Undergraduate and Graduate Programs

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

PURSUE PASSIONS

ENRICH LIFE

ENHANCE SKILLS

FALL 2018
COURSE GUIDE

NON-CREDIT AND CONTINUING EDUCATION

REGISTER ONLINE

NONCREDIT.TEMPLE.EDU/NCE
Certificate in Leadership and Management
Whether you are a supervisor, manager, team or project leader, or you want to enhance your leadership and management abilities, this certificate program will provide you with a variety of skills that enable you to become a better leader and manager. 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 summer one-week intensive is available at the Ambler campus. Page 15.

Certificate in Bookkeeping
Learn the essential skills needed to become a Certified Bookkeeper! This program is designed for those with little or no experience in bookkeeping and prepares students to sit for the American Institute of Professional Bookkeepers (AIPB) exam. Pages 6 – 7.

The Ambler Arboretum of Temple University
The Ambler Arboretum of Temple University offers educational courses in the areas of horticulture and floral design. Become an Arboretum Associate Member and receive a 20 percent off most non-credit personal enrichment courses! Pages 24 - 25.

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

Visit our website for course details! trainonline.cc/tua
LEARN NEW SKILLS
EXPAND YOUR INCOME
ENRICH YOUR LIFE

Welcome to our Fall Session!

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

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

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

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

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

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

Choose the location that best meets your needs!

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

TUA - Ambler
TUCC - Center City
MAIN - Main
ONL - Online

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

PROFESSIONAL DEVELOPMENT

Business Essentials  2
Bookkeeping  6
Training for K12 Educators  7
Career Transitions  8
Professional Meeting Planning  9
Editing and Writing for Business  10
Computer Applications  11
Internet Marketing  12
Wedding Planning & Consulting  14
Interior Design  15
Financial Planning  16
Architecture  17
Real Estate Institute  17

PERSONAL ENRICHMENT

Digital Photography  18
Personal Finance  18
Special Programs  19
Languages  20
Creative Writing  21
Arts, Literature & History  22
Food and Entertainment  23
Ambler Arboretum  24
Healthy Lifestyles and Exercise  26
Graduate Prep Workshops  26
Youth Workshops  27

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 are 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., Sept. 14  

$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  
TUCC: Fri., Sept. 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  
TUCC: Fri., Sept. 28

$225 (6 CEUs) • 9 AM to 4 PM

What's Your Point?: Effective Interpersonal Communication

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

Instructor: Theresa Hummel-Krallinger  
President, High Five Performance, Inc.

TUCA: Fri., Sept. 14

$225 (6 CEUs) • 9 AM to 4 PM

Certificate in Leadership and Management

To earn this certificate, you must complete the five required courses within a two-year period. The required courses are:

- What’s Your Point? Effective Interpersonal Communication
- Discover the Leader in You
- The Results-Oriented Leader
- Motivating: How to Get Extraordinary Results from Ordinary People
- Managing the Tough Spots

CERTIFICATE PROGRAM IN LEADERSHIP AND MANAGEMENT in one semester!

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

$955 (3 CEUs)  
TUA and TUCC

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
**Discover the Leader in You**

Management is a constantly evolving practice, with skill-sets necessary for success in all career paths. In today’s high-speed and high-demand workplace, managers are needed who know how to develop and coach an effective, high-performing staff. Whether you’re just beginning your management track or feel your management style could use a facelift, this workshop will provide the necessary exercises and tools to aid you in becoming a confident and results-producing leader. We’ll cover topics geared to strengthen your core competencies, identify and hone your leadership style, expand your ability to work with all types of people, and instruct you how to manage across multiple platforms.

**Instructor:** Andrea Sullivan, MA  
**TUA:** Fri., Oct. 12  
**TUCC:** Wed., Oct. 24  
**$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., Oct. 26  
**TUCC:** Wed., Nov. 14  
**$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 up your hands in defeat! Develop the skills you need to get the best from people. Learn to recognize and understand others’ needs and behaviors and use what you’ve learned to inspire exceptional performance. We’ll also discuss what causes demotivation and how to reverse it, techniques for creating an environment that nurtures initiative-taking, and ways to keep motivation high.

**Instructor:** Theresa Hummel-Krallinger  
**TUA:** Fri., Nov. 2  
**TUCC:** Wed., Nov. 28  
**$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 services 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 three required courses to earn the Certificate in Customer Service are:

- **When the Customer is Wrong**
- **Applying Emotional Intelligence**
- **Providing Great Customer Service through Social Media**

**CERTIFICATE PROGRAM IN CUSTOMER SERVICE 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.

**$579 (1.6 CEUs)**  
**TUA**
When the Customer is Wrong
It is easy to deliver good customer service with enthusiasm and a smile. But what happens when the customer has created the problem they are complaining about? How do you handle a customer’s unreasonable expectation? Or a customer who won’t take “no” for an answer? This workshop is full of practical techniques to handle the trickiest customer situations with respect and professionalism.

Instructor: Kim Neubauer, MS
Training Consultant
TUA: Fri., Nov. 2
$245 (.6 CEUs) • 9 AM to 4 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: Vanessa Williams, Instructional Designer and Trainer, Temple University
TUA: Fri., Nov. 9
TUCC: Fri., Oct. 26
$195 (.4 CEUs) • 9 AM to 1 PM

NEW
Providing Great Customer Service through Social Media
Providing great customer service is a key goal of any successful business. Today, social media sites are increasingly becoming valid and important channels through which consumers solicit and receive customer service. Discover how to provide easy channels for customer service and feedback, where to look for feedback you might miss, and how to create a positive brand building opportunity out of customer questions and feedback. We will focus on Twitter, Facebook and LinkedIn, and also review Google, Yahoo and other sites that collect feedback on companies.

Instructor: Theresa Hummel-Krallinger
TUA: Fri., Nov. 16
$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
- Effective Business Writing
- Speaking with Confidence

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

$925 (2.8 CEUs)
TUA and TUCC

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

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

Assemble 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: Fri., Dec. 7
TUCC: Fri., Nov. 30
$225 (.6 CEUs) • 9 AM to 4 PM

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

Instructor: Staff
TUA: Fri., Oct. 26
TUCC: Fri., Oct. 5
$225 • 9 AM to 4 PM

Speaking with Confidence
Become more confident in speaking situations. Acquire techniques to overcome nervousness and promote relaxation.

Instructor: Lynne L. Jacobus, MA
Jacobus Associates
TUA: Fri., Nov. 30
TUCC: Fri., Nov. 9
$225 (.6 CEUs) • 9 AM to 4 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Certificate in Administrative Office Specialist

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

The five required courses to earn the Certificate in Administrative Office Specialist are:
- Effective Business Writing
- MS Word 2013: Level I
- MS Excel 2013: Level I
- Office Organization: Systems for Clarity and Control
- Speaking with Confidence

Effective Business Writing
See page 4 for description, locations and dates.

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

Instructor: David Grauel
TU: Mon., Sept. 17
TUU: Fri., Sept. 21
$225 (.6 CEUs) • 9 AM to 4 PM

MS Excel 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Updating data in an Excel® worksheet is fast and easy. Learn to create spreadsheets and work books that you can use to store, manipulate, and share your data. Storing your data in Excel® also enables you to run reports on the data, perform calculations and much more.

Instructor: David Grauel
TU: Mon., Sept. 24
Instructor: Jameson Moore
TU: Fri., Sept. 28
$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;
- Use problem-solving tools to troubleshoot challenges that arise.

Instructor: Andrea Sullivan, MA
TU: Wed., Oct. 10
$225 (.6 CEUs) • 9 AM to 4 PM

Speaking with Confidence
See page 4 for description, locations and dates.

NEW 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
TU: Wed., Oct. 17
TUA: Fri., Nov. 9
$225 (.6 CEUs) • 9 AM to 4 PM

NEW Critical Thinking and Problem Solving
Recent studies have identified critical thinking as one of the most important competencies for success in today’s workplace. In fact, managers and recruiters look specifically for these skills on submitted resumes. Critical thinking involves methods of analyzing and looking at problems, decisions, and goals that increase the probability of positive outcomes. There are many aspects of thinking involved - including analytical thinking, quick thinking, and creative thinking. This workshop explains the basics – in simple, applicable ways – while providing you with strategies, practice exercises, and tools you can use to upgrade your thinking for outstanding results at work and in life.

Instructor: Andrea Sullivan, MA
TU: Fri., Nov. 16
TUA: Thurs., Oct. 10
$225 (.6 CEUs) • 9 AM to 4 PM

Problem Solving

Critical Thinking and

Recent studies have identified critical thinking as one of the most important competencies for success in today’s workplace. In fact, managers and recruiters look specifically for these skills on submitted resumes. Critical thinking involves methods of analyzing and looking at problems, decisions, and goals that increase the probability of positive outcomes. There are many aspects of thinking involved – including analytical thinking, quick thinking, and creative thinking. This workshop explains the basics – in simple, applicable ways – while providing you with strategies, practice exercises, and tools you can use to upgrade your thinking for outstanding results at work and in life.

Instructor: Andrea Sullivan, MA
TU: Fri., Nov. 16
TUA: Thurs., Oct. 10
$225 (.6 CEUs) • 9 AM to 4 PM

Online: Sept. 4 to 28 • $495
NOTE: No discounts apply to online courses.
Professional Development

**NEW**
**Make Your Voice Heard: Communication Skills for Professional Women**
Making your voice heard in a professional setting is a challenge faced by many women. It can be difficult to remain assertive and confident, and to handle conflict confidently and successfully, in the face of persistent gender stereotypes and differing communication styles. This workshop explores practical tools and strategies that will enable participants to enhance their abilities to respond to and influence other people. Through hands-on demonstrations and activities, we will focus on what it means to communicate assertively, how to handle escalated conversations, and how to maintain resilience. We’ll also create personalized communication policies with specific action points that participants can implement in their day-to-day professional practice.

*Instructor: Vanessa Williams*
*Instructional Designer and Trainer, Temple University*
*TUA: Fri., Sept. 28*
$99 (3 CEUs) • 9 AM to 12 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 activities, we will focus on how I currently utilize my time; how can I set goals for changing late and camouflage my time; and more.

*Instructor: Marilyn M. Golden*
*Retired school teacher and college instructor*
*TUA: 2 Thurs., Oct. 4 and 11*
$125 (.6 CEUs) • 9 AM to 12 PM

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

*Instructor: Michael Mastroianni, PMP*
*Strategic Communications, Temple University*
*TUCC: 3 Tues., Oct. 2 to 16*
$195 (.9 CEUs) • 6 to 9 PM

**Data Analysis Certificate Program (Online)**
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. 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.

*Online: Sept. 4 to Nov. 30 • $495*

**NEW**
**Accounting and Finance for Non-Financial Managers (online)**
Every successful person in the workplace utilizes financial information to aid effective decision making. This course explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. One-month, online course.

*Instructor: Michael Mastroianni, PMP*
*Strategic Communications, Temple University*
*TUCC: 3 Tues., Oct. 2 to 16*
$195 (9 CEUs) • 6 to 9 PM

**Business Coaching Certificate (online)**
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding. This certificate program consists of two, one-month courses. Can only be purchased as a certificate.

*Online: Sept. 4 to Oct. 26 • $395*

**BOOKKEEPING**

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

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

*$1599 (6.8 CEUs) • TUA*

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Essentials of Bookkeeping
Start the process to become a certified bookkeeper or just learn the basic principles of accounting. Topics to be covered include the principles of the accounting cycle for service businesses, general journals and ledgers, adjusting entries and the worksheet, closing entries and post-closing trial balance. You will also learn payroll concepts, including employee earnings and deductions, as well as employer taxes, payments, and reports.
Instructor: Patricia Muscaro
Owner, Patricia Muscaro Business Services
TUA: 10 Wed., Sept. 19 to Dec. 5
(no class Oct. 31 and Nov. 21)
6 to 9 PM • $799, plus cost of books

Advanced Bookkeeping (offered in Spring 2019)
Building upon previously learned concepts, expand your skills and abilities to the level of a full–charge bookkeeper. Concepts covered will pertain to merchandising businesses, such as adjusting entries for supplies and the periodic inventory system. Other processes to be explored include classified financial statements, closing and reversing entries, ending inventory and inventory valuation and property, plant, and equipment, and all methods of depreciation.
Instructor: Patricia Muscaro
TUA: 10 Wed., Jan. 23 to Apr. 3, 2019
(no class Mar. 6)
6 to 9 PM • $799

NEW QuickBooks Pro Advanced
Prerequisite: QuickBooks Pro Introduction, or equivalent knowledge.
Continue your QuickBooks skills and learn to manage your business more effectively with the advanced features and tools of this diverse program. Topics include: payroll; customer and vendor credits; reimbursing or charging time, material and expenses; purchase orders; working with merged information; handling returns and bounced checks; and using the register.
Instructor: Richard Edwards
TUA: 2 Sat., Dec. 1 and 8
9 AM to 1 PM • $225

NEW 3D Printing for Educators Certificate Program (online)
There has been a lot of excitement about the use of 3D printers in education, but educators can have trouble both getting started with the technology and figuring out what to do with it. This certificate covers both aspects, starting with how the technology works and then moving on to how to use it effectively. This online certificate program consists of two, one-month online courses: Introduction to 3D Printing and 3D Printed Science and Math: visualizations and Experiments.
Instructor: Patricia Muscaro
TUA: 10 Wed., Jan. 23 to Apr. 3, 2019
(no class Mar. 6)
6 to 9 PM • $799

NEW QuickBooks Pro Introduction
Get started with using QuickBooks, the most popular accounting software used today! Topics include: creating and customizing a new company, income and expense accounts, creating and maintaining customer and vendor accounts, invoices, payments and deposits, checks and reconciling accounts.
Instructor: Richard Edwards
Richard Edwards & Assoc., LTD
TUA: 2 Sat., Nov. 10 and 17
9 AM to 1 PM • $225

NEW 3D Printing for Educators Certificate Program (online)
There has been a lot of excitement about the use of 3D printers in education, but educators can have trouble both getting started with the technology and figuring out what to do with it. Obviously that is exaggerated, but what is it good for (and when is the better choice?) In this course you will learn how to use the free and open source 3D modeling program OpenSCAD.
Instructor: Patricia Muscaro
TUA: 10 Wed., Jan. 23 to Apr. 3, 2019
(no class Mar. 6)
6 to 9 PM • $799

Introduction to 3D Printing (online)
Despite all of the excitement about 3D printers in education, it can be difficult for educators to get started with the technology and figure out what to do with it. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice?) This online course will help you experience with your students: generation, gender, and the autism spectrum. The certificate program consists of three, one-month courses: General OpenSCAD, 3D Printed Science and Math: visualizations and Experiments. 
Online: Sept. 4 to 28
$195 (1.6 CEUs)

Certificate in Learning Styles (online)
New research and information comes out frequently about how we learn. In this century, you teach everyone equally by teaching them differently. But we know we each learn differently. So in this century, you teach everyone equally by teaching them differently. This certificate program provides you current information about the three most important and most prevalent characteristics you experience with your students: generation, gender, and the autism spectrum. The certificate program consists of three, one-month courses: Students with ASD; Gender in the Classroom; and Generational Learning Styles.
Online: Oct. 1 to Nov. 30
$195 (1.6 CEUs)
Gender in the Classroom
Your female students learn differently than your male students. Discover how girls and women learn. Take away 10 top tips for helping females learn more, and the 5 tips to help them succeed more. Then discover how boys and men learn. Take away 10 top tips for helping males learn more, and the 5 tips to help males succeed more in the classroom. Get info about research not available anywhere else. Online: Oct. 1 to 26
$145 (1.6 CEUs)
NOTE: No discounts apply to online courses.

Generational Learning Styles
Explore fascinating information on the brain and how each generation responds to their unique “cohort experience.” You will acquire the skills and information needed to help people in various generations, including a special emphasis to help you facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more. Online: Nov. 5 to 30
$145 (1.6 CEUs)
NOTE: No discounts apply to online courses.

Students with ASD
Today, every school and every workplace in North America has students and workers who have been diagnosed with ASD (Austim Spectrum Disorder)—a neurological difference on the autism spectrum. It is important for every teacher and trainer to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. The course is geared for K-12 teachers, counselors, and faculty in higher education, but is also relevant for trainers in the workplace. Online: Oct. 1 to 26
$145 (1.6 CEUs)

Social Media and Online Tools for K12 Teachers
Facebook, Twitter, YouTube, it’s seems everyone, including your students, are finding ways the Internet allows them stay in touch. Are you curious if any of these tools might keep them engaged in the classroom? Looking for some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. We will also discuss ways to overcome resistance you might encounter in using these programs. This is a one month, online course. Online: Nov. 5 to 30
$145 (1.6 CEUs)
NOTE: No discounts apply to online courses.

Substitute Teacher Preparation (online)
It takes student respect, skills and a portfolio of ideas and workable presentations to be an effective substitute teacher. You may get the first call but the successful substitute gets the second and third call to report. Understand what is expected of a substitute and how to maximize your value to a school. Discover how to develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. This course will provide you with the information you need to know to be successful at any level in any school and a portfolio of ideas to use the day you walk in to a new teaching environment. Online: Oct. 1 to 26
$145 (1.6 CEUs)
NOTE: No discounts apply to online courses.

CAREER TRANSITION

NEW
Creating an Effective Resume
A lot of what is written about resumes on the Internet is good advice, but some is outdated, confusing, or wrong. Learn from the wisdom and insights of someone who’s prepared hundreds of professionals and graduate students to become more competitive in today’s employment marketplace. In this hands–on workshop, you will learn how to get your resume noticed. Discover what employers care about and why they might pass over a resume. You’ll get a head start on transforming some of the more important parts of your resume content. Expect to receive peer feedback on the current version of your resume. Bring at least six copies of your (printed) resume with you. Instructor: Kim Neubauer, MS TUA: Mon., Sept. 17
$45 • 6 to 9 PM

NEW
Effective Interviewing Skills
In this interactive workshop, you will gain insight into what employers are looking for when interviewing candidates. By the end of the workshop, you’ll know what to expect and how to set yourself up for success. We’ll anticipate and prepare for both common and highly challenging questions. You’ll have a chance to practice your answers and receive feedback in a safe environment. Instructor: Kim Neubauer, MS TUA: Mon., Sept. 24
$45 • 6 to 9 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
NEW
New Career Suite (online)
Design a life that makes you happy by understanding your own interests, values, needs and abilities and using this information to find your perfect job. You will learn how to create an effective resume or transform your current one into a powerful tool that will get you interviews and the job you want! This program consists of three online courses: Listen to Your Heart and Success Will Follow; Resume Writing Workshop; and Twelve Steps to a Successful Job Search.
$299 • Online Register at ed2go.com/tua

PROFESSIONAL MEETING PLANNING

Certificate in Professional Meeting Planning
The key to a successful event is knowledgeable and sophisticated planning that fulfills the clients’ expectations. This program provides 38 hours of seminar-style instruction taught by meeting professionals. The program is endorsed by the Philadelphia Area Chapter of Meeting Professionals International (PAMPI). The six required courses are:
• Fundamentals of Meeting Planning
• Site Inspection and Selection
• Budgeting Tool Kit
• Technology for the Meeting Professional
• Food and Beverage
• Contract Negotiations

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.
$855 (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, 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
TUCC: T/Th, Sept. 20, 25 and 27
$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: T/Th, Oct. 2 and 4
$175 (6 CEUs) • 6 to 9 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 audio, video, lighting, and other event technologies such as web broadcasting and audience engagement tools. While discussing basic technology functions of the equipment, we will discuss concepts and ideas that can help enhance your events along with potential budget impacts. We will also review technical staffing so that you have an idea of who does what and why you need them at your event.
Instructor: Justin Covington
Director of Operations, Dyventive
TUCC: T/Th, Oct. 9 and 11
$175 (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
TUCC: T/Th, Oct. 16 and 18
$175 (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: T/Th, Oct. 23 and 25
$175 (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: T/Th, Oct. 23 and 25
$175 (6 CEUs) • 6 to 9 PM
EDITING AND WRITING FOR BUSINESS

Certificate in Editing
This program is designed to develop competency in proofreading and editing. Enhance your skills for your current position or explore the field of editing as a possible career choice. The required three courses are:
• Proofread like a Pro
• Fundamentals of Editing
• Master Editing Workshop

CERTIFICATE IN EDITING – in one semester!
Take the following three courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.
$575 (1.8 CEUs) TUA and TUCC

Proofread Like a Pro
Proofreading is more than catching spelling errors. This course will teach you the basics of what makes a good proofreader and help you develop your skills. Learn what the standard proofreading marks mean and how professionals use them. Discover the difference between proofreading and editing. Through a series of exercises, you’ll get hands-on practice spotting common errors and catching some uncommon ones. Also get advice on how to pursue a career that uses your new skills.
Instructor: George Milite
TUA: Fri., Oct. 19
TUCC: Fri., Oct. 12
$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., Oct. 19
TUCC: Fri., Oct. 12
$225 (.6 CEUs) • 9 AM to 4 PM

Master Editing Workshop
Prerequisite: Fundamentals of Editing, or two years of editorial experience
Give your skills a workout in this hands–on workshop that offers real–world writing samples in need of an editor’s careful eye. Clean up garbled prose, soften stilted sentences, and give life to listless headlines. A series of role–plays will let you practice working with authors and other editors.
Instructor: George Milite
TUA: Fri., Nov. 2
TUCC: Fri., Oct. 26
$225 (.6 CEUs) • 9 AM to 4 PM

Effective Business Writing
Regardless of your level of work, if you communicate with others in writing, discover ways to write more quickly, clearly and concisely. Learn practical techniques for producing professional business document. During this course, you’ll learn how to write openings that focus on your purpose; make ideas flow smoothly and logically; choose an appropriately professional and friendly tone; and much more.
Instructor: Staff
TUA: Fri., Oct. 26
TUCC: Fri., Oct. 5
$225 • 9 AM to 4 PM

Introduction to Grant Writing and Administration
Take charge of how agencies and companies invest in the future through programs and projects like yours. Learn to write competitive proposals for nonprofits, community development, academia, healthcare, the arts and corporate social responsibility that will attract the right grants from the right agencies and organizations. Discover the recognized tools and methods to show your project’s readiness and gain the advantage in applications, letters of intent and proposals to get the grant you need.
Instructor: Michael Mastroianni, PMP
Strategic Communications, Temple University
TUA: 3 Tues., Oct. 2 to 16
$195 • 6 to 9 PM

Screenwriting 101: Write Movies!*
Join us for this introduction to creating a screenplay made for the big screen! We will cover conception of the idea, creating dynamic characters (internal and external conflict), story structure, pivotal plot points, screenplay formatting, finding that one–of–a–kind hook, and more. This course focuses heavily on developing your idea, turning it into a unique story, and workshopping your screenplay. Participants should read at least one screenplay before coming class. Screenplays can be found at SimplyScripts.com.
Instructor: Joseph Frio
Producer, Screenwriter and Video–Editor
TUA: 3 Tues., Oct. 2 to 16
TUCC: 6 Wed., Oct. 25 to Dec. 6
(No class Nov. 22)
$225 (1.3 CEUs) • 6:30 to 8:30 PM
*NOTE: The first and last class sessions will start at 6 PM. All other sessions will start at 6:30 PM.

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
**Excel® 2016: Level II**  
Prerequisite: Excel® 2016: Level I  
Learn how to create advanced formulas and organize your data into tables. Discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.  
Instructor: Michael Lindauer  
Lindauer Learning Systems  
TUA: Fri., Oct. 5  
$225 (.6 CEUs) • 9 AM to 4 PM

**Excel® 2016: Level III**  
Prerequisite: Excel® 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: Fri., Oct. 19  
$225 (.6 CEUs) • 9 AM to 4 PM

**NEW MS Excel 2016: Data Analysis and Pivot Tables**  
Prerequisites: MS Excel 2016: Level I and Level II  
Advances in technology have made it possible to store ever-increasing amounts of data. Thus, the need to analyze data and gain actionable insight is greater than ever. Learn how to harness the power of advanced PivotTable features and creative PivotCharts to help you gain a competitive edge. You will not only be able to summarize data for analysis, but you will also be able to organize data in a way that can be meaningfully presented to others.  
Instructor:  
TUA: Fri., Nov. 2  
$225 (.6 CEUs) • 9 AM to 4 PM

**NEW 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 functionality 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.  
Instructor: David Grauel  
TUA: Mon., Oct. 15  
$225 (.6 CEUs) • 9 AM to 4 PM
**Professional Development**

**Access® 2016: Level I**  
**Prerequisite:** familiarity with personal computers, keyboard and mouse, and Windows Operating System  
Most job roles today involve some form of data management. Access® can help you collect and manage large amounts of data, either as a personal data management tool or to develop applications for an entire department or organization. Learn to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.  
**Instructor:** Michael Lindauer  
**TUA:** Thurs., Oct. 11  
**TUCC:** Fri., Oct. 5  
$225 (.6 CEUs) • 9 AM to 4 PM

**Access® 2016: Level II**  
**Prerequisite:** Access® 2016: Level I  
Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports.  
**Instructor:** Michael Lindauer  
**TUA:** Thurs., Oct. 25  
**TUCC:** Fri., Oct. 12  
$225 (.6 CEUs) • 9 AM to 4 PM

**Access® 2016: Level III**  
**Prerequisite:** Access® 2016: Level II  
Learn advanced Access® features such as, database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.  
**Instructor:** Michael Lindauer  
**TUA:** Thurs., Nov. 8  
**TUCC:** Fri., Oct. 19  
$225 (.6 CEUs) • 9 AM to 4 PM

**QuickBooks: Part I**  
This hands-on workshop will provide you an overview to efficiently use QuickBooks, a best-selling small business accounting software package. Work through accounts receivable, accounts payable and payroll transactions. Finally, navigate the many reports that QuickBooks offers.  
**Instructor:** Michael Lindauer  
**TUA:** 2 Sat., Nov. 10 and 17  
**TUCC:** Fri., Nov. 16  
$225 (.6 CEUs) • 9 AM to 4 PM

**Certificate in Digital Publishing**  
Digital publishing, or desktop publishing, is the use of the computer 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, a more than 20 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.  
$785 (2.4 CEUs)

**INTERNET MARKETING**

**Certificate in Digital Advertising - taught entirely online!**  
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 Certificate in Digital Advertising will provide you with the opportunity to expand your digital skill set, build your career, and enhance your personal brand. The four required courses to earn the Certificate in Digital Advertising are:

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

Each course is taught online during a five-week period. Students learn independently at their own pace through pre-recorded video/audio lectures and reading materials that are provided in advance. Students and instructors will meet synchronously online for one hour per week at a specified time through WebEx.

The Certificate in Digital Advertising will be offered in the Spring 2019 semester. To receive information on the program, contact the Office of Non-Credit and Continuing Education at ncregistrar@temple.edu or 267-468-8500.
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., Sept. 20
$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., Oct. 4
$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., Oct. 18
$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., Nov. 1
$245 • 9 AM to 4 PM

NEW Introduction to Coding (online)
Discover the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and JavaScript in this course, as well as the practical uses for each.
Online: Sept. 4 to 28 • $195
NOTE: No discounts apply to online courses.

Certificate in Web Site Design
Learn to build a web site from the ground up with HTML and WordPress, make your site visually engaging with Dreamweaver®, and manipulate photos and images using Photoshop®. This certificate program will assist you in getting ready to create your first site or land your first job as a web designer. To earn the certificate, you must attend the required six courses:
• Introduction to Web Site Design
• Introduction to HTML5 and CSS
• WordPress for Beginners
• Adobe Photoshop for the Web
• Adobe Dreamweaver: Level I
• Build Your Web Site: Putting it All Together

CERTIFICATE PROGRAM IN WEB SITE 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.
TUC: $1,455 (4.8 CEUs)

Introduction to Web Site Design
Prerequisite: Familiarity with basic computer operations and MS Windows.
Discover the basics of designing and developing a web site. You will receive an overview of the tools and languages used to create effective web sites. We will explore design principles and how the end user experiences a web site. 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 a lecture-based.
Instructor: Joseph Frio
Web developer and graphic designer
TUC: M/Th, Sept. 24 and 27
$245 (.6 CEUs) • 6:30 to 9:30 PM

Introduction to HTML5 and CSS
Prerequisite: Introduction to Web Site Design, or equivalent knowledge
Hyper Text 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
TUC: M/Th, Oct. 1, 4 and 8
$325 (.9 CEUs) • 6:30 to 9:30 PM

WordPress for Beginners
Prerequisite: Familiarity with basic computer operations and HTML
WordPress isn’t just for blogging! It has evolved into a full content management system for developing web sites. Discover the features that WordPress provides. We will also focus on installing WordPress with a hosting provider, discuss the requirements for running WordPress in a hosted environment, demonstrate how to register a domain name, and more.
Instructor: Reed Gustow
Delta Angel, WordPress Web Site Developer
TUC: M/Th, Oct. 11, 15 and 18
$255 (.9 CEUs) • 6:30 to 9:30 PM

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
Adobe Photoshop® for the Web
Prerequisite: Familiarity with basic computer operations and HTML
A photo editor 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 export video to add transitions, still images and titles.
Instructor: Joseph Frio
TUCE: M/Th, Oct. 22, 25 and 29
$325 (.9 CEUs) • 6:30 to 9:30 PM

Adobe Dreamweaver®
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 web site 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
TUCE: M/Th, Nov. 5, 8 and 12
$325 (.9 CEUs) • 6:30 to 9:30 PM

Build Your Web Site: Putting It All Together
Take the skills you learned and create your own web site. 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
TUCE: M/Th, Nov. 26 and 29
$245 (.6 CEUs) • 6:30 to 9:30 PM

WEDDING PLANNING AND CONSULTING

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

CERTIFICATE IN WEDDING PLANNING AND CONSULTING – in one semester!
Take the required 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.
$795 (3.6 CEUs) • TUA

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
TUA: 2 Wed., Sept. 12 and 19, 6:30 to 9:30 PM
and 1 Sat., Sept. 22, 9 AM to 1 PM
$255 (1 CEU)

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
TUA: 2 Wed., Oct. 3 and 10, 6:30 to 9:30 PM
and 1 Sat., Oct. 6, 9 AM to 1 PM
$255 (1 CEU)
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 web site; how to keep clear and accurate accounting records; the importance of legal resources; how to price your services; whether or not you should set up an office, where to meet clients, and what that meeting looks like; how to get your first and future clients; and issues involved with providing internships, mentoring and finding assistants to help.
Instructor: Lynda Barness
Owner, I DO Wedding Consulting
TUA: 2 Wed., Nov. 7 and 14, 6:30 to 9:30 PM
and 1 Sat., Nov. 10, 9 AM to 1 PM
$255 (1 CEU)

The Essentials of Catering
Did you know that catering is 50 percent of an event’s budget? Join us as we explore the food and catering aspects of planning an event. We’ll cover food terminology, how to read a catering menu, pricing, menu development, beverages and quantities. Also, learn about rental equipment needed to service the event and caterer’s needs, a catering timeline for the event and caterer’s rental equipment needed to prepare for an event. We’ll discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course will guide you through modern wedding etiquette from tradition and when is it not? This course will cover planning and consulting business. This course will address how to run a successful wedding planning and consulting business. The business side of wedding planning and consulting is ideal for aspiring wedding planners and people planning their own weddings. When is it ok to break changes since your mother’s wedding? Methods of communication have changed since your mother’s wedding. When is it ok to break tradition and when is it not? This course will guide you through modern wedding etiquette from tradition and when is it not? We will discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course is ideal for aspiring wedding planners and people planning their own weddings.
Instructor: Randi Martin
TUA: Mon., Sept. 24
$85 (.3 CEUs) • 6:30 to 9:30 PM

Tents and Outdoor Weddings
Outdoor and tented weddings are increasing in popularity. Learn how to avoid the potential disasters of this tricky venue. This highly visual session will address: weather, ground water, restrooms, space requirements, kitchens, insects, medical, electric requirements, climate control, and many other components of event support we take for granted at preexisting buildings and halls. The basics of tent selection and related issues will also be discussed.
Instructor: Randi Martin
TUA: Wed., Dec. 5
$85 (.3 CEUs) • 6:30 to 9:30 PM

NEW
Modern Wedding Etiquette
Methods of communication have changed since your mother’s wedding. When is it ok to break tradition and when is it not? This course will guide you through modern wedding etiquette from engagements to honeymoons. We will discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course is ideal for aspiring wedding planners and people planning their own weddings.
Instructor: Randi Martin
$75 (.3 CEUs) • 6 to 9 PM

NEW
Become a Bridal Show Rockstar
Bridal shows are events that attract engaged couples and a variety of wedding professionals. Wedding professionals and service providers showcase their products and services so the couples will want to hire them to be a part of their wedding day. In addition to learning about the different types of shows, this course will help you assess the pros and cons of participating in shows, and help you prepare for successful participation. We will discuss basic bridal show concepts, booth elements and setup, how to attract attendees to your booth, methods to assess bridal show success, the pros and cons of participating in a bridal show, and more. Open to all aspiring and current wedding professionals.
Instructor: Randi Martin
TUA: Mon., Sept. 24
$75 (.3 CEUs) • 6:30 to 9:30 PM

NEW
The Essentials of Catering
Did you know that catering is 50 percent of an event’s budget? Join us as we explore the food and catering aspects of planning an event. We’ll cover food terminology, how to read a catering menu, pricing, menu development, beverages and quantities. Also, learn about rental equipment needed to service the event and caterer’s needs, a catering timeline for the event and caterer’s rental equipment needed to prepare for an event. We’ll discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course will guide you through modern wedding etiquette from tradition and when is it not? This course will cover planning and consulting business. This course will address how to run a successful wedding planning and consulting business. The business side of wedding planning and consulting is ideal for aspiring wedding planners and people planning their own weddings. When is it ok to break changes since your mother’s wedding? Methods of communication have changed since your mother’s wedding. When is it ok to break tradition and when is it not? This course will guide you through modern wedding etiquette from tradition and when is it not? We will discuss how to handle tricky situations; guest lists and invitations; proper attire; wedding party responsibilities; gift registries and more! This course is ideal for aspiring wedding planners and people planning their own weddings.
Instructor: Lynda Barness
Owner, I DO Wedding Consulting
TUA: 2 Wed., Nov. 7 and 14, 6:30 to 9:30 PM
and 1 Sat., Nov. 10, 9 AM to 1 PM
$255 (1 CEU)

THE WEDDING PLANNING AND CONSULTING ELECTIVES

Certificate in Interior Design
The fascination with the design and decoration of the American home continues today as strongly as ever. This certificate program is for homeowners who want to make the best design decisions for their interiors, those contemplating entry into the interior design industry, and current designers who wish to brush up on their skills. The required five courses are:
• Fundamentals of Design and Layout
• The Effective Use of Color
• Fabrics and Materials
• Furniture
• Lighting and Accessories

CERTIFICATE IN INTERIOR DESIGN – in one semester!
Take the following five courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.
$825 • TUA
Professional Development

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

Fundamentals of Design and Layout
Find out how to create beautiful interiors by learning the ways a professional interior designer puts a room together. Learn to create your own professional looking floor plans using properly scaled furnishings and furniture placement to control the flow of the room and make it function well. Also, learn how to understand space planning.
Instructor: Kristine Robinson
Robinson Interiors at Sycamore Cottage
www.kristine.robinson.org
TUA: T/Th., Sept. 25, 27, Oct. 2 and 4
$255 (.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 errors. Learn the purposes, specific uses and techniques of faux finishes on walls and furniture.
Instructor: Kristine Robinson
TUA: T/Th., Oct. 9, 11 and 16
$195 (.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.
Instructor: Kristine Robinson
TUA: T/Th., Oct. 18 and 23, 6:30 to 8:30 PM and Sat., Oct. 20 (trip to ProSource), 12 to 2 PM
$195 (.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., Nov. 6, 8 and 13
$195 (.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., Nov. 27 and 29
$135 (.4 CEUs) • 6:30 to 8:30 PM

FINANCIAL PLANNING

Certificate in Financial Planning (CFP)
Temple University in partnership with Kaplan Schweser, the leading provider of financial planning and education materials, offers the Certificate in Financial Planning (CFP) Program. This program meets the challenges faced by today’s financial planning professionals in the brokerage, insurance, accounting, banking and related fields. The program fulfills the educational component, one of four requirements of the CFP® certification, established by the Certified Financial Planner Board of Standards Inc.
The next scheduled CFP program will begin on September 7, 2018. All classes take place at the Temple University Center City (TUCC) campus. Classes meet every other weekend. Friday classes are from 6 to 9:35 PM and Saturday classes are from 8:45 AM to 5 PM. The fee for the entire nine-month program is $4,500. Books and other study materials will cost approximately $500. To view course descriptions or register online, visit us at noncredit.temple.edu/cfp.

FREE INFORMATION SESSION
Certificate in Financial Planning (CFP):
Temple University Center City
Wed., August 8, 2018, 6 PM.
Webinar: Tues., August 28, 2018 at 12 PM (online)
RSVP to ncregistrar@temple.edu or call 267-468-8500.

CFP Cancellation, Withdrawal and Refund Policy: A participant who withdraws in writing, up to one week (seven business days) prior to the starting date of the course, will receive a full refund, minus a $200 withdrawal fee. There are no other refunds. If you need to withdraw from the program, you have the option of re-entering during the next program offering. Tuition does not include books and materials. If you have any questions, please call 267-468-8500.
The Business of Architecture Certificate Program

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

5 course series available in the Fall or Spring
Saturdays, 9:30 AM – 12:30 PM
Fall 2018: September 15, 22, 29, October 6 and 13
Spring 2019: January 26, February 2, 9, 16 and 23
Online Schedule Coming Soon!
Tuition: $495

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

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

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

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

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

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

REAL ESTATE INSTITUTE AT TEMPLE UNIVERSITY CENTER CITY

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

For more information or to register for REI courses, please visit REI online at www.noncredit.temple.edu/rei, or call 215-204-1539.
Digital Photography
Certificate in Digital Photography
Whether you are hobbyist looking to take better photos or an entrepreneur who wants to start taking photos professionally, the Certificate in Digital Photography will provide you with skills and techniques to take better photos that constitute good composition. The three required courses to earn the certificate are:
• Digital Photography I
• Digital Photography II
• Digital Darkroom: Introduction to Photoshop® for Photographers

CERTIFICATE IN DIGITAL PHOTOGRAPHY – in one semester!
Take the following three courses in the same semester and pay one fee, and almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.
$425 (2.7 CEUs)
TUA and TUCC

Digital Photography I
This introductory course will teach you about digital photography, how to use your camera, and how to compose well-exposed and focused images through weekly assignments. You’ll also learn how to edit your photos using simple photo-editing programs via live on-screen demonstrations.
Instructor: Bob Brooke
Bob Brooke Communications
TUA: 5 Wed., Sept. 19 to Oct. 24 (no class Oct. 10)
$165 (1 CEU) • 7 to 9 PM
Instructor: Steven Goldblatt
Commercial photographer
TUCC: 4 Wed., Sept. 26 to Oct. 17
$165 (1 CEU) • 6:30 to 9 PM

Digital Photography II
Prerequisite: Digital Photography I
Expand your digital photography skills by learning to use more of your camera’s features. After a review of the basic settings for your camera, you’ll learn to control your camera to create great photographs as you learn about image stabilization, scene modes, histograms, avoiding exposure problems, adding mood to your photos, and how to use Aperture and Shutter Priority Modes. You will have a weekly shooting assignment, one of which is interpreting the same location, and a discussion of the results in class.
Instructor: Bob Brooke
TUA: 4 Wed., Nov. 7 to 28 (no class Nov. 21)
$155 (.8 CEUs) • 7 to 9 PM
Instructor: Steven Goldblatt
TUCC: 3 Wed., Oct. 24 to Nov. 14 (no class October 31)
$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., Nov. 29 to Dec. 1
TUCC: 3 Wed., Nov. 28 to Dec. 12
$175 (1 CEU) • 6:30 to 9:30 PM

Digital Photography ELECTIVES
Getting Started with Adobe Photoshop Lightroom
Do you shoot a lot of photographs and then can’t find them when you need them? Discover how to build a catalog, tag and sort images using Adobe Lightroom. Filter through and find the best photos quickly. Learn how to enhance your photos and make them look amazing. Then, duplicate those settings to a whole bunch of photos in a couple of clicks.
Instructor: Steven Goldblatt
TUA: 3 Wed., Oct. 15 to 29
$125 • 6:30 to 9:30 PM

Personal Finance
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

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
Financial Advisor and Sr. VP, Ameriprise
TUCC: 4 Wed., Oct. 17 to Nov. 14
(no class Oct. 31)
$85 • 6:30 to 8:30 PM

Retirement Planning Today
You’ve worked hard to provide for your family and save for the future. What’s next? Join us and learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. This course is ideal whether you are just beginning to develop a retirement plan or are rapidly approaching retirement.

Instructor: C. Greg Crothers, CFP, CLU, CLTC
First Financial Group
Section I
TUA: 2 Thurs., Sept. 27 and Oct. 4
1 to 3 PM • $39
Section II
TUA: 2 Tues., Oct. 2 and 9
1 to 3 PM • $39
Section III
TUCC: 2 Thurs., Sept. 27 and Oct. 4
9:30 to 11:30 AM • $39
Section IV
TUCC: 2 Tues., Oct. 2 and 9
1 to 3 PM • $39
NOTE: No discounts apply to this course.

SPECIAL PROGRAMS

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
TU: Wed., Sept. 19
$45 • 6:30 to 8:30 PM

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

Instructor: Bode Hennegan
TU: Wed., Sept. 26
$45 • 6:30 to 8:30 PM
NEW
The Sandwich Generation Crunch: Navigating and Achieving Balance
Are you juggling work, caregiving, and parenting, and struggling to manage it all? Need a life line so you can regain balance in your life? In this workshop, you’ll learn valuable resources, find out how to assemble your team to develop a care plan, and discover how to recapture yourself while supporting your loved ones. If you are the "go-go" person in your family, this course is for you!
Instructor: Jan M. Zacharjasz
$45 • 6:30 to 8:30 PM

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., Nov. 8
$55 • 6:30 to 9 PM

Learn to Play American Mah Jongg
American Mah Jongg is a game with long history and recent resurgence of interest. The Chinese game was introduced to the US in the 1920’s and has undergone many changes. It has a brief history in the recent past. Mah Jongg has become a national competitor and talk about actions in the recent past. It is one-month, online course.
Instructor: Staff
Language consultant
TUA: 8 Wed., Sept. 27 to Nov. 15
$175 • 6 to 8 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
TUCC: 8 Tues., Sept. 25 to Nov. 13
$175 • 7 to 9 PM
Instructor: Carmen Nunez
Foreign Language Instructor
TUA: 8 Mon., Sept. 24 to Nov. 12
$175 • 6:30 to 8:30 PM

Intermediate Spanish
Prerequisite: The uses of the To Be verb (Ser /Estar), to express qualities, nationalities, times, dates and where an event takes place; The Simple Present Tense of Spanish Verbs (I drink) and the Present Progressive (I’m drinking).
Continue your Spanish Language skills. This course covers the Preterite Tense (past tense), as well as the Future tense (immediate future: It + a). Also learn idioms, expressions and contrast of different verbs. These are helpful tools to increase your conversational Spanish skills.
Section I
Instructor: Elsa Rodriguez
Foreign Language Instructor
TUCC: 6 Sat., Oct. 6 to Nov. 10
$175 • 9:30 AM to 12 Noon
Section II
Instructor: Carmen Nunez
Foreign Language Instructor
TUA: 8 Tues., Sept. 25 to Nov. 13
$175 • 6:30 to 8:30 PM

NEW
Spanish Level III
Expand your Spanish language skills! As we continue to talk about cultural, history and current events, we will review the action verbs on the present, the regular and the irregular forms. Also, learn how to express ‘to know’ in Spanish, Reflexive actions and the Daily Routines. We will also learn how to compare things, qualities or actions and talk about actions in the recent past.
Instructor: Carmen Nunez

8 Wed., Sept. 19 to Nov. 14
(no class Oct. 31)
$175 • 6:30 to 8:30 PM

Spanish for Medical Professionals (Online)
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? This course is designed specifically for healthcare professionals and will help you bridge that gap. Practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. This is one-month, online course.
Online: Sept. 4 to Oct. 26
$145 (3.2. CEUs)
NOTE: No discounts apply to online courses.

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
TUCC: 8 Thurs., Sept. 27 to Nov. 15
$175 • 5:30 to 7:30 PM
Instructor: Staff
TUCC: 8 Thurs., Sept. 27 to Nov. 15
$175 • 6 to 8 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
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 caffe' 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., Oct. 9 to Dec. 4 (no class Nov. 20) $195 • 6:30 to 8:30 PM
TUCC: 8 Wed., Sept. 19 to Nov. 14 (no class Oct. 31) $175 • 6 to 8 PM

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 TUC: 8 Wed., Oct. 3 to Dec. 5 (no class Oct. 31 and Nov. 21) $175 • 6 to 8 PM

Writing Nonfiction:
What You Need to Know
Since 80 percent of all books published are nonfiction and numerous markets for shorter nonfiction are always seeking material, choosing to write nonfiction is a wise choice. All nonfiction genres will be explored including books, essays, reviews, articles, opinion pieces, memoirs and creative nonfiction. You will learn the writing techniques for each genre and have an opportunity to write your own material and have it reviewed.
Instructor: Richard D. Bank, Esq. Author, Feig and The Everything Guide to Writing Nonfiction TUA: 6 Thurs., Oct. 11 to Nov. 15 $125 (1.8 CEUs) • 6:30 to 8:30 PM

Creative Writing Workshop: One-Day Intensive
Having difficulty turning your ideas into a well-crafted piece of writing? Whether you are experienced or are just getting started this workshop will help you develop the skills and work habits that lead to good creative writing. You'll come away with fresh ideas and techniques to apply to your own work and ensure that your stories have sufficient narrative for the long haul. Also, learn the new ways publishers and editors are considering and evaluating manuscript submission. This new thinking is the current and future way editors and publishers will consider your manuscript submissions. This interactive session is designed to accommodate all levels and can be applied to a wide variety of genres. Please bring a bagged lunch.
Instructor: Vivian Grey, MA Author, Elected Member New Jersey Literary Hall of Fame, Founder Rutgers University One-On-One Writers Conference TUC: Sat., Nov. 10 $125 (1.45 CEUs) • 10 AM to 3 PM
Screenwriting 101: Write Movies!* Join us for this introduction to creating a screenplay made for the big screen! We will cover conception of the idea, creating dynamic characters (internal and external conflict), story structure, pivotal plot points, screenplay formatting, finding that one-of-a-kind hook, and more. This course focuses heavily on developing your idea, turning it into a unique story, and workshopping your screenplay. Participants should read at least one screenplay before coming class. Screenplays can be found at SimplyScripts.com.

Instructor: Joseph Frio Producer, Screenwriter and Video-Editor TUCG: 6 Wed., Oct. 25 to Dec. 6 (no class November 22) $225 (1.3 CEUs) • 6:30 to 8:30 PM

*NOTE: The first and last class sessions will start at 6 PM. All other sessions will start at 6:30 PM.

NEW
Creative Engagement through Thinking and Writing Join us and learn how to combine creative thinking skills with writing skills. We’ll begin with a general introduction to both skill sets. Sessions will explore one aspect of critical thinking through activities and discussion, followed by a writing prompt related to the same skill. Writings will be discussed as it relates to the creative skill set for each week. Learn how to improve both your writing skills and the ability to engage with material in a creative fashion.

Instructor: Steve Wills Former educator and freelance writer TUA: 8 Tucs., Sept. 25 to Nov. 13 $165 • 6:30 to 8:30 PM

NEW
Islam in the 21st Century Receive an objective appreciation for the true nature and teachings of this faith, and explore five pervasive historical and philosophical factors which have predisposed some Muslim groups to develop customs and interpretations of teachings which we often controversial. We’ll look at the basics of the religion, as well as the modern context, both nationally and internationally.

Instructor: David Low, MS Adjunct professor, Rutgers and Rowan Universities TUA: 4 Wed., Oct. 3 to 24 $125 (.8 CEUs) • 6:30 to 8:30 PM

NEW
Marriage: Better, Worse, or Not at All (book discussion) This fall, we’ll discuss five classic novels of marriage. We begin the discussion with Mrs. Bridge, Ethan Connell’s mid-century portrait of class and domestic life. We follow with To the Lighthouse, Virginia Woolf’s masterful depiction of the individual, within, and without marriage. We continue the discussion with Barbara Pym’s Excellent Women. Next, we read of the wife betrayed in Elana Ferrante’s searing Days of Abandonment. We end with Tayari Jones’ wonderful An American Marriage, a novel that explores the forces that foster and erode the bonds that tie. Feel free to bring a snack or bagged lunch.

Instructor: Miriam Camitta, PhD Lecturer, University of Pennsylvania Section I: 10 AM to Noon 5 Tues., Sept. 18, Oct. 9, 23, Nov. 13 and 27 Section II: 1 to 3 PM 5 Tues., Sept. 18, Oct. 9, 23, Nov. 13 and 27 $115 • TUA

NEW
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 TUCC: 8 Sat., Sept. 15 to Nov. 3 $195 (1.6 CEUs) 10 AM to 12 Noon

NEW Writers’ Workshop Series Join us for a series workshops for writers of fiction and creative non-fiction. Each intensive workshop offers an overview of essential elements of the craft of writing; developing character and voice; creating a sense of place and the use of objects and atmosphere; and, learning and honing the skills of self-editing and revision. Sessions will combine craft lectures, analysis of short in-class readings, generative writing exercises, and workshopping or sharing your work with and receiving feedback from the group. Workshops will be held monthly at the Temple University Ambler campus on Saturday mornings from 9 AM to 12 PM. Choose one, two or all three classes.

Instructor: Miriam Camitta, PhD, MFA TUA • 9 AM to 12 PM Sat., Sept. 22: Developing character and voice Sat., Oct. 20: Creating a sense of place and atmosphere Sat., Nov. 17: Learning and honing the skills of self-editing and revision $25 per workshop $185 when you register for all three workshops at the time of registration

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
The Battle of Gettysburg
Gettysburg, Pennsylvania. In July of 1863, this most unlikely of locations became the scene of the bloodiest and costliest battle that has ever been fought on the North American continent, resulting in over 50,000 casualties. We will review the causes of the Civil War and the war’s progression up to July, 1863. Also, we’ll discuss each of the three days of the battle focusing on the events, individuals, results, and impacts of every critical part of the battle. Class will consist of a combination of lectures, classroom discussion, visual tools, and demonstrations to help participants fully understand and appreciate an event that has become so deeply burned into the American consciousness.

Instructor: Richard Hartman

Absolved from Allegiance
A Glimpse of Freedom and consciousness.
burned into the American event that has become so deeply understand and appreciate an

Critical part of the battle. Class
results, and impacts of every
three days of the battle focus ­
ing on the events, individuals,
progression up to July, 1863.

Instructor: Douglas Shupinski

NEW
Necessary Fictions: Early American History
It is largely forgotten that George Washington called the American victory in the Revolutionary War, “a standing miracle...of (numerous) causes to produce this Event; which in probability at no time or under any circumstance will combine again.” Join us and discover the real history of the Revolutionary War to learn the truths of his remarks versus the needed popular fictions and perceptions.

Instructor: Richard Hartman
Retired school teacher and accomplished public speaker
TUA: Tues., Sept. 25
$45 (.2 CEUs) • 6:30 to 8:30 PM

NEW
Understanding Classical Music
Let’s face it; when we think of Classical music, many of us think “boring.” But have you actually given Classical music a fair shot? Join us and explore classical music through the history of western concert music, including Medieval, Renaissance, Baroque, Classical, Romantic, Modern and Post-
Modern periods. Discover what to listen for and gain a better understanding of concepts such as form, harmony, melody, rhythm, timbre and more. This course is designed for all levels of musical experience, including those who feel they know nothing about music!

Instructor: David Heitler-Klevans, BM
Musician, Two of a Kind
TUA: 8 Tues., Oct. 9 to Dec. 4
(no class Nov. 20)
$145 • 6:30 to 8:30 PM

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 begin with the basic geography, discuss 10 key moments in Irish history, and finish with the unique art and culture of the people of this complicated and beautiful island.

Instructor: Steven Griffith
Founder, SJGriffith & Associates
TUA: Mon, Oct. 1
$45 (.2 CEUs) • 6:30 to 8:30 PM

FOOD AND ENTERTAINMENT

NEW
Dessert Wines: Sweet and Sublime*
There’s red and white, foreign and domestic. If that sums up your knowledge of wine, check out this enlightening wine-tasting course. Learn to recognize different grape varieties and their characteristics as we sample from the major wine regions of the world. Gain the vocabulary to put you at ease with wine lists and labels. You’ll learn how to buy, order, serve and store wine with confidence and pleasure.

Instructor: Russell Schilder
TUA: Th., Sept. 20
$65 • 7 to 9 PM
*NOTE: You must be at least 21 to attend.

NEW South American Wines*
Discover outstanding wines from Chile, Argentina, Brazil and possibly Uruguay, as we trace their origins back to European vineyards. Unique character and terroir coupled with increased quality and reasonable prices have created a thriving market for these wines. In some instances, these wines have been found to show much better than their European forebears.

Instructors: Richard Unti and Local Wine Expert
TUA: Thurs., Oct. 11
$65 • 7 to 9 PM
*NOTE: You must be at least 21 to attend.

NEW Wines of the Napa Valley*
Despite the “Disneyland for Adults” atmosphere complete with train rides, cable cars, balloon rides and notable world-class restaurants, Napa has come a long way from its rebirth in the 1960’s to become one of the world’s greatest wine regions. We’ll explore the different regions to show the variety and quality of their wines. Initially just mimicking world sales, they now appreciate the tradition, site selection and long-established practices of cultivation in the countries of origin.

Instructors: Richard Unti and Local Wine Expert
TUA: Thurs., Nov. 1
$65 • 7 to 9 PM
*NOTE: You must be at least 21 to attend.

NEW WINES AND CHEESES
Wine and Cheese Pairings*
Try up to half a dozen cheeses with the wines that best accompany them. Learn why they make such delicious pairings. This class will set you up to host the perfect wine and cheese party you’ve always wanted to give.

Instructors: Richard Unti and Hacker Wilson
TUA: Thurs., Dec. 6
$75 • 7 to 9 PM
*NOTE: You must be at least 21 to attend.
Certificate in Master Home Gardener & Landscape Design

Learn what it takes to make your home garden and landscape beautiful, and how to keep it that way for years to come. The required courses and recommended sequence to earn the certificate are:

• Analyzing Your Garden and Landscape
• Herbaceous Plant Identification
• Woody Plant Identification
• Residential Landscape Design
• Landscape Maintenance

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

Instructor: Robert Dougan
Grounds Supervisor, Jeanes Hospital
TUA: 2 Wed., Sept. 12 and 19
$99 • 6:30 to 9:30 PM

Herbaceous Plant Identification: Fall Plants
Learn how to identify many types of fall-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
TUA: 3 Wed., Sept. 26 to Oct. 10 and Sat., Oct. 6
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
TUA: 2 Wed., Oct. 17 to Nov. 7 (no class Oct. 31)
7 PM to 9 PM and 2 Sat., Oct. 20 and 27
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
TUA: 3 Wed., Nov. 14 to Dec. 5 (no class Nov. 21)
6:30 to 9:30 PM and 2 Sat., Nov. 17 and Dec. 1
9:30 AM to 12:30 PM • $225

NEW

Fall Vegetable and Herb Planting
The sizzling days of summer are fading to the refreshing temperatures of fall – the perfect time for planting cool-season vegetables and herbs. Whether you are new to garden planting or have been gardening for quite some time, we’ve got several tips and reminders for your fall gardening.

Instructor: Brenda Sullivan
Horticultural Therapist
TUA: Mon., Sept. 24
$45 • 6:30 to 8:30 PM

Aquaponics 101 (online)
Discover the basics of aquaponics – taking hydroponics (soilless farming) and adding in aquaculture (fish farming) to create a mutually beneficial cycle. Growing fish and plants tighter in a closed cycle creates a system that is organic and potentially self-replenishing for year round farming. Learn how to create your own aquaponics systems and gain an understanding of the personal and social benefits of systems like this. This is an online, self-paced course.

Online: Oct. 1 to 26 • $125

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

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. Floral materials will be purchased from the instructor at each class session.

Instructor: Priscilla-Gene W. Shaffer, BA, ART
Adjunct faculty, Temple University Ambler
TUA: 4 Thurs., Sept. 20 to Oct. 11
$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 other current styles. You will work with a wonderful assortment of seasonal flowers to create beautiful arrangements to take home. Floral materials will be purchased from the instructor at each class session.

Instructor: Priscilla-Gene W. Shaffer, BA, ART
TUA: 4 Thurs., Oct. 18 to Nov. 8
$125 • 7 to 9:30 PM

NEW

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. You’ll take home an arrangement after each class, created with respect for Ikebana traditions, but not confined by them. Floral materials will be purchased from the instructor at each class session. Please bring floral clippers to class.

Instructor: Priscilla Shaffer
TUA: 4 Tues., Oct. 2 to 23
$125 • 7 to 9:30 PM

NEW

Handcrafted Table-Top Holiday Trees

Table-top trees can be the perfect solution for holiday decorating. Learn how to prepare live greens to stay fresh looking throughout the season, and how to fashion them into a miniature tree (approx. 20”). You’ll also discover decorating ideas and techniques for trees you can make on your own. If you have them, bring pruning shears and wire cutters. Cost of supplies is included in the course fee.

Instructor: Priscilla Shaffer
TUA: Thurs., Dec. 13
$125 • 7 to 9:30 PM

FLORAL DESIGN ELECTIVES

EarthFest Presents:
Reach for the Stars
Fri., Sept. 7 • 8 to 10 PM

Transitioning Your Containers into the Cooler Months
Wed., Sept. 12 • 7 to 8 PM

Living the Aromatic Life
Wed., Oct. 10 • 7 to 8 PM

Edible Plant Walk
Wed., Oct. 27 • 12:30 to 1:15 PM

EarthFest Presents:
The Science of Scary
Sun., Oct. 21 • 2 to 4 PM

Fall Foliage Hike
Sat., Nov. 3 • 10 AM to 12 PM

Japanese Garden Design: The Stroll Garden
Wed., Nov. 14 • 7 to 8 PM

Pollinators and Wildflowers: Observations from the Field
Wed., Dec. 12 • 7 to 8 PM

Bark Walk
Sat., Dec. 1 • 10 AM to 12 PM

Most events are free. Register online at ambler.temple.edu/community or call 267-468-8000.
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. Experience a unique and caring environment for seasoned and new participants alike. Practice begins 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., Aug. 27 to Nov. 5 (no class Sept. 3)
$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., Nov. 12 to Dec. 3
$55 • 5:45 to 6:45 PM

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

Instructor: Lois A. Hitt
TUA: 10 Thurs., Aug. 30 to Nov. 1
$125 • 9:30 to 10:30 AM

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

Instructor: Bob Chapra
Feldenkrais Practitioner
$99 • 10 to 11 AM

Section II
TUA: 6 Tues., Sept. 25 to Oct. 30
$99 • 6 to 7 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: 6 Tues., Sept. 25 to Oct. 30
$999 • 6 to 9 PM

NEW The Vision Quest: Solving Practical Issues and Finding Deeper Reality
Discover how vision quests have been practiced around the world for personal growth and direction in life, and how the desire for such a sojourn away from normal life is an inherent part of human spirituality. You will be guided in designing the circumstances of your own quest of a suitable length between the two class sessions. At the second class session, we will debrief and celebrate our new understandings, and also understand more about spirituality and personal growth, especially as it occurs in older adults. Bring a notebook to class.

Instructor: David Low, MS, PhD
TUA: 4 Mon., Sept. 25 to Oct. 16
$95 (1 CEUs) • 6:30 to 8:30 PM

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. You will also have an opportunity to walk through sample exam questions and ask questions of our test prep experts. Whether you are planning to take a GMAT Test Prep course or plan to study on your own, the GMAT Strategy Workshop is a perfect place to begin your preparation.

Instructor: Staff
TUC: Wed., Sept. 5
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 is ideal for anyone looking to pursue a Master of Business Administration (MBA) or other business-related advanced degree within the next five years.

Instructor: Staff
TUC: T/Tu., Sept. 27 to Oct. 23
$999 • 6 to 9 PM
GRE Strategy Workshop
Gain valuable information about preparing for the GRE Exam, including study tips and examples of typical GRE exam questions. You will also have an opportunity to walk through sample exam questions and ask our expert any questions you may have. Whether you are planning to take a GRE Test Prep course or plan to study on your own, the GRE Strategy Workshop is a perfect place to begin your preparation.

Instructor: Staff
Section I
TUCC: Thurs., Sept. 6
Section II
TUCC: Tues., Oct. 16
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.

Section I
TUCC: M/W, Sept. 26 to Oct. 24 (no class Oct. 8)
Section II
TUCC: T/Th., Nov. 7 to Dec. 10 (no class Nov. 19 and 21)
$899 • 6 to 9 PM

LSAT Test Prep
This intensive LSAT prep program provides proven techniques to simplify the LSAT. Learn easy-to-apply strategies for answering Logical Reason 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, Oct. 4 to Nov. 6
$999 • 6 to 9 PM

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

Instructor: Staff
TUCC: 4 Sat., Sept. 29 to Oct. 20
$325 • 9 AM to 1 PM

YOUTH WORKSHOPS FOR HIGH SCHOOL STUDENTS

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

Instructors: Andrew Isom and Andrea Kuhar
TUA: 6 Sat., Sept. 8 to Oct. 13
$325 • 9 AM to 1 PM
For details on individual class sessions, visit us online at noncredit.temple.edu/nce.

LifeLong Learning Society
TEMPE 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

Fall classes start DATE, 2018.
We look forward to seeing you at Temple University – where learning never ends!
REGISTRATION IS EASY!
For ALL courses we accept Visa, MasterCard, American Express or Discover
REGISTER ONLINE: noncredit.temple.edu/nce
CALL: 267-468-8500

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

In person, come to Temple University Ambler
West Hall
Monday to Friday: 8:30 AM to 5:00 PM
OR
In person, come to Temple University Center City
1515 Market Street, Suite 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. For summer camp policies, see page 27. E-mail your withdrawal request to course.withdrawals@temple.edu. Please note that if you do not officially withdraw from the course and you do not attend the course, you are still responsible for payment. Temple University reserves the right to cancel a course for any reason. If the course is cancelled for any reason, you will be notified and your entire tuition fee will be refunded. If you have any questions regarding the cancellation and refund policy, please call 267-468-8500.

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

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

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

YOU MAY CHOOSE ONLY ONE DISCOUNT.
DISCOUNTS AVAILABLE ONLY AT TIME OF REGISTRATION.
NOTE: DISCOUNTS DO NOT APPLY TO ONLINE COURSES, CFP PROGRAM AND OTHER COURSES WHERE NOTED.
FOR SUMMER CAMP DISCOUNTS, SEE PAGE 27.

#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](http://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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Phone</th>
<th>Evening Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 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>
</tbody>
</table>

<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>
</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](http://noncredit.temple.edu/nce) or call **267-468-8500**.

I am enclosing a check, made payable to “Temple University” in the amount of $__________________

---

**REGISTER ONLINE:** [noncredit.temple.edu/nce](http://noncredit.temple.edu/nce)  **PHONE:** 267-468-8500  
 **MAIL COMPLETED FORM TO:** Temple University Ambler Office of Non-Credit Programs 580 Meetinghouse Road Ambler, PA 19002

---

**FALL 2018**
PROFESSIONAL DEVELOPMENT
Certified Financial Planner
Database Management and Design
Digital Advertising
Editing and Writing
Interior Design
Leadership and Management
Professional Communication
Project Management
Real Estate Institute
Web Site Design
Wedding Planning
Written Communication

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

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.

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

For more information call, 267.468.8100