test Prep course or plan to study on your own, this workshop is a perfect place to begin your preparation.

Instructor: Staff
Section I
Online: T/Th., Jan. 24 to Feb. 19
Section II
Online: T/Th., Mar. 21 to Apr. 16
$999 • 7 to 10 PM

GRE Strategy Workshop
Gain valuable information about preparing for the GRE exam, including study tips and examples of typical GRE exam questions. Whether you are planning to take a GRE Test Prep course or plan to study on your own, this workshop is a perfect place to begin your preparation.

Instructor: Staff
Section I
TUCC: Wed., Jan 23
Section II
FREE • 6 to 7:30 PM
Section III
Online: Wed., Feb. 20
FREE • 7 to 8 PM

GRE Test Prep
This comprehensive course covers each of the three main sections of the GRE revised General Test – Analytical Writing, Verbal Reasoning, and Quantitative Reasoning. This program will prepare you for all of the question types you are likely to encounter on the GRE. This course is designed for returning students, recent graduates, and current undergraduate students looking for assistance with the complex quantitative and verbal skills needed to succeed on the GRE.

Section I
TUCC: M/W., Feb. 4 to 27
Section II
TUCC: M/W., Mar. 27 to Apr. 22
$899 • 6 to 9 PM
Section III
Online M/W., Mar. 20 to Apr. 15
$899 • 7 to 10 PM

LSAT Strategy Workshop
Gain valuable information about preparing for the LSAT exam in an easy-to-follow format. Gain information about the LSAT, study tips and examples of typical LSAT exam questions. Whether you are planning to take a LSAT Test Prep course or plan to study on your own, this workshop is a perfect place to begin your preparation.

Instructor: Staff
Section I
MAIN: Th., Jan 24
Section II
Online: Wed., Feb. 6

Food Drive/Test Drive

A student survey conducted in 2017 showed that roughly 35% of Temple’s undergraduate students experience “low” or “very low” food security.

How can you help? The Office of Non-Credit and Continuing Education offers the opportunity to take a FREE LSAT practice test! We just ask that you donate five (5) canned goods or non-perishable items for Temple University’s Food Pantry.

LSAT Test Drive/Food Drive
Sat., Mar. 23 • 9 AM to 2 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
YOUTH WORKSHOPS
FOR HIGH SCHOOL STUDENTS

SAT/ACT Combo Prep Course
Do you plan to take the SAT and/or the ACT? Now’s the time to take a deep breath and plan your strategy. The best way is through our SAT/ACT Combo course which includes 24 hours of classroom instruction to prepare for the SAT and ACT exams. Class sessions will include 8 hours of SAT/ACT Verbal, 8 hours of SAT Math and 8 hours of ACT Math. Our instructors will break down the tests into manageable pieces, help you to understand different question types and teach you time-saving strategies to answer each type. You’ll see how similar strategies are for taking both tests, and you’ll discover where you’re strong and where you need more work.

Instructors: Andrew Isom and Andrea Kuhar
TUA: 6 Sat., Jan. 19 to Mar. 2 (no class Feb. 16)
$375 • 9 AM to 1 PM
For details on individual class sessions, visit us online at noncredit.temple.edu/ncce.

SAT Blitz
This course is strategically scheduled for the weeks leading up to the most popular SAT test dates. Classes are scheduled to allow students the time to practice new skills between sessions. The course format provides opportunities for learning and for interacting with our expert instructors. Classes include 16 hours of instruction, the official preparation guide including practice tests from The College Board, a course workbook, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Instructor: Staff
TUCC: 4 Sat., Mar. 30 to Apr. 27 (no class Apr. 20)
$325 • 9 AM to 1 PM

Write a College Essay and Resume that Reflect the Real You
This workshop is designed for high school juniors and seniors. Did you know that college admissions process compares to looking for a job? You may have the qualifications, but now know how to sell yourself. Learn the best way to present your experiences, activities and personal information on college applications.

Instructors: Linda George
TUA: Sat., Feb. 23
$0 • 1:30 to 3:30 PM

Workshop for Parents: Surviving the College Essay Process
Are you a parent of a high school student who dreads filling out college applications? Be proactive. Learn about how coaching can help your child apply proven writing strategies for resumes and personal essays that will impress college admissions representatives, while alleviating stress.

Instructor: Linda George
TUA: Sat., Feb. 23
$35 • 11 AM to 12:30 PM

Summer Education Camps
June, July & August 2019

Temple University offers a wide variety of summer camps and programs for youth between the ages of 8 and 17 and our Ambler and Main Campus locations. Camps provide a wonderful opportunity for youths to learn about a specific area of interest, experience a college campus, and have fun at the same time.

Registration for the Summer 2019 camp season will begin February 1, 2019. For more information or to receive a camp brochure, contact the Office of Non-Credit and Continuing Education at ncregistrar@temple.edu or 267-468-8500.
REGISTRATION IS EASY!
For ALL courses we accept Visa, MasterCard, American Express or Discover
REGISTER ONLINE: noncredit.temple.edu/nce
CALL: 267-468-8500

Mail registration with check payments to:
Temple University Ambler
Office of Non-Credit and Continuing Education
580 Meetinghouse Road
Ambler, PA 19002

In person, come to Temple University Ambler
West Hall
Monday to Friday: 8:30 AM to 5:00 PM

OR

In person, come to Temple University Center City
1515 Market Street, Suite 400
Philadelphia, PA 19102
Monday to Friday: 9:00 AM to 4:00 PM

The following registration/cancellation policies apply to most non-credit courses:

Registration
Payment in full, by check or money order, must accompany your mail-in registration form. Online registrations must be paid in full by credit card. We regret that we cannot accept cash. Registrations are processed in the order that they are received; register early to reserve your place in the classes of your choice. You will receive a confirmation letter by email indicating that you are registered.

Registration Deadline
Registrations should be received one week prior to the start of the first class session.

Cancellation and Refund Policy
A participant who withdraws from a course in writing, up to one week prior to the starting date of the course, will receive a refund less a $25 withdrawal fee; for all certificate programs the withdrawal fee is $50. For courses costing $75 or less, the withdrawal fee is $10 per course. No refunds will be given after that time. E-mail your withdrawal request to course.withdrawals@temple.edu. Please note that if you do not officially withdraw from the course and you do not attend the course, you are still responsible for payment. Temple University reserves the right to cancel a course for any reason. If the course is cancelled for any reason, you will be notified and your entire tuition fee will be refunded. If you have any questions regarding the cancellation and refund policy, please call 267-468-8500.

Course Location
Most course descriptions include a code that indicates the location: TUA=Temple University Ambler, TUCC=Temple University Center City, ONL=Online. If you want to confirm the location of a course, please call us. After we process your registration, you will receive a confirmation email indicating the course and campus location of your class(es).

Parking and Transportation
TUA – Parking is free for those enrolled in non-credit courses. You will be mailed a parking permit for use in the student lot (which is about a two-block walk from most buildings).
TUCC – Discounted evening rates, with Temple validation, are available at nearby garages. Information on parking and rates will be sent to students by email. TUCC, located close to Suburban Station, is convenient to SEPTA train and bus service, the Broad Street and Market Street subways, and the PATCO Hi-Speedline.

Online Courses
For the Digital Advertising Certificate Program and the LERN UGotClass online course offerings, register at noncredit.temple.edu/nce. For the ed2go instructor-led courses, register at ed2go.com/tua. For the ed2go online career training courses, register at careertraining.ed2go.com/tua.

YOU MAY CHOOSE ONLY ONE DISCOUNT.
DISCOUNTS AVAILABLE ONLY AT TIME OF REGISTRATION.
NOTE: DISCOUNTS DO NOT APPLY TO ONLINE COURSES, CFP PROGRAM AND OTHER COURSES WHERE NOTED.

#1 AVID LEARNERS
Register one person for three or more courses on the same registration form and receive a 10 percent discount on the total.

#2 FRIENDS AND COLLEAGUES OR CORPORATE DISCOUNT
Register three or more individuals at the same time and for the same course and receive a 10 percent discount on the total.

#3 OLDER AND WISER
People 60 years of age and older may take 10 percent off of any course fee.
General Information  (This form may be duplicated for additional registrations.)
To register and pay for non-credit courses by credit card, please visit us online at
noncredit.temple.edu/nce or call 267-468-8500. To register and pay for a non-credit
course using a check or money order, please complete the information below and mail to the
address above. We regret that we cannot take credit card payments by mail.

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### Course Selections

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<th>10% discount applied (Discount #1 [ ] or #2 [ ] or #3 [ ])</th>
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### Payment

Mail-in registrations with this form must be paid by check or money order. We regret that
we cannot take credit card information by mail. If you wish to pay with a credit card, please
register online at noncredit.temple.edu/nce or call 267-468-8500.

☐ I am enclosing a check, made payable to “Temple University”
in the amount of $
PROFESSIONAL DEVELOPMENT
Certified Financial Planner
Database Management and Design
Digital Advertising
Editing and Writing
Interior Design
Leadership and Management
Professional Communication
Project Management
Real Estate Institute
Web Site Design
Wedding Planning
Written Communication

PERSONAL ENRICHMENT
Digital Photography
Food and Entertainment
Hands-on Classes
Healthy Lifestyles and Exercises
Ambler Arboretum
Languages
Special Programs
Test and College Prep
Writing and Literature
Youth Workshops

REGISTER ONLINE:
NONCREDIT.TEMPLE.EDU/NCE
OR CALL 267.468.8500

Undergraduate and Graduate Programs
Temple University Ambler
In addition to our professional
development and personal enrichment
opportunities, Temple University Ambler
(TUA) also offers a variety of undergraduate
credit courses and degree programs and a
master’s degree in Landscape Architecture.

For more information call, 267.468.8100