ENHANCE SKILLS

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FALL 2017
COURSE GUIDE
NON-CREDIT AND CONTINUING EDUCATION

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PROFESSIONAL DEVELOPMENT
Certi/fied Financial Planner
Database Management and Design
Digital Advertising
Editing and Writing
Interior Design
Leadership and Management
Professional Communication
Project Management
Real Estate Institute
Web Site Design
Wedding Planning
Written Communication

Undergraduate and Graduate Programs
Temple University Ambler
In addition to our professional development and personal enrichment opportunities, Temple University Ambler (TUA) also offers a variety of undergraduate credit courses and degree programs and a master's degree in Landscape Architecture. For more information, call 267.468.8100

PERSONAL ENRICHMENT
Digital Photography
Food and Entertainment
Hands-on Classes
Healthy Lifestyles and Exercises
Horticulture
Languages
Special Programs
Test and College Prep
Writing and Literature
Youth Workshops
Certificate in Digital Advertising
Take this opportunity to expand your digital skill set, build your career, and enhance your personal brand. Page 9.

Certificate in Leadership and Management
Whether you are a supervisor, manager, team or project leader, or you want to enhance your leadership and management abilities, this certificate program will focus on a variety of skills that enable you to become a better leader and manager. Pages 2 - 3.

Interior Design Certificate Program
If you are considering entry into the interior design industry, or are a homeowner and want to make the best design decisions for your home, this program is where you should begin. This program is available at the Ambler campus. Page 14.

The Ambler Arboretum of Temple University
The Ambler Arboretum of Temple University offers educational courses in the areas of horticulture and floral design. Pages 22 - 23.

Open Houses, Information Sessions and Free Workshops
Join us to learn about many of our non-credit programs that can help you achieve your professional and personal goals. Page 25.
LEARN NEW SKILLS
EXPAND YOUR INCOME
ENRICH YOUR LIFE

Welcome to our Fall Session!

Grow in your career or pursue your passions this fall 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 outdated 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 and Center City. Look for these campus codes to determine the location of the courses you are interested in:

TUA - Ambler
TUCC - Center City
ONL - Online

TEMPLE UNIVERSITY
AMBLER AND CENTER CITY
NON-CREDIT COURSES
FALL 2017

PROFESSIONAL DEVELOPMENT

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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: Th., Sept. 14
TUCC: Wed., Oct. 4
$225 (.6 CEUs) • 9 AM to 4 PM

Project Management II
Prerequisite: Project Management I
Discover valuable tools and techniques for executing the project, monitoring and controlling the project work, controlling quality, managing risks, and, finally, closing the project. A brief review of project management software is also provided.

Instructor: Andrea Sullivan, MA
TUA: Fri., Sept. 22
TUCC: Wed., Oct. 11
$225 (.6 CEUs) • 9 AM to 4 PM

Project Management: Leading the Team
Project team leadership is often the most challenging part of successfully managing a project. Learn how to: develop and manage your project teams to maximize output and minimize disruption; distribute tasks and information in a way that works; motivate your team to get the work done right and on time; and create credibility and accountability so your team members give their very best to your project.

Instructor: Andrea Sullivan, MA
TUA: Fri., Oct. 6
TUCC: Wed., Oct. 18
$225 (.6 CEUs) • 9 AM to 4 PM

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

Instructor: Theresa Hummel-Krallinger
President, High Five Performance, Inc.
TUA: Fri., Sept. 29
TUCC: Tues., Sept. 19
$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
What’s Your Point?: Effective Interpersonal Communication
See page 2 for description, locations and dates.

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. This course will cover topics geared to strengthen your core competencies, identify and hone your leadership style, expand your ability to work with all types of people, and instruct you how to manage across multiple platforms— including local, remote, and virtual teams.

Instructor: Andrea Sullivan, MA
TUA: Fri., Oct. 27
TUCC: Wed., Nov. 1
$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., Nov. 3
TUCC: Wed., Nov. 8
$225 (.6 CEUs) • 9 AM to 4 PM

Motivating: How to Get Extraordinary Results from Ordinary People
Are you frustrated in your attempts to get others to take the initiative, meet challenging deadlines, or go the extra mile? Don’t throw your hands up in defeat! Develop the skills you need to get the best from people. Learn to recognize and understand others’ needs and behaviors and use what you’ve learned to inspire exceptional performance. We’ll also discuss what causes demotivation and how to reverse it, techniques for creating an environment that nurtures initiative-taking, and ways to keep motivation high.

Instructor:
Theresa Hummel-Krallinger
TUA: Fri., Nov. 17
TUCC: Wed., Nov. 29
$225 (.6 CEUs) • 9 AM to 4 PM

Certificate in Customer Service
Good customer service is essential for all businesses and organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. This certificate is designed to improve your customer service skills, enhance your career skill set, and improve your overall productivity. The five required courses to earn the Certificate in Customer Service are:

• The Art of "Five Diamond" Customer Service
• The Service Recovery Paradox
• 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.
$749 (2.2 CEUs) • TUA & TUCC
### NEW The Art of “Five Diamond” Customer Service
Are you proactively engaging your customers or simply reacting to their needs? This highly interactive session will challenge your definition of what it means to provide fantastic service and how to exceed your customer’s expectations. Best practices for “Five Diamond” service, as outlined by AAA and implemented by North America’s best hotels and restaurants, will be reviewed.

**Instructor:** Jamie Cooperstein  
CEO, Cooperstein Hospitality  
**TUA:** Fri., Nov. 17  
**TUCC:** Fri., Oct. 6  
$99 (.3 CEUs) • 9 AM to 12 PM

### NEW The Service Recovery Paradox
If an upset customer approached you, would you know how to make the customer forget why they were mad in the first place? This highly interactive session will guide you through six steps to successful service recovery and highlight the importance of tone and providing an alternative, rather than saying no. Role playing scenarios will be incorporated.

**Instructor:** Jamie Cooperstein  
**TUA:** Fri., Nov. 17  
**TUCC:** Fri., Oct. 6  
$99 (.3 CEUs) • 1 to 4 PM

### NEW 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 expectations? 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  
**TUA:** Fri., Oct. 6  
**TUCC:** Fri., Oct. 20  
$245 (.6 CEUs) • 9 AM to 4 PM

### NEW Applying Emotional Intelligence
We judge ourselves by our intentions. Others judge us by our behaviors. Do you have Emotional Intelligence? Are you able to identify and manage your feelings about yourself? Can you empathize with others who may be similar, or different, from you? Imagine the positive transformation that could take place in your day-to-day interactions with co-workers and customers if you consistently demonstrated your emotional intelligence. Through the use of demonstrations, simulations and assessment activities, you will explore this fascinating topic and practice emotionally intelligent techniques.

**Instructor:** Staff  
**TUA:** Fri., Nov. 3  
**TUCC:** Fri., Nov. 17  
$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., Oct. 20  
**TUCC:** Fri., Nov. 3  
$245 (.6 CEUs) • 9 AM to 4 PM

### Certificate in Professional Communications
Managers, supervisors and executives know that communication is a mission–critical skill in the ever–changing business environment. Strong communicators are in high demand for their enhanced skills in business writing, speaking and listening; strategic communications; conflict management; creative problem solving; and much more. This certificate is designed to equip you with the essential communication skills that employers are seeking. The five required courses to earn the Certificate in Professional Communications are:
- What’s Your Point? Effective Interpersonal Communication  
- Applying Emotional Intelligence  
- Tools and Techniques for Positive Conflict Resolution  
- Business Writing Essentials  
- Speaking with Confidence

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

$925 (2.8 CEUs) • TUA & TUCC

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

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

### NEW 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 situa-
tions, 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. 8
TUCC: Wed., Nov. 1
$225 (.6 CEUs) • 9 AM to 4 PM

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

Instructor: Susan Perloff
Writer, Editor and Writing Coach
TUA: Wed., Oct. 18
TUCC: Wed., Nov. 8
$225 • 9 AM to 4 PM

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

Instructor: Lynne L. Jacobus, MA
Jacobus Associates
TUA: Fri., Nov. 10
TUCC: Fri., Oct. 27
$225 (.6 CEUs) • 9 AM to 4 PM

NEW Certificate in Administrative Office Specialist
Expand your knowledge with office-related functions, interactions and record keeping. Participants will apply skills to effectively manage an office environment; use appropriate technology to accurately and efficiently prepare business documents; and express ideas and information clearly and professionally in written and spoken form. The five required courses to earn the Certificate in Administrative Office Specialist are:
- Business Writing Essentials
- MS Word 2013: Level I
- MS Excel 2013: Level I
- Office Organization: Systems for Clarity and Control
- Speaking with Confidence

Business Writing Essentials
See page 5 for description, locations and dates.

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

Instructor: David Grauel
TUA: Mon., Sept. 25
TUC: Fri., Sept. 22
$225 (.6 CEUs) • 9 AM to 4 PM

MS Excel 2016: Level I
Prerequisite: familiarity with personal computers, keyboard and mouse, and Windows Operating System
Updating data in an Excel® worksheet is fast and easy. Learn to create spreadsheets and 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
TUA: Mon., Oct. 2
Instructor: Jameson Moore
TUA: Fri., Oct. 6
TUCC: Fri., Oct. 6
$225 (.6 CEUs) • 9 AM to 4 PM

NEW Office Organization: Systems for Clarity and Control
The work of an administrative specialist requires a very fine balancing act: keeping not only yourself, but also your boss and others around you, organized and on track. Learn basic skills needed to set up systems that work for you. Discover how to: Set up your work space to work for you; Coordinate the flow of paperwork and projects around the office; Efficiently manage email; Create a filing system you actually use; Track and organize events and projects; Manage your time (and often your boss’s); Create administrative procedures as needed; Manage multiple responsibilities, projects, and bosses; and Use problem-solving tools to troubleshoot challenges that arise.

Instructor: Andrea Sullivan, MA
TUA: Fri., Oct 13
TUCC: Wed., Sept. 27
$225 (.6 CEUs) • 9 AM to 4 PM

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

Managing Emotions in the Workplace
Research has shown a link between emotions and job performance. Discover how to take charge of your emotions and use them productively. Learn how to process emotional upsets quickly and efficiently; identify and redirect disruptive negativity in yourself and co-workers; cool down anger and channel it to productive solutions; and work well with people you dislike or want to avoid.

Instructor: Andrea Sullivan, MA
TUA: Fri., Nov. 17
TUCC: Wed., Oct. 25
$225 (.6 CEUs) • 9 AM to 4 PM

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
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
Founder and Leader, Colonel’s Leadership Council

**TUCC:** Th., Oct. 12
**TUA:** Th., Nov. 9
$125 (.4 CEUs) • 9 AM to 1 PM

NEW
Professional Excellence
Discover the secrets to professional success! We will examine those factors that may lead to promotions, raises and job stability. Receive an understanding of how presentation, attitude, behavior, and affiliation lead to professional success. Topics covered include professional branding, the power of positive thinking, writing professional emails, and establishing strong relationships. Discover how to play the game of office politics and win your dream career.

**Instructor:** Monica Gutman,
EdM, LPC
Executive Coach/Motivational Speaker

**TUCC:** Wed., Sept. 13
**TUA:** Wed., Oct. 25
$225 (.6 CEUs) • 9 AM to 4 PM

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

**Instructor:** Michael Mastroianni, PMP
Strategic Communications, Temple University

**TUCC:** 3 Tues., Sept. 26 to Oct. 10
$195 • 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.

**Sept. 5 to Dec. 1 • $495**

NOTE: No discounts apply to online courses.

ACCOUNTING AND FINANCE

How to Double Your Sales with Video Marketing
Did you know that video can help increase understanding of your product or service by 74%? Today, video is quickly shifting from a “nice-to-have” to a “must-have” for businesses and if you’re not onboard you’ll be left behind by your competition. Discover how to affordably incorporate video in order to grow your business faster. Along with invaluable tips, you’ll walk away with a personalized video marketing strategy you can implement immediately. Whether you’re new to using video or have experience, if you’re interested in doubling your sales, this course is a must!

**Instructor:** Parchelle Hotten
Sr. Executive Producer, Fresh Level Production

**TUCC:** Fri., Oct. 27
$225 • 9 AM to 4 PM

NEW
The Power of Visual Storytelling
Marketing is no longer about the stuff that you make, but about the stories you tell.”– Seth Godin

Connecting with people both personally and professionally is an essential part of human interaction and communication. Telling stories is a powerful tool to express your message in a compelling way. This interactive course is designed to explore the idea of visual storytelling – that is telling stories with images/pictures, video, animation, etc. Join us as we examine some of the various tools that enable visual stories to generate impact and engagement with an audience.

**Instructor:** Geoffrey Klein
President & CEO, ninedots

**TUCC:** 4 Wed., Oct. 25 to Nov. 15
$195 • 6 to 8 PM

**NOTE:** No discounts apply to online courses.

MARKETING FOR SMALL BUSINESS
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

FREE INFORMATION SESSION
Professional Meeting Planning
Temple University Center City Wed., August 9, 2017, 6 PM
Call 267-468-8500 to reserve your space or for more information.

CERTIFICATE PROGRAM IN PROFESSIONAL MEETING PLANNING in one semester!
Take the following six courses in the same semester and pay one fee, an almost 20 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply.

$825 (3.8 CEUs) • TUCC
Fundamentals of Meeting Planning
Discover the basics needed to plan, produce and promote successful meetings. Learn how to design and market your program, develop and organize meeting plans, direct and control meetings on site, and evaluate the success of your functions. Also, learn how to plan for the right size meeting space and physical setup.
Instructor: Amy Drum Caruso, CMP
TUCC: 3 Thurs., Sept. 21 to Oct. 5
$225 (0.9 CEUs) • 6 to 9 PM

Budgeting Tool Kit
Learn the steps needed to develop a budget and to identify basic principles associated with the financial aspects of your meeting. Techniques for figuring costs and projecting budgets will be covered. Please bring a pocket calculator to this seminar.
Instructor: Joanne Romano, CMP
TUCC: 2 Thurs., Oct. 12 and 19
$165 (0.6 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 audiovisual equipment, industry software, web sites and virtual conferencing.
Instructor: Justin Covington
Director of Technical Services
Dyventive, Inc.
TUCC: 2 Thurs., Oct. 26 and Nov. 2
$165 (0.6 CEUs) • 6 to 9 PM

Site Inspection and Selection
Selecting the site for your meeting or function is critical to its success. Learn how to relate meeting goals and objectives to meeting sites. Discuss the different types of facilities available and what to look for during a site inspection. This class meets off-site at The Conference Center at the Chemical Heritage Foundation.
Instructor: Joanne Romano, CMP
Operations Leader, American Express Meetings & Events
Off-Site: Sat., Nov. 4
$135 (0.5 CEUs) • 9 AM to 2 PM

Food and Beverage
Learn ways to manage the food and beverage components of meetings, events, conferences and conventions. Discussions include budgeting, menu selection to match meeting objectives, cost-saving tips, creative or alternative menus, and the latest food and beverage trends.
Instructor: Sarah K. Anello
Center City District
TUCC: 2 Thurs., Nov. 9 and 16
$165 (0.6 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
TUCC: 2 Thurs., Nov. 30 and Dec. 7
$165 (0.6 CEUs) • 6 to 9 PM

MEETING PLANNING AND CONSULTING ELECTIVES

NEW Planning Events in Public Spaces
Events in public spaces have their own set of unique criteria. We will discuss when and what permits are required, the application process and submitting applications to municipal authorities, insurance requirements, utilizing municipal agencies, event timing, safety plans, security and police. We will touch on various types of events including, private events in public spaces, ticketed events, festival events, sporting events, concert events, non-profit community access events and branded events.
Instructor: Sarah K. Anello
TUCC: Tues., Oct. 24
$95 (0.3 CEUs) • 6 to 9 PM

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

Certificate in Accounting Office Specialist

The Accounting Office Specialist Certificate Program will teach basic business operations and proper accounting procedures. The three required courses are:

- Black Belt Accounting: Fundamentals for the Non-Accountant – Part I
- Black Belt Accounting: Fundamentals for the Non-Accountant – Part II
- QuickBooks

Black Belt Accounting: Fundamentals for the Non-Accountant – Part I

Fast-paced and challenging, this study of the “language of business” begins with the most fundamental equation and expands from there. Categories of accounts, their relationship to each other, and generally accepted accounting principles (GAAP) are covered. We’ll also take a brief look at the international standards, IFRS, and the move toward them. You’ll receive a series of hands-on problems as we work through the accounting cycle.

Instructor: Peter J. Pelensky, CPA, MST
TUCC: 5 Tues., Oct. 17 to Nov. 21 (no class Oct. 31)
$225 (1 CEU) • 6:30 to 8:30 PM

QuickBooks®

This hands-on workshop will provide you with an overview to efficiently use QuickBooks, a best-selling small business accounting software package. After receiving a foundation of the basic features you will use the sample QuickBooks company file. Work through accounts receivable, accounts payable and payroll transactions using different tips and tricks. Finally, navigate the many reports that QuickBooks offers.

Instructor: Richard Edwards, CPA, MBA
Richard Edwards & Assoc., LTD
TUA: 2 Sat., Dec. 2 and 9
Instructor: Jameson Moore
TUCC: 2 Sat., Nov. 11 and 18
$225 (.6 CEUs) 9 AM to 12 Noon

[COMPUTER APPLICATIONS]

Introduction to PCs and Windows 10

If you’re new to computers, or just new to Windows 10, this course will get you up to speed fast. Learn about the main components of a typical computer system and the basic elements of the Windows 10 interface. Discover how to navigate in Windows, organize files and folders, search for items on your computers, and personalize Windows. Also learn how to browse the Web with Internet Explorer and how to protect your computers from malware.

Instructor: David Grauel
Computer Consultant and trainer
TUA: Mon., Sept. 18
$225 (.6 CEUs) • 9 AM to 4 PM

Word 2016: Level I

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

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

Instructor: David Grauel
TUA: Mon., Sept. 25
TUCC: Fri., Sept. 22
$225 (.6 CEUs) • 9 AM to 4 PM

Excel® 2016: Level I

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

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

Instructor: David Grauel
TUA: Mon., Oct. 2
Instructor: Jameson Moore
TUCC: Fri., Oct. 6
$225 (.6 CEUs) • 9 AM to 4 PM

Excel® 2016: Level II

Prerequisite: Excel® 2013 or 2016: Level I

Learn how to create advanced formulas and organize your data into tables. Discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

Instructor: Michael Lindauer
Lindauer Learning Systems
TUA: Fri., Oct. 13
$225 (.6 CEUs) • 9 AM to 4 PM

Excel® 2016: Level III

Prerequisite: Excel® 2013 or 2016: Level II

In this course, you will learn about some of the more advanced features of Excel®, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel® data in other applications.

Instructor: Michael Lindauer
TUA: Fri., Oct. 20
$225 (.6 CEUs) • 9 AM to 4 PM

Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
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 Grael
TUA: Mon., Nov. 20
$225 (.6 CEUs) • 9 AM to 4 PM

QuickBooks® 2015
This hands-on workshop will provide you with an overview to efficiently use QuickBooks®, a best-selling small business accounting software package. Work through accounts receivable, accounts payable and payroll transactions using different tips and tricks. Finally, navigate the many reports that QuickBooks® offers.
Instructor: David Grael
TUA: Mon., Nov. 20
$225 (.6 CEUs) • 9 AM to 12 Noon

INTERNET MARKETING

Certificate in Digital Advertising - taught entirely online!
As technology advances, digital expertise is increasingly valuable. The Certificate in Digital Advertising will provide you with the opportunity to expand your digital skill set, build your career, and enhance your personal brand. Offered in partnership with Temple University’s Klein College of Media and Communication, this online certificate program is taught by well-respected professors with real-world experience. The four required courses to earn the Certificate in Digital Advertising are:
• Web Design and Development
• Search Engine Optimization
• Social Media Marketing
• Digital Analytics and Reporting
Each course is taught online during a five-week period. Students learn independently at their own pace through pre-recorded video/audio lectures and reading materials that are provided in advance. Students and instructors will meet synchronously online for one hour per week at a specified time through WebEx. A computer with a camera, a headphone, and a high-speed internet connection to join the sessions are required. Take any of these courses individually, or all four courses to earn the Certificate in Digital Advertising.

Web Design and Development
Learn how to design a beautiful and functional website using HTML and CSS. Additionally, the course provides concepts such as typography, imagery, grid layouts, and color theories. Students do not need to have a previous technical background with HTML or CSS prior to taking this course.
Instructor: Joseph Curcio
Technical Project Manager, Children’s Hospital of Philadelphia
Course Dates: Sept. 5 to Oct. 6
Synchronous Sessions: Thursdays, 7 to 8 PM • $495

Digital Analytics and Marketing
How do traditional, internet and mobile advertising differ in their ability to track and analyze responses? What key measurement metrics are used by each form of media? What analytic tools are used? What is the impact of social media and electronic word-of-mouth marketing, and how can these be measured? Students will learn key digital measurement terms and methods of analysis.
Instructor: Michael Fibison, PhD
VP Sales, North Jersey Media Group, USA Today Network
Course Dates: Oct. 9 to Nov. 10
Synchronous Sessions: Mondays, 7 to 8 PM • $495

Search Engine Optimization
Search Engine Marketing has become a fundamental part of the marketing mix. 80% of people go to Google first when searching for information online, which gives companies the opportunity to be present in the search engine results. You will gain an understanding of the fundamentals of search, the strategy behind it, and how you can integrate it into your marketing efforts.
Instructor: Ali Frezman
Sr. Business Strategy Manager, Seer Interactive
Course Dates: Nov. 13 to Dec. 14
Synchronous Sessions: Mondays, 7 to 8 PM • $495

Social Media Marketing
Social media has become an important part of a company’s marketing plan and identity. You will learn the strategy around developing and deploying social media marketing for a business, and how to convert fans to customers and measure success. Topics include social etiquette, organization and operation of social media strategies, and the historical lead-up to this new industry.
Instructor: Matthew Ray
Co-Founder and Creative Director, Chatterblast
Course Dates: Jan. 2 to 30, 2018
Synchronous Sessions: Tuesdays, 7 to 8 PM • $495

FREE INFORMATION SESSION: Digital Advertising Program
Temple University Center City Wed., August 9, 2017, 6 PM
Call 267-468-8500 to reserve your space or for more information.

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

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. 28
$245 • 9 AM to 4 PM

Adobe InDesign CC: Level I
Learn InDesign, the powerful page layout program that has taken the graphics world by storm. Work with tools and features to create eye-catching page layout designs for printing or converting into PDF documents. Use to create ads, brochures, and other marketing materials.
Instructor: Hope Lindauer
TUA: Thurs., Oct. 26
$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. 9
$245 • 9 AM to 4 PM

DATABASE MANAGEMENT

Certificate in Database Management

Learn how to manage databases with Microsoft Access®. This will allow you to work effectively with your data while eliminating confusion that can lead to lost time and lost data. The required three courses are:
- Access® 2016: Level I
- Access® 2016: Level II
- Access® 2016: Level III

CERTIFICATE IN DATABASE MANAGEMENT – in one semester!
Take the following three courses in the same semester and pay one fee, a more than 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.
$565 (1.8 CEUs) TUA and TUCC

WEB SITE DESIGN

Certificate in Web Site Design

Certificate in Web Site Design
Learn to build a web site from the ground up with HTML and WordPress, make your site visually engaging with Dreamweaver®, and manipulate photos and images using Photoshop®. This
Certificate program will assist you in getting ready to create your first site or land your first job as a web designer. 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

FREE INFORMATION SESSION
Web Site Design
Temple University Center City
Wed., August 9, 2017 at 6 PM
Call 267-468-8500 to reserve your space or for more information.

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.

TUCC: $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
TUCC: M/Th, Sept. 25 and 28
$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
TUCC: M/Th, Oct. 2, 5 and 9
$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
TUCC: M/Th, Oct. 12, 16 and 19
$255 (.9 CEUs) • 6:30 to 9:30 PM

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 edit video to add transitions, still images and titles.
Instructor: Joseph Frio
TUCC: M/Th, Oct. 23, 26 and 30
$325 (.9 CEUs) • 6:30 to 9:30 PM

Adobe Dreamweaver®: Level I
Prerequisite: Familiarity with basic computer operations and HTML
Learn the basics of Dreamweaver, the standard HTML development program. This introductory course will familiarize users with the Dreamweaver interface and 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
TUCC: M/Th, Nov. 2, 6 and 9
$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
TUCC: M/Th, Nov. 13 and 16
$245 (.6 CEUs) • 6:30 to 9:30 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

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

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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.

**$75** (1.8 CEUs) TUA and TUC

**Grammar for Grownups**
Refresh your writing basics. Do you want your writing to be error-free, but you can’t remember the rules? Does your boss return your reports for revision? Although usage changes, grammar still matters! Learn how to correctly use punctuation, distinguish commonly confused words and create powerful sentence and paragraphs. Also, discover tricks to remember the basics.

**Grammar for Grownups**

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

**Business Writing Essentials: Random Acts of Writing**

**NEW The Power of Visual Storytelling**
Marketing is no longer about the stuff that you make, but about the stories you tell.” – Seth Godin
Connecting with people both personally and professionally is an essential part of human interaction and communication. Telling stories is a powerful tool to express your message in a compelling way. This interactive course is designed to explore the idea of visual storytelling – that is telling stories with images/pictures, video, animation, etc. Join us as we examine some of the various tools that enable visual stories to generate impact and engagement with an audience.

**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 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.

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

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### 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, electrical requirements, climate control, and many other components of event support we take for granted at pre-existing buildings and halls. The basics of tent selection and related issues will also be discussed.

**Instructor:** Lynda Barness

**TUA:** Wed., Nov. 8 and 15, 6:30 to 9:30 PM and 1 Sat., Nov. 11, 9 AM to 1 PM

**$255 (1 CEU)**

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### The Essentials of Catering

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

**Instructor:** Sheryl Garman

**TUA:** Wed., Dec. 6, 6:30 to 9:30 PM

**$85 (.3 CEUs)**

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### 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

**TUA:** Wed., Nov. 29

**6:30 to 9:30 PM**

**$85 (3 CEUs)**

### Wedding Planning and Consulting

Do you want to learn about wedding planning as a career? 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:** Sheryl Garman

**TUA:** 2 Wed., Oct. 18 and 25, 6:30 to 9:30 PM and 1 Sat., Oct. 21, 9 AM to 1 PM

**$255 (1 CEU)**

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### 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**

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### Notes

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

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### Credits

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
WEDDING PLANNING AND CONSULTING ELECTIVES

Introduction to Wedding Planning
Weddings are becoming more and more complex to organize. Whether you are planning your own wedding or you are interested in planning weddings as a career, discover what it means to be a wedding planner. It takes a special type of person to enjoy the challenge of the job, as well as to thrive in it. We’ll show you where to begin and how to take on this role.
Instructor: Linda Simunov
Consultant, Afflair Events and Design
TUA: Wed., Sept. 13
$65 (.3 CEUs) • 6:30 to 9:30 PM

INTERIOR DESIGN 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.
$785 • TUA

Fundamentals of Design and Layout
Find out how to create beautiful interiors by learning the ways a professional interior designer puts a room together. Learn to create your own professional looking floor plans using properly scaled furnishings and furniture placement to control the flow of the room and make it function well. Also, learn how to understand space planning.
Instructor: Kristine Robinson
Robinson Interiors at Sycamore Cottage
www.kristine.robinson.org
TUA: T/Th, Sept. 19, 26, 28 and Oct. 3
$235 (.8 CEUs) • 6:30 to 8:30 PM

The Effective Use of Color
Learn the elements of color in order to coordinate and match components. Find out the techniques for achieving desired effects and how to avoid errors. Learn the purposes, specific uses and techniques of faux finishes on walls and furniture.
Instructor: Kristine Robinson
TUA: T/Th, Oct.10, 12 and 17
$185 (.6 CEUs) • 6:30 to 8:30 PM

Fabrics and Materials
Learn how to coordinate fabrics by scale, color and pattern, and how to select fabrics for various uses. Study the strengths and weaknesses of different fabric weaves and floor coverings. The Saturday class will meet at an off-site location. Students must provide their own transportation.
Instructor: Kristine Robinson
TUA: T/Th., Oct. 19 and 24, 6:30 to 8:30 PM
and Sat., Oct. 21 (trip to ProSource), 12 to 2 PM
$185 (.6 CEUs)

Furniture
Learn to identify and describe the major periods of furniture styles and design. Study the basics of antique furniture and quality furniture construction in both case goods and upholstery.
Instructor: Kristine Robinson
TUA: T/Th, Nov. 2, 7 and 9
$185 (.6 CEUs) • 6:30 to 8:30 PM

Lighting and Accessories
Learn how to accessorize rooms and create workable vignettes. We will also discuss using lighting effectively as a decorative and functional part of the room.
Instructor: Kristine Robinson
TUA: T/Th., Nov. 14 and 16
$125 (.4 CEUs) • 6:30 to 8:30 PM

The Business Side of Interior Design
Discover the basics of setting up your own business out of your home office or studio. Learn how to acquire the necessary licenses and registrations to get your business established. Discuss financial and legal issues such as start-up costs and potential liabilities. Find out about marketing and advertising strategies to build your client base. Learn how to acquire wholesale accounts with key suppliers such as fabric and furniture manufacturers.
Instructor: Kristine Robinson
TUA: T/Th, Sept. 12 and 14
$125 (.4 CEUs) • 6:30 to 8:30 PM

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

ARCHITECTURE

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 University 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
Fall 2017 schedule: Sept. 16, 23, 30, Oct. 7, 14, 2017
Spring 2018 schedule: Jan. 27, Feb. 3, 10, 17, 24, 2018
Tuition: $495

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

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

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

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

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

For more details and registration information visit us at noncredit.temple.edu/architecture or call 215–777–9010.

FINANCIAL PLANNING

Certificate in Financial Planning

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 8, 2017. 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.

CFP Cancellation, Withdraw 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.

FREE INFORMATION SESSION: Temple University Center City Wed., August 9, 2017, 6 PM. Call 267-468-8500 to reserve your space or for more information.
DIGITAL PHOTOGRAPHY

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

CERTIFICATE IN DIGITAL PHOTOGRAPHY – in one semester!
Take the following three courses in the same semester and pay one fee, 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 & 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. 13 to Oct. 25
(no class Sept. 20 and Oct. 11)
$165 (1 CEU) • 7 to 9 PM
Instructor: Steven Goldblatt
Commercial photographer
TUCC: 4 Wed., Sept. 27 to Oct. 18
$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. 1 to 29
(no class Nov. 22)
$155 (.8 CEUs) • 7 to 9 PM
Instructor: Steven Goldblatt
TUCC: 3 Wed., Oct. 25 to Nov. 8
$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. 30 to Dec. 14
TUCC: 3 Wed., Nov. 15 to Dec. 6
(no class Nov. 22)
$175 (1 CEU) • 6:30 to 9:30 PM

DIGITAL PHOTOGRAPHY ELECTIVES

How to Double Your Sales with Video Marketing
Did you know that video can help increase understanding of your product or service by 74%? Today, video is quickly shifting from a “nice-to-have” to a “must-have” for businesses and if you’re not onboard the trend, you’ll be left behind by your competition. Whether you’re new to using video or have experience, if you’re interested in doubling your sales, this course is a must! In this 1-day intensive, you’ll discover exactly how to affordably incorporate video in order to grow your business faster. Along with invaluable tips, you’ll walk away with a personalized video marketing strategy you can implement immediately.
Instructor: Parchelle Hotten
Video Marketing Strategist, Fresh Level Productions
TUCC: Fri, Oct. 27
9 AM to 4 PM

SPECIAL PROGRAMS

Getting Paid to Talk: An Introduction to Professional Voice Acting
Have you ever been told that you have a great voice? From commercials and cartoons to audio books and documentaries, people just like you earn great income using their voices. Learn the basics and record a commercial under the
Enrichment

PERSONAL FINANCE

Retirement Planning Today
You’ve worked hard to provide for your family and save for the future. What’s next? Join us and learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. This course 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
Section I
TUA: 2 Thurs., Sept. 14 and 21
9:30 to 11:30 AM • $39
Section II
TUA: 2 Tues., Sept. 19 and 26
1 to 3 PM • $39
NOTE: No discounts apply to this course.

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. 19 to Nov. 14
(no class Oct. 31)
$175 • 7 to 9 PM
Section II
TUCC: 2 Tues., Sept. 19 and 26
1 to 3 PM • $39
NOTE: No discounts apply to this course.

Intermediate Spanish
Prerequisite: The uses of the To Be verb (Ser /Estar), to express qualities, nationalities, times, dates and where an event takes place; The Simple Present Tense of Spanish Verbs (I drink) and the Present Progressive (I’m drinking).
Continue your Spanish Language skills. This course covers the Preterite Tense (past tense), as well as the Future tense (immediate future: Ir + a). Also learn idioms, expressions and contrast of different verbs. These are helpful tools to increase your conversational Spanish skills.

Instructor: Elsa Rodriguez
Foreign Language Instructor
TUCC: 6 Sat., Oct. 7 to Nov. 11
$175 • 9:30 AM to 12 Noon
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. Sept. 5 to Oct. 27 • $145
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 TUA: 8 Tues., Oct. 3 to Dec. 5 (no class Oct. 31 or Nov. 21) $155 • 7:45 to 9:15 PM

Arabic Language for Beginners
Learn the basics of the Arabic language in a friendly and supportive environment. You will learn the Arabic alphabet, including Arabic letters, vowels and rules. Also, learn how to read, write and pronounce the Arabic alphabet and words.
Instructor: Aladdin Abou–Out
Arabic Language Instructor TUA: 8 Thurs., Sept. 28 to Nov. 16 TUCC: 8 Mon., Sept. 18 to Nov. 6 $195 • 6:30 to 8:30 PM

Conversational Chinese: Part I
Learn the basics of Mandarin Chinese. This course is aimed at building a solid foundation for those who have no or little Chinese background. You will learn the Chinese Pinyin and how to combine sounds into syllables. Also, discover the basic language skills of listening, speaking, reading, and writing to initiate and respond to basic conversations in Mandarin Chinese. Important aspects of history and culture will also be introduced.
Instructor: Ching-Wha Liu
Mandarin Chinese Instructor TUA: 8 Tues., Sept. 26 to Dec. 5 (no class Oct. 31 and Nov. 21) $195 • 6:30 to 8:30 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 TUCC: 8 Tues., Oct. 3 to Dec. 5 (no class Oct. 31 and Nov. 21) $175 • 6 to 8 PM

CREATIVE WRITING

Reinventing Yourself Through Writing
Change is happening to us all the time - and it happens whether we want it to or not. This course is about embracing change. Emphasis will be placed on self–discovery through creative writing and using your life experiences to rediscover your deepest passions and hidden talents. This class is ideal for people in various types of transition, as well as for those adults who have been wondering what they are going to do “when they grow up,” and for creative writers interested in thinking outside of the box. Information on publishing will be provided as well as information on innovative usage of blogging.
Instructor: Janet Mason
Author, Hitching to Nirvana and Tea Leaves, a memoir of mothers and daughters TUCC: 6 Wed., Sept. 27 to Nov. 1 $175 • 6:30 to 8:30 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
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
TUCC: Sat., Sept. 23 to Nov. 18
(no class Sept. 30)
$195 (1.6 CEUs) • 10 AM to 12 Noon

Telling Your Story: A Workshop in Writing Fiction and Memoir
Whether you write memoir or fiction, you are telling a story. Join us as we consider aspects of the craft of storytelling, focusing on character, place, structure, the use of detail and the place of voice on the page. Classes will consist of a close look at the writer’s craft in selected readings in short fiction and memoir, generative writing exercises, and round table discussions of participants’ work. Writers will work on a 5-10 page piece of fiction or memoir for group discussion and instructor critique. Readings for the class will be available in packet form.

Instructor: Miriam Camitta
TUCC: 8 Thurs., Sept. 28 to Dec. 7
(no class Oct. 12, 19 or Nov. 23)
$195 (1.6 CEUs) • 1 to 3:30 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
TUCC: 5 Thurs., Oct. 26 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.

ARTS, LITERATURE AND HISTORY

NEW

The Fictional Worlds of History (book discussion)
Join us in reading notable and award-winning historical novels that imagine the past through the lives of their real and fictional characters. We begin with Colson Whitehead’s Underground Railroad in his National Book Award winner of the same name. We continue with Peter Ho Davies’ The Fortunes, a story of four Chinese-Americans in search of meaningful identity. Next we are transported to an apocryphal chapter of pre-Revolutionary Paris by Andrew Miller’s chilling Pure. We follow with Penelope Fitzgerald’s The Blue Flower, the story of 18th century poet and philosopher Novalis, the father of Romanticism. We end with the inimitable Colm Toibin’s The House of Names, a bold retelling of the mythological Agamemnon. Please bring a snack or bagged lunch.

Instructor: Miriam Camitta, PhD
Lecturer, University of Pennsylvania

Section I: 10 AM to Noon
5 Tues., Sept. 12, 26, Oct. 10, Oct. 24, Nov. 14
$225 (1.3 CEUs) • 6:30 to 8:30 PM

Section II: 1 to 3 PM
5 Tues., Sept. 12, 26, Oct. 10, Oct. 24, Nov. 14
$115 • TUA

Personal Enrichment

Campus Location Codes: TUA - Temple University Ambler; TUCC - Temple University Center City; ONL - ONLINE
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: Douglas Shupinski
Local Historian and Author, A Glimpse of Freedom and Absolved from Allegiance
TUA: 4 Wed., Oct. 4 to 25 $85 (1.8 CEUs) • 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
Instructors: David Low, MS, PhD Adjunct professor, Rutgers and Rowan Universities
TUA: 4 Mon., Oct. 23 to Nov. 13 $125 (.8 CEUs) • 6:30 to 8:30 PM

NEW
Embroidered Winter Reverie
Relax by the warmth of your creative fires as you embroider a garland reminiscent of sprigs, berries and winter blooms plucked from freshly fallen snow on a woodland walk. This winter-palette design is suitable for students of all skill levels, supported by an experienced embroidery instructor. Your finished project may be framed, or hemmed for use as a tabletop centerpiece. All necessary supplies are included in your kit. Bring only your love of textile art and your appreciation for the beauty of a winter landscape.
Instructor: BJ Crim
Fine Arts Instructor and Graphic Designer
TUC: 5 Sat., Oct. 7 to Nov. 11 (no class Oct. 21) $199 (1 CEU) 10 AM to 12 Noon

NEW
Highs in the Upper 60s: Music 1965–69
The late 1960s was a turbulent time in the US, full of political changes, historic events, and a rich variety of musical experimentation. Come and think critically about the connections between music and events of this era. We will look at many genres including rock, folk, jazz, Motown, soul, classical and more, and we will explore both well-known and obscure musical selections. In addition to recorded examples, the instructor will bring his guitar and sing many of the songs in class.
Instructor: David Heitler-Klevans, BM
Musician, Two of a Kind
TUA: 5 Mon., Sept. 18 to Oct. 23 (no class Oct. 16) TUC: 5 Mon., Oct. 30 to Dec. 4 (no class Nov. 20) $85 • 10 AM to 12 Noon

NEW
Creatively Express Your Imagination
This unique course will help you discover your hidden creativity and allow your creative nature to flourish! Experience how design principles, present in painting, writing, interior decorating, the garden, cityscapes, etc., help organize your thoughts and design process. Class sessions will permit you to develop creative art pieces. All levels of experience are welcome. Cost of art supplies (approximately $30 for the course) may be purchased from the instructor at the first class session.
Instructor: Priscilla-Gene W. Shaffer, BA, ART
Adjunct Faculty, Temple University
TUA: 4 Tues., Nov. 7 to Dec. 5 (no class Nov. 21) $125 • 7 to 9:30 PM

FOOD AND ENTERTAINMENT

Introduction to Wine Appreciation*
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.

Instructors: Local Wine Expert
TUA: 3 Thurs., Sept. 28 to Oct. 12 $125 (includes materials) 7 to 9 PM
*NOTE: You must be at least 21 to attend.

NEW
Wine Stars of Spain
In just a few decades, Spanish wine has slowly risen from modest success to the top echelons of the wine world. Foreign investment, modern wine-making techniques, and the success of Spanish cuisine point to a bright future. Join us and sample some of the best modern Spanish wines.

Instructors: Richard Unti and Local Wine Expert
TUA: 3 Thurs., Nov. 2 $65 • 7 to 9 PM

NEW
Adventures in Terroir
All wine regions have different combinations of factors that give wines distinct flavors and aromas, what the French call “Gout de Terroir” or “taste of the land.” We will examine three of the same varietals, Chardonnay, Syrah, and Cabernet Sauvignon, from three different regions. Join us for a fun and informative class and sample great wines, too!

Instructors: Richard Unti and Local Wine Expert
TUA: Thurs., Nov. 30 $65 • 7 to 9 PM
Sparkling Wines
We believe in drinking sparkling wines all year long and go out of our way to make up reasons to do so. That being said, 'tis the season to be jolly and we are more than happy to join in the fun. You'll receive a substantial portion of great sparkling wines and Champagnes so that you can savor these beauties slowly and really get to know them.

Instructors: Richard Unti and Local Wine Expert
TUA: Thurs., Dec. 7
$65 • 7 to 9 PM

Yoga for Body, Mind and Spirit
Discover the benefits of Yoga. Studies show yoga improves muscle tone, flexibility, strength and stamina; stimulates the immune system; improves balance, sleep and digestion; and helps to manage arthritis, headaches, back pain, blood pressure and chronic pain. Join Lois Hitt, an Experienced Registered Yoga Teacher (E–RYT500) with Yoga Alliance. Lois has created a unique and caring environment for seasoned and new participants alike. Practices begin with breath awareness, continue with gentle, mindful stretching and yoga poses, and end with restorative relaxation.

Instructor: Lois A Hitt
Adjunct professor, Temple University & President www.welcoregroup.com
TUA: 10 Mon., Aug. 28 to Nov. 6 (no class Sept. 4)
$125 • 5:45 to 6:45 PM

Yoga Extension
Here's a great way to continue your yoga routine until the next session begins in the 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. 13 to Dec. 11 (no class Nov. 20)
$55 • 5:45 to 6:45 PM

NEW
The Power of Meditation through Music, Movement and Mindfulness
Discover a variety of meditation approaches and methods supported by Buddhist and Yogic practices. We will be exploring, engaging in and experiencing, music (mantra, chanting and Kirtan), moving meditation (hand mudra, dance, and walking meditation), and traditional sitting practices, as well as guided meditations and mindfulness practices.

Instructor: Tammy Keorkunian, MA, RYT, CYT, ECMT
Meditation Facilitator and Instructor
$135 • 6:30 to 8:30 PM

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

Instructor: Sean Keyser
Personal Safety and Self Defense Advisor
TUA: 6 Tues., Oct. 17 to Dec. 5 (no class Oct. 31 and Nov. 21)
$85 • 6 to 7 PM

Ballroom Dancing: Dance like the Stars*
Enjoy great music while you learn the basic movements of the most popular ballroom dances, including the fox trot, cha cha, jitterbug, waltz and tango. Gain confidence and skills while having fun and getting in shape. Learn dance techniques you’ll enjoy for a lifetime. Partners are recommended but not required. Please wear tennis shoes to dance.

Instructor: Paul J. Wilburn
Cut–a–Rug DJ & Dance
TUA: 4 Sun., Oct. 1 to 22
$79 • 6 to 7:30 PM

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

Instructor: Bode Hennegan
Founder, Life Managers
TUA: Wed., Sept. 27
TUC: Wed., Oct. 11
$45 • 6:30 to 8:30 PM

NEW
Nighttime Adventures: Remembering and Interpreting Your Dreams
Brainwave studies show that everyone dreams every night, and throughout history, people have noted the meaningful messages that dreams communicate. How can we better remember them? We’ll start by reviewing the basic biology of dreams. Then, at each session we’ll spend time learning the principles of dreamwork from some major theorists, understand symbolism, and go about helping each other understand our own dreams.

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

Personal Enrichment

Campus Location Codes: TUA - Temple University Ambler; TUC - Temple University Center City; ONL - ONLINE
Personal Enrichment

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 basic 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. 13 and 27 (no class Sept. 20)
9:30 AM to 12:30 PM • $135

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

9:30 AM to 12:30 PM • $225

Wildflowers 101

NEW

Did you know that the wildflowers you see in meadows and on acres of land, can also be grown in flower pots and containers? Discover the environmental significance, laws and ordinances about wildflowers. Also, to grow your own wildflowers, learn about site selection, soil quality assessment, soil preparation, seed selection and sowing, maintenance and much more. This course is for everyone; gardening experience is not required.

Instructor: Jeffrey Fehlenberg

Horticulture Consultant
TUA: Tues., Sept. 26
6:30 to 8:30 PM • $45

Introduction to Organic Gardening

Join us for an introduction to vegetable gardening. We will explore garden siting, bed preparation and discuss early varieties of vegetable crops that can easily be grown from seed or purchased already started at your local garden center. Learn the importance of companion planting and crop rotation. Discover different types of pests that will visit your garden along with least-toxic means to control them. Also, learn about compost, an essential element in organic gardening to help improve the health of your garden soil. Finally, once the soil has warmed, learn what should be planted for summer harvest.

Instructor: Brenda Sullivan

TUA: 2 Mon., Sept. 25 and Oct. 2
7 PM to 9 PM • $55 • 7 to 9 PM

Put Your Garden to Bed and Plan for a Fabulous Spring

Autumn is the time to prepare your landscape and garden for spring. A little preparation now will reward you later. Did you know certain herbs and vegetables can be started in the fall for a head start in the spring? And that fall is the best time for planting and dividing certain perennials? Many shrubs, trees...
and bulbs are best planted in autumn as well. Learn how to plant and prune your landscape, overwinter plants in pots, and prepare your garden for fabulous results in the spring.

Instructor: Brenda Sullivan
TUA: 2 Mon., Oct. 16 and 23
$85 • 7 to 9 PM

NEW Introduction to Well Water
This course is for everyone currently using well water, and for anyone thinking about moving into rural country, private well owners, water authority and municipal employees. We will focus on well water and common issues with wells in Pennsylvania. Receive an introduction to water resources, aquifers, aquitards, artesian wells, and privately owned wells. Learn about the limited regulations governing private water systems in Pennsylvania and their consequences. Explore well design, finding qualified well developers, finding “safe” water of adequate quality and sufficient quantity for your purposes, and common issues with wells and well water, and much more! NOTE: The instructor is an active member of MWON (Master Well Owners’ Network). However, the instructor cannot advise students on how to solve their own particular water-related issues.

Instructor: Jeffrey Fehlenberg
Horticulture Consultant
TUA: 2 Tues., Oct. 17 and 24
$75 • 6:30 to 8:30 PM

Certificate in Floral Design
Learn and develop the skills to make beautiful floral arrangements for home, weddings and parties. The four courses in the certificate are:
- Floral Design I
- Floral Design II
- Flower Arranging of Yesterday for Today (spring only)
- Flower Arranging for Special Occasions (summer only)

Floral Design I
Develop the basic skills of designing with flowers and foliage — fresh, dried and silk. Learn how to make flowers last longer and become proficient in the selection of colors and flower types to coordinate with living spaces and entertainment needs.

Instructor: Priscilla–Gene W. Shaffer, BA, ART
Adjunct faculty, Temple University Ambler
TUA: 4 Thurs., Sept. 28 to Oct. 19
$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.

Instructor: Priscilla–Gene W. Shaffer, BA, ART
TUA: 4 Thurs., Oct. 26 to Nov. 16
$125 • 7 to 9:30 PM

Floral Design ELECTIVES

Blue-Ribbon Flower Arranging
The initial thrill, as a vision comes to mind for the flower arranger to interpret a theme listed in a flower show schedule, drives the commitment to enter the show! But then what? We will deal with precisely this issue. Examples will be shown of size relationships of forms and spaces within an exhibit space, the impact of color on balance, how to plan to avoid mistakes, mechanics, and much more. These concepts will be put into practice during the studio portion of the course. Please bring floral clippers to each session.

Instructor: Priscilla Shaffer
TUA: 4 Tues., Oct. 3 to 24
$125 • 7 to 9:30 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
TUCC: Wed., Sept. 6
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
TUCC: Mon./Wed., Sept. 25 to Oct. 18
$999 • 6 to 9 PM
### Prep Workshops

#### 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**  
TUC: Thurs., Sept. 7  
**Section II**  
TUC: Wed., Oct. 11  
**FEE** • 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**  
TUC: T/Th, Sept. 26 to Oct. 19  
**Section II**  
TUC: M/W, Oct. 23 to Nov. 15  
**FEE** • 6 to 9 PM

#### LSAT Strategy Workshop
Gain valuable information about preparing for the LSAT Exam in an easy-to-follow format. These workshops are designed to give general information about the LSAT, study tips, and examples of typical LSAT exam questions. Participants 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 LSAT Prep course or plan to study on your own, the LSAT Free Strategy Workshops are the perfect place to begin your preparation.

**Instructor:** Staff  
**MAIN:** Wed., Oct. 4  
**FEE** • 6 to 7:30 PM

#### LSAT Test Prep
This intensive LSAT prep program provides proven techniques to simplify the LSAT. Learn easy-to-apply strategies for answering Logical Reasoning 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.

**Tuhs., Oct. 18 to Nov. 27** (no class Nov. 20 and 22)  
**FEE** • 6 to 9 PM

### Youth Workshops

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

**Instructors:** Eileen Abrams, MA, MEd  
College writing instructor and academic coach  
Andrew Isom, Instructor, Mighty Writers and Math  
Teacher  
**Tuhs.: 6 Sat., Sept. 9 to Oct. 21** (no class Sept. 30)  
**FEE** • 9 AM to 1 PM  
For details on individual class sessions, visit us online at noncredit.temple.edu/nce.

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

**Instructor:** Linda George  
Professional Writing Coach  
**Tuhs.: Sat., Sept. 23**  
**FEE** • 1:30 to 3:30 PM

### Real Estate Institute

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.temple.edu/rei, or call 215-204-1539.
Temple University Center City
Wednesday, August 9, 2017
5:30 PM
- Certified Financial Planner
- Professional Meeting Planning
- Leadership and Management
- Web Site Design
- Digital Advertising
- Real Estate Institute

Temple University Ambler
Thursday, August 31, 2017
6:00 PM
- Interior Design
- Project Management
- Horticulture and Floral Design
- Digital Photography

Test Prep Strategy Workshops
Thinking about graduate school and preparing to take the GMAT, GRE or LSAT exam? Learn about the structure of the exams and receive some tips and tricks by attending our free Strategy Workshops. All sessions are from 6 to 7:30 PM

GMAT Strategy Workshop: Wed., September 6
GRE Strategy Workshop (section I): Thurs., September 7
LSAT Strategy Workshop: Wed., October 4
GRE Strategy Workshop (section II): Wed., October 11

Brown Bag Workshops
Hungry for information? Join us for free opportunities for professional development and personal enrichment. Join us at the lunch hour or right after work. Bring your bag lunch or dinner!

I'm Crazy Busy: Stress Workshop
Presenter: Emi Kirschner
TUA: Th., Sept 14, 6 to 7:30 PM
TUCC: Th., Sept 28, 12 to 1:30 PM

Emotional Agility
Presenter: Andrea Sullivan
TUA: Th, Oct. 12, 6 to 7:30 PM
TUCC: Th, Oct. 26, 6 to 7:30 PM

Managing Your Personal Brand: Beyond the Resume
Presenter: Theresa Hummel-Krallinger
TUA: Th, Nov. 16, 6 to 7:30 PM
TUCC: Th, Nov 30, 12 to 1:30 PM

Register to attend these free events at noncredit.temple.edu/nce. Or, contact the Office of Non-Credit and Continuing Education at ncRegistrar@temple.edu or 267-468-8500.
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The following is a listing of all of our non-credit courses, workshops and open houses for the Fall 2017 semester listed in Start Date order. See the page number for more details on a particular course or visit us online at noncredit.temple.edu/nce.

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<td>M/W</td>
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<td>6:00 PM</td>
<td>10/24/17</td>
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<td>10/25/17</td>
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<td>10/26/17</td>
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<td>6:00 PM</td>
<td>10/26/17</td>
<td>7</td>
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<td>9:00 AM</td>
<td>10/26/17</td>
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<tr>
<td>TUA</td>
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<td>10/26/17</td>
<td>25</td>
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<td>DAY</td>
<td>START TIME</td>
<td>START DATE</td>
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<td>Discover the Leader in You</td>
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<td>9:00 AM</td>
<td>10/27/17</td>
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<td>9:00 AM</td>
<td>10/27/17</td>
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<td>Double Your Sales with Video Marketing</td>
<td>Fri</td>
<td>9:00 AM</td>
<td>10/27/17</td>
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<td>11/1/17</td>
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<td>9:00 AM</td>
<td>11/1/17</td>
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<td>7:00 PM</td>
<td>11/1/17</td>
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<td>9:00 AM</td>
<td>11/2/17</td>
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<td>6:30 PM</td>
<td>11/2/17</td>
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<td>Furniture</td>
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<td>6:30 PM</td>
<td>11/2/17</td>
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<td>TUA</td>
<td>Wines Stars of Spain</td>
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<td>TUA</td>
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<td>11/3/17</td>
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<td>11/3/17</td>
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<td>Site Inspection and Selection</td>
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<td>9:00 AM</td>
<td>11/4/17</td>
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<td>11/9/17</td>
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<td>Adobe InDesign CC: Level II</td>
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<td>9:00 AM</td>
<td>11/9/17</td>
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<td>Speaking with Confidence</td>
<td>Wed</td>
<td>9:00 AM</td>
<td>11/10/17</td>
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<td>Master Editing Workshop</td>
<td>Fri</td>
<td>9:00 AM</td>
<td>11/10/17</td>
<td>12</td>
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<tr>
<td>TUA</td>
<td>QuickBooks</td>
<td>Sat</td>
<td>9:00 AM</td>
<td>11/11/17</td>
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<td>M/Th</td>
<td>6:30 PM</td>
<td>11/13/17</td>
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Register online at noncredit.temple.edu/nce or by phone at 267-468-8500.
The following is a listing of all of our non-credit courses, workshops and open houses for the Fall 2017 semester listed in Start Date order. See the page number for more details on a particular course or visit us online at noncredit.temple.edu/nce.

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START TIME</th>
<th>START DATE</th>
<th>PAGE</th>
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<td>T/Th</td>
<td>6:30 PM</td>
<td>11/14/17</td>
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<td>Wed</td>
<td>9:00 AM</td>
<td>11/15/17</td>
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<td>TUCC</td>
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<td>Wed</td>
<td>6:30 PM</td>
<td>11/15/17</td>
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<td>Managing Your Personal Brand: Beyond the Resume</td>
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<td>6:00 PM</td>
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<td>Managing Emotions in the Workplace</td>
<td>Fri</td>
<td>9:00 AM</td>
<td>11/17/17</td>
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<td>11/17/17</td>
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<td>11/17/17</td>
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<td>11/30/17</td>
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<td>11/30/17</td>
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<td>Digital Darkroom: Intro to Photoshop</td>
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<td>6:30 PM</td>
<td>11/30/17</td>
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<td>7:00 PM</td>
<td>11/30/17</td>
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<td>Fri</td>
<td>9:00 AM</td>
<td>12/1/17</td>
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<tr>
<td>TUA</td>
<td>QuickBooks</td>
<td>Sat</td>
<td>9:00 AM</td>
<td>12/2/17</td>
<td>8,9</td>
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<tr>
<td>TUA</td>
<td>The Essentials of Catering</td>
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<td>12/6/17</td>
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<td>12/7/17</td>
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<td>Fri</td>
<td>9:00 AM</td>
<td>12/8/17</td>
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<td>ONL</td>
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<td>Self</td>
<td>Online</td>
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**LifeLong Learning Society**

**TEMPLE UNIVERSITY AMBLER FOR LEARNERS 50 & UP**

If you enjoy active, stimulating classes with great teachers, topics and students, consider joining the LifeLong Learning Society at Temple University Ambler. Classes are offered during the day and are designed for adults 50 and up, but adult learners of all ages are welcome. Learn more about these programs by contacting us at: 267–468–8500 or temple.edu/lifelonglearning

Fall classes start October 11, 2017.

*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
Administration Building
Monday to Friday: 8:30 AM to 5:00 PM

OR

In person, come to Temple University Center City
1515 Market Street, Suite 215
Philadelphia, PA 19102
Monday to Friday: 9:00 AM to 4:00 PM

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

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

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

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

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

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

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

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

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

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

#3 OLDER AND WISER
People 60 years of age and older may take 10 percent off of any course fee.
General Information (This form may be duplicated for additional registrations.)

To register and pay for non-credit courses by credit card, please visit us online at noncredit.temple.edu/nce or call 267-468-8500. To register and pay for a non-credit course using a check or money order, please complete the information below and mail to the address above. We regret that we cannot take credit card payments by mail.

Name ________________________________ Date of Birth __________________

Home Address ____________________________________________________________________________

City __________________________ State _________ ZIP _______________________

Day Phone ______________ Evening Phone ___________ Cell Phone ________________

E-mail address __________________________________________________________________________

Course Selections

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<th>Materials Fee</th>
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Total Course Fees $ ________________

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

Total Amount Due $ ________________

Payment

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

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

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

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

For more information, call 267.468.8100