

Professional



Build Your Own Certificate Program



Introducing our newly redesigned Certificate Programs! Choose your area of focus and build a Certificate program customized to your personal learning goals and objectives.

Our certificates are broken down into categories, or “tracks,” allowing you to customize your program of study by selecting your preferred course from each track. Our certificates also include a final project/portfolio, so that you’ll come away from the program with a concrete demonstration of your newly-acquired skills.

How to Build Your Certificate

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 is the right program for you, contact our registrar at ncce@temple.edu or call 267-468-8500.

2

Choose your courses

Use the certificate details on page 3 to see how many courses/hours you need to take. Then, use the course categories listing on pages 4 and 5 to determine which individual courses you want to take as part of your program. The dates, times and locations for each course can be found starting on page 6. You can also visit us online at noncredit.temple.edu/ncce for more in-depth course descriptions.

3

Add in your portfolio review and strengths coaching

For all programs that have 24 hours of instruction (check page 3 to see if this includes your certificate), you need to add in a portfolio review session and a strengths coaching session. Check the individual course listings pages to find the course section that works best for you.

The strengths coaching session can be taken at any time during your progress through the Certificate; the portfolio review must be taken after you’ve completed all other courses.

Need more help to work out what options are best for you? Contact the Office of Non-Credit and Continuing Education at ncce@temple.edu or call 267-468-8500.

Development

Customizable Certificate Programs

Certificate Programs that have 24 hours of instruction will also require the 3 hour Strength-Based Coaching course and the 3-hour Portfolio Review course. The portfolio review course will provide information and instructions for the final project that will demonstrate your newly-acquired skills.



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 required course categories for this certificate are:

- 18 hours from *Project Management*
- 6 hours from *Communication*



Certificate in Leadership and Supervision

Whether you are a supervisor, manager, team or project leader, or someone who wants to enhance their leadership and management abilities, the Leadership and Management certificate program will focus on a variety of skills that enable you to become a better leader and manager. The required course categories for this certificate are:

- 18 hours from *Leadership*
- 6 hours from *Communication or Relationship Building*



Certificate in Professional Communication

This certificate is designed to equip you with the essential communication skills that employers are seeking. The required course categories for this certificate are:

- 18 hours from *Communication*
- 6 hours from *Relationship Building*



Certificate in Office Administration

Expand your knowledge with office-related functions. 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 required course categories for this certificate are:

- 18 hours from *Office Administration*
- 6 hours from *Communication or Relationship Building or Project Management*



Certificate in Customer Service

Good customer service is essential for all businesses and organizations. This certificate is designed to improve your customer service skills, enhance your career skill set, and improve your overall productivity. The required course categories for this certificate are:

- 12 hours from *Customer Service*
- 12 hours from *Communication or Relationship Building*



Certificate in Editing and Business Writing

This program is designed to develop competency in proof reading and editing. Enhance your skills for your current position or explore the field of editing as a possible career choice. The required course categories for this certificate are:

- 24 hours from *Editing and Business Writing*



Certificate in Adobe Digital Design

Digital publishing is the use of the computer and software to create visual displays of ideas and information. This certificate program is designed for those who wish to create publications for desktop or commercial printing in a variety of formats. The required course categories for this certificate are:

- All courses (24 hours) from *Adobe Digital Design courses*

Traditional Certificate Programs

The certificate programs below, which are all 30 hours of instruction or more, **do not require** students to take the Strength-Based Coaching course or the Portfolio Review course. However, students are encouraged to take these courses to help enhance their learning experience.



Certificate in Wedding Planning

- All courses (36 hours) from *Wedding Planning*



Certificate in Professional Meeting Planning

- All courses (38 hours) from *Professional Meeting Planning*



Certificate in Bookkeeping

- All courses (72 hours) from *Bookkeeping*



Certificate in Digital Advertising (online)

- All courses from *Digital Advertising* (20 hours synchronous and 20 hours asynchronous)



Certificate in Interior Design

- All courses (58 hours) from *Interior Design*

Certificate Course Categories

For course dates, times and locations, see course listings starting on page 6.

Project Management

- Project Management Basics 1 (6 hours)
- Project Management Basics 2 (6 hours)
- Project Management: Leading the Team (6 hours)
- Project Management Bootcamp (12 hours)

Leadership

- Project Management: Leading the Team (6 hours)
- The Results-Oriented Leader (6 hours)
- What's Your Point? (6 hours)
- Motivating: How to Get Extraordinary Results from Ordinary People (6 hours)
- Discover the Leader in You (6 hours)
- Critical Thinking and Problem Solving (6 hours)

Adobe Digital Design

- InDesign Level I (6 hours)
- InDesign Level II (6 hours)
- Photoshop Level I (6 hours)
- Illustrator Level I (6 hours)

Office Administration

- Office Organization (6 hours)
- QuickBooks Pro Introduction (6 hours)
- QuickBooks Pro Advanced (6 hours)
- Proofread Like a Pro (6 hours)
- MS Word 2016: Level I (6 hours)
- MS Excel 2016: Level I (6 hours)
- Time: Friend or Foe? (6 hours)

Interior Design

- Fundamentals of Design and Layout (16 hours)
- Effective Use of Color (12 hours)
- Fabrics and Materials (10 hours)
- Furniture (12 hours)
- Lighting and Accessories (8 hours)
- The Business Side of Interior Design (8 hours)

Bookkeeping

- Essentials of Bookkeeping (30 hours)
- Advanced Bookkeeping (30 hours)
- QuickBooks Pro Introduction (6 hours)
- QuickBooks Pro Advanced (6 hours)

Certificate Course Categories (cont.)

Communication

- What's Your Point? (6 hours)
- When the Customer is Wrong (6 hours)
- Providing Great Customer Service through Social Media (6 hours)
- Effective Business Writing (6 hours)
- Speaking with Confidence (6 hours)
- Emotionally Intelligent Communication (6 hours)

Relationship Building

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

Customer Service

- When the Customer is Wrong (6 hours)
- Providing Great Customer Service through Social Media (6 hours)

Editing & Business Writing

- Proofread Like a Pro (6 hours)
- Fundamentals of Editing (6 hours)
- Effective Business Writing (6 hours)
- Master Editing Workshop (6 hours; prerequisite: Fundamentals of Editing)
- Grant Writing (9 hours)

Professional Meeting Planning

- Fundamentals of Meeting Planning (9 hours)
- Budgeting Tool Kit (6 hours)
- Technology for the Meeting Professional (6 hours)
- Site Inspection and Selection (5 hours)
- Food and Beverage (6 hours)
- Contract Negotiations (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)

Wedding Planning

- Wedding Planning and Consulting Part I (10 hours)
- Wedding Planning and Consulting Part 2 (10 hours)
- The Business Side of Wedding Planning and Consulting (10 hours)
- Tents and Outdoor Weddings (3 hours)
- Essentials of Catering (3 hours)

For course dates, times and locations, see course listings starting on page 6.