pursue your passion

EXPAND YOUR KNOWLEDGE
Develop your professional skills and explore your personal interests with our non-credit courses and certificates.

noncredit.temple.edu/nce
PROFESSIONAL DEVELOPMENT COURSES

Choose courses from the categories below to personalize your professional certificate. For specific certificate requirements visit noncredit.temple.edu/nce. Each course can also be taken individually.

PROJECT MANAGEMENT
- Project Management Basics I (6 hours)
- Project Management: Leading the Team (6 hours)
- Project Management Basics II (6 hours)
- Project Management Bootcamp (12 hours)

LEADERSHIP & MANAGEMENT
- Project Management: Leading the Team (6 hours)
- The Results-Oriented Leader (6 hours)
- Discover the Leader in You (6 hours)
- Managing the Tough Spots (6 hours)
- Motivation: Getting Extraordinary Results (6 hours)
- Effective Interpersonal Communication (6 hours)

ADOBE DIGITAL DESIGN
- Illustrator Level I (6 hours)
- Photoshop Level I (6 hours)
- InDesign Level I (6 hours)
- InDesign Level II (6 hours)

DIGITAL ADVERTISING
- Web Design and Development (10 hours)
- Intro to Social Media Marketing (10 hours)
- Digital Analytics and Reporting (10 hours)
- Search Engine Optimization (10 hours)

RELATIONSHIP BUILDING
- Managing the Tough Spots (6 hours)
- Emotionally Intelligent Communication (6 hours)
- Positive Conflict Resolution (6 hours)

EDITING & BUSINESS WRITING
- Effective Business Writing (6 hours)
- Proofread Like a Pro (6 hours)
- Master Editing Workshop (6 hours; pre-requisite: Fundamentals of Editing)
- Fundamentals of Editing (6 hours)
- Grant Writing (9 hours)
- Interviewing People for Print or Video and Choosing Great Quotations (6 hours)

FINANCIAL ACCOUNTING
- Financial Accounting Part I (30 hours)
- Financial Accounting Part II (30 hours)
- QuickBooks Pro Introduction (6 hours)
- QuickBooks Pro Advanced (6 hours)

COMMUNICATION
- Effective Interpersonal Communication (6 hours)
- Effective Business Writing (6 hours)
- Speaking With Confidence (6 hours)
- Emotionally Intelligent Communication (6 hours)
- Positive Conflict Resolution (6 hours)

WEDDING PLANNING & CONSULTING
- Wedding Planning & Consulting I (10 hours)
- Wedding Planning & Consulting II (10 hours)
- The Business of Wedding Planning & Consulting (10 hours)
- Tents and Outdoor Weddings (3 hours)
- Catering Essentials (3 hours)

INTERIOR DESIGN
- Design & Layout Fundamentals (16 hours)
- Effective Use of Color (12 hours)
- Fabrics and Materials (10 hours)
- Furniture (12 hours)
- Lighting and Accessories (8 hours)
BUILD YOUR OWN CERTIFICATE PROGRAM IN 3 SIMPLE STEPS

Now you can build your own certificate program and customize it to cater to the skills you want to work on most. Choose courses that interest you in specific topic categories to complete the requirements for your certificate. Each certificate requires a certain number of course hours from specific categories, such as Project Management, Communication, and Leadership and Management. To learn more about the requirements for each certificate, visit our website at noncredit.temple.edu/nce.

1. CHOOSE YOUR CERTIFICATE PROGRAM
   What are your overall learning goals? What do you need to help you progress in your career or switch careers entirely? If you need help figuring out which program is right for you, contact our registrar at ncce@temple.edu or call 267-468-8500.

2. CHOOSE YOUR COURSES
   Each certificate requires a certain number of course hours from specific categories. For example, the Project Management certificate requires 18 course hours from Project Management and 6 course hours from Communication. To learn more about specific requirements for each certificate, visit our website.

3. ADD IN YOUR PORTFOLIO REVIEW AND STRENGTHS COACHING
   Our customizable certificate programs require a portfolio review session and a strengths coaching session in order to complete the program. Available sections are listed online. The strengths coaching session can be taken at any time during your progress through the certificate; the portfolio review must be taken after all other courses have been completed.

CUSTOMIZABLE PROFESSIONAL CERTIFICATES

Our new customizable professional certificates give you the flexibility to focus on the skills you want to develop. To see the full list of courses required for each certificate, visit our website at noncredit.temple.edu/nce.

- Certificate in Project Management
  A solid foundation in the fundamentals of project management.

- Certificate in Leadership and Supervision
  Focus on skills to become a better leader and manager.

- Certificate in Professional Communication
  Build the essential communication skills employers are seeking.

- Certificate in Editing and Business Writing
  Develop competency in proofreading and editing.

- Certificate in Adobe Digital Design
  Learn how to use digital design tools for creating publications and visual displays.

- Certificate in Financial Accounting
  Everything you need to know in order to pursue a career in financial accounting.

TRADITIONAL CERTIFICATE PROGRAMS

Aside from our customizable certificates above, we have several more traditional certificates as well as online certificates available. To see the full list of required courses to complete each certificate, please visit our website at noncredit.temple.edu/nce.

- Certificate in Wedding Planning
  Gain the know-how needed to start a career as a wedding planner or consultant.

- Certificate in Interior Design
  Learn the essential skills and tools for being a successful interior designer.

- Certificate in Data Analysis (Online)
  Make a big difference in the success of your organization by acquiring data analysis expertise.

- Certificate in Customer Service (Online)
  Excel in any profession by showing off your excellent customer service skills.

- Certificate in Digital Advertising (Online)
  Develop your SEO, web development, social media, and other digital advertising proficiencies.

- Certificate in Digital Photography
  Impress friends, family, clients, and colleagues with your photographs.

- Certificate in Floral Design
  Learn how to create beautiful floral arrangements and displays.

- Master Home Gardener & Landscape Design Certificate
  Learn what it takes to make your home garden and landscape beautiful and easy to manage.

- Certificate in Spanish
  Develop the tools you need to write, read, and speak in Spanish, whether you are looking to start a new career or you want to travel with confidence.
CREATIVE COURSES
Explore your creative interests with our courses in photography, history, music, and more. Course costs and times will vary. Visit noncredit.temple.edu/nce for more information. Note: not all courses may be listed here. See "At-A-Glance" page for full course listings.
TUA: Temple University Ambler Campus | TUCC: Temple University Center City Campus

Digital Photography I
Wednesdays | Feb. 19–Mar. 25 | 7p–9p | TUA
Wednesdays | Mar. 11–Apr. 1 | 6:30p–9p | TUCC

Digital Photography II
Wednesdays | Apr. 1–Apr. 29 | 7p–9p | TUA
Wednesdays | Apr. 15–Apr. 29 | 6:30p–9:10p | TUCC

Digital Darkroom: Intro to Photoshop
Tuesdays | Apr. 28–May 12 | 6:30p–9:30p | TUA
Wednesdays | May 6–May 20 | 6:30p–9:30p | TUCC

Getting Started with Adobe Lightroom
Tuesdays | Feb. 11–Feb. 25 | 6:30p–9:30p | TUA

NEW! Creative Literacy & Dialogues through Drawing
Wednesdays | Feb. 5–Apr. 1 | 6:30p–8:30p | TUA
Thursdays | Feb. 6–Mar. 19 | 6:30p–8:30p | TUCC

NEW! Cinema with a Social Conscience: Italian Neorealism
Tuesdays | Mar. 10–Apr. 14 | 6p–9p | TUCC

Reinventing Yourself Through Writing
Wednesdays | Mar. 11–Apr. 22 | 6:30p–8:30p | TUCC

Writing Short Stories
Saturdays | Feb. 1–Apr. 4 | 10a–12p | TUCC

NEW! Don’t Let Your Story Go Untold: Guided Autobiography
Thursdays | Feb. 6–Mar. 19 | 6:30p–8:30p | TUA

NEW! Interviewing People for Print or Video and Choosing Great Quotations
Thursdays | Mar. 12–Mar. 26 | 6p–9p | TUCC

FINANCE AND INVESTING COURSES
Managing finances can be challenging. Learn how to properly plan for retirement or build an efficient finance plan. Visit noncredit.temple.edu/nce for more information. Note: not all courses may be listed here. See "At-A-Glance" page for full course listings.
TUA: Temple University Ambler Campus | TUCC: Temple University Center City Campus

Rejuvenate Your Retirement
Wednesdays | Feb. 5 & Feb. 12 | 1p–3:30p | TUA
Wednesdays | Nov. 11 & Nov. 18 | 1p–3:30p | TUCC
Thursdays | Feb. 6 & Feb. 13 | 9:30a–11:30a | TUCC
Thursdays | Nov. 11 & Nov. 18 | 1p–3p | TUCC

Financial Planning for Women
Wednesdays | Mar. 25–Apr. 22 | 6:30p–8:30p | TUCC

Retirement Planning Today
Wednesdays | Feb. 5 & Feb. 12 | 6p–9p | TUA
Wednesdays | Nov. 11 & Nov. 18 | 6p–9p | TUCC

NEW! Fund, Fix, and Flip: How to Invest in Real Estate
Monday | Mar. 16 | 6p–9p | TUCC
Saturday | Mar. 21 | 9a–12p | TUCC
LIFESTYLE COURSES
Lead a better, healthier lifestyle with our fitness and wellness courses. Course costs and times will vary. Visit noncredit.temple.edu/nce for more information. Note: not all courses may be listed here. See "At-A-Glance" page for full course listings.

**TUA:** Temple University Ambler Campus | **TUCC:** Temple University Center City Campus

**Yoga ... A Body, Mind, and Spirit Workout**
- Mondays | Jan. 27–Apr. 13 | 5:45p–6:45p | TUA

**Yoga Extension**
- Mondays | Apr. 20–May 11 | 5:45p–6:45p | TUA

**Self Defense for Women**
- Tuesdays | Feb. 4–Mar. 17 | 6:30p–7:30p | TUA
- Thursdays | Mar. 12–Apr. 23 | 6:30p–7:30p | TUCC

**Chair to Standing Yoga**
- Thursdays | Feb. 6–Apr. 2 | 9:30a–10:30a | TUA

**Awareness Through Movement – Feldenkrais Method**
- Wednesdays | Feb. 5–Mar. 18 | 10a–11a | TUCC

**Helping Elderly Parents (Online)**
- Wednesday | Jan. 15
- Wednesday | Feb. 12
- Register at: ed2go.com/tua

CULTURE AND LANGUAGE COURSES
Immerse yourself in a new culture and learn a new language, or develop basic skills into more advanced language skills. Visit noncredit.temple.edu/nce for more information. Note: not all courses may be listed here. See "At-A-Glance" page for full course listings.

**TUA:** Temple University Ambler Campus | **TUCC:** Temple University Center City Campus

**Introduction to Spanish**
- Wednesdays | Feb. 5–Apr. 1 | 5:30p–7:30p | TUA
- Tuesdays | Feb. 4–Mar. 1 | 6:30p–8:30p | TUCC

**Intermediate Spanish**
- Tuesdays | Feb. 4–Mar. 31 | 5:30p–7:30p | TUA
- Saturdays | Feb. 22–Apr. 4 | 9:30a–12p | TUCC

**Spanish Level III**
- Wednesdays | Feb. 5–Apr. 1 | 7:45p–9:15p | TUA
- Mondays | Mar. 9–Apr. 27 | 6:30p–8:30p | TUCC

**Advanced Spanish**
- Tuesdays | Feb. 4–Mar. 31 | 7:45p–9:15p | TUA

**Introduction to Italian: Part I**
- Tuesdays | Mar. 10–Apr. 28 | 5:30p–7:30p | TUA

**Introduction to Italian: Part II**
- Tuesdays | Mar. 10–Apr. 28 | 7:45p–9:15p | TUA

**Italian and the Arts: Renaissance, Opera, and Cinema**
- Thursdays | Mar. 12–Apr. 23 | 6:30p–8:30p | TUCC

**Films of Spain and Latin America**
- Thursdays | Feb. 13–Mar. 19 | 6p–9p | TUA
- Thursdays | Mar. 26–Apr. 30 | 6p–9p | TUCC

**Introduction to French**
- Wednesdays | Mar. 11–May 6 | 6:30p–8:30p | TUCC

TEST PREP COURSES
Get ready for your undergraduate and graduate entrance exams with our variety of test prep courses. Costs and times will vary. Visit noncredit.temple.edu/nce for more information. Note: not all courses may be listed here. See "At-A-Glance" page for full course listings.

**TUA:** Temple University Ambler Campus | **TUCC:** Temple University Center City Campus

**MAIN:** Temple University Main Campus | **ONL:** Online Course

**GRE Strategy Workshop**
- Wednesday | Jan. 8 | 9p–10p | ONL
- Thursday | Jan. 30 | 9p–10p | ONL
- Thursday | Feb. 27 | 1p–2p | ONL

**GRE Test Prep**
- Thurs. & Tues. | Feb. 6–Mar. 3 | 7p–10p | ONL
- Mon. & Wed. | Mar. 11–Apr. 6 | 6p–9p | TUCC
- Mon. & Wed. | Mar. 18–Apr. 13 | 7p–10p | ONL

**LSAT Strategy Workshop**
- Thursday | Feb. 13 | 9p–10p | ONL
- Wednesday | Mar. 11 | 9p–10p | ONL

**LSAT Test Prep**
- Tues. & Thurs. | Feb. 20–Mar. 24 | 7p–10p | ONL
- Tues. & Thurs. | Mar. 19–Apr. 21 | 6p–9p | MAIN

**GMAT Strategy Workshop**
- Wednesday | Jan. 15 | 9p–10p | ONL
- Wednesday | Feb. 12 | 9p–10p | ONL
- Tuesday | Mar. 10 | 9p–10p | ONL

**GMAT Test Prep**
- Tues. & Thurs. | Mar. 19–Apr. 14 | 7p–10p | ONL

**SAT Test Prep**
- Tues. & Thurs. | Feb. 13–Mar. 10 | 7p–9p | ONL
- Sundays | Mar. 1–Apr. 26 | 4p–6p | ONL

**SAT/ACT Combo Test Prep**
- Saturdays | Jan. 18–Feb. 29 | 9a–1p | TUA

Register online at noncredit.temple.edu/nce or call 267.468.8500
LANDSCAPE & GARDENING COURSES

Ambler Arboretum of Temple University
Get your hands dirty and dive into one of our many landscape and gardening courses, in partnership with the Ambler Arboretum at Temple University.
Visit noncredit.temple.edu/ance for more information.
Note: all courses listed below will take place at Temple University Ambler Campus.

**Analyzing Your Garden and Landscape**
Wednesdays | Mar. 11 & Mar. 18 | 6:30p–9:30p

**Woody Plant Identification**
Wednesdays | Mar. 25 & Apr. 1 | 6:30p–8:30p
*and* Saturday | Apr. 4 | 9:30a–12:30p

**Herbaceous Plant Identification**
Wednesdays | Apr. 15–Apr. 29 | 6:30p–8:30p
*and* Saturday | Apr. 25 | 9:30a–12:30p

**Residential Landscape Design**
Wednesdays | May 6–May 20 | 6:30p–9:30p
*and* Saturdays | May 16 & May 23 | 9:30a–12:30p

**Aquaponics 101**
Wednesdays | Feb. 5–Feb. 26 | 6:30p–8:30p

**Floral Design I**
Thursdays | Feb. 6–Feb. 27 | 7p–9:30p

**Floral Design II**
Thursdays | Mar. 12–Apr. 2 | 7p–9:30p

**Flower Arranging of Yesterday for Today**
Thursdays | Apr. 16–May 28 | 7p–9:30p

**Footloose and Fancy-Free Flower Arranging**
Wednesdays | Mar. 11–Apr. 1 | 7p–9:30p

**Create Your Cut Flower Garden**
Mondays | Apr. 20 & Apr. 27 | 6:30p–8:30p

**Introduction to Beekeeping**
Sat. & Sun. | Feb. 8 & 9; Mar. 28 & 29 | 11a–3:30p

**Sensational Succulents**
Monday | Apr. 6 | 6:30p–8:30p

**NEW! Weird Plants**
Wednesday | Apr. 15 | 7p–8p

**NEW! Tree Walk and Talk**
Wednesday | May 20 | 7p–8p

**NEW! Winter Tree Identification for Landscape Professionals**
Wednesday | Mar. 4 | 9a–12pm

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**EVENT**
The Annual Celebration of Women in Horticulture: *The Earth in Her Hands: 75 Extraordinary Women Working in the World of Plants—An Author Lecture and Book Signing by Jennifer Jewell*

Tuesday | Mar. 24 | 6p–8p
Explore and celebrate how the plant world is improved by greater representation and diversity.

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**MEET THE DIRECTOR**

**KATHLEEN SALISBURY**
Director, Ambler Arboretum

Kathy Salisbury took on the role of Director of the Ambler Arboretum of Temple University in July of 2017. She has a BS in ornamental horticulture from Delaware Valley University and a MS in public horticulture administration from the University of Delaware where she was a Longwood Fellow. With a wide range of experience in horticulture, Kathy’s passion is connecting people to plants through education and experiences. You may find Kathy getting her hands dirty at the Tuesday morning volunteer days in the Arboretum, guiding a tour, or walking with her Woody Plants students around the campus.
ED2GO - ONLINE LEARNING
Anytime, anywhere ... Just a click away!
Prepare for employment in some of today’s hottest careers with an affordable, self-paced online Career Training Program. Some of our most popular programs include Medical Billing and Coding, Freight Broker/Agent Training, Human Resources Professional, and Purchasing Supply Chain and Management.
careertraining.ed2go.com/tua

CORPORATE TRAINING
Customized training to suit your business goals and needs.
universitycollege.temple.edu/corporate-training

REAL ESTATE INSTITUTE
Start a career in real estate or continue your education at Temple University’s Center City City Campus.
oncredit.temple.edu/rei

LIFELONG LEARNING SOCIETY
Events and classes for the 50+ community at the Temple University Ambler Campus.
oncredit.temple.edu/LLL

SENIOR SCHOLARS
Audit undergraduate classes at any of Temple University’s campuses.
oncredit.temple.edu/seniorscholars
AT A GLANCE ...
PROFESSIONAL DEVELOPMENT

Spring 2020

JANUARY
06 - Web Design and Development

FEBRUARY
03 - Data Analysis Certificate Program
Certificate in Customer Service
05 - Wedding Planning & Consulting I
10 - Intro to PCs & Windows 10
Intro to Social Media Marketing
18 - Fundamentals of Design & Layout
19 - Effective Interpersonal Communication
Wedding Planning and Consulting II
20 - Project Management Basics I
26 - Project Management Basics I
27 - Project Management Basics II
Adobe Illustrator CC: Level I
28 - Positive Conflict Resolution
MS Word: Level I

MARCH
02 - MS Word: Level I
04 - Project Management Basics II
05 - Project Management: Leading the Team
07 - MS Access: Level I
09 - MS Excel: Level II
10 - Introduction to Grant Writing
The Effective Use of Color
11 - Project Management: Leading the Team
The Business of Wedding Planning
12 - Motivation: Get Extraordinary Results
Interviewing People for Print or Video
Strengths-Based Coaching
13 - Effective Business Writing
Speaking With Confidence
Proofread Like a Pro
MS Excel: Level I
MS Access: Level I
16 - MS Word: Level II
Fund, Fix, and Flip: Invest in Real Estate
18 - Effective Interpersonal Communication
19 - Discover the Leader In You
Adobe Photoshop CC: Level I
20 - Applying Emotional Intelligence
Proofread Like a Pro
MS Word: Level II
MS Access: Level II
21 - Fund, Fix, and Flip: Invest in Real Estate
23 - MS Excel: Level II
Digital Analytics and Reporting
Strengths-Based Coaching
24 - Fabrics and Materials
25 - Discover the Leader in You
Essentials of Catering
26 - The Results-Oriented Leader
Adobe InDesign CC: Level I

MARCH (CONT.)
27 - Fundamentals of Editing
MS Excel: Level II
MS Access: Level II
28 - Strengths-Based Coaching
31 - Furniture
MS PowerPoint: Level I

APRIL
01 - The Results-Oriented Leader
Tents and Outdoor Weddings
02 - Managing the Tough Spots
03 - Effective Business Writing
Speaking With Confidence
QuickBooks Pro Introduction
Fundamentals of Editing
MS Excel: Level III
MS PowerPoint: Level I
06 - MS Excel: Level III
08 - Positive Conflict Resolution
14 - Lighting and Accessories
15 - Managing the Tough Spots
16 - Adobe InDesign CC: Level II
17 - Applying Emotional Intelligence
Master Editing Workshop
MS Access: Level III (two sessions)
20 - Final Portfolio/Project Review
22 - Financial Accounting I
23 - Motivation: Get Extraordinary Results
Financial Accounting I
Final Portfolio/Project Review
24 - Master Editing Workshop
25 - QuickBooks Pro Introduction
Final Portfolio/Project Review
27 - Search Engine Optimization
28 - The Business Side of Interior Design

MAY
16 - QuickBooks Pro Advanced
# Personal Enrichment & Test Prep

## March (Cont.)

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| 11   | Analyzing Your Garden & Landscape  
      | Footloose and Fancy-Free Flower Arranging |
| 12   | Floral Design II  
      | Rioja—The Heart of Spanish Wine  
      | Italian and the Arts  
      | Self Defense for Women |
| 18   | GRE Test Prep |
| 19   | LSAT Test Prep  
      | GMAT Test Prep |
| 24   | Annual Celebration of Women in Horticulture |
| 25   | Woody Plant Identification  
      | Financial Planning for Women |
| 26   | Great Wines of PA |

## April

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| 01   | Highs in the Low 60s: Music 1960–64  
      | Digital Photography II |
| 02   | To Oak or Not to Oak (wine appreciation)  
      | Films of Spain and Latin America |
| 04   | Using Details to Tell a Story |
| 06   | Sensational Succulents |
| 15   | Herbaceous Plant Identification  
      | Digital Photography II  
      | Weird Plants |
| 16   | Flower Arranging for Today |
| 20   | Yoga Extension  
      | Create Your Cut Flower Garden |
| 23   | Wine Importers You Can Count On |
| 28   | Digital Darkroom: Intro to Photoshop |

## May

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| 06   | Residential Landscape Design  
      | Digital Darkroom: Intro to Photoshop |
| 20   | Tree Walk and Talk |

## How to Register

**REGISTER ONLINE:** noncredit.temple.edu/ncce  
**CALL:** 267-468-8500  
**MAIL:** To register by mail with a check or money order, visit us at noncredit.temple.edu/ncce and download a registration form. Mail paper registration form and check or money order to:  
Temple University Ambler  
Office of Non-Credit and Continuing Education  
580 Meetinghouse Road  
Ambler, PA 19002

**Registration:** Payment, in full, is due upon registration. Credit card payments are accepted online or by phone (Visa, Mastercard, American Express, or Discover). Check payments are accepted by mail. Registrations are processed in the order they are received. Registrations should be received by our office at least one week prior to the start of the course.

To view our cancellation and refund policy, as well as eligible discounts, visit us online at noncredit.temple.edu/ncce and click on "About."
ABOUT US
The Office of Non-Credit and Continuing Education (ONCE) of Temple University is committed to providing quality, professional, and accessible education, along with lifelong learning and training opportunities. We want to empower adult learners, youth, businesses, and organizations to achieve their professional goals through personal enrichment learning experiences. Non-credit courses are conveniently offered at our Ambler (TUA) and Center City (TUCC) campuses, as well as online (ONL) during the daytime, evening, and weekend hours.

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

We hope that you will take the opportunity to grow in your career or pursue your passions at Temple University this spring!

FROM THE DIRECTOR
RHONDA GEYER
Director, Non-Credit and Continuing Education

Welcome to our spring semester and to a new year, 2020!

What are your goals this year? Where is your journey leading you? What are you passionate about? This spring, we are pleased to offer a variety of professional development and personal enrichment courses and programs that can help you achieve your goals, or learn just for the fun of it! If you cannot find something that interests you, please let us know. Our best ideas and programs start with feedback from our community. We look forward to seeing you on campus this spring!

Register online at noncredit.temple.edu/nce or call 267.468.8500