Non-Profit Organization
U.S. Postage PA Permit No. 1558

Office of Non-Credit Programs
580 Meetinghouse Road
Ambler, PA 19002
Postmaster: Please deliver to occupant.

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

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

Personal Enrichment
Digital Photography
Food and Entertainment
Hands-on Classes
Healthy Lifestyles and Exercises
Horticulture
Languages
Special Programs
Test and College Prep
Writing and Literature
Youth Workshops

Enrich Life
Pursue Passions

---

Spring 2018 Course Guide
Non-Credit and Continuing Education

Register Online:
Or call 267.468.8500
Noncredit.temple.edu/nc

Enhance Skills
Enrich Life
Pursue Passions
Certificate in Digital Advertising
Take this opportunity to expand your digital skill set, build your career, and enhance your personal brand. Page 9.

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. Pages 2 - 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 program is available at the Ambler campus. Page 14.

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 - 23.
LEARN NEW SKILLS
EXPAND YOUR INCOME
ENRICH YOUR LIFE

Welcome to our Spring Session!
Grow in your career or pursue your passions this spring 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
ONL - Online

TEMPLE UNIVERSITY
AMBLER AND CENTER CITY
NON-CREDIT COURSES
SPRING 2018

PROFESSIONAL DEVELOPMENT
Business Essentials 2
Professional Meeting Planning 6
Computer Applications 7
Internet Marketing 9
Database Management 9
Website Design 10
Editing and Writing for Business 11
Wedding Planning and Consulting 13
Interior Design 14
Architecture 15
Financial Planning 15

PERSONAL ENRICHMENT
Digital Photography 16
Special Programs 17
Personal Finance 17
Languages 18
Arts, Literature and History 19
Creative Writing 20
Food and Entertainment 21
Healthy Lifestyles and Exercise 21
Horticulture 22
Graduate Prep Workshops 24
Youth Workshops 24
Tyler School of Art 25
Classes-At-A-Glance 26
Great American Camp Out 31
Registration Information & Form 32

ACT 48 for Educators
The Office of Non-Credit and Continuing Education is an approved ACT 48 provider. Many of our professional development courses qualify for ACT 48 credit. To see if the course you wish to take is ACT 48 approved, call our office at 267-468-8500.
BUSINESS ESSENTIALS

Certificate in Project Management

Whether you are new to project management or juggling several projects at once, a solid foundation in the fundamentals of project management is essential. The four required courses to earn the Certificate in Project Management are:

- Project Management I
- Project Management II
- Project Management: Leading the Team
- What’s Your Point?: Effective Interpersonal Communication

**CERTIFICATE PROGRAM IN PROJECT MANAGEMENT in one semester!**

Take the required four courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. Courses may also be taken individually.

- **$775 (2.4 CEUs)**
  - TUA and TUCC

Project Management I

Whether you are new to project management or 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:** Fri., Feb. 23
**TUCC:** Wed., Feb. 28

**$225 (6 CEUs) • 9 AM to 4 PM**

Project Management 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:** Fri., Mar. 2
**TUCC:** Wed., Mar. 7

**$225 (6 CEUs) • 9 AM to 4 PM**

Project Management: Leading the Team

Project team leadership is often the most challenging part of successfully managing a project. Learn how to:

- develop and manage your project teams to maximize output and minimize disruption;
- distribute tasks and information in a way that works;
- motivate your team to get the work done right and on time; and
- create credibility and accountability so your team members give their very best to your project.

**Instructor:** Andrea Sullivan, MA

**TUA:** Fri., Mar. 9
**TUCC:** Wed., Mar. 14

**$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:** Fri., Mar. 16
**TUCC:** Fri., Feb. 23

**$225 (6 CEUs) • 9 AM to 4 PM**

Certificate in Leadership and Management

Leadership is the ability to motivate and influence others, to instill vision and purpose, and to guide others to accomplish the overarching goals of an organization. Whether you are a supervisor, manager, team or project leader, or you simply want to enhance your leadership and management abilities, this certificate program will provide skills to enable you to become a better leader and manager. The five required courses to earn the Certificate in Leadership and Management 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

**Instructor:** Andrea Sullivan, MA

**TUA:** Fri., Mar. 9
**TUCC:** Wed., Mar. 14

**$225 (6 CEUs) • 9 AM to 4 PM**
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. Today's high-speed and high-demand workplaces need managers who know how to 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. This course will 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— including local, remote, and virtual teams.

Instructor: Andrea Sullivan, MA
TUA: Fri., Apr. 6
TUCC: Wed., Apr. 4
$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: Fri., Apr. 13
TUCC: Wed., Apr. 11
$225 (.6 CEUs) • 9 AM to 4 PM

What's Your Point?
Effective Interpersonal Communication

See page 2 for description, locations and dates.

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 your hands up 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: Th., Apr. 26
TUCC: Fri., Mar. 23
$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. Whether it relates to retaining customers, serving your audience or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. This certificate is designed to improve your customer service skills, enhance your career skill set, and improve your overall productivity. The four required courses to earn the Certificate in Customer Service are:

- The Art of Providing “Five Diamond” Customer Service
- When the Customer is Wrong
- Applying Emotional Intelligence
- Providing Great Customer Service through Social Media
CERTIFICATE PROGRAM IN CUSTOMER SERVICE 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.
$515 (1.7 CEUs) • TUA & TUCC

The Art of Providing “Five Diamond” Customer Service
Meeting and exceeding the needs of your customers is the single most important task most companies face today. Providing outstanding customer service is a required job function of all front line personnel, across a myriad of business. Learn and practice the art of “Five Diamond” service, used by AAA inspectors when they rate lodging and dining establishments so you’ll be ready to tackle your next customer interaction with ease.
Instructor: Jamie Cooperstein
CEO, Cooperstein Hospitality
TUA: Wed., Apr. 4
TUCC: Wed., Mar. 28
$99 (.3 CEUs) • 9 AM to 12 PM

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., Apr. 13
TUCC: Fri., Apr. 6
$99 (.3 CEUs) • 9 AM to 12 PM

Applying Emotional Intelligence
We judge ourselves by our intentions. Others judge us by our behaviors. Do you have Emotional Intelligence? Are you able to identify and manage your feelings about yourself? Can you empathize with others who may be similar, or different, from you? Imagine the positive transformation that could take place in your day-to-day interactions with co-workers and customers if you consistently demonstrated your emotional intelligence. Through the use of demonstrations, simulations and assessment activities, you will explore this fascinating topic and practice emotionally intelligent techniques.
Instructor: Staff
TUA: Fri., Apr. 20
TUCC: Fri., Mar. 23
$165 (.4 CEUs) • 9 AM to 1 PM

Providing Great Customer Service through Social Media
Providing good customer service is a key goal of any successful business. Today, social media sites are increasingly becoming 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. 6
TUCC: Fri., Apr. 20
$245 (.6 CEUs) • 9 AM to 4 PM

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
• Business Writing Essentials
• 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 & 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: Wed., Apr. 4
TUC: Fri., Mar. 9
$225 (.6 CEUs) • 9 AM to 4 PM

Business Writing Essentials: Random Acts of Writing
Prerequisite: ability to speak and write in English with fluency.
If writing is important in your work, it’s time to learn to write better and faster. Learn practical techniques for producing professional business documents. Discover how to clarify your thoughts before you start to write. Find ways to improve accuracy and simplicity for different audiences. Master great beginnings and powerful endings. Check the readability of your documents. Finally, complete in-class exercises that reinforce good business writing.

As Nike almost says, Just write! just write!

Instructor: Susan Perloff
Writer, Editor and Writing Coach
TUA: Wed., Apr. 18
TUC: Wed., Mar. 28
$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: Wed., Mar. 21
TUC: Fri., Apr. 6
$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: Fri., Feb. 9
TUC: Wed., Feb. 21
$225 (.6 CEUs) • 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
TUC: 3 Tues., Feb. 20 to Mar. 13
(no class Mar. 6)
$195 • 6 to 9 PM

NEW
Time: Friend or Foe?
We’ve all heard the phrase, “work smarter, not harder.” In today’s world, we confront many obstacles which prevent us from reaching goals in a timely manner. Discover how to make the most of your time. We will examine things like: how do I spend my time each day and each week; how much time do I spend on social media and electronic devices; what are the enemies that attempt to manipulate and camouflage my time; how can I set goals for changing how I currently utilize my time; and more.

Instructor: Marilyn M. Golden
Retired school teacher and college instructor
TUA: 3 Thurs., Apr. 5 to 19
$125 (.6 CEUs) • 9 to 11 AM

Unlock the Secrets to Leadership
Based on the leadership book, Reel Lessons in Leadership, this workshop is designed for anyone who wants to lead or is currently leading at any level today. Participants will engage in lively discussions on the traits and characteristics of successful leaders using clips from popular films. This interactive session will uncover some of the effective traits and how they are applied in real life situations. Discover how to hone your own skills, enhance the application of your leadership skills and develop those that you lack.

Instructor: Dean DiSibio
Founder and Leader, Colonel’s Leadership Council
TUA: Th., Feb. 22
TUC: Th., Mar. 15
$125 • 9 AM to 1 PM
The Power of Visual Storytelling
Marketing is no longer about the stuff that you make, but about the stories you tell.”– Seth Godin
Connecting with people both personally and professionally is an essential part of human interaction and communication. Telling stories is a powerful tool to express your message in a compelling way. This interactive course is designed to explore the idea of visual storytelling – that is, telling stories with images/pictures, video, animation, etc. Join us as we examine some of the various tools that enable visual stories to generate impact and engagement with an audience.
Instructor: Geoffrey Klein
President & CEO, ninedots
TUA: 4 Wed., Mar. 14 to Apr. 4
TUCG: 4 Mon., Apr. 9 to 30
$195 • 6 to 8 PM

Data Analysis Certificate Program (online)
Data Analysis is becoming one of the most sought-after skills in the workplace. Companies collect vast amounts of data and the ability to analyze that data, to see trends, and make predictions in increasing. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. This certificate program consists of three, one-month, online courses: Introduction to Data Analysis; Intermediate Data Analysis; and Advanced Data Analysis
Feb. 5 to Apr. 27 • $495
No discounts apply to online courses.

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
- Presentation and Communication Skills
- Data Visualization
- Computer Training
- Microsoft Office – Excel, Word, PowerPoint
- Conflict Management
- Customer Service
- Grant Writing
- Project Management
- Leadership
- 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 Doris Clowney at 215-204-7239.
CERTIFICATE PROGRAM IN PROFESSIONAL MEETING PLANNING in one semester!
Take the following six courses in the same semester and pay one fee, an almost 20 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply.
$825 (3.8 CEUs) • TUCC

Fundamentals of Meeting Planning
Discover the basics needed to plan, produce and promote successful meetings. Learn how to design and market your program, develop and organize meeting plans, direct and control meetings on site, and evaluate the success of your functions. Also, learn how to plan for the right size meeting space and physical setup.
Instructor: Amy Drum Caruso, CMP
Owner, Drum Consultants
TUA: 3 Thurs., Feb. 15 to Mar. 1
$225 (9 CEUs) • 6 to 9 PM

Budgeting Tool Kit
Learn the steps needed to develop a budget and to identify basic principles associated with the financial aspects of your meeting. Techniques for figuring costs and projecting budgets will be covered. Please bring a pocket calculator to this seminar.
Instructor: Joanne Romano, CMP
TUCC: 2 Thurs., Mar. 15 and 22
$165 (.6 CEUs) • 6 to 9 PM

Site Inspection and Selection
Selecting the site for your meeting or function is critical to its success. Learn how to relate meeting goals and objectives to meeting sites. Discuss the different types of facilities available and what to look for during a site inspection. This class meets off-site at The Conference Center at the Chemical Heritage Foundation.
Instructor: Joanne Romano, CMP
Operations Leader, American Express Meetings & Events
Off-Site Sat., Mar. 10
$135 (5 CEUs) • 9 AM to 2 PM

Technology for the Meeting Professional
Explore the latest technology as it relates to meetings from industry experts and receive a basic overview and understanding of audiovisual equipment, industry software, websites and virtual conferencing.
Instructor: Justin Covington
Director of Technical Services
Dyventive, Inc.
TUCC: 2 Thurs., Mar. 29 and Apr. 5
$165 (.6 CEUs) • 6 to 9 PM

Food and Beverage
Learn ways to manage the food and beverage components of meetings, events, conferences and conventions. Discussions include budgeting, menu selection to match meeting objectives, cost-saving tips, creative or alternative menus, and the latest food and beverage trends.
Instructor: Sarah K. Anello
Center City District
TUCC: 2 Thurs., Apr. 12 and 19
$165 (.6 CEUs) • 6 to 9 PM

Contract Negotiations
Negotiating contracts successfully is one of the most important ways meeting planners can show value to their employers. Get valuable tips on the art of negotiating, addressing legal issues and more. New planners and planners with limited negotiation experience will benefit most from this course.
Instructor: David M. Jackson, CMP
VP Sales, Pocono Mountains Convention & Visitors Bureau
TUCC: 2 Thurs., Apr. 26 and May 3
$165 (.6 CEUs) • 6 to 9 PM

Excel® 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
Computer Consultant and Trainer
TUA: Mon., Feb. 12
Instructor: Jameson Moore
Moore Productivity
TUCC: Fri., Feb. 9
$225 (.6 CEUs) • 9 AM to 4 PM

Excel® 2016: Level II
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.
Instructors: David Grauel (TUA) and Jameson Moore (TUCC)
TUA: Mon., Feb. 26
TUCC: Fri., Feb. 23
$225 (.6 CEUs) • 9 AM to 4 PM
TUA: M/W, Apr. 2 and 4
TUCC: M/W, Apr. 9 and 11
$225 (.6 CEUs) • 6 to 9 PM

Excel® 2016: Level III
Prerequisite: Excel® 2013 or 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.
Instructor: Michael Lindauer
Lindauer Learning Systems
TUA: Thurs., Mar. 15
$225 (.6 CEUs) • 9 AM to 4 PM

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
Computer Consultant and Trainer
TUA: Mon., Feb. 12
Instructor: Jameson Moore
Moore Productivity
TUCC: Fri., Feb. 9
$225 (.6 CEUs) • 9 AM to 4 PM
Excel® 2016: Level III
Prerequisite: Excel® 2013 or 2016: Level II
In this course, you will 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: Thurs., Mar. 29
$225 (.6 CEUs) • 9 AM to 4 PM

PowerPoint® 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Gone are the days of flip charts or drawing on a white board to illustrate your point. In this course, you will learn to use the vast array of features and functionalities available in PowerPoint® and gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. Begin creating engaging, dynamic multimedia presentations today!
Instructor: David Grauel
TUA: Mon., Mar. 12
$225 (.6 CEUs) • 9 AM to 4 PM

QuickBooks® 2015
This hands-on workshop will provide you with an overview to efficiently use QuickBooks®, a best-selling small business accounting software package. Work through accounts receivable, accounts payable and payroll transactions using different tips and tricks. Finally, navigate the many reports that QuickBooks® offers.
Instructor: Richard Edwards, CPA, MBA
Richard Edwards & Assoc., LTD
TUA: 2 Sat., Apr. 28 and May 5
Instructor: Jameson Moore
Moore Productivity
TUC: 2 Sat., Apr. 21 and 28
$225 (.6 CEUs) • 9 AM to 12 Noon

NEW
Cyber Security for Managers (online)
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.
March 5 to 30 • $195
No discounts apply to online courses.

Certificate in Digital Publishing
Digital publishing, or desktop publishing, is the use of computers and software to create visual displays of ideas and information. Digital publishers use computer software to design page layouts for newspapers, books, brochures, and other items that will be printed or displayed online. This certificate program is designed for those who wish to create publications for desktop or commercial printing in a variety of formats. The four required courses are:
- Adobe Photoshop CC: Level I
- Adobe Illustrator CC: Level I
- Adobe InDesign CC: Level I
- Adobe InDesign CC: Level II

CERTIFICATE IN DIGITAL PUBLISHING – in one semester!
Take the following four courses in the same semester and pay one fee, an almost 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: Thurs., Feb. 22
$245 • 9 AM to 4 PM

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: Thurs., Mar. 8
$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: Thurs., Mar. 22
$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: Thurs., Apr. 5
$245 • 9 AM to 4 PM

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
- Social Media Marketing
- Digital Analytics and Reporting
- Search Engine Optimization

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, headphones, 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.

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: Matthew Ray Co-Founder and Creative Director, Chatterblast
Course Dates: Jan. 2 to 30, 2018
Synchronous Sessions Tuesdays, 7 to 8 PM • $495

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: Feb. 5 to Mar. 16
Synchronous Sessions Thursdays, 7 to 8 PM • $495
(no synchronous session on March 8)

Digital Analytics and Marketing

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. 19 to Apr. 20
Synchronous Sessions Mondays, 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. 23 to May 25
Synchronous Sessions Mondays, 7 to 8 PM • $495

Access® can help you collect and organize 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 save 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
Pre-requisite: 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. 2
Instructor: Jameson Moore TUCC: Fri., Mar. 9
$225 (1.6 CEUs) • 9 AM to 4 PM

Certificate in Database Management
Access® 2016: Level II
Prerequisite: Access® 2013 or 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. 16
TUCE: Fri., Mar. 23
$225 (.6 CEUs) • 9 AM to 4 PM

Access® 2016: Level III
Prerequisite: Access® 2013 or 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. 6
TUCE: Fri., Apr. 6
$225 (.6 CEUs) • 9 AM to 4 PM

Certificate in Website Design

Certificate in Website Design
Learn to build a website from the ground up with HTML and Word Press, 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. To earn the certificate, you must attend the required six courses:
• Introduction to Website Design
• Introduction to HTML5 and CSS
• WordPress for Beginners
• Adobe Photoshop for the Web
• Adobe Dreamweaver: Level I
• Build Your Website: Putting it All Together

CERTIFICATE PROGRAM IN WEBSITE DESIGN in one semester!
Take the following six courses in the same semester and pay one fee – more than a 15 percent discount off the total cost of enrolling in the courses separately. No other discounts apply. You may also take these courses individually.

TUCE: $1,455 (4.8 CEUs)

Introduction to Website Design
Prerequisite: Familiarity with basic computer operations and MS Windows
Discover the basics of designing and developing a website. You will receive an overview of the tools and languages used to create effective websites. We will explore design principles and how the end user experiences a website. Learn how to effectively structure layouts, navigation and content on your site. Learn the benefits of responsive web design across PCs and mobile devices. We will also discuss how to sign up for domain names and a hosting service provider. This course is primarily lecture-based.
Instructor: Joseph Frio
Web developer and graphic designer
TUCE: M/Th, Feb. 26 and Mar. 1
$245 (.6 CEUs) • 6:30 to 9:30 PM

Introduction to HTML5 and CSS
Prerequisite: Introduction to Website Design, or equivalent knowledge
Hypertext Markup Language is the underlying language of every web page. Learn to create your own web pages using HTML5 coding standards. Through hands-on training, learn the proper structure of HTML tags, how to validate your code, and make it accessible. Also, discover the general principles and an introduction to Cascading Styles Sheets (CSS), used by web pages to help keep information in the proper display format.
Instructor: Joseph Frio
TUCE: M/Th, Mar. 12, 15 and 19
$325 (.9 CEUs) • 6:30 to 9:30 PM

WordPress for Beginners
Prerequisite: Familiarity with basic computer operations
WordPress has evolved into a full content management system for developing websites ranging from simple blogs to complex e-commerce sites. In this introductory course, we will cover content creation and formatting; blog posts vs. pages; adding images and video content; creating and editing menus; plugins and themes; site administration and settings; basic security and backup; website hosting; and registering a domain name. Note: this course covers websites created with the WordPress software found at wordpress.org.
Instructor: Reed Gustow
Delta Angel, WordPress Website Developer
TUCE: M/Th, Mar. 22, 26 and 29
$255 (.9 CEUs) • 6:30 to 9:30 PM

Adobe Photoshop® for the Web
Prerequisite: Familiarity with basic computer operations and HTML
A photo editing program is an essential tool for preparing images for the Web. Learn to use Adobe Photoshop’s tools to create images, edit photos and optimize size and quality for use on the Web. Create banners and background graphics with appropriate resolution and color space for viewing on screen. Learn to create animations, compile sprites and slice images to create navigation bars that can be finished in Dreamweaver. Also, learn to edit video to add transitions, still images and titles.
Instructor: Joseph Frio
TUCE: M/Th, Apr. 9, 12 and 16
$325 (.9 CEUs) • 6:30 to 9:30 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Adobe Dreamweaver®: Level I
Prerequisite: Familiarity with basic computer operations and HTML
Learn the basics of Dreamweaver, the standard HTML development program. This introductory course will familiarize users with the Dreamweaver interface and website basics. Upon completion, you will be able to create web pages for personal or professional purposes.
Instructor: Thomas Cassidy
 Associate Director, Web Applications, Temple University Strategic Marketing and Communications
TUCC: M/Th, Apr. 19, 23 and 26
$225 (.9 CEUs) • 6:30 to 9:30 PM

Build Your Website: Putting It All Together
Take the skills you learned and create your own website. Usability and graphic design practices will be emphasized, teaching students how to develop the best site possible. Your instructor will provide guidance and recommendations. Also, receive information on how to test your page, find a host for your site, get your own domain and transfer files to a server.
Instructor: Thomas Cassidy
 TUCC: M/Th, Apr. 30 and May 3
$245 (.6 CEUs) • 6:30 to 9:30 PM

RELATED COURSES:
Check out the new Digital Advertising Certificate Program taught entirely online! Expand your digital skill set, build your career, and enhance your personal brand. For more information, see page 9.

EDITING AND WRITING FOR BUSINESS

Certificate in Editing
This program is designed to develop competency in proof-reading 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, and 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 proof-reading 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
 TUCC: M/Th, Apr. 16
$225 (.6 CEUs) • 9 AM to 4 PM

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 copy-editing and substantive editing, and how to edit a piece of writing without losing the author’s voice. Topics 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. 9
TUCC: Fri., Mar. 16
$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
TUCC: Fri., Apr. 6
$225 (.6 CEUs) • 9 AM to 4 PM

Business Writing Essentials: Random Acts of Writing
Prerequisite: ability to speak and write in English with fluency
If writing is important in your work, it’s time to learn to write better and faster. Learn practical techniques for producing professional business documents. Discover how to clarify your thoughts before you start to write. Find ways to improve accuracy and simplicity for different audiences. Master great beginnings and powerful endings. Check the readability of your documents. Finally, complete in-class exercises that reinforce good business writing. As Nike almost says, Just write!
Instructor: Susan Perloff
 Writer, Editor and Writing Coach
TUCC: Fri., Apr. 18
$225 • 9 AM to 4 PM

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
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. 13 to 27
$195 (.9 CEUs) • 6 to 9 PM

NEW
Kick Your Skills Up a Notch
Utilize the techniques of creative nonfiction to give your news releases, intranet copy and brand marketing the zing of a winning novel. Choose spirited words to write powerful paragraphs. Use details and quotations to show, not tell, the story. Master anecdotes and vignettes for use in case studies and profiles of satisfied customers. Recognize excellent beginnings and extraordinary endings. Learn to use parallel construction. Understand and master scene–by–scene construction. Weave clever images into your tale. Focus on details. Whether you write for internal or external audiences, for print or online media, you can benefit from this refresher course on writing. This class assumes you know the basics.

Instructor: Susan Perloff
TUCC: 4 Mon., Mar. 12 to Apr. 2
$125 • 6:30 to 8:30 PM

NEW
Sharpen Your Skills in Interviewing and Quoting
Make readers want to read what you write by gathering and choosing compelling quotations. Discover the practice of interviewing experts and bystanders and how to turn their remarks into memorable quotations. Interview real people, those who delight in talking and those who shrivel from the limelight. Learn how to extract pearls of wisdom from reluctant subjects. Prepare to ask hard questions in order to get good answers. Discern the difference between brilliant and banal quotations. Whether you write for internal or external audiences, for print or online media, you can benefit from this refresher course on writing. This class assumes you know the basics.

Instructor: Susan Perloff
TUCC: 4 Mon., Apr. 9 to 30
$125 • 6:30 to 8:30 PM

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. Beginning Spring 2018, the Real Estate Institute will be offering real estate broker courses at their Center City location as well as at the Temple University Ambler campus. Prior to becoming a broker, however, individuals must first obtain their real estate salesperson license. Real Estate Fundamentals and Real Estate Practice are the two REQUIRED pre-licensing courses one must take to be eligible to take the state real estate licensing exam.

Real Estate Fundamentals (REI001)
This introductory course takes a fundamental approach in assisting the beginning real estate student with lectures on agency law; listing contracts; deeds; estates and property interests; agreements of sale; mortgage financing, FHA, VA and conventional; title insurance and settlements. All basic real estate terminology and techniques are introduced and explained. Designed for prospective real estate salespersons and individuals seeking practical real estate knowledge. 30 hours of instruction. Tuition: $310.

Real Estate Practice (REI002)
This second part of a two–course sequence prepares the prospective real estate professional with background for the Pennsylvania State Licensing Examination. Includes appraisal, listing real estate, qualifying buyers, showing properties, presenting offers, real estate mathematics, property management, investment, and a discussion of the rules and regulations of the Pennsylvania Real Estate Commission and the Licensing Act. 30 hours of instruction. Tuition: $310.

To register, contact the Real Estate Institute online at www.temple.edu/rei or 215–204–1539.
CERTIFICATE IN WEDDING PLANNING AND CONSULTING

This non-credit certificate program is designed 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 meets the needs your clients. Experts will provide case examples, lectures and opportunities for discussion. Guest presentations will liven the classes. The required four courses are:

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

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. 31 and Feb. 7
6:30 to 9:30 PM
and 1 Sat., Feb. 3
9 AM to 1 PM
$255 (1 CEU) • TUA

The Essentials of Catering

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 the caterer's needs, a catering timeline for the reception and how to be most effective when working with the catering manager.

Instructor: Randi Martin
Owner, I DO Wedding Consulting

2 Wed., Mar. 14 and 21
6:30 to 9:30 PM
and 1 Sat., Mar. 17
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. The highly visual session will address: weather, ground water, restrooms, space requirements, kitchens, insects, medical needs, electric requirements, climate control, and many other components of event support we take for granted at pre-existing buildings and halls. The basics of tent selection and related issues will also be discussed.

Instructor: Lynda Barness

TUA: Wed., Mar. 28
6:30 to 9:30 PM
$85 (.3 CEUs)

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. 21 and 28
6:30 to 9:30 PM
and 1 Sat., Feb. 24
9 AM to 1 PM
$255 (1 CEU) • TUA

The Business Side of Wedding Planning and Consulting

Wedding consulting is a business. This course will address 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 website; 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
TUA: Wed., Apr. 4
$85 (.3 CEUs) • 6:30 to 9:30 PM
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 careers in 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.

**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**

**TUA: T/Th., Feb. 20, 22, 27 and Mar. 1**

$235 (.8 CEUs) • 6:30 to 8:30 PM

**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 color combination errors. Learn the purposes, specific uses and techniques of faux finishes on walls and furniture. **Instructor: Kristine Robinson**

**TUA: T/Th., Mar. 13, 15 and 20**

$185 (.6 CEUs) • 6:30 to 8:30 PM

**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, Mar. 22 and 27 6:30 to 8:30 PM and 1 Sat., Mar. 24 (trip to ProSource), 12 to 2 PM**

$185 (.6 CEUs)

**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. 5, 10 and 12**

$185 (.6 CEUs) • 6:30 to 8:30 PM

**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. 17 and 19**

$125 (.4 CEUs) • 6:30 to 8:30 PM

**Home Styling: Interior Redesign**
Interior Redesign has become a popular design trend because it makes perfect sense for savvy homeowners without a lot of cost. Learn design ideas, tips on arranging furniture, how to make the right impact with artwork and the importance of accessorizing. Discover how to create a refreshed look to your rooms and how to achieve that design magazine look. If you enjoy HGTV and using Pinterest or Houzz for inspiration, this class will help you pull it all together! **Instructor: Holly Reimel**

**Owner, Beautiful Living**

**hollyreimel.com**

**TUA: Sat., Apr. 21**

$75 (.3 CEUs) • 9 AM to 12 PM
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 Spring
Spring 2018 schedule: Jan. 27, Feb. 3, 10, 17, 24, 2018
Saturdays, 9:30 AM – 12:30 PM
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 215–777–9010.

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). 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 2018 semester (September 2018). 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.
Digital Photography

Certificate in Digital Photography

Digital photography, which unites the fields of computing and photography, is replacing traditional darkroom techniques worldwide. The three required courses in recommended sequence are:
• Digital Photography I
• Digital Photography II
• Digital Darkroom: Introduction to Photoshop®

CERTIFICATE IN DIGITAL PHOTOGRAPHY – 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.

$425 (2.7 CEUs)
TUA & 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. 21 to Mar. 28 (no class Mar. 7)
$165 (1 CEU) • 7 to 9 PM
Instructor: Steven Goldblatt
Commercial photographer
TUCC: 4 Wed., Mar. 14 to Apr. 4
$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, and a discussion of the results in class.

Instructor: Bob Brooke
TUA: 4 Wed., Apr. 4 to 25
$155 (.8 CEUs) • 7 to 9 PM
Instructor: Steven Goldblatt
TUCC: 3 Wed., Apr. 11 to 25
$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 Thurs., May 1 to 15
TUCC: 3 Wed., May 2 to 16
$175 (1 CEU) • 6:30 to 9:30 PM

DIGITAL PHOTOGRAPHY ELECTIVES

Adobe Photoshop Lightroom
Ever wonder how professional photography and magazine editors create crisp, stunning photographs? Do you shoot a lot of photographs and then can’t find them when you are looking for them? In this hands-on course you will learn how to use Adobe Lightroom to organize and enhance your DSLR images like the pros do. No prior experience in photography is necessary to take this course.

Instructor: Frank Slezak
Studio 63 Photography
TUA: 6 Mon., Mar. 12 to Apr. 16
$145 (1.2 CEUs) • 6:30 to 8:30 PM

Garden Photography: Color, Light, Beauty
This engaging class will help you create memorable pictures of colorful flowers and garden landscapes. We will begin with camera settings and then explore techniques for creativity.

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
and photographic composition that are clear and easily applied to garden photography. Topics include exposure settings, understanding depth of field, where to focus, light quality and close-ups. We’ll gather for a class photo session in the gardens of the Ambler Arboretum of Temple University and then improve picture quality with editing software in the computer lab. Bring your DSLR camera, or compact camera, and instruction booklet.

Instructor: Michael Price
TUA: 4 Mon., Apr. 23 to May 14
$125 • 6 to 8 PM

SPECIAL PROGRAMS

Getting Paid to Talk: An Introduction to Professional Voice Acting
Have you ever been told that you have a great voice? From commercials and cartoons to audio books and documentaries, people just like you earn great income using their voices. Learn the basics and record a commercial under the direction of our producer. This class is lots of fun and a great first step for anyone interested in professional voice acting.

Instructor: John Gallogly
Creative Voice Development Group
TUA: Thurs., Feb. 8
TUCC: Tues., Apr. 10
$55 • 6:30 to 9 PM

Learn to Play American Mah Jongg
American Mah Jongg is a game with a 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
Mah Jongg instructor and national competitor
TUFWi: 5 Tues., Mar. 14 to Apr. 11
$85 (plus $88 materials fee)
7 to 9 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
Founder, Life Managers
Mah Jongg instructor and national competitor
TUFW: 5 Tues., Mar. 14 to Apr. 11
$85 (plus $8 materials fee)
7 to 9 PM

PERSONAL FINANCE

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 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 Thurs., Jan. 25 and Feb. 1
Section II
TUA: 2 Tues., Jan. 30 and Feb. 6
$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, 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
Section I
TUA: 2 Tues., Jan. 25 and Feb. 1
9:30 to 11:30 AM • $39
Section II
TUFW: 2 Thurs., Jan. 30 and Feb. 6
1 to 3 PM • $39

NOTE: No discounts apply to this course.
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  
Financial Advisor and Sr. VP, Ameriprise  
TUCE: 4 Wed., Feb. 21 to Mar. 21  
(no class March 7)  
$99  • 6:30 to 8:30 PM

Finances for Your Lifetime
Do you want to have greater control over your hard-earned money? Join us and learn more about the major financial concepts that you will encounter during your lifetime. Topics of discussion will include: Compounding Interest; Knowledge of Taxes; Accounting Statements & Budgeting; Housing Issues; Different Types of Loans; Your Credit Rating; 529 Plans & Life Insurance; Retirement Plans; and more. The more you learn now about your personal finances, the more money you can save!  
Instructor: George Metro  
Ass. Dir., Finance & Accounting, Temple University  
TUCE: Weds., Jan. 31  
$49  • 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: Tania Pandolfo  
Foreign Language Instructor  
TUCE: 8 Tues., Feb. 13 to Apr. 10  
(no class Mar. 6)  
$175  • 7 to 9 PM  
Instructor: Carmen Nunez

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: Elsa Rodriguez  
Foreign Language Instructor  
TUCE: 6 Sat., Mar. 3 to Apr. 21  
(no class Mar. 10 and 31)  
$175  • 9:30 AM to 12 Noon  
Instructor: Carmen Nunez  
Foreign Language Instructor  
TUA: 8 Wed., Feb. 21 to Apr. 18  
(no class Mar. 7)  
$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., Feb. 6 to Apr. 3  
(no class Mar. 6)  
$175  • 6:30 to 8:30 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 all three parts of Dante’s La Divina Commedia, nor develop a taste for cafè espresso, but whatever your preferences in art, history, fashion, food, design, or business, by learning Italian you are giving yourself the opportunity to get to know and appreciate a culture of unmatched complexity and beauty. We’ll learn more vocabulary, grammar and improve our conversational skills.  
Instructor: Gina Nichols  
TUA: 8 Tues., Mar. 13 to May 1  
$155  • 7:45 to 9:15 PM

Arabic Language for Beginners
Learn the basics of the Arabic language in a friendly and supportive environment. You will learn the Arabic alphabet, including Arabic letters, and rules. Also, learn how to read, write and pronounce the Arabic alphabet and words.  
Instructor: Aladdin Abou–Ouf  
Arabic Language Instructor  
TUA: 8 Thurs., Feb. 22 to Apr. 19  
(no class Mar. 8)  
TUCE: 8 Mon., Mar. 12 to Apr. 30  
$195  • 6:30 to 8:30 PM

Conversational Chinese: Part I
Learn the basics of Mandarin Chinese. This course is aimed at building a solid foundation for those who have no or little Chinese background. You will learn the Chinese Pinyin and how to combine sounds into syllables. Also, discover the basic language skills of listening, speaking, reading, and writing to initiate and respond to basic conversations in Mandarin Chinese. Important aspects of history and culture will also be introduced.  
Instructor: Chin-Hua Liu  
Mandarin Chinese Instructor  
TUA: 8 Tues., Feb. 20 to Apr. 24  
(no class Mar. 6)  
$195  • 6:30 to 8:30 PM  
Instructor: Faye Wei  
Chinese Language Instructor  
TUCE: 9 Mon., Feb. 5 to Apr. 16  
(no class Feb. 19 and Mar. 5)  
$195  • 6 to 8 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Japanese Language
Part I: Conversation and Writing
Become immersed in the culture of Japan. Receive a useful primer that introduces you to basic Japanese conversations, traditions, as well as the Japanese calligraphy, known as “Shodo.” By practicing conversations as well as “Shodo,” you will learn the culture of Japanese writing, including history, philosophy and Zen-like spirit. Students should bring calligraphy equipment to class. The instructor will explain necessary items for the calligraphy portion at the first class meeting.
Instructor: Akiko Mori
Japanese language instructor
TUCC: 8 Tues., Mar. 13 to May 1
$175 • 6 to 8 PM

ARTS, LITERATURE AND HISTORY

NEW
Highs in the Low 70s: Music 1970-74
We will explore the music of the early 1970’s, both the popular and the important (often not the same thing), including rock, singer-songwriter, jazz fusion, funk, Motown, classical/concert music and many more genres. We will generally cover a year per class, including connections with the historical events and popular culture of the times.
Instructor: David Heitler-Klevans, BM
Musician, Two of a Kind
TUA: 5 Mon., Apr. 2 to May 14 (no class Apr. 16 and 23)
TUCC: 5 Mon., Feb. 19 to Mar. 26 (no class Mar. 5)
$85 • 10 AM to 12 PM

NEW
The Tale’s the Thing: Stories about Stories and their Books
Stories affirm who we are, they connect us to others, and they make shape and meaning of our lives. Join us as we read five books that richly examine the roles and forms of storytelling. We begin with the Geoffrey Chaucer’s, The Canterbury Tales, beautifully translated and edited by Colin Wilcockson. We continue with My Name is Lucy Barton, Olive Kittredge’s novel of stories we tell and stories we hide. Next is Northanger Abbey, Jane Austen’s novel about romance novels and romantic life. We follow with Graeme Macrae Burnet’s His Bloody Project, a thriller masquerading as a tale of true crime. We end with Morningstar: Growing Up with Books, Ann Hood’s memoir about reading as self-discovery. Please bring a snack or bagged lunch.
Instructor: Miriam Camitta, PhD
Lecturer, University of Pennsylvania
Section I
10 AM to Noon
5 Tues., Feb. 6, 20, Mar. 6, 20 and Apr. 3
Section II
1 to 3 PM
5 Tues., Feb. 6, 20, Mar. 6, 20 and Apr. 3
$115 • TUA

NEW
Philadelphia Nostalgia
Remember lunch at the Horn and Hardart Automat? The Saturday matinee at your neighborhood moviehouse? Or baseball at Connie Mack Stadium? Pop historian, Rick Spector, combines digital images, commentary and discussion to encourage participants to relive Philly’s good old days! Participants are encouraged to bring Philly artifacts to enhance the experience. Develop an enhanced appreciation and knowledge about the popular history of Philadelphia!
Instructor: Rick Spector
Owner, Moviehouse Production
TUCC: 3 Mon., Mar. 12 to 26
$85 • 1 to 3 PM

The Conservative Roundtable
This lively and interactive course is structured to provide a place where people, who maintain a politically conservative foundation, can share perspectives, deepen their knowledge base, and learn from others. You will have the opportunity to comment on assigned readings, pose questions and contribute your positions. Become more confident about your opinions and be more effective in conversations that are centered on local, national and international politics.
Instructor: Stewart Bolno
Principal, Political Persuasions Consultant
TUCC: 6 Mon., Mar. 12 to Apr. 16
$95 • 6:30 to 8:30 PM

NEW
Getting to Know Ireland
Join us for an introduction to Ireland, especially if you’re intending to travel to the Emerald Isle in the near future! We’ll start with basic geography, discuss 10 key moments in the Irish history, and finish by exploring the complicated politics above and below the Republic of Ireland’s border with Northern Ireland. Along the way, we will explore the unique art and culture of the people of this complicated and beautiful island.
Instructor: Steven Griffith
Founder, SJGriffith & Associates
TUA: Mon., Mar. 19
$45 (.2 CEUs) • 6:30 to 8:30 PM
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
TUCE: 6 Wed., Feb. 21 to Apr. 4 (no class Mar. 7)
$175 • 6:30 to 8:30 PM

NEW
Kick Your Skills Up a Notch
Utilize the techniques of creative nonfiction to give your news releases, intranet copy and brand marketing the zing of a winning novel. Choose spirited words to write powerful paragraphs. Use details and quotations to show, not tell, the story. Master anecdotes and vignettes for use in case studies and profiles of satisfied customers. Recognize excellent beginnings and extraordinary endings. Learn to use parallel construction. Understand and master scene-by-scene construction. Weave clever images into your tale. Focus on details. Whether you write for internal or external audiences, for print or online media, you can benefit from this refresher course on writing. This class assumes you know the basics.
Instructor: Susan Perloff
TUCE: 4 Mon., Mar. 12 to Apr. 2
$125 • 6:30 to 8:30 PM

NEW
Sharpen Your Skills in Interviewing and Quoting
Make readers want to read what you write by gathering and choosing compelling quotations. Discover the practice of interviewing experts and bystanders and how to turn their remarks into memorable quotations. Interview real people, those who delight in talking and those who shrink from the limelight. Learn how to extract pearls of wisdom from reluctant subjects. Prepare to ask hard questions in order to get good answers. Discern the difference between brilliant and banal quotations. Whether you write for internal or external audiences, for print or online media, you can benefit from this refresher course on writing. This class assumes you know the basics.
Instructor: Susan Perloff
TUCE: 4 Mon., Apr. 9 to 30
$125 • 6:30 to 8:30 PM

Telling Your Story: A Workshop for Writers of Fiction and Memoir
Join us as we consider aspects of the craft of writing through close readings of fiction and memoir, generative writing exercise, guided revision, and round table discussion of student work.
Instructor: Miriam Camitta, PhD, MFA
TUA: 6 Thurs., Feb. 8, 15, Mar. 1, 15, 29 and Apr. 12
$195 • 1 to 3:30 PM

NEW
Writing for Children’s Market: One-Day Workshop
Children’s books are outselling the adult book market. Dreaming about writing a children’s book, but don’t know where to begin? Discover what makes a good children’s story by focusing on the issues and craft of writing for the different ages and stages of your reader—infant through young adult. Explore writing age appropriate fiction, non-fiction and narrative non-fiction. Character development, plot structure, age related topics, interests and concerns will be analyzed and discussed.
Instructor: Vivian Grey, MA
Author, Hitching to Nirvana and Tea Leaves, a memoir of mothers and daughters
TUCE: 4 Mon., Apr. 9 to 30
$125 (.45 CEUs) • 6:30 to 8:30 PM

Writing Short Stories
Storytelling is at the core 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, personal essay, novels and non-fiction (both short and long). Great for all levels, from beginners to experienced writers.
Instructor: Anne Schuster
Hunter, MA
TUCE: 8 Sat., Feb. 24 to Apr. 28
(no class Mar. 10 and 31)
$195 (1.6 CEUs)
10 AM to 12 Noon
FOOD AND ENTERTAINMENT

NEW
90+ Point Wines: Critics Choice
Discover wines from around the world that have received critics reviews of 90 points or higher. You will be the final word on these selections by deciding if you agree with the critics. Bring your best wine-tasting skills for a fun-filled evening!
Instructor: Richard Unti and Local Wine Expert
Best of Philadelphia Magazine
TUA: Thurs., Mar. 15
$65 • 7 to 9 PM
*NOTE: You must be at least 21 to attend.

NEW
Sustainable, Organic and Biodynamic Wines
The movement for environmentally sound agriculture has slowly filtered into the wine growing methods worldwide. There has been some confusion and misunderstanding about these wines in the past. Join us and learn the differences between them while discovering the finest examples from around the world, including France, USA, South America and Australia. If you have been hesitant to try this category, we hope to make believers out you!
Instructor: Richard Unti and Local Wine Expert
Best of Philadelphia Magazine
TUA: 10 Mon., Jan. 29 to Apr. 9 (no class Mar. 5)
$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 spring. 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. 16 to May 7
$55 • 5:45 to 6:45 PM

Healthy Lifestyles and Exercise

Yoga for Body, Mind and Spirit
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 (E–RYT500) with Yoga Alliance. Lois has created 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.
Instructor: Lois A Hitt
Adjunct professor, Temple University & President www.wellcoregroup.com
TUA: 10 Mon., Jan. 29 to Apr. 9 (no class Mar. 5)
$125 • 5:45 to 6:45 PM

Get 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
Founder, Life Managers
TUA: Wed., Feb. 7
$45 • 6:30 to 8:30 PM

Luscious, Low-Fat, Lighting-Quick Meals (online)
Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This online course will show you how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!
$119 • Online
Register online at ed2go.com/tua

NEW
Time: Friend or Foe?
We’ve all heard the phrase, “work smarter, not harder.” In today’s world, we confront many obstacles which prevent us from reaching goals in a timely manner. Discover how to make the most of your time. We will examine things like: how do I spend my time each day and each week; how much time do I spend on social media and electronic devices; what are the enemies that attempt to manipulate and camouflage my time; how can I set goals for changing how I currently utilize my time; and more.
Instructor: Marilyn M. Golden
Retired school teacher and college instructor
TUA: 3 Thurs., Apr. 5 to 19
$125 (.6 CEUs) • 9 to 11 AM

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

**HORTICULTURE**

**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**

An elegant, functional garden design requires a solid understanding of what you have to work with. This course will enable you to create a base plan of your property’s existing elements and teach you how to evaluate your garden’s environmental conditions in order to ensure the success of your new design.

Instructor: Robert Dougan

GROUNDS SUPERVISOR, JEANES HOSPITAL

TUAs: 2 Wed., Mar. 14 and 21

999 • 6:30 to 9:30 PM

**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

TUAs: 3 Wed., Apr. 11 to 25

7 PM to 9 PM

and Sat., Apr. 14

9:30 AM to 12:30 PM • $135

**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

TUAs: 2 Wed., Mar. 28 and Apr. 4

7 PM to 9 PM

and 1 Sat., Apr. 7

9:30 AM to 12 Noon • $155

**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

TUAs: 3 Wed., May 2 to 16

6:30 to 9:30 PM

and 2 Sat., May 5 and 19

9:30 AM to 12:30 PM • $225

**Aquaponics 101**

What is aquaponics? It’s taking hydroponics (soilless 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.

Instructor: Thomas Bilotta

TEACHER, TEMPLE UNIVERSITY AMBLER AQUAPONICS TEAM

TUAs: 4 Mon., Mar. 12 to Apr. 2

$125 • 6:30 to 8:30 PM

*NOTE: Interested in Aquaponics, but cannot make it to the classes? Register for our online session and attend class from your computer! For more information, call us at 267–468–8500.

**Getting Your Garden Ready for Spring**

Does your lawn and garden look a sorry sight after winter? With a little TLC, you can coax them back to verdant life! There are lots of garden activities that can be started early in the season. Whether your planting flower or vegetables, join us and learn some guidelines that can help get your garden off to a good start!

Instructor: Brenda Sullivan

HORTICULTURAL THERAPIST, CATHEDRAL VILLAGE CCRC

TUAs: 2 Mon., Mar. 19 and 26

$85 • 7 to 9 PM

**NEW**

Gardening with Deer

Do you see the tell–tale hoof prints of deer in your garden and recognize that you’ve had visitors who enjoyed your planting for dinner? Attend this workshop to learn some friendly ideas to combat this sometimes ever–present visitor to your garden. Take home ideas that can help you enjoy a lush and balanced landscape.

Instructor: Kathleen Salisbury

DIRECTOR, AMBLER ARBORETUM TEMPLE UNIVERSITY

TUAs: Sat., Mar. 24

$45 • 10 AM to 12 PM

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

Enjoying the Diversity of Conifers
Think conifers are just evergreen blobs in the landscape, simply the background for the pretty plants? With the right combination of plants, you can have seasonal interest, lots of colors and textures in a small space! This workshop will walk you through the Colibraro Conifer Garden of the Ambler Arboretum of Temple University highlighting the unique plants just right for your landscape.
Instructor: Kathleen Salisbury
TUA: Tues., Feb. 20
$45 • 6:30 to 8:30 PM

NEW

Rain Ready Workshop
 Beautify your home with a rain garden or blossoming storm-water planter. Learn how you can create a rich plant basin to collect and filter storm-water runoff. Create a rain ready garden or blossoming storm-water planter. Learn how to design a rich plant basin to collect and filter storm-water runoff.
Instructor: Douglas DeMers
Design consultant, Home Science, LLC
TUA: Sat., Apr. 21
$55 • 10 AM to 12 PM

Creating 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
TUA: 2 Mon., Apr. 23 and 30
$75 • 6:30 to 8:30 PM

NEW

Weed ID: What’s a Garden Weed and What’s Not?
During this hands-on, interactive session, learn the natural history of the weeds as well as how to identify and manage a variety of broadleaf and grassy weeds in both turf and landscape situations.
Instructor: Kathleen Salisbury
TUA: Tues., Apr. 24
$45 • 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)
Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 4 Thurs., Mar. 15 to Apr. 5
$125 • 7 to 9:30 PM

Floral Design I
Develop the basic skills of designing with flowers and foliage—fresh, dried and silk. Learn how to make flowers last longer and become proficient in the selection of colors and flower types to coordinate with living spaces and entertainment needs.
Instructor: Priscilla–Gene W. Shaffer, BA, ART
Adjunct faculty, Temple University Ambler
TUA: 4 Thurs., Feb. 8 to Mar. 1
$125 • 7 to 9:30 PM

Floral Design II
Learn more advanced techniques for creating lovely floral arrangements, including combining fruits and vegetables with flowers, designing in glass, and creating arrangements for home.
Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 4 Thurs., Mar. 15 to Apr. 5
$125 • 7 to 9:30 PM

Floral Arranging of Yesterday to 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. Flowers and materials will be available at cost from the instructor. Dress comfortably to work with flowers.
Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 6 Thurs., Apr. 12 to May 24
(no class May 10)
$165 • 7 to 9:30 PM

FLORAL DESIGN ELECTIVES

Ikebana: Japanese Influence on the Art of Flower Arranging
Beauty, simplicity and harmony are the cornerstones of Ikebana and cues from nature are its fundamental inspiration. You will learn the rich symbolism of this graceful art form to enhance the experience of assembling a floral composition. After each session, you will take home an arrangement, created with respect for Ikebana traditions, but not confined by them. Floral materials may be purchased from the instructor. Please bring floral clippers to each session.
Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 4 Tues., Mar. 13 to Apr. 3
$125 • 7 to 9:30 PM

BECOME AN ARBORETUM ASSOCIATE MEMBER

The Ambler Arboretum of Temple University
Arboretums support enhancements to the Ambler Arboretum. The Ambler Arboretum serves as an exemplary sustainable landscape and valuable resource to educate and inspire students, community visitors, and corporate and municipal officials to become environmentally responsible. Arboretum Associate Members receive a 20 percent discount off most non-credit personal enrichment courses. For more information, contact the Arboretum Director, Kathy Salisbury, at 267-468-8400 or kathleen.salisbury@temple.edu. Join now and be a part of this exciting program.
GRADUATE PREP WORKSHOPS

GMAT Strategy Workshop
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
TUCC: Wed., Feb. 28
FREE • 6 to 7:30 PM

GMAT Test Prep
Obtain instruction on the Quantitative, Verbal, Integrated Reasoning, and Analytical Writing sections of the GMAT. Review the mathematical concepts tested on the GMAT, and prepare for the Problem Solving and Data Sufficiency questions most typically seen on the GMAT’s Quantitative section. Strengthen your Reading Comprehension and Sentence Correction skills with proven tips that help you save time and eliminate mistakes. Also, learn about the critical reasoning skills tested on the GMAT’s new Integrated Reasoning section and the Analytical Writing Assessment. This class provides a comprehensive explanation of the Analytical Reasoning logic games and strategies for quickly solving each type of game. This course is ideal for current undergraduates, recent graduates, and anyone looking to apply to Law School.

Instructor: Staff
TUCC: Tues., Feb. 27
MAIN: Thurs., Mar. 1
FREE • 6 to 7:30 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
TUCC: Tues., Feb. 27
MAIN: Thurs., Mar. 1
FREE • 6 to 7:30 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.

Instructor: Staff
TUCC: Tues., Feb. 27
MAIN: Thurs., Mar. 1
FREE • 6 to 7:30 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
TUCC: Tues., Apr. 24
FREE • 6 to 7:30 PM

LSAT Test Prep
This intensive LSAT prep program provides proven techniques to simplify the LSAT. Learn easy-to-apply strategies for answering Logical Reasoning questions and Reading Comprehension passages. This class provides a comprehensive explanation of the Analytical Reasoning logic games and strategies for quickly solving each type of game. This course is ideal for current undergraduates, recent graduates, and anyone looking to apply to Law School.

Main: T/Th., May 8 to June 7 (no class May 10)
$999 • 6 to 9 PM

YOUTH WORKSHOPS

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: Eileen Abrams, MA, MEd College writing instructor and academic coach and Andrew Isom, Instructor, Mighty Writers and Math Teacher
TUA: 6 Sat., Jan. 20 to Mar. 3 (no class Feb. 17)
$325 • 9 AM to 1 PM
For details on individual class sessions, visit us online at noncredit.temple.edu/nce.
Come to Tyler this Spring to explore new territory and fuel your passion for Art! Tyler Continuing Education offers a variety of studio art workshops for adults and high school students designed to meet the needs of beginning, intermediate, and advanced level learners. All of our adult workshops are available for Act 48 Credits for PA educators. Scholarships are available for high school students. Workshops include:

- **Digital Design & Fabrication** (Adults & High School Students)
- **Drawing Fundamentals** (High School Students)
- **The Art of Graphic Design** (High School Students)
- **Street Photography** (Adults & High School Students)
- **Ceramics: Form & Function** (Adults & High School Students)
- **Painting in Oils** (High School Students)
- **Painting from the Masters** (Adults)
- **Figure Drawing & Portraits** (High School Students)
- **Digital Imaging for Adults & Educators** (Adults)
- **Printmaking: Layer it On!** (Adults & High School Students)
- **Jewelry & Casting** (Adults & High School Students)
- **Introduction to Architecture** (High School Students)
- **Philadelphia Sketchbook** (Adults & High School Students)
- **Fiber Art: Dye, Weave, Sew!** (Adults & High School Students)
- **Portfolio Boot Camps** (High School Students)
- **Glass Blowing** (Adults & High School Students)
- **Exploring the Animal as Subject** (Adults)

**DATES:** 2/3/2018 – 3/24/2018  
**SCHEDULE:** Saturdays, 10am – 1pm unless otherwise noted  
**TUITION:** Each workshop is $350. Some workshops have an additional $35–$50 materials or model fee.  
**LOCATION:** Tyler School of Art, Temple University, 2001 N. 13th Street, Philadelphia, PA 19122. The entrance to Tyler is on Norris Street between 12th and 13th Streets.

For details and registration information visit us at TYLER.TEMPLE.EDU or call 215-777-9010

---

**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 14, 2018.  
**We look forward to seeing you at Temple University – where learning never ends!**
<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START DATE</th>
<th>START TIME</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONL</td>
<td>Social Media Marketing</td>
<td>Self</td>
<td>01/02/18</td>
<td>Online</td>
<td>9</td>
</tr>
<tr>
<td>TUA</td>
<td>SAT/ACT Combo Prep Course</td>
<td>Sat</td>
<td>01/20/18</td>
<td>9:00 AM</td>
<td>24</td>
</tr>
<tr>
<td>TUA</td>
<td>Finances for Your Lifetime</td>
<td>Wed</td>
<td>01/24/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Rejuvenate Your Retirement</td>
<td>Tues</td>
<td>01/25/18</td>
<td>9:30 AM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Retirement Planning Today</td>
<td>Thurs</td>
<td>01/25/18</td>
<td>6:00 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Get Organized to Age in Place</td>
<td>Wed</td>
<td>01/29/18</td>
<td>6:30 PM</td>
<td>17,21</td>
</tr>
<tr>
<td>TUA</td>
<td>Yoga for Body, Mind and Spirit</td>
<td>Mon</td>
<td>01/29/18</td>
<td>5:45 PM</td>
<td>21</td>
</tr>
<tr>
<td>TUA</td>
<td>Rejuvenate Your Retirement</td>
<td>Thurs</td>
<td>01/30/18</td>
<td>1:00 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Retirement Planning Today</td>
<td>Tues</td>
<td>01/30/18</td>
<td>6:00 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Wedding Planning &amp; Consulting: Part I</td>
<td>W/S</td>
<td>01/31/18</td>
<td>6:30 PM</td>
<td>13</td>
</tr>
<tr>
<td>TUA</td>
<td>Finances for Your Lifetime</td>
<td>Wed</td>
<td>01/31/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Conversational Chinese: Part I</td>
<td>Mon</td>
<td>02/05/18</td>
<td>6:00 PM</td>
<td>18</td>
</tr>
<tr>
<td>ONL</td>
<td>Web Design and Development</td>
<td>Self</td>
<td>02/05/18</td>
<td>Online</td>
<td>9</td>
</tr>
<tr>
<td>TUA</td>
<td>Introduction to Spanish</td>
<td>Tues</td>
<td>02/06/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>The Tale’s the Thing (book discussion)</td>
<td>Tues</td>
<td>02/06/18</td>
<td>10:00 AM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>The Tale’s the Thing (book discussion)</td>
<td>Tues</td>
<td>02/06/18</td>
<td>1:00 PM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>Get Organized to Age in Place</td>
<td>Wed</td>
<td>02/07/18</td>
<td>6:30 PM</td>
<td>17,21</td>
</tr>
<tr>
<td>TUA</td>
<td>Floral Design I</td>
<td>Thurs</td>
<td>02/08/18</td>
<td>7:00 PM</td>
<td>23</td>
</tr>
<tr>
<td>TUA</td>
<td>Getting Paid to Talk</td>
<td>Thurs</td>
<td>02/08/18</td>
<td>6:30 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Telling Your Story Writing Fiction &amp; Memoir</td>
<td>Thurs</td>
<td>02/08/18</td>
<td>1:00 PM</td>
<td>20</td>
</tr>
<tr>
<td>TUA</td>
<td>Fundamentals of Meeting Planning</td>
<td>Thurs</td>
<td>02/15/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Highs in the Low 70's: Music 1970-74</td>
<td>Mon</td>
<td>02/19/18</td>
<td>10:00 AM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>Conversational Chinese: Part I</td>
<td>Tues</td>
<td>02/20/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Fundamentals of Design and Layout</td>
<td>T/Th</td>
<td>02/20/18</td>
<td>6:30 PM</td>
<td>14</td>
</tr>
<tr>
<td>TUA</td>
<td>Introduction to Grant Writing</td>
<td>Tues</td>
<td>02/20/18</td>
<td>6:00 PM</td>
<td>5,12</td>
</tr>
<tr>
<td>TUA</td>
<td>Enjoying the Diversity of Conifers</td>
<td>Tues</td>
<td>02/20/18</td>
<td>6:30 PM</td>
<td>23</td>
</tr>
<tr>
<td>TUA</td>
<td>Office Organization</td>
<td>Wed</td>
<td>02/21/18</td>
<td>9:00 AM</td>
<td>5</td>
</tr>
</tbody>
</table>
The following is a listing of all of our non-credit courses, workshops and open houses for the Spring 2018 semester listed in Start Date order. See the page number for more details on a particular course or visit us online at noncredit.temple.edu/nce.

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START DATE</th>
<th>START TIME</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUA</td>
<td>Digital Photography I</td>
<td>Wed</td>
<td>02/21/18</td>
<td>7:00 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Intermediate Spanish</td>
<td>Wed</td>
<td>02/21/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUCC</td>
<td>Reinventing Yourself through Writing</td>
<td>Wed</td>
<td>02/21/18</td>
<td>6:30 PM</td>
<td>20</td>
</tr>
<tr>
<td>TUA</td>
<td>Wedding Planning &amp; Consulting: Part II</td>
<td>W/S</td>
<td>02/21/18</td>
<td>6:30 PM</td>
<td>13</td>
</tr>
<tr>
<td>TUCC</td>
<td>Financial Planning for Women</td>
<td>Wed</td>
<td>02/21/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Unlock the Secrets to Leadership</td>
<td>Thurs</td>
<td>02/22/18</td>
<td>9:00 AM</td>
<td>5</td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe Illustrator CC: Level I</td>
<td>Thurs</td>
<td>02/22/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUCC</td>
<td>Introduction to Italian: Part I</td>
<td>Thurs</td>
<td>02/22/18</td>
<td>6:00 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Arabic Language for Beginners</td>
<td>Thurs</td>
<td>02/22/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUCC</td>
<td>MS Excel 2016: Level I</td>
<td>Fri</td>
<td>02/23/18</td>
<td>9:00 AM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Project Management Basics I</td>
<td>Fri</td>
<td>02/23/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>TUA</td>
<td>Proofread Like a Pro</td>
<td>Fri</td>
<td>02/23/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUCC</td>
<td>What's Your Point?</td>
<td>Fri</td>
<td>02/23/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>TUCC</td>
<td>Writing Short Stories</td>
<td>Sat</td>
<td>02/24/18</td>
<td>10:00 AM</td>
<td>20</td>
</tr>
<tr>
<td>TUCC</td>
<td>Intro to Website Design</td>
<td>T/Th</td>
<td>02/26/18</td>
<td>6:30 PM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Excel 2016: Level I</td>
<td>Mon</td>
<td>02/26/18</td>
<td>9:00 AM</td>
<td>7</td>
</tr>
<tr>
<td>TUCC</td>
<td>GRE Strategy Workshop</td>
<td>Tues</td>
<td>02/27/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUCC</td>
<td>GMAT Strategy Workshop</td>
<td>Wed</td>
<td>02/28/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUCC</td>
<td>Project Management Basics I</td>
<td>Wed</td>
<td>02/28/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>MAIN</td>
<td>GRE Strategy Workshop</td>
<td>Thurs</td>
<td>03/01/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Access 2016: Level I</td>
<td>Th</td>
<td>03/02/18</td>
<td>9:00 AM</td>
<td>9</td>
</tr>
<tr>
<td>TUA</td>
<td>Project Management Basics II</td>
<td>Fri</td>
<td>03/02/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>TUA</td>
<td>Proofread Like a Pro</td>
<td>Fri</td>
<td>03/02/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUCC</td>
<td>Intermediate Spanish</td>
<td>Sat</td>
<td>03/03/18</td>
<td>9:30 AM</td>
<td>18</td>
</tr>
<tr>
<td>ONL</td>
<td>Cyber Security for Managers (online)</td>
<td>Self</td>
<td>03/05/18</td>
<td>Online</td>
<td>8</td>
</tr>
<tr>
<td>TUCC</td>
<td>Project Management Basics II</td>
<td>Wed</td>
<td>03/07/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe Photoshop CC: Level I</td>
<td>Thurs</td>
<td>03/08/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUA</td>
<td>Fundamentals of Editing</td>
<td>Fri</td>
<td>03/09/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUCC</td>
<td>MS Access 2016: Level I</td>
<td>Fri</td>
<td>03/09/18</td>
<td>9:00 AM</td>
<td>9</td>
</tr>
<tr>
<td>TUA</td>
<td>Project Management: Leading the Team</td>
<td>Fri</td>
<td>03/09/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>COURSE TITLE</td>
<td>DAY</td>
<td>START DATE</td>
<td>START TIME</td>
<td>PAGE</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>-----------</td>
<td>------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>TUCC</td>
<td>Tools and Techniques for Positive Conflict Resolution</td>
<td>Fri</td>
<td>03/09/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>Off Site</td>
<td>Site Inspection and Selection</td>
<td>Sat</td>
<td>03/10/18</td>
<td>9:00 AM</td>
<td>7</td>
</tr>
<tr>
<td>TUCC</td>
<td>Arabic Language for Beginners</td>
<td>Mon</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUCC</td>
<td>Intro to HTML5 and CSS</td>
<td>M/Th</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>MS PowerPoint 2016: Level I</td>
<td>Mon</td>
<td>03/12/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUA</td>
<td>Kick Your Skills up a Notch</td>
<td>Mon</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>12,20</td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe Photoshop Lightroom</td>
<td>Mon</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Philadelphia Nostalgia</td>
<td>Mon</td>
<td>03/12/18</td>
<td>1:00 PM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>The Conservative Roundtable</td>
<td>Mon</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>Aquaponics 101</td>
<td>Mon</td>
<td>03/12/18</td>
<td>6:30 PM</td>
<td>22</td>
</tr>
<tr>
<td>TUA</td>
<td>Introduction to Italian: Part I</td>
<td>Tues</td>
<td>03/13/18</td>
<td>5:30 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUA</td>
<td>Introduction to Italian: Part II</td>
<td>Tues</td>
<td>03/13/18</td>
<td>7:45 PM</td>
<td>18</td>
</tr>
<tr>
<td>TUCC</td>
<td>Japanese Language Part I</td>
<td>Tues</td>
<td>03/13/18</td>
<td>6:00 PM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>The Effective Use of Color</td>
<td>T/Th</td>
<td>03/13/18</td>
<td>6:30 PM</td>
<td>14</td>
</tr>
<tr>
<td>TUA</td>
<td>Ikebana Flower Arranging</td>
<td>Tues</td>
<td>03/13/18</td>
<td>7:00 PM</td>
<td>23</td>
</tr>
<tr>
<td>TUA</td>
<td>Analyzing Your Garden and Landscape</td>
<td>Wed</td>
<td>03/14/18</td>
<td>6:30 PM</td>
<td>22</td>
</tr>
<tr>
<td>TUCC</td>
<td>Digital Photography I</td>
<td>Wed</td>
<td>03/14/18</td>
<td>6:30 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Learn to Play American Mah Jongg</td>
<td>Tues</td>
<td>03/14/18</td>
<td>7:00 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Project Management: Leading the Team</td>
<td>Wed</td>
<td>03/14/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>TUA</td>
<td>The Business Side of Wedding Planning &amp; Consulting</td>
<td>W/S</td>
<td>03/14/18</td>
<td>6:30 PM</td>
<td>13</td>
</tr>
<tr>
<td>TUA</td>
<td>The Power of Visual Storytelling</td>
<td>Wed</td>
<td>03/14/18</td>
<td>6:00 PM</td>
<td>6,20</td>
</tr>
<tr>
<td>TUCC</td>
<td>Budgeting Tool Kit</td>
<td>Thurs</td>
<td>03/15/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Floral Design II</td>
<td>Thurs</td>
<td>03/15/18</td>
<td>7:00 PM</td>
<td>25</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Excel 2016: Level II</td>
<td>Thurs</td>
<td>03/15/18</td>
<td>9:00 AM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Unlock the Secrets to Leadership</td>
<td>Thurs</td>
<td>03/15/18</td>
<td>9:00 AM</td>
<td>5</td>
</tr>
<tr>
<td>TUA</td>
<td>90+ Point Wines Critics Choice</td>
<td>Thurs</td>
<td>03/15/18</td>
<td>7:00 PM</td>
<td>20</td>
</tr>
<tr>
<td>TUA</td>
<td>Fundamentals of Editing</td>
<td>Fri</td>
<td>03/16/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Access 2016: Level II</td>
<td>Thurs</td>
<td>03/16/18</td>
<td>9:00 AM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>What’s Your Point?</td>
<td>Fri</td>
<td>03/16/18</td>
<td>9:00 AM</td>
<td>2</td>
</tr>
<tr>
<td>ONL</td>
<td>Digital Analytics and Reporting</td>
<td>Self</td>
<td>03/19/18</td>
<td>Online</td>
<td>9</td>
</tr>
</tbody>
</table>
The following is a listing of all of our non-credit courses, workshops and open houses for the Spring 2018 semester listed in Start Date order. See the page number for more details on a particular course or visit us online at noncredit.temple.edu/nce.

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START DATE</th>
<th>START TIME</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUCC</td>
<td>GMAT Test Prep</td>
<td>M/W</td>
<td>03/19/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUA</td>
<td>Getting Your Garden Ready for Spring</td>
<td>Mon</td>
<td>03/19/18</td>
<td>7:00 PM</td>
<td>22</td>
</tr>
<tr>
<td>TUCC</td>
<td>GRE Test Prep</td>
<td>T/Th</td>
<td>03/20/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUC</td>
<td>Speaking with Confidence</td>
<td>Wed</td>
<td>03/21/18</td>
<td>9:00 AM</td>
<td></td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe InDesign CC; Level I</td>
<td>Thurs</td>
<td>03/22/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUA</td>
<td>Fabrics and Materials</td>
<td>Th/T/S</td>
<td>03/22/18</td>
<td>6:30 PM</td>
<td>14</td>
</tr>
<tr>
<td>TUCC</td>
<td>WordPress for Beginners</td>
<td>M/Th</td>
<td>03/22/18</td>
<td>6:30 PM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>Applying Emotional Intelligence</td>
<td>Fri</td>
<td>03/23/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Master Editing Workshop</td>
<td>Fri</td>
<td>03/23/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUCC</td>
<td>Motivating</td>
<td>Wed</td>
<td>03/23/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUCC</td>
<td>MS Access 2016; Level II</td>
<td>Fri</td>
<td>03/23/18</td>
<td>9:00 AM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>Gardening with Deer</td>
<td>Sat</td>
<td>03/24/18</td>
<td>10:00 AM</td>
<td>23</td>
</tr>
<tr>
<td>TUCC</td>
<td>Business Writing Essentials</td>
<td>Wed</td>
<td>03/28/18</td>
<td>9:00 AM</td>
<td>5,11</td>
</tr>
<tr>
<td>TUA</td>
<td>Discover the Leader in You</td>
<td>Wed</td>
<td>03/28/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Excel 2016; Level III</td>
<td>Thurs</td>
<td>03/28/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUA</td>
<td>Tents and Outdoor Weddings</td>
<td>Wed</td>
<td>03/28/18</td>
<td>6:30 PM</td>
<td>13</td>
</tr>
<tr>
<td>TUCC</td>
<td>The Art of Providing 5 Diamond Service</td>
<td>Wed</td>
<td>03/28/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Woody Plant Identification</td>
<td>W/S</td>
<td>03/28/18</td>
<td>7:00 PM</td>
<td>22</td>
</tr>
<tr>
<td>TUCC</td>
<td>Technology for the Meeting Professional</td>
<td>Thurs</td>
<td>03/29/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Excel 2016; Level I</td>
<td>M/W</td>
<td>04/02/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Highs in the Low 70's Music 1970-74</td>
<td>Mon</td>
<td>04/02/18</td>
<td>10:00 AM</td>
<td>19</td>
</tr>
<tr>
<td>TUA</td>
<td>The Art of Providing 5 Diamond Service</td>
<td>Wed</td>
<td>04/04/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>The Essentials of Catering</td>
<td>Wed</td>
<td>04/04/18</td>
<td>6:30 PM</td>
<td>13</td>
</tr>
<tr>
<td>TUCC</td>
<td>The Results-Oriented Leader</td>
<td>Wed</td>
<td>04/04/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUA</td>
<td>Tools and Techniques for Positive Conflict Resolution</td>
<td>Wed</td>
<td>04/04/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe InDesign CC; Level II</td>
<td>Thurs</td>
<td>04/05/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUCC</td>
<td>Digital Photography II</td>
<td>Wed</td>
<td>04/05/18</td>
<td>6:30 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Furniture</td>
<td>T/Th</td>
<td>04/05/18</td>
<td>6:30 PM</td>
<td>14</td>
</tr>
<tr>
<td>TUA</td>
<td>Time: Friend or Foe?</td>
<td>Thurs</td>
<td>04/05/18</td>
<td>9:00 AM</td>
<td>5,21</td>
</tr>
<tr>
<td>TUA</td>
<td>Discover the Leader in You</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>COURSE TITLE</td>
<td>DAY</td>
<td>START DATE</td>
<td>START TIME</td>
<td>PAGE</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>--------------</td>
<td>------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>TUCC</td>
<td>Master Editing Workshop</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>11</td>
</tr>
<tr>
<td>TUCC</td>
<td>MS Access 2016: Level III</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Access 2016: Level III</td>
<td>Thurs</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>Providing Great Customer Service through Social Media</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Speaking with Confidence</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>5</td>
</tr>
<tr>
<td>TUCC</td>
<td>When the Customer is Wrong</td>
<td>Fri</td>
<td>04/06/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUCC</td>
<td>Adobe Photoshop for the Web</td>
<td>M/Th</td>
<td>04/09/18</td>
<td>6:30 PM</td>
<td>10</td>
</tr>
<tr>
<td>TUA</td>
<td>MS Excel 2016: Level I</td>
<td>M/W</td>
<td>04/09/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUCC</td>
<td>The Power of Visual Storytelling</td>
<td>Mon</td>
<td>04/09/18</td>
<td>6:00 PM</td>
<td>6,20</td>
</tr>
<tr>
<td>TUA</td>
<td>Sharpen Your Skills in Interviewing and Quoting</td>
<td>Mon</td>
<td>04/09/18</td>
<td>6:30 PM</td>
<td>12</td>
</tr>
<tr>
<td>TUA</td>
<td>Getting Paid to Talk</td>
<td>Thurs</td>
<td>04/10/18</td>
<td>6:30 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Digital Photography II</td>
<td>Wed</td>
<td>04/11/18</td>
<td>7:00 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Herbacous Plant Identification</td>
<td>W/S</td>
<td>04/11/18</td>
<td>7:00 PM</td>
<td>22</td>
</tr>
<tr>
<td>TUCC</td>
<td>Managing the Tough Spots</td>
<td>Wed</td>
<td>04/11/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUA</td>
<td>Food and Beverage</td>
<td>Thurs</td>
<td>04/12/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Sustainable, Organic &amp; Biodynamic Wines</td>
<td>Thurs</td>
<td>04/12/18</td>
<td>7:00 PM</td>
<td>21</td>
</tr>
<tr>
<td>TUA</td>
<td>Flower Arranging of Yesterday for Today</td>
<td>Thurs</td>
<td>04/12/18</td>
<td>7:00 PM</td>
<td>23</td>
</tr>
<tr>
<td>TUA</td>
<td>The Results–Oriented Leader</td>
<td>Fri</td>
<td>04/13/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUA</td>
<td>When the Customer is Wrong</td>
<td>Fri</td>
<td>04/13/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Yoga – course extension</td>
<td>Mon</td>
<td>04/16/18</td>
<td>5:45 PM</td>
<td>21</td>
</tr>
<tr>
<td>TUA</td>
<td>Lighting and Accessories</td>
<td>T/Th</td>
<td>04/17/18</td>
<td>6:30 PM</td>
<td>14</td>
</tr>
<tr>
<td>TUA</td>
<td>Business Writing Essentials</td>
<td>Wed</td>
<td>04/18/18</td>
<td>9:00 AM</td>
<td>5,11</td>
</tr>
<tr>
<td>TUA</td>
<td>Adobe Dreamweaver CC: Level I</td>
<td>M/Th</td>
<td>04/19/18</td>
<td>6:30 PM</td>
<td>11</td>
</tr>
<tr>
<td>TUA</td>
<td>Applying Emotional Intelligence</td>
<td>Fri</td>
<td>04/20/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUCC</td>
<td>Providing Great Customer Service through Social Media</td>
<td>Fri</td>
<td>04/20/18</td>
<td>9:00 AM</td>
<td>4</td>
</tr>
<tr>
<td>TUA</td>
<td>Managing the Tough Spots</td>
<td>Fri</td>
<td>04/20/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUCC</td>
<td>QuickBooks</td>
<td>Sat</td>
<td>04/21/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUA</td>
<td>Home Styling: Interior Redesign</td>
<td>Sat</td>
<td>04/21/18</td>
<td>9:00 AM</td>
<td>14</td>
</tr>
<tr>
<td>TUCC</td>
<td>Writing for the Children's Market</td>
<td>Sat</td>
<td>04/21/18</td>
<td>10:00 AM</td>
<td>20</td>
</tr>
<tr>
<td>TUA</td>
<td>Rain Ready Workshop</td>
<td>Sat</td>
<td>04/21/18</td>
<td>10:00 AM</td>
<td>22</td>
</tr>
</tbody>
</table>
The following is a listing of all of our non-credit courses, workshops and open houses for the Spring 2018 semester listed in Start Date order. See the page number for more details on a particular course or visit us online at noncredit.temple.edu/nce.

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START DATE</th>
<th>START TIME</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONL</td>
<td>Search Engine Optimization</td>
<td>Self</td>
<td>04/23/18</td>
<td>Online</td>
<td>9</td>
</tr>
<tr>
<td>TUA</td>
<td>Garden Photography</td>
<td>Mon</td>
<td>04/23/18</td>
<td>6:00 PM</td>
<td>17</td>
</tr>
<tr>
<td>TUA</td>
<td>Creating Your Cut Flower Garden</td>
<td>Mon</td>
<td>04/23/18</td>
<td>6:30 PM</td>
<td>23</td>
</tr>
<tr>
<td>MAIN</td>
<td>LSAT Strategy Workshop</td>
<td>Tues</td>
<td>04/24/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>TUA</td>
<td>Spring Weed ID</td>
<td>Tues</td>
<td>04/24/18</td>
<td>6:30 PM</td>
<td>23</td>
</tr>
<tr>
<td>TUCC</td>
<td>Contract Negotiations</td>
<td>Thurs</td>
<td>04/26/18</td>
<td>6:00 PM</td>
<td>7</td>
</tr>
<tr>
<td>TUA</td>
<td>Motivating</td>
<td>Thurs</td>
<td>04/26/18</td>
<td>9:00 AM</td>
<td>3</td>
</tr>
<tr>
<td>TUA</td>
<td>QuickBooks</td>
<td>Sat</td>
<td>04/28/18</td>
<td>9:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>TUCC</td>
<td>Build Your Website</td>
<td>M/Th</td>
<td>04/30/18</td>
<td>6:30 PM</td>
<td>11</td>
</tr>
<tr>
<td>TUA</td>
<td>Digital Darkroom: Intro to Photoshop</td>
<td>Tues</td>
<td>05/01/18</td>
<td>6:30 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUCC</td>
<td>Digital Darkroom: Intro to Photoshop</td>
<td>Wed</td>
<td>05/02/18</td>
<td>6:30 PM</td>
<td>16</td>
</tr>
<tr>
<td>TUA</td>
<td>Residential Landscape Design</td>
<td>W/S</td>
<td>05/05/18</td>
<td>6:30 PM</td>
<td>22</td>
</tr>
<tr>
<td>MAIN</td>
<td>LSAT Test Prep</td>
<td>T/Th</td>
<td>05/08/18</td>
<td>6:00 PM</td>
<td>24</td>
</tr>
<tr>
<td>ONL</td>
<td>Luscious, Low-Fat Lighting-Quick Meals</td>
<td>Self</td>
<td>Various</td>
<td>Online</td>
<td>21</td>
</tr>
</tbody>
</table>

**SAVE THE DATE!**

The Great American Camp Out at Temple University Ambler

June 23 (Saturday), 3:00 PM to June 24 (Sunday), 11:00 AM

Spend the night tent camping at Temple University Ambler. Go on nature walks, attend special programs, get in touch with nature! A great family experience for new or experienced campers.

Plans are underway! For more information contact us 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
Administration Building
Monday to Friday: 8:30 AM to 5:00 PM

OR

In person, come to Temple University Center City
1515 Market Street, Suite 215
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.

#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.

Name ___________________________ Date of Birth __________

Home Address __________________________________________________________________________

City ____________________________ State _______ ZIP __________

Day Phone ___________________ Evening Phone __________ Cell Phone __________

E-mail address ____________________________

Course Selections

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Campus Location</th>
<th>Course Fee</th>
<th>Materials Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Course Fees $ __________

10% discount applied (Discount #1☐ or #2☐ or #3☐) (see applicable discounts on page 32) Minus $ __________

Total Amount Due $ __________

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
Horticulture
Languages
Special Programs
Test and College Prep
Writing and Literature
Youth Workshops

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