Develop your professional skills and explore your personal interests, either on campus or from the comfort of home, with our non-credit courses and certificates.
about us

The Office of Non-Credit and Continuing Education (ONCE) of Temple University is committed to providing quality, professional, and accessible education, along with lifelong learning and training opportunities. Many of the non-credit courses scheduled for Fall 2023 will continue to be held online, although we do have some courses that will be held in-person on campus. Please take note of the “location” for the course(s) you are interested in: Online via Zoom, Online Self-Paced, Ambler Campus, or Center City Campus.

We are proud to offer hundreds of courses each year that will stimulate, expand, and tickle your mind. For a modest fee, you can learn from instructors with real-life experiences, explore new directions for personal growth, and refresh skills or learn new ones.

We hope that you will take the opportunity to grow your career or pursue your passions with Temple University this spring. Online registration is open now for our spring non-credit courses. All courses take place in Eastern Time. Visit noncredit.temple.edu/nce to register.

about this brochure

This digital brochure allows you to interact with our content. Click on website links or course titles to go directly to the information on our website. There, you can learn more about our courses and register.

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from the department

Temple University’s Office of Non-Credit and Continuing Education believes that learning should be a lifelong endeavor. We invite you to explore opportunities for achieving your personal and professional goals. Develop your leadership skills, improve your writing skills, explore your creative side and more. We are proud to provide numerous possibilities to support you in your journey. Lifelong learning is more important to our lives and our community now more than ever. We look forward to seeing you in class this fall!
PERSONAL ENRICHMENT COURSES
CREATIVE • CULTURE AND LANGUAGE LIFESTYLE AND ENTERTAINMENT • DIGITAL PHOTOGRAPHY
(PAGES 4–9)
GET IN TOUCH WITH YOUR
CREATIVE SIDE

Explore courses in drawing, writing, photography, music, and more topics in the creative arts.

INTRODUCTION TO JOURNALING
Learn exciting new ways to express yourself and develop your creativity through journaling. This course will help you discover how to use your journal to explore your thoughts, feelings and values and support your emotional well-being in good times and through difficult changes.

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Register online at ed2go.com/tua
DRAWING FOR THE ABSOLUTE BEGINNER
If you’ve always been interested in drawing but don’t really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be! You’ll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it’s like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

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BEGINNING WRITER’S WORKSHOP
Some of the best works of fiction and nonfiction were crafted in a writer’s workshop. This online course will help you write your own creative piece. Like a true writing workshop, you will learn literary techniques, peer review a classmate’s work, and receive constructive criticism on your work. In addition, you will learn how to move your work from the prewriting stage to editing and final revision. You will also learn how to use literary devices, meaningful dialogue, and imagery in your different drafts. By the end of this online workshop, you will have a thoroughly developed creative writing piece. You might even be ready for publication!

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WRITE YOUR LIFE STORY
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you’ve ever thought about writing your life story, now is the time! In this course, you will have the satisfaction of telling history your way. You will learn how to bring characters to life, recall vivid memories, engage readers, and even manage your creative time. This course walks you step-by-step through the process of writing your life story. It’s fun. It’s exciting. It’s a story only you can tell!

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Register online at ed2go.com/tua
IMMERSE YOURSELF IN A NEW CULTURE

Learn a new language or brush up on your current language skills.

SPEED SPANISH
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish *pronto*. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

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Register online at ed2go.com/tua

SPANISH IN THE CLASSROOM
Learn essential Spanish for teachers so you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you.

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Register online at ed2go.com/tua
culture and language courses (continued)

DISCOVER SIGN LANGUAGE I
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

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Register online at ed2go.com/tua

DISCOVER SIGN LANGUAGE II
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

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Register online at ed2go.com/tua
DISCOVER DIGITAL PHOTOGRAPHY

This course is designed for the novice photographer with no previous experience with digital cameras. This course will teach you all about digital cameras, from DSLRs to smartphone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. If you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets. After completing the course, you will understand how the process of composing photos has changed with the evolving capabilities of digital photography.

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*A self-paced version of the course is also available and you may start anytime.

INTRODUCTION TO DIGITAL SCRAPBOOKING

Learn to use digital editing techniques to show off your photos and memorabilia. Using Photoshop Elements, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. You’ll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You’ll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images—the tools are all available to you. Come take your scrapbooking to a new level!

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*A self-paced version of the course is also available and you may start anytime.
PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER
Bring out the best in your photos! You’ll learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images. Even if you don’t have any image-editing experience, this class will turn you into an advanced photo editor. As you explore the program’s many tools and features, you’ll gain control of Photoshop Elements and create results that you never imagined possible. You’ll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for online use, and organizing your images.

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SECRETS OF BETTER PHOTOGRAPHY
Learn to take outstanding photos and get the best results, whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments that will help you apply new techniques to your own camera and make a distinctive difference in your photos.

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Register online at ed2go.com/tua

* Self-paced has no instructor, start anytime.

PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA
Become a skilled photographer when it comes to taking beautiful pictures of adults, children, or babies. This course will help you discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos.

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Register online at ed2go.com/tua

* Self-paced has no instructor, start anytime.
CERTIFIED FINANCIAL PLANNER (CFP) CERTIFICATE PROGRAM

Temple University and Kaplan Schweser, the leading provider of financial planning and education materials, offer 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 the four requirements of the CFP certification, established by the Certified Financial Planner Board of Standards, Inc.

The next CFP program is scheduled to begin on September 8, 2023. All classes are scheduled to take place in person at the Temple University Center City (TUCC) campus. Classes meet every other weekend on Friday nights from 6 to 9:35PM and Saturdays from 8:45AM to 5PM. The fee for the entire nine-month certificate program is $5,500. Tuition does not include the cost of books and study materials.

Register to attend a free information session!
Attend an information session to learn more about the Certified Financial Planner (CFP) certificate program and ask questions from an instructor. The information session will be held live online, using the Zoom platform on Wednesday, August 9th, 2023, at 6PM. For more information or to register for the info session visit noncredit.temple.edu/cfp.

additional information

Course structure – Live, in-person class sessions are scheduled to take place at the Center City campus.

Certificate cost – $5,500

required courses

2. Risk Management, Insurance, and Employee Benefits
3. Investment Planning
4. Retirement Savings and Income
5. Tax Planning
6. Estate Planning
7. Capstone Case Course in Financial Planning
BECOME AN EXPERT IN EXCELLENCE

CERTIFICATE IN PROJECT MANAGEMENT

Whether you’re new to project management, or you’ve been managing projects and want to formalize your processes, this Certificate in Project Management provides you with an overview of the basics.

certificate requirements

Requirements for this certificate include:
- Four Project Management courses
- Strengths-Based Coaching (page 20)
- Final Portfolio Workshop (page 20)

additional information

Course structure — Courses will be online and held as two scheduled sessions with some self-paced work in between. All online courses will be held via Zoom. Specific Zoom information will be provided upon course registration.

Certificate price — $995 (15% discount when all courses are purchased together)
PROJECT MANAGEMENT BASICS I

Taught by: Julie Spokus

Whether you’re new to project management or you’re 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, updated in accordance with the latest changes to the PMP® framework. You’ll learn about the process and business environment domains, the tasks that project managers need to complete, and the actions needed to complete the tasks.

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<td>Mondays</td>
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<td>Online via Zoom</td>
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PROJECT MANAGEMENT BASICS II

Taught by: Julie Spokus

The second course in the Project Management Certificate continues to cover the project management framework. Both of the Project Management Basics classes will introduce you to templates and strategies that will help you effectively manage your projects from kickoff to closure.

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PROJECT MANAGEMENT: LEADING THE TEAM

Taught by: Julie Spokus

Project team leadership is often the most challenging part of successfully managing your project. In this class, you’ll focus on the third domain, People, as you learn how to develop and manage your project teams to maximize output and minimize disruption. You’ll practice strategies for distributing tasks and information, motivating your team, and focusing on your own credibility and accountability to build trust and inspire confidence.

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PROJECT MANAGEMENT: AGILE APPROACHES

Taught by: Julie Spokus

The final part of the Project Management Certificate introduces you to agile and hybrid approaches to project management. You’ll revisit many of the strategies and focus areas from the previous three classes in the light of these new approaches, applying a lens of continual improvement, adaptation, and flexibility.

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PERFECT YOUR WORDS  
MASTER YOUR CRAFT

Certificate in Editing and Business Writing

Develop your technical skills, your creative voice, and your career strategies through the Certificate in Editing and Business Writing.

Certificate requirements

Requirements for this certificate include:
- Four Editing and Business Writing courses
- Strengths-Based Coaching (page 20)
- Final Portfolio Workshop (page 20)

Additional information

Course structure – Courses will be offered in a hybrid format. The first 3 core classes will meet in person with the 4th core class online as are the final 2 courses in the program. Please see individual courses for dates/times.

Certificate cost – $995 (15% discount when all courses are purchased together)
PROOFREAD LIKE A PRO
Taught by: George Milite
Proofreading is more than catching spelling errors. This course will teach you the basics of what makes a good proofreader, and what the differences are between proofreading and editing. Through hands-on practice, you’ll learn standard proofreading marks and get practice on spotting common errors. You’ll also discuss strategies for pursuing a career that uses your new skills.

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FUNDAMENTALS OF EDITING
Taught by: George Milite
This course will lay the groundwork for you to become a top-notch editor. You’ll learn about copy editing and substantive editing, and how to edit a piece of writing without losing the author’s voice. You’ll cover technical skills, like eliminating jargon and fixing awkward sentences; you’ll also develop your ability to recognize different styles and edit them effectively. This course also encompasses the application of your editing skills in the workplace, from prioritizing editing issues to using online and print resources for editors.

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MASTER EDITING WORKSHOP
Taught by: George Milite
Give your skills a workout in this hands-on workshop that offers “real world” writing samples in need of an editor’s careful eye. You’ll clean up garbled prose, soften stilted sentences, and give life to listless headlines. Some samples will need major work, while others will only need a light touch—so you’ll get to show your tough side and your subtle side. A series of role-playing exercises will let you practice working with authors and other editors.

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EFFECTIVE BUSINESS WRITING
Taught by: Cathy Toner
Working in any organization requires written communication in a wide range of formats for multiple audiences. In this class, you’ll learn practical techniques for producing professional business communications. You’ll practice writing strong openings that grab attention, making your ideas flow smoothly and logically, choosing an appropriately professional and friendly tone, and combining your skills to create effective written materials.

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“I appreciate the instructor’s expertise and experience. His flexible rather than dogmatic approach to the material added to my learning experience.”

–Renée, Former Certificate Student
INSPRIATION BY DESIGN

Certificate in Interior Design

A program for homeowners making design decisions, people contemplating entering the interior design industry, and current designers brushing up on their skills.

Certificate Requirements

Requirements for this certificate include:

- 30 hours of Interior Design courses

A new cohort is beginning for Fall of '23 and is split into 2 semesters, 3 courses in Fall '23 and 2 courses in Spring '24. If you started this program previously and would like to complete it please email ncce@temple.edu. All classes in the certificate program must be completed within two years.

*For Spring '24 courses please visit here.

Additional Information

Course Structure – Courses will be online with some self-paced work in between class sessions. All online courses will be held via Zoom. Specific Zoom information will be provided upon course registration.

Certificate Price – $995 (15% discount when all courses are purchased together)
FUNDAMENTALS OF DESIGN AND LAYOUT
Taught by Kristine Robinson
Find out how to create beautiful interiors by learning how a professional interior designer puts a room together. You’ll learn how to create your own professional floor plans. This includes learning to use properly scaled furnishings and furniture placement to control the flow of the room and make the room function well. You will also learn how to understand space planning.

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<th>DATES</th>
<th>LOCATION</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Thursdays</td>
<td>6PM-8PM</td>
<td>Sep. 7 - 28</td>
<td>Online via Zoom</td>
<td>$310</td>
</tr>
</tbody>
</table>

THE EFFECTIVE USE OF COLOR
Taught by Kristine Robinson
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.

<table>
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<tr>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>LOCATION</th>
<th>COST</th>
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<tr>
<td>Thursdays</td>
<td>6PM-8PM</td>
<td>Oct. 5 - 19</td>
<td>Online via Zoom</td>
<td>$235</td>
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</tbody>
</table>

FURNITURE
Taught by Kristine Robinson
This overview of furniture design provides you with both a historical and a technical perspective. In the first two sessions, you’ll identify and explore the major periods of furniture styles throughout the centuries and learn how to identify major periods of design. The final session is focused on qualities of furniture construction, including both case goods and upholstery.

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<th>DATES</th>
<th>LOCATION</th>
<th>COST</th>
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<tbody>
<tr>
<td>Thursdays</td>
<td>6PM-8PM</td>
<td>Nov. 2 - 16</td>
<td>Online via Zoom</td>
<td>$235</td>
</tr>
</tbody>
</table>
ESTABLISH A FOUNDATION OF LEADERSHIP

CERTIFICATE IN LEADERSHIP AND MANAGEMENT

Leading effectively and managing a team requires a wide range of foundational skills. The Certificate in Leadership and Management will give you the tools you need to lead your team to success.

Certificate requirements

Requirements for this certificate include:
• Leadership Essentials for Today’s Workplace
• Interpersonal Mastery
• Leading for Results
• Leading Effective, Energized Teams
• Strengths-Based Coaching (page 20)
• Final Portfolio Workshop (page 20)

Additional information

Course structure – Courses will be held online, live via Zoom.

Certificate price – $995 (15% discount when all courses are purchased together)
LEADERSHIP ESSENTIALS FOR TODAY’S WORKPLACE
Taught by: Andrea Sullivan
Whether you’re new to management or you feel your management style could use a facelift, this workshop will provide perspectives and tools to aid you in becoming a confident and effective leader. The workshop is geared to strengthen your core competencies while optimizing your ability to work with people in today’s changing work environment.

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<th>COST</th>
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<tbody>
<tr>
<td>Thursdays</td>
<td>10AM-12PM</td>
<td>Sep. 21-28</td>
<td>Online via Zoom</td>
<td>$249</td>
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INTERPERSONAL MASTERY
Taught by: Andrea Sullivan
Great leadership and management comes from an ability to focus on relationships as well as results. This workshop shows you how to create strong work relationships, powerful personal connections, and wide-ranging social networks that will serve as a valuable asset in your work and career.

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<tr>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>LOCATION</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Thursdays</td>
<td>10AM-12PM</td>
<td>Oct. 5-12</td>
<td>Online via Zoom</td>
<td>$249</td>
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</table>

LEADING FOR RESULTS
Taught by: Andrea Sullivan
We start with knowing the outcome we want. But how do we get there? It requires a combination of skills that are both personal and interpersonal. This workshop provides a framework that empowers you to chart your way to desired outcomes - and bring your team along with you! You’ll obtain strategies and tools to assist you in moving forward to any result in a positive, effective, and efficient manner.

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<th>DAY(S)</th>
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<th>DATES</th>
<th>LOCATION</th>
<th>COST</th>
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<td>10AM-12PM</td>
<td>Oct. 26-Nov. 2</td>
<td>Online via Zoom</td>
<td>$249</td>
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</tbody>
</table>

LEADING EFFECTIVE, ENERGIZED TEAMS
Taught by: Andrea Sullivan
Organizations are restructuring and teams are rapidly becoming the foundation of the new workplace. Team-leading has become a skill that almost everyone needs. This workshop provides the basics, along with perspectives and tools for successfully navigating the new nature of teamwork.

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<th>DAY(S)</th>
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<th>COST</th>
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<td>10AM-12PM</td>
<td>Nov. 9-16</td>
<td>Online via Zoom</td>
<td>$249</td>
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</table>

Take courses individually, or take all required courses for the certificate and get a 15% discount!
additional courses

**STRENGTHS-BASED COACHING**

*Taught by Ramon Rios*

We all have talents—naturally recurring patterns of thought, feeling, or behavior, which we can apply productively. How do we turn those talents into strengths and use them to achieve near-perfect performance wherever we can? For this session, you’ll take Gallup’s CliftonStrengths assessment to identify your top strengths, before working through activities and discussion questions that will showcase how you use these themes in your work and help you set goals to use your strengths as intentionally as possible.

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<th>DAY(S)</th>
<th>TIME</th>
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<th>LOCATION</th>
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<td>Monday</td>
<td>6PM–8PM</td>
<td>Nov. 27</td>
<td>Online via Zoom</td>
<td>$80*</td>
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*Stand-alone course price is $90, including the cost of the Gallup CliftonStrengths Top Five assessment; the course is also taken as part of full certificate programs costing $995

**FINAL PORTFOLIO WORKSHOP**

*Taught by Ramon Rios and Alyssia Sims*

Participants in our non-credit certificate programs complete final portfolios that showcase their new skills and apply them to whatever projects they’re working on. This workshop session is designed to help you make sure you’re meeting the final portfolio criteria. You’ll participate in peer-review processes, get feedback and fresh perspectives, and come away with everything you need to submit your final portfolio.

<table>
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<td>6PM–8PM</td>
<td>Dec. 4</td>
<td>Online via Zoom</td>
<td>95**</td>
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</table>

**This course is only offered as part of full certificate programs.**

“The Gallup assessment and workshop were phenomenal. I learned so much about myself and how to leverage my strengths. The workshop was engaging, reflective, and encouraging. Highly recommend!”

—Allison, Former Certificate Student

digital badges

Show off your new set of skills with our digital badges. Earn badges for course hour milestones, professional certifications, or outstanding participation with digital badges that you can add to your resume and display on your LinkedIn profile.
bring Temple’s courses to your ORGANIZATION

We can provide training on-site at your location, or private trainings for your employees on Temple University’s campuses.

Contact the Office of Off-Campus Programs and Training at ocpt@temple.edu or call 215-204-5018 to learn more.

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NONCREDIT.TEMPLE.EDU/REI

Convenient | Flexible | Affordable

Virtual, instructor-led courses to give you that classroom-feel. Online self-paced courses to give you extra flexibility.

Registration is now open! Register at: noncredit.temple.edu/rei
ONLINE SELF-PACED COURSES
ACCOUNTING AND FINANCE • BOOKKEEPING
COMMUNICATION AND CONFLICT RESOLUTION • CUSTOMER SERVICE
DATA SCIENCE • ENTREPRENEURSHIP • GAME DESIGN
GRAPHIC DESIGN • LANGUAGE • MANAGEMENT • MARKETING
NON-PROFIT ADMINISTRATION • PERSONAL DEVELOPMENT
TECHNOLOGY • SIX SIGMA GREEN BELT • WEB DESIGN

(PAGES 23–27)
Temple University is pleased to partner with LERN (LEarning Resources Network) to provide a wide range of self-paced, online courses through UGotClass. Courses are designed with your busy lifestyle in mind, providing flexibility of scheduling and ease of communication with your instructors and classmates. The following is a listing of online UGotClass courses scheduled for the Fall 2023 semester. Visit our website to register for a course.

**ACCOUNTING AND FINANCE**

Certificate in Accounting and Finance for Non-Financial Managers  
Sep. 5–Dec. 1 | Price: $495

- Accounting and Finance for Non-Financial Managers  
  Sep. 5–Sep. 29 | Price: $195

- Cash is King  
  Oct. 2–Oct. 27 | Price: $195

- Financial Analysis and Planning for Non-Financial Managers  
  Nov. 6–Dec. 1 | Price: $195

**BOOKKEEPING**

Certificate in Bookkeeping  
Sep. 5–Dec. 1 | Price: $495

- Understanding Debits and Credits  
  Sep. 5–Sep. 29 | Price: $195

- General Ledger and Month-End Procedures  
  Oct. 2–Oct. 27 | Price: $195

- Closing Procedures and Financial Statements  
  Nov. 6–Dec. 1 | Price: $195

- The Basics of Bookkeeping  
  Oct. 2–Oct. 27 | Price: $195

All course times are Eastern Time | ncce@temple.edu | 267-468-8500
BUSINESS COMMUNICATION

Certificate in Workplace Communication
Sep. 5–Dec. 1 | Price: $595

- Conflict Management
  Sep. 5–Sep. 29 | Price: $245

- Negotiation: Get What You Want
  Oct. 2–Oct. 27 | Price: $195

- Using Personality Profiles for Better Work Performance
  Nov. 6–Dec. 1 | Price: $295

Certificate in Effective Grammar
Sep. 5–Oct. 27 | Price: $295

CUSTOMER SERVICE

Certificate in Customer Service
Sep. 5–Oct. 27 | Price: $245

- Keys to Customer Service
  Sep. 5–Sep. 29 | Price: $145

- Extraordinary Customer Service
  Oct. 2–Oct. 27 | Price: $145

DATA SCIENCE

Certificate in Data Analysis
Sep. 5–Dec. 1 | Price: $495

- Introduction to Data Analysis
  Sep. 5–Sep. 29 | Price: $195

- Intermediate Data Analysis
  Oct. 2–Oct. 27 | Price: $195

- Advanced Data Analysis
  Nov. 6–Dec. 1 | Price: $195

DATA SCIENCE (CONT.)

Power BI Certificate
Sep. 5–Dec. 1 | Price: $495

- Introduction to Power BI
  Sep. 5–Sep. 29 | Price: $195

- Intermediate Power BI
  Oct. 2–Oct. 27 | Price: $195

- Advanced Power BI
  Nov. 6–Dec. 1 | Price: $195

SQL Certificate
Courses start every month | Price: $595

- Introduction to SQL
  Price: $245

- Intermediate SQL
  Price: $245

- Advanced SQL
  Price: $245

ENTREPRENEURSHIP

Entrepreneurship Certificate Program
Sep. 5–Dec. 1 | Price: $495

- Entrepreneur Boot Camp
  Sep. 5–Sep. 29 | Price: $195

- The Business Plan
  Oct. 2–Oct. 27 | Price: $195

- Entrepreneurial Marketing
  Nov. 6–Dec. 1 | Price: $195

BUSINESS COMMUNICATION

Certificate in Workplace Communication
Sep. 5–Dec. 1 | Price: $595

- Conflict Management
  Sep. 5–Sep. 29 | Price: $245

- Negotiation: Get What You Want
  Oct. 2–Oct. 27 | Price: $195

- Using Personality Profiles for Better Work Performance
  Nov. 6–Dec. 1 | Price: $295

Certificate in Effective Grammar
Sep. 5–Oct. 27 | Price: $295

CUSTOMER SERVICE

Certificate in Customer Service
Sep. 5–Oct. 27 | Price: $245

- Keys to Customer Service
  Sep. 5–Sep. 29 | Price: $145

- Extraordinary Customer Service
  Oct. 2–Oct. 27 | Price: $145

DATA SCIENCE

Certificate in Data Analysis
Sep. 5–Dec. 1 | Price: $495

- Introduction to Data Analysis
  Sep. 5–Sep. 29 | Price: $195

- Intermediate Data Analysis
  Oct. 2–Oct. 27 | Price: $195

- Advanced Data Analysis
  Nov. 6–Dec. 1 | Price: $195

DATA SCIENCE (CONT.)

Power BI Certificate
Sep. 5–Dec. 1 | Price: $495

- Introduction to Power BI
  Sep. 5–Sep. 29 | Price: $195

- Intermediate Power BI
  Oct. 2–Oct. 27 | Price: $195

- Advanced Power BI
  Nov. 6–Dec. 1 | Price: $195

SQL Certificate
Courses start every month | Price: $595

- Introduction to SQL
  Price: $245

- Intermediate SQL
  Price: $245

- Advanced SQL
  Price: $245

ENTREPRENEURSHIP

Entrepreneurship Certificate Program
Sep. 5–Dec. 1 | Price: $495

- Entrepreneur Boot Camp
  Sep. 5–Sep. 29 | Price: $195

- The Business Plan
  Oct. 2–Oct. 27 | Price: $195

- Entrepreneurial Marketing
  Nov. 6–Dec. 1 | Price: $195
self-paced online courses (continued)

**GAME DESIGN**
Certificate in Basic Game Design  
Sep. 5–Oct. 27 | Price: $395
- Introduction to Game Design  
  Sep. 5–Sep. 29 | Price: $245
- Intermediate Video Game Design  
  Oct. 2–Oct. 27 | Price: $245

**GRAPHIC DESIGN**
Graphic Design Software Essentials Certificate  
Sep. 5–Dec. 1 | Price: $545
- Adobe Illustrator Essentials  
  Sep. 5–Sep. 29 | Price: $225
- Adobe Photoshop Essentials  
  Oct. 2–Oct. 27 | Price: $225
- Adobe InDesign Essentials  
  Nov. 6–Dec. 1 | Price: $225

**LANGUAGE**
Spanish for Medical Professionals  
Sep. 5–Oct. 27 | Price: $290

**MANAGEMENT**
Managing Remote Workers Certificate  
Sep. 5–Oct. 27 | Price: $395
- Remote Working and Communicating  
  Sep. 5–Sep. 29 | Price: $245
- Managing Remote Workers  
  Oct. 2–Oct. 27 | Price: $245

**MANAGEMENT (CONT.)**
Management Certificate  
Sep. 5–Dec. 1 | Price: $595
- Management Boot Camp  
  Sep. 5–Sep. 29 | Price: $295
- Collaborative Management  
  Oct. 2–Oct. 27 | Price: $245
- Managing Generations in the Workplace  
  Nov. 6–Dec. 1 | Price: $175

Certificate in Leadership Development (for Gen Y)  
Sep. 5–Dec. 1 | Price: $395
- Leadership Principles  
  Sep. 5–Sep. 29 | Price: $145
- Developing Your Leadership Skills  
  Oct. 2–Oct. 27 | Price: $145
- Developing Your Professional Career  
  Nov. 6–Dec. 1 | Price: $145

Supervisory & Leadership Certificate  
Sep. 5–Oct. 27 | Price: $395

**MARKETING**
Digital Marketing Certificate  
Sep. 5–Dec. 1 | Price: $495
- Improving Email Promotions  
  Sep. 5–Sep. 29 | Price: $195
- Boosting Your Website Traffic  
  Oct. 2–Oct. 27 | Price: $195
- Online Advertising  
  Nov. 6–Dec. 1 | Price: $195

All course times are Eastern Time | ncce@temple.edu | 267-468-8500
self-paced online courses (continued)

MARKETING (CONT.)

Social Media For Business
Sep. 5‒Dec. 1 | Price: $495

Introduction to Social Media
Sep. 5‒Sep. 29 | Price: $195

Marketing Using Social Media
Oct. 2‒Oct. 27 | Price: $195

Integrating Social Media into Your Organization
Nov. 6‒Dec. 1 | Price: $195

Mastering Video Marketing Certificate
Sep. 5‒Oct. 27 | Price: $395

Video Marketing
Sep. 5‒Sep. 29 | Price: $245

YouTube for Business
Oct. 2‒Oct. 27 | Price: $245

Podcasting Certificate
Sep. 5‒Sep. 29 | Price: $245

NON-PROFIT ADMINISTRATION

Certificate in Non-Profit Administration
Sep. 5‒Dec. 1 | Price: $595

Revenue Generation for Non-Profits
Sep. 5‒Oct. 27 | Price: $495

Program Evaluation for Non-Profit Professionals
Nov. 6‒Dec. 1 | Price: $245

PERSONAL DEVELOPMENT

Introduction to Fiction Writing
Sep. 5‒Sep. 29 | Price: $195

Beginning Conversational Spanish
Sep. 5‒Oct. 27 | Price: $290

SIX SIGMA GREEN BELT

Six Sigma Green Belt Certificate
Sep. 5‒Dec. 1 | Price: $495

Introduction to Six Sigma Green Belt
Sep. 5‒Sep. 29 | Price: $195

Intermediate Six Sigma Green Belt
Oct. 2‒Oct. 27 | Price: $195

Advanced Six Sigma Green Belt
Nov. 6‒Dec. 1 | Price: $195

TECHNOLOGY

Certificate in Mastering Excel
Sep. 5‒Dec. 1 | Price: $495

Mastering MS Excel
Sep. 5‒Sep. 29 | Price: $195

Intermediate Excel
Oct. 2‒Oct. 27 | Price: $195

Advanced Excel
Nov. 6‒Dec. 1 | Price: $195
self-paced online courses (continued)

TECHNOLOGY (CONT.)

Coding Certificate
Sep. 5–Dec. 1 | Price: $595

- Introduction to Coding
  Sep. 5–Sep. 29 | Price: $195

- HTML Fundamentals
  Oct. 2–Oct. 27 | Price: $245

- CSS Fundamentals
  Nov. 6–Dec. 1 | Price: $245

WordPress Certificate
Sep. 5–Dec. 1 | Price: $495

Certificate in Mastering Computer Skills for the Workplace
Sep. 5–Dec. 1 | Price: $495

- Mastering Microsoft Excel
  Sep. 5–Sep. 29 | Price: $195

- Mastering Microsoft Word
  Oct. 2–Oct. 27 | Price: $195

- Mastering Microsoft PowerPoint
  Nov. 6–Dec. 1 | Price: $195

WEB DESIGN

Certificate in Web Design
Sep. 5–Dec. 1 | Price: $595

- Introduction to Web Design
  Sep. 5–Sep. 29 | Price: $245

- Intermediate Web Design
  Oct. 2–Oct. 27 | Price: $245

- Advanced Web Design
  Nov. 6–Dec. 1 | Price: $245

All course times are Eastern Time | ncce@temple.edu | 267-468-8500
AMBLER ARBORETUM COURSES, EVENTS AND LECTURES

Explore the world around you through a series of fun and educational programs offered through the Ambler Arboretum at the Temple University Ambler campus. Visit us at https://ambler.temple.edu/arboretum/learn to view our programs designed to explore the world around you. Temple University Ambler has more than a century of teaching sustainable practices and building important connections to the natural world. For more information, please contact Kathleen Salisbury, Director of the Ambler Arboretum, at Kathleen.salisbury@temple.edu.

COMMUNITY EVENTS

Join us each month for a series of fun and educational programs designed to explore the world around you!

Please note: While most events are free, some require a fee. For more information about our community events, check back often or contact Jim Duffy at 267-468-8108 or duffyj@temple.edu. Learn more about community events.
If you're age 50 or older, join a community of lifelong learners and participate in **in-person, virtual, and hybrid classes** with a wide variety of interesting topics. By enrolling in OLLI, you have access to all of our available courses, plus access to a wonderful community of fellow learners. Enrollment and registration will be held from August 14, 2023 through August 25, 2023.

**OLLI MEMBERS HAVE ACCESS TO:**

- A wide variety of courses for the semester, running Mondays through Thursdays at various times
- Our very popular Friday Forum guest speaker series
- Extra special classes/events
- Discounts for other Temple University programs such as Senior Scholars, where seniors can audit a selection of Temple’s undergraduate courses

Visit us at [noncredit.temple.edu/olli](http://noncredit.temple.edu/olli) for more information.

Questions? Call 215-204-1505 or email olli@temple.edu.
test prep courses

PREPARE FOR MAJOR EXAMS

Photo by: Oladimeji Ajegbile from Pexels

GMAT, GRE, LSAT, and SAT Test Prep.

BENEFITS OF TEST PREP COURSES

Gain familiarity and confidence as you learn tools to approach your test and reduce your anxiety on test day. Our classes are designed by current and former test item writers with years of experience—including experience writing questions for these same tests!

Prepare for your test day by taking one of the test preparation courses offered by the Office of Non-Credit and Continuing Education at Temple University. College entrance and graduate exam test prep courses are offered for:

- Graduate Management Admission Test (GMAT)
- Graduate Record Examinations (GRE)
- Law School Admission Test (LSAT)
- Scholastic Assessment Test (SAT)

All test prep courses are offered in live, online formats. Strategy Workshops are FREE to attend, but registration is required. Visit our website to register for a course.

GMAT test prep

GMAT STRATEGY WORKSHOP

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
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<td>Wednesday</td>
<td>9PM–10PM</td>
<td>Aug. 30</td>
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GMAT TEST PREP COURSE

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<td>Tuesdays &amp; Thursdays</td>
<td>7PM–10PM</td>
<td>Sep. 14–Oct. 10</td>
<td>Live, Online</td>
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<tr>
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<td>Mondays &amp; Wednesdays</td>
<td>9PM–12AM</td>
<td>Oct. 18–Nov. 13</td>
<td>Live, Online</td>
<td>$999</td>
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All course times are Eastern Time | ncce@temple.edu | 267-468-8500
### GRE test prep

**GRE STRATEGY WORKSHOP**

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<th>SECTION</th>
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<td>9PM–10PM</td>
<td>Sep. 20</td>
<td>Live, Online</td>
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<td>Wednesday</td>
<td>9PM–10PM</td>
<td>Oct. 4</td>
<td>Live, Online</td>
<td>FREE</td>
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**GRE TEST PREP COURSE**

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<th>COST</th>
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<tr>
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<td>Mondays &amp; Wednesdays</td>
<td>7PM - 10PM</td>
<td>Sept. 6 - Oct. 2</td>
<td>Live, Online</td>
<td>$899</td>
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<tr>
<td>Section II</td>
<td>Tuesdays &amp; Thursdays</td>
<td>8PM - 11PM</td>
<td>Oct. 5 - Nov. 2*</td>
<td>Live, Online</td>
<td>$899</td>
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<tr>
<td>Section III</td>
<td>Mondays &amp; Wednesdays</td>
<td>7PM - 10PM</td>
<td>Oct. 18 - Nov. 13</td>
<td>Live, Online</td>
<td>$899</td>
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<tr>
<td>Section IV</td>
<td>Monday – Thursday</td>
<td>7PM - 10PM</td>
<td>Dec. 4 - Dec. 14</td>
<td>Live, Online</td>
<td>$899</td>
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*no class Oct. 31

### LSAT test prep

**LSAT STRATEGY WORKSHOP**

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<tr>
<td>Section II</td>
<td>Wednesday</td>
<td>9PM–10PM</td>
<td>Oct. 11</td>
<td>Live, Online</td>
<td>FREE</td>
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<tr>
<td>Section III</td>
<td>Wednesday</td>
<td>9PM–10PM</td>
<td>Nov. 8</td>
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**LSAT TEST PREP COURSE**

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<td>Live, Online</td>
<td>$999</td>
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<td>Section II</td>
<td>Tuesdays &amp; Thursdays</td>
<td>9PM -12AM</td>
<td>Sep. 7-Oct. 10</td>
<td>Live, Online</td>
<td>$999</td>
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<td>Section III</td>
<td>Tuesdays &amp; Thursdays</td>
<td>7PM -10PM</td>
<td>Sep. 28-Nov. 2*</td>
<td>Live, Online</td>
<td>$999</td>
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<td>Section IV</td>
<td>Mondays &amp; Wednesdays</td>
<td>8PM -11PM</td>
<td>Oct. 4-Nov. 6</td>
<td>Live, Online</td>
<td>$999</td>
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<td>Section V</td>
<td>Mondays &amp; Wednesdays</td>
<td>9PM -12AM</td>
<td>Nov. 29-Jan. 8**</td>
<td>Live, Online</td>
<td>$999</td>
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<td>Section VI</td>
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<td>7PM -10PM</td>
<td>Dec. 7-Jan. 9</td>
<td>Live, Online</td>
<td>$999</td>
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*no class Oct. 31
**no class Dec. 25, Jan. 1
test prep courses (continued)

SAT test prep

SAT TEST PREP LIVE-ONLINE BLITZ

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<th>SECTION</th>
<th>DAY(S)</th>
<th>TIME</th>
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<td>Section I</td>
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<td>7PM–9PM</td>
<td>Oct. 4–Oct. 30</td>
<td>Live, Online</td>
<td>$425</td>
</tr>
</tbody>
</table>

All course times are Eastern Time | ncce@temple.edu | 267-468-8500