

**Spring 2012**

**Non-Credit  
Course Guide**

ENHANCE SKILLS

CHANGE CAREERS

PURSUE PASSIONS

EARN CERTIFICATES

ENRICH LIFE

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**TEMPLE**  
UNIVERSITY®

Ambler  
Fort Washington  
Center City

workplay



THIS SPRING AT TEMPLE UNIVERSITY AMBLER, FORT WASHINGTON  
AND CENTER CITY

### **The Ambler Arboretum of Temple University**

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

Pages 20 – 21.

### **Wedding Planning and Consulting**

This program is designed for those who want to develop their skills in planning and coordinating weddings. Page 12.

### **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 offered in Fort Washington and Center City.

Pages 11 – 12.

### **Foreign Languages**

Want to learn a new language or brush up on skills you learned in high school or college? Check out the variety of language programs offered at the Center City campus. Pages 17 – 18.

### **Online Learning**

Choose from a variety of instructor-facilitated online courses and certificate programs from ed2go, Gatlin, and UGotClass, that can help you achieve your professional and personal goals. Page 14 – 15.

IT ALL STARTS HERE

LEARN NEW SKILLS  
EXPAND YOUR INCOME  
ENRICH YOUR LIFE

**Welcome to a new semester!**

Take this opportunity to enjoy a non-credit course that will make your life more enjoyable, enhance your productivity, or expand your knowledge. Non-credit courses at Temple University Ambler (TUA), Fort Washington (TUFW) and Center City (TUCC) campuses provide you with learning opportunities at all phases of your life.

**New this Spring semester!** The **Office of Non-Credit Programs** will be **returning** to the **Temple University Ambler Campus**. Look for us in Widener Hall!

Also, we are transitioning some of our non-credit classes to a **single building** at Temple University Fort Washington — **425 Commerce Drive in Fort Washington** (right across from the building you may be used to). Be sure to follow the signage for the new parking lot area!

**Our non-credit offerings at Temple University Ambler**, 580 Meetinghouse Road, will also expand. Please pay close attention throughout the course guide to the campus locations for the course(s) that you are interested in. If you have questions about the transition, don't hesitate to contact us at 267-468-8500.

**Temple University's Non-Credit Programs** continue to offer hundreds of continuing education courses each year that stimulate, expand and tickle your mind. For a modest price you can:

- Learn from competent instructors with real-life experience.
- Explore new directions.
- Refresh outdated skills or learn new ones.

We also offer a variety of online courses and certificate programs with **ed2go**, **Gatlin Education Services**, and **UGotClass** to provide professional development and personal enrichment courses. Temple additionally offers online courses in **Italian** and **Portuguese languages** and **Stress Management**. Now you can achieve your education goals without leaving your home or office!

For more information, contact us at **267-468-8500** or visit us at **www.ambler.temple.edu** and click on Non-Credit Programs. We look forward to seeing you in class soon!

TEMPLE UNIVERSITY AMBLER,  
FORT WASHINGTON AND  
CENTER CITY  
NON-CREDIT COURSES  
SPRING 2012

**PROFESSIONAL DEVELOPMENT**

The Business Agenda	2
Internet Marketing	4
Professional Meeting Planning	4
Accounting	6
Computer Applications	6
Database Management	7
Web Site Design	8
Editing and Writing	10
Interior Design	11
Wedding Planning and Consulting	12
Financial Planning	14

**ONLINE LEARNING**

UGotClass	14
ed2go	15
Gatlin	15

**PERSONAL ENRICHMENT**

Digital Photography	16
Personal Finance	16
Special Programs	17
Arts, Literature and Language	17
Food and Entertainment	19
Horticulture	20
Healthy Lifestyles and Exercise	22
College Prep	23
Registration Information & Form	24

Choose the location that best meets your needs!

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

- TUA** - Ambler
- TUFW** - Fort Washington
- TUCC** - Center City

GIFT CERTIFICATES ARE AVAILABLE NOW!

Minimum amount is \$25. To purchase, please call 267-468-8500.

# Professional



## THE BUSINESS AGENDA

NOTE: This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.

### NEWLY REVISED Certificate in Leadership and Management

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

- The Manager as Leader
- The Results-Oriented Leader
- Managing the Tough Spots
- What's Your Point? Effective Interpersonal Communications

NOTE: This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.

### Certificate in Project Management

To earn this certificate, you must complete the following four required courses within a two-year period:

- Project Management Basics I
- Project Management Basics II
- Project Management: Leading the Team
- What's Your Point?: Effective Interpersonal Communication

### CERTIFICATE PROGRAM IN PROJECT MANAGEMENT in one semester!

Take the following 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.

\$755 (2.4 CEUs)  
TUA and TUCC

### Project Management Basics I

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. This course introduces you to the project management framework currently used in most organizations. Learn how to: develop a project management plan; build structures and timelines; identify

stakeholders and manage stakeholder interaction; manage scope and resources; estimate costs; and create a budget.

**Instructor: Andrea Sullivan, MA**  
Leader Strength Systems, Inc.  
TUA

Fri., Feb. 24 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Wed., Feb. 29 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

### Project Management Basics II

*Prerequisite: Project Management Basics I*

This course provides 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., Mar. 2 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Wed., Mar. 7 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

### Project Management: Leading the Team

Project team leadership is often the most challenging part of successfully managing your 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., Mar. 9 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Wed., Mar. 14 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

## Looking for Corporate Training?

Temple University provides customized training for your organization — at your location or ours. Content will be tailored to your needs. Topics include:

- Leadership
- Communication Skills
- Project Management
- Technical Training
- Coaching Skills

For details, call 267-468-8500, or visit Corporate Training at [www.tufw.temple.edu](http://www.tufw.temple.edu).

# Development

## **NEW**

### **The Manager as Leader**

Are you new to management? Have you been managing for some time now and would like to update your skills? This class provides an overview to management that will give you the skills you need to confidently lead your staff and solidify your position as a leader in your organization. Topics include: The Manager's Role; Core Leadership Competencies; Assess Your Leadership Style; Positive Leadership; Business Politics; and much more!

**Instructor: Andrea Sullivan**  
TUA

Fri., Mar. 30 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

TUCC

Wed., Apr. 4 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUCC

## **NEW**

### **The Results-Oriented Leader**

Every manager must produce results. This class provides a framework for achieving desired outcomes, while providing the skills you need to overcome common obstacles to performance. Topics include: Results-Oriented Leader; Planning for Performance; Accountability and Feedback; Engaging and Motivating Your Staff; Conflict Management; Handling Workplace Emotions; and more.

**Instructor: Andrea Sullivan**  
TUA

Fri., Apr. 13 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

TUCC

Wed., Apr. 11 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUCC

## **NEW**

### **Managing the Tough Spots**

There are times when everything flows as planned, and times when they don't. We will address those difficult situations where your strengths as a leader are challenged – where you need to find your way through complex issues or business problems. Gain competencies and tools that help you analyze and work through any business issue, whether it's a sudden change in operations or an unforeseen barrier that gets in your way. Topics include: Managing Change; Decision Making; Crisis Management; Negotiation Techniques; Assertive Communication; and more.

**Instructor: Andrea Sullivan**  
TUA

Fri., Apr. 20 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

TUCC

Wed., Apr. 18 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUCC

### **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  
U.S. Director, Organizational Development & Training,  
Almac Group  
TUA

Fri., Mar. 23 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

TUCC

Fri., Feb. 17 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUCC

## **NEW**

### **What Do I Say After Saying Hello: The Career-Building Art of Small Talk**

Does the thought of making small talk in your career make you uncomfortable? Do you sit nervously through interviews waiting for the other person to speak? Communication skills are crucial for professional success as well as for social interaction. This course will show you how strong communication skills can help you be viewed in a positive light and advance in your career. Learn to be more comfortable in any type of work situation – from lunch with the boss to a trade meeting where you don't know anyone!

**Instructor:**  
Robin Chambers-Dixon  
Chambers Consulting  
Thurs., Apr. 5 • 9 AM to Noon  
\$125 (.3 CEUs) • TUA

### **Does Grammar Still Matter? Yes!**

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 some of the rules have changed, grammar still matters! Learn how to avoid the worst mistakes, distinguish commonly confused words and use punctuation appropriately. Learn tricks to remember the basics. Find the best reference books to keep on your desk.

**Instructor: Susan Perloff**  
Freelance writer and editor  
Thurs., Mar. 15 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

## INTERNET MARKETING

Register for the following six courses, at the time of registration, and receive a more than 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may take any of these courses individually. Courses are held at the Temple University Center City (TUCC) campus.

\$495 (1.9 CEUs) • TUCC

### Social Media 101

Social media is the new buzzword, but what does it mean? Social media can boost your brand recognition; engage customers; promote yourself, business or organization; drive sales and fundraising; recruit volunteers; and steer more traffic to your web site. This course provides an introduction to social media including how it evolved and case studies of companies using media marketing.

**Instructor:**

**Daniella Slon, BA, LLB**  
e-Communications and Marketing Specialist  
Mon., Mar. 5 • 7 to 9 PM  
\$85 (.2 CEUs) • TUCC

### Facebook 101

This beginners class will explain how to get started using Facebook for your personal and work needs. Learn the difference between fan and group pages; how to find and connect with friends and co-workers; how to create a professional page for your business or organization; and how to protect your privacy.

**Instructor:**

**Daniella Slon, BA, LLB**  
Mon., Mar. 12 • 7 to 9 PM  
\$85 (.2 CEUs) • TUCC

### LinkedIn 101

LinkedIn is the leading social networking site for professionals. This class will explain how to: set up your professional profile; develop and grow your professional contacts; search for a new job; and join groups that will enable you to share your professional ideas with like-minded individuals. We will also touch on how LinkedIn can help businesses recruit new employees and promote themselves online.

**Instructor:**

**Daniella Slon, BA, LLB**  
Mon., Mar. 19 • 7 to 9 PM  
\$85 (.2 CEUs) • TUCC

### Twitter 101

To tweet or not to tweet, that is the question. What is Twitter and what are the benefits of joining this social networking site in your personal or professional capacity? How do you follow people and get people to follow you? What is a hashtag, tweet up, fail whale, DM or RT? Learn the basics to understand and start using Twitter.

**Instructor:**

**Daniella Slon, BA, LLB**  
Mon., Mar. 26 • 7 to 9 PM  
\$85 (.2 CEUs) • TUCC

### Blogging 101

This class will introduce you to the wonderful world of blogging. Learn how to set up and manage a blog using Blogger.com and Wordpress.com. We will also discuss when it is appropriate to launch a blog for your business or organization and what pitfalls to look out for.

**Instructor:**

**Daniella Slon, BA, LLB**  
Mon., Apr. 2 • 7 to 9 PM  
\$85 (.2 CEUs) • TUCC

### Search Engine Optimization

Increase your web site visibility. Discover the best methods of web site structure, keyword placement, file name conventions, external links and more. Learn how to analyze a web site using online tools that help you understand how visitors are reaching the web site and what changes may be needed to improve the conversion from visitor to customer. We will also discuss submitting your web site

to the various search engines and what is required, Pay Per Click advertisements, and how to keep yourself updated as the search engine industry evolves.

**Instructor: Larry O'Reilly**  
Senior Technical Support,  
Temple University Fort  
Washington

3 Tues., Apr. 10 to 24 • 6 to 9 PM  
\$175 (.9 CEUs) • TUCC

## PROFESSIONAL MEETING PLANNING

**NOTE:** This certificate program is only offered at the Temple University Center City (TUCC) campus this Spring. Watch for Meeting Planning at Temple University Ambler for Fall 2012.

### Certificate in Professional Meeting Planning

Designed to meet the demand for professionally trained meeting planners, this program provides 38 hours of seminar-style instruction in six required classes 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
- Food and Beverage
- Technology and Audiovisuals for the Meeting Professional
- Contract Negotiations

### FREE INFORMATION SESSION Professional Meeting Planning

Temple University Center City  
Wednesday, January 11, 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. If space is available, you may take any of these courses individually. \$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, including audiovisual equipment, so that attendees can focus on the purpose of the event without distractions.

**Instructors:** Amy Drum Caruso, CMP Owner, Drum Consultants and Joanne Romano, CMP Senior Sourcing Manager, BDC Travel  
3 Thurs., Mar. 1 to 22 (no class Mar. 8)  
6 to 9 PM  
\$225 (.9 CEUs) • TUCC

### 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.

**Instructor:**  
Joanne Romano, CMP  
Sat., Mar. 24 • 9 AM to 2 PM  
\$135 (.5 CEUs) • Double Tree Hotel

### 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  
2 Thurs., Mar. 29, Apr. 5  
6 to 9 PM  
\$165 (.6 CEUs) • TUCC

### Technology and Audiovisuals 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:** Steve Wildemann  
President, Advanced Staging Productions  
2 Thurs., Apr. 12, 19 • 6 to 9 PM  
\$165 (.6 CEUs) • TUCC

### 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:** Lou Marrocco, CMP  
2 Thurs., Apr. 26, May 3  
6 to 9 PM  
\$165 (.6 CEUs) • TUCC

### 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:**  
Amy Drum Caruso, CMP  
2 Thurs., May 17, 24 • 6 to 9 PM  
\$165 (.6 CEUs) • TUCC

## ■ FOR ADVANCED MEETING PLANNING PROFESSIONALS

### Online Virtual Meeting Planning Certificate

Learn about the available technology used to create virtual meetings through the web. Find out how to design a virtual meeting, and discover the keys to success in planning, budgeting and marketing webinars. Three, one-month courses: Virtual Meeting Technology; Keys to Effective Design of Virtual Meetings; Managing Virtual Meetings. This online program is offered in partnership with the Learning Resources Network (LERN).

**Instructors:** William A. Draves and Suzanne Kart  
Feb. 6 to Apr. 13  
\$795 • Online

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We feature:

- Corporate-style classrooms
- Computer classrooms
- Audio-visual equipment
- On-site meeting planner

Call 267-468-8501. Or, reserve your space online at [www.tufw.temple.edu](http://www.tufw.temple.edu) and click on **Conference Services**.

## ACCOUNTING

**NOTE:** This certificate program is offered at both the Temple University Fort Washington (TUFW) and Temple University Center City (TUCC) campuses.

### 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 2010

### 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 our way through the accounting cycle.

TUFW

**Instructor:**

Peter J. Pelensky, CPA, MST  
5 Thurs., Feb. 16 to Mar. 22  
(no class March 8)

6:30 to 8:30 PM

\$225 (1 CEU) • TUFW

TUCC

5 Tues., Mar. 13 to Apr. 10  
6:30 to 8:30 PM

\$225 (1 CEU) • TUCC

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

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

Continuing from Part I, we will learn about inventories, depreciation, business entities,

and financial statements, among other topics. The accounting cycle is finally completed in this part with one last hands-on problem. With sufficient background now in place, we can begin to look at some real world problems such as the recent financial meltdown, how people get in over their heads with credit cards, and got in over their heads with mortgages. At the end of this course, you should be conversant in detail work and accounting concepts.

TUFW

**Instructor:**

Peter J. Pelensky, CPA, MST

5 Thurs., Apr. 5 to May 3

6:30 to 8:30 PM

\$225 (1 CEU) • TUFW

TUCC

5 Tues., Apr. 17 to May 15

6:30 to 8:30 PM

\$225 (1 CEU) • TUCC

### QuickBooks® 2010

This hands-on workshop will provide you with an overview of what you need to know to efficiently use QuickBooks, a best-selling small business accounting software package. After receiving a foundation of some of the basic features and preferences, 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. You should leave this course feeling comfortable using the software.

TUA

**Instructor:**

Richard Edwards, CPA, MBA

2 Sat., Apr. 28, May 5

9 AM to Noon

\$225 (.6 CEUs) • TUA

TUCC

**Instructor: Jameson Moore**

Moore Productivity

2 Sat., Apr. 21, 28

9 AM to Noon

\$225 (.6 CEUs) • TUCC

## ACCOUNTING ELECTIVES

### Black Belt Bookkeeping: The Essential Basics

First-hand knowledge of the financial position and results of operations is critical to making the proper decisions in any business. Accounting may be the language of business but bookkeeping is the grammar for accounting. Starting with the concept of double entry bookkeeping we’ll progress to other fundamentals. You’ll also get hands-on practice with problems designed to highlight different concepts.

**Instructor:**

Peter J. Pelensky, CPA, MST

2 Sat., Feb. 11, 18

9 AM to Noon

\$135 (.6 CEUs) • TUCC

## COMPUTER APPLICATIONS

### Word 2010: Level I

*Prerequisite: familiarity with Windows XP, Vista or Windows 7*

Learn how to master powerful word processing capabilities, such as creating, modifying, saving and printing documents. Learn to format characters and paragraphs, and to move, copy, change and delete text. Learn how to automatically add text with Word’s new Quick Parts feature.

**Instructor: David Grauel**

Computer consultant and trainer

Mon., Feb. 13 • 9 AM to 4 PM

\$195 (.6 CEUs) • TUA

### Word 2010: Level II

*Prerequisite: Word 2007 or 2010: Level I or four months of practical experience with Word*

Learn new techniques in Word to make you even more productive. Gain skill in using the powerful mail merge features to create personalized letters, envelopes, and labels. Learn how to insert and format graphic images, including Clip Art, AutoShapes and WordArt. Also, learn how to use templates and work with styles and themes.

**Instructor: David Grauel**

Mon., Mar. 12 • 9 AM to 4 PM

\$195 (.6 CEUs) • TUA

**Excel® 2010: Level I**

*Prerequisite: familiarity with Windows XP, Vista or Windows 7*

Learn to create spreadsheets to track financial, sales, inventory and personal data. Learn how to create basic formulas, and to copy, move and paste data while making the sheet look attractive. Also, receive an introduction to charts, and how to save and print worksheets.

**Instructor: David Grauel**  
 Mon., Feb. 27 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**Excel® 2010: Level II**

*Prerequisite: Excel® 2007 or 2010: Level I, or four months practical experience*

Gain the skills necessary to create templates and graphics. Learn how to calculate advanced formulas and techniques to sort and filter data. Analyze data by creating pivot tables and pivot charts. Also, enhance your worksheet by using charts and multiple graphics.

**Instructor: Michael Lindauer**  
 Lindauer Learning Systems  
 Fri., Mar. 16 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**Excel® 2010: Level III**

*Prerequisite: Excel® 2007 or 2010: Level I and Level II, or six months practical experience*

Learn how to streamline your workflow by creating and editing macros. Find out how to import data from other Office applications and publish worksheets to the web. Discover how to collaborate with other Excel users by protecting your worksheet, sharing your workbook, and tracking changes.

**Instructor: Michael Lindauer**  
 Fri., Mar. 30 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**PowerPoint® 2010: Level I**

*Prerequisite: familiarity with Windows XP, Vista or Windows 7*

Create professional on-screen presentations. Learn how to develop, modify and run an automated presentation. Enhance your presentations with bullets, tables and text. Learn about and practice adding Clip Art, changing fonts, design templates and using the new SmartArt feature.

**Instructor: David Grauel**  
 Mon., Mar. 19 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**Presentations with PowerPoint 2010: Level II**

*Prerequisite: PowerPoint 2007 or 2010 Level I, or equivalent knowledge*

Extend your knowledge and gain the skills necessary to work with design templates, organizational charts and special effects. Also, learn to format presentations that may be communicated to a wide variety of live and remote audiences.

**Instructor: David Grauel**  
 Mon., Apr. 2 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**Integrating Microsoft® Office Applications**

*Prerequisite: familiarity with Word documents, spreadsheets and presentations*

Discover how to embed Excel® data in PowerPoint®, link Access® data to an Excel® file, and use a Word outline to create a presentation. Also learn how to use proofing tools and publish Office documents to the web.

**Instructor: Hope Lindauer**  
 Lindauer Learning Systems  
 Fri., Apr. 20 • 9 AM to 4 PM  
 \$195 (.6 CEUs) • TUA

**■ DATABASE MANAGEMENT**

**NOTE:** This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.

**Certificate in Database Design and Management**

Learn how to design databases and manage them 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 five courses are:

- Relational Database Design
- Access® 2010: Level 1
- Access® 2010: Level 2
- Access® 2010: Level 3
- Access® 2010: Level 4

**CERTIFICATE IN DATABASE MANAGEMENT – in one semester**

Take the following five 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.

\$875 (3 CEUs)  
 TUA and TUCC

**Relational Database Design**

*Prerequisite: familiarity with Windows XP, or Vista or Windows 7*

Find out how to design tables for use in relational database applications. Learn to identify data as fields, group fields into tables, select key fields and identify table relationships; identify data problems and apply data normalization techniques to solve them; use referential integrity and other techniques to support the accuracy of data in the database; and use criteria and operators, and perform appropriate table joins in queries. This is primarily a lecture-based course.  
 TUA

**Instructor: Michael Lindauer**  
 Fri., Feb. 3 • 9 AM to 4 PM  
 \$245 (.6 CEUs) • TUA  
 TUCC

**Instructor: Jameson Moore**  
 Moore Productivity  
 Fri., Mar. 2 • 9 AM to 4 PM  
 \$245 (.6 CEUs) • TUCC

**Access® 2010: Level 1**

*Prerequisite: familiar with using personal computers, including the mouse and keyboard*

Learn the basic operations of Access®. Create and modify new databases and their various objects. Learn to: identify the basic components of an Access® database; build the structure of a database; manage data in tables; query a database; design forms; and generate reports.

TUA  
**Instructor: Michael Lindauer**  
 Fri., Feb. 17 • 9 AM to 4 PM  
 \$225 (.6 CEUs) • TUA

TUCC  
**Instructor: Jameson Moore**  
 Fri., Mar. 16 • 9 AM to 4 PM  
 \$225 (.6 CEUs) • TUCC

**Access® 2010: Level 2**

*Prerequisite: Access® 2010 or 2007: Level 1, or equivalent knowledge*

Go beyond the basics. Improve and customize tables, queries, forms and reports. Streamline data entry and maintain data integrity. Create flexible queries to display specified records. Integrate Access® data with other applications such as Word or Excel®. TUA

**Instructor: Michael Lindauer**  
Fri., Mar. 2 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

**TUCC**

**Instructor: Jameson Moore**  
Fri., Mar. 30 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

**Access® 2010: Level 3**

*Prerequisite: Access® 2010 or 2007: Level 2, or equivalent knowledge*

Take your Access skills to the next level. Create complex Access® databases by structuring existing data. Write and create advanced queries, forms, and reports. Learn to write macros and automate common tasks. Perform general database maintenance. TUA

**Instructor: Michael Lindauer**  
Fri., Mar. 23 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

**TUCC**

**Instructor: Jameson Moore**  
Fri., Apr. 13 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

**Access® 2010: Level 4**

*Prerequisite: Access® 2010 or 2007: Level 3, or equivalent knowledge*

Learn the skills needed to become an effective Access® database administrator. Manage a successful database project; discover the Art of Normalization – simple yet solid relational database design; learn when to use macros and when to use VB; learn how to get started with VBA; exchange data with other applications; and much more. TUA

**Instructor: Michael Lindauer**  
Fri., Apr. 13 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

**TUCC**

**Instructor: Jameson Moore**  
Fri., Apr. 27 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

**WEB SITE DESIGN**

**NOTE: This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.**

**Certificate in Web Site Design**

In this certificate program, you will learn to build a web site from the ground up with HTML code, make your site visually engaging with Dreamweaver®, and manipulate photo elements using Photoshop®. The required seven courses are:

- Creating a Usable Web Site
- Introduction to HTML for Web Site Design
- Adobe® Photoshop® CS5: Level I
- Adobe® Photoshop® CS5: Web Production
- Adobe® Dreamweaver® CS5: Level I
- Adobe® Dreamweaver® CS5: Level II
- Build Your Web Site: Putting it All Together

**CERTIFICATE PROGRAM IN WEB SITE DESIGN in one semester!**

Take the following seven 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 any of these courses individually.

\$1,395 (4.25 CEUs) • Daytime at TUA

\$1,695 (5.7 CEUs) • Evening at TUCC

**ACT 48 for Educators**

Temple University is an ACT 48 provider. Call the Office of Non-Credit Programs at 267-468-8500 to see if the course you wish to take is ACT 48 approved.

**Creating a Usable Web Site**

A good web site is more than just images, text and links. In order for the average user to have a good experience, the designer must know how to create a usable web site – one that works well for its intended purpose without the users getting hopelessly frustrated. This course will show you how the user sees, thinks and reads, and how best to incorporate these concepts into your web site. This is primarily a lecture-based course.

**TUA**

**Instructor: Hope Lindauer**  
**Lindauer Learning Systems**  
Fri., Feb. 3 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

**TUCC**

**Instructor: Jason Quintin**  
**Fuiano & Quintin Design**  
2 Mon., Jan. 30, Feb. 6  
6:30 to 9:30 PM  
\$225 (.6 CEUs) • TUCC

**Introduction to HTML for Web Site Design**

Hyper Text Markup Language is the underlying language of every web page. This simple text-based language can be written on any computer, regardless of platform, using nothing more than a plain text editor like Windows Notepad. Students will learn the syntax of HTML by identifying the building blocks, their attributes and the values these attributes are assigned. By examining how tags are used to define individual portions of web page content called elements, students will learn how to construct HTML documents, format text, embed images and create hyperlinks. TUA

**TUA**

**Instructor: Hope Lindauer**  
Fri., Feb. 17 • 8:30 AM to 5 PM  
\$255 (.75 CEUs) • TUA

**TUCC**

**Instructor: Jason Quintin**  
3 Mon., Feb. 13 to 27  
6:30 to 9:30 PM  
\$255 (.9 CEUs) • TUCC

**Adobe® Photoshop® CS5: Level I**

Students are introduced to the application's basic tools for making selections, cropping images, painting, drawing, erasing, creating shapes, adding type to an image, applying color and making basic adjustments to image quality. Also learn about Photoshop's® many palettes, how the palettes are used, how to resize and reposition them within the workspace, and how to save a specific workspace arrangement for future use.

TUA

**Instructor: Hope Lindauer**  
Fri., Mar. 2 • 9 AM to 4 PM  
\$245 (.6 CEUs) • TUA

TUCC

**Instructor: Jason Quintin**  
3 Mon., Mar. 12 to 26  
6:30 to 9:30 PM  
\$325 (.9 CEUs) • TUCC

**Adobe® Photoshop® CS5: Web Production**

This course builds upon the skills from the Level I course. Learn to create and work with images to be used on the web pages and then learn to optimize these images for the web. Also, learn to stage web page components, arrange them aesthetically, and add interactivity to them. You will export the web page consisting of interactive images so that you can view and test their functionality in Internet browsers. Finally, you will use the "Save for Web and Devices" feature to create and optimize animations for the web and mobile devices.

TUA

**Instructor: Hope Lindauer**  
Fri., Mar. 16 • 9 AM to 4 PM  
\$245 (.6 CEUs) • TUA

TUCC

**Instructor: Jason Quintin**  
3 Mon., Apr. 2 to 16  
6:30 to 9:30 PM  
\$325 (.9 CEUs) • TUCC

**Adobe® Dreamweaver® CS5: Level I**

*Prerequisite: Introduction to HTML, or equivalent knowledge*

Learn the basics of Dreamweaver®, the standard HTML developing program. With Dreamweaver®, anyone can create dynamic HTML pages. This introductory

class will familiarize users with the Dreamweaver® interface and web site basics. Upon completion of this course, you will be able to create web pages for personal or professional purposes.

TUA

**Instructor: Rebecca Britt**  
Computer software trainer  
Fri., Mar. 30 • 9 AM to 4 PM  
\$245 (.6 CEUs) • TUA

TUCC

**Instructor: Viral Mehta**  
Senior Systems Administrator,  
Temple University  
3 Thurs., Mar. 15 to 29  
6:30 to 9:30 PM  
\$325 (.9 CEUs) • TUCC

**Adobe® Dreamweaver® CS5: Level II**

With Dreamweaver® Level II, create advanced image-based layouts with cascading style sheets. Customize your site with behaviors, templates, and library elements. Use Dreamweaver's® features to help you analyze your site for accessibility and usability.

TUA

**Instructor: Rebecca Britt**  
Fri., Apr. 13 • 9 AM to 4 PM  
\$245 (.6 CEUs) • TUA

TUCC

**Instructor: Viral Mehta**  
3 Thurs., Apr. 5 to 19  
6:30 to 9:30 PM  
\$325 (.9 CEUs) • TUCC

**Build Your Web Site: Putting It All Together**

Take the skills you have learned in HTML, Photoshop® and Dreamweaver®, and spend the day creating a personal web site. Usability and graphic design practices will be emphasized, teaching students how to develop the best possible web site. The instructor will guide you as you develop your site. When your site is complete, the instructor will critique it and make recommendations. You will also receive information on how to test your page, find a host for your site, get your

own domain name and transfer files to a server.

TUA

**Instructor: Rebecca Britt**  
Fri., Apr. 20 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

**Instructor: Viral Mehta**  
2 Thurs., Apr. 26, May 3  
6:30 to 9:30 PM  
\$225 (.6 CEUs) • TUCC

**WEBSITE DESIGN ELECTIVES****Search Engine Optimization (SEO)**

See description on page 4.

**Instructor: Larry O'Reilly**  
Senior Technical Support,  
Temple University Fort  
Washington

TUA

3 Tues., Mar. 13 to 27  
6 to 9 PM

\$175 (.9 CEUs) • TUA

TUCC

3 Tues., Apr. 10 to 24  
6:30 to 9:30 PM

\$175 (.9 CEUs) • TUCC

**Google Analytics**

Google Analytics is a powerful, free software that will give you incredibly rich insight into the visitors of your website.

Understanding how visitors are interacting with your website is key to converting visitors into customers. With Google Analytics you can create more effective sites that will drive better quality traffic to your website, and help turn your website into the effective marketing tool that it should be. Learn key aspects of Google Analytics – from interpreting what the data means to creating custom reports. Whether you are just starting out or an advanced webmaster already, this course will help you make the most of your website's potential.

**Instructor: Larry O'Reilly**  
TUA

Tues., Feb. 28 • 6:30 to 9:30 PM  
\$99 (.3 CEUs) • TUA

TUCC

Thurs., Mar. 1 • 6:30 to 9:30 PM  
\$99 (.3 CEUs) • TUCC

## NEW Introduction to Programming in PHP

PHP is a widely-used, free programming language that is behind-the-scenes in many popular social media applications (like WordPress and Facebook). You will be introduced to the core features and syntax of the PHP language. Additional topics will be explored such as using PHP to interact with a database, XML documents, and AJAX. You will gain the essential knowledge necessary for continued, independent development of this skill. Basic computer skills and some prior knowledge of HTML are expected. Previous programming experience is helpful but not required.

**Instructor:** Jeremy Shaffer  
Computer Services, Temple University

3 Tues., Mar. 13 to 27  
6:30 to 9:30 PM  
\$325 (.9 CEUs) • TUCC

## EDITING AND WRITING

**NOTE:** This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.

### Certificate in Editing

This program is designed to develop competency in proofreading and editing. Enhance your skills for your current position or explore the field of editing as a possible career choice. The required three courses are:

- Proofread like a Pro
- Fundamentals of Editing
- Master Editing Workshop

### CERTIFICATE IN EDITING – in one semester

Take the following three courses in the same semester and pay one fee, an almost 15 percent discount off the total cost of enrolling in the courses separately. No additional discounts apply. You may also take these courses individually.

\$575 (1.8 CEUs)  
TUA and TUCC

### Proofread Like a Pro

Proofreading is more than catching spelling errors. This course will teach you the basics of what makes a good proofreader and help you develop your skills. Learn what the standard proofreading marks mean and how professionals use them. Discover the difference between proofreading and editing. Through a series of exercises, you'll get hands-on practice spotting common errors and catching some uncommon ones. Also get advice on how to pursue a career that uses your new skills.

**Instructor:** George Milite  
Professional writer and editor  
TUA

Fri., Mar. 2 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Fri., Mar. 16 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

### Fundamentals of Editing

The best writers will always admit that what really makes their prose stand out is good editing. Find out what it takes to become a top-notch editor. Learn about copyediting and substantive editing, and how to edit a piece of writing without losing the author's voice. Topics include eliminating jargon and fixing awkward sentences, the difference between editing standard and colloquial writing, and working with authors. In-class exercises will show you how to put your skills to work. Receive useful reference tools for editors, and pointers and resources for those seeking a career in editing.

**Instructor:** George Milite  
TUA

Fri., Mar. 23 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Fri., Mar. 30 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

### Master Editing Workshop

*Prerequisite: Fundamentals of Editing, or two years of editorial experience*

Give your skills a workout in this hands-on workshop that offers real-world writing samples in need of an editor's careful eye. Clean up garbled prose, soften stilted sentences, and give life to listless headlines. A series

of role-plays will let you practice working with authors and other editors.

**Instructor:** George Milite  
TUA

Fri., Apr. 20 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUA

TUCC

Fri., Apr. 27 • 9 AM to 4 PM  
\$225 (.6 CEUs) • TUCC

### Does Grammar Still Matter? Yes!

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 some of the rules have changed, grammar still matters! Learn how to avoid the worst mistakes, distinguish commonly confused words and use punctuation appropriately. Learn tricks to remember the basics. Find the best reference books to keep on your desk.

**Instructor:** Susan Perloff  
Freelance writer and editor

Thurs., Mar. 15 • 9 AM to 4 PM  
\$195 (.6 CEUs) • TUA

### NEW Jump Start Your Creative Writing

Having difficulty turning your ideas into a well-crafted piece of writing? Whether you are experienced or are just getting started, this workshop will help you develop the skills and work habits that lead to good creative writing. Come away with fresh ideas and techniques to apply to your own work. The interactive sessions are designed to accommodate all levels and can be applied to a wide variety of genres.

**Instructor:** Vivan Grey, MA  
Author, editor and teacher

4 Sat., Mar. 24 to Apr. 21  
(no class April 7)

10 AM to Noon  
\$125 • TUCC

## **NEW** Children's Writing Workshop (for children, grades 2 to 5)

Based on the characters in her own series, Chrysa Smith will guide young writers, through imagination exercises and fun thinking games to craft creative adventures of their own. Finished adventures will be posted to the author's website and each participant will receive one of the authors books to take home. For more on her series visit [www.wellbredbook.net](http://www.wellbredbook.net).

**Instructor: Chrysa Smith**  
Author of *The Adventures of the Poodle Posse*  
Sat., Mar. 17 • 10 AM to Noon  
\$55 • TUA

## **NEW** Writing Workshop for Juvenile Fiction

Whether the plot is still in idea stage or captured in manuscript form, this workshop is suggested for those with an interest in writing for young children.

Juvenile fiction author, Chrysa Smith, will conduct a hands-on juvenile fiction workshop consisting of instruction, writing, analysis, critique and resources for moving work along to the publication process.

**Instructor: Chrysa Smith**  
Sat., Feb. 25 • 10 AM to Noon  
\$65 • TUA

## **NEW** Getting Your Story Illustrated

Writers often ask other writers about their illustrators. But one artist doesn't fit all. Once you have finished the manuscript, how do you go about finding and working with an illustrator? Pat Achilles, illustrator for children's books such as *The Adventures of the Poodle Posse* series and *Mommy's High Heel Shoes*, will explain illustration styles for various age levels and the process an illustrator uses to depict your story. Also, learn about resources, pricing and publishing information and tips on making your words and art complement each other.

**Instructor: Pat Achilles**  
Professional Illustrator  
Sat., Feb. 25  
12:30 to 1:30 PM  
\$65 • TUA

## ■ INTERIOR DESIGN

**NOTE:** This certificate program is offered at both the Temple University Ambler (TUA) and Temple University Center City (TUCC) campuses.

### 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.

\$699 • TUA and TUCC

### **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.

TUA

**Instructor: Kristine Robinson**  
Robinson Interiors at Sycamore Cottage

[www.kristine.robinson.org](http://www.kristine.robinson.org)

4 Tues., Feb. 21 to Mar. 20

(no class Mar. 6)

6:30 to 8:30 PM

\$215 (.8 CEUs) • TUA



TUCC

**Instructor: John McKeon**  
Owner/Designer, John J. McKeon

2 Mon. and 2 Wed.,

Mar. 12, 14, 19, 21

6:30 to 8:30 PM

\$215 (.8 CEUs) • TUCC

### **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.

TUA

**Instructor: Kristine Robinson**  
2 Tues. and 1 Thurs.

Mar. 27, 29 and Apr. 10

6:30 to 8:30 PM

\$165 (.6 CEUs) • TUA

TUCC

**Instructor: John McKeon**

2 Mon. and 1 Wed.,

Mar. 26, 28, Apr. 2

6:30 to 8:30 PM

\$165 (.6 CEUs) • TUCC

**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. TUA

**Instructor: Kristine Robinson**

2 Tues., Apr. 17, 24

6:30 to 8:30 PM

and 1 Sat., Apr. 21 • 1 to 3 PM

(trip to ProSource)

\$165 (.6 CEUs) • TUA

TUCC

**Instructor: John McKeon**

1 Mon. and 1 Wed., Apr. 9, 11

6:30 to 8:30 PM

and 1 Sat., Apr. 14

10:00 AM to Noon

(trip to Stark Fabric)

\$165 (.6 CEUs) • TUCC

**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. The textbook is available for purchase at the first class meeting for approximately \$20. TUA

**Instructor: Kristine Robinson**

2 Tues. and 1 Thurs.

May 1, 3 and 8

6:30 to 8:30 PM

\$165 (.6 CEUs) • TUA

TUCC

**Instructor: John McKeon**

2 Mon. and 1 Wed.

Apr. 16, 18, 23

6:30 to 8:30 PM

\$165 (.6 CEUs) • TUCC

**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. TUA

**Instructor: Kristine Robinson**

1 Tues. and 1 Thurs. May 22, 24

6:30 to 8:30 PM

\$105 (.4 CEUs) • TUA

TUCC

**Instructor: John McKeon**

1 Mon. and 1 Wed., Apr. 25, 30

6:30 to 8:30 PM

\$105 (.4 CEUs) • TUCC

**INTERIOR DESIGN ELECTIVES****NEW****Designer Do's and Don'ts**

Take a closer look at and analyze rooms done by experienced interior designers to see what works and what doesn't. By studying these professionally decorated spaces, we will glean ideas and techniques you can translate into your own interiors to achieve that "wow" factor. Also, we'll look at some before and after shots of homes, to see the effects a designer can have on a space by analyzing the needs of the room.

**Instructor: Kristine Robinson**

Thurs., Feb. 16 • 6:30 to 8:30 PM

\$75 (.2 CEUs) • TUA

**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. Learn about marketing and advertising strategies to build your client base.

Discover how to acquire wholesale accounts with key suppliers such as fabric and furniture manufacturers.

**Instructor: Kristine Robinson**

2 Thurs., April 12 and 19

6:30 to 8:30 PM

\$125 (.4 CEUs) • TUFW

*NOTE: This course is not a substitute for professional financial and legal consultation*

**Kitchen and Bath Design**

Kitchen and baths are the most heavily used rooms in the home, yet often the most in need of redesign. We will explore issues common to both rooms, like plumbing, electrical, major appliances and accurate planning for the space you have. Subsequent sessions probe options available for making your kitchen and bath work best for you.

Emphasis is on functionality, style, special needs, and working with unique spaces.

**Instructor: John McKeon**

3 Thurs., Apr. 12 to 26

6:30 to 8:30 PM

\$155 (.6 CEUs) • TUCC

**WEDDING PLANNING AND CONSULTING****Certificate in Wedding Planning and Consulting**

This 36-hour non-credit certificate program is for those who want to develop wedding planning skills. Experts will provide case examples, lectures and opportunities for discussion. Guest presentations will liven the classes. The required four courses are:

- The Business Side of Wedding Planning and Consulting
- Wedding Planning and Consulting: Part I
- Wedding Planning and Consulting: Part II
- Tents and Outdoor Weddings

**The Business Side of Wedding Planning and Consulting**

Wedding consulting is a business. In this course, 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 with the right people and referrals; 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; and how to get your first and future clients through good relationships and service.

**Instructor: Karen Pecora**

karenpecora.com and

KP Consulting

2 Wed., Mar. 14, 21

6:30 to 9:30 PM

and 1 Sat., Mar. 17

9 AM to 1 PM

\$255 (1 CEU) • TUFW

**Wedding Planning and Consulting: Part I**

This class introduces students to wedding planning as a career. Learn how to plan a perfect wedding that meets the needs of your clients. Topics include how to organize a wedding day so it flows properly; prepare a wedding budget with your clients; choose outstanding ceremony and reception venues that fit the client's budget and style; plan a reception; and dress tables appropriately and beautifully. You'll also learn about laying out a floor plan; the latest in food trends and renting basic equipment; negotiating contracts with clients and vendors; transportation for the wedding party; and running a successful wedding planning and consulting business.

**Instructor:** Sheryl Garman  
**Wedding Consultant and Personalized Event Specialist**  
 2 Wed., Apr. 18, 25  
 6:30 to 9:30 PM  
 and 1 Sat., Apr. 21  
 9 AM to 1 PM  
 \$255 (1 CEU) • TUFW

**Wedding Planning and Consulting: Part II**

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 atmosphere; the hottest trends in wedding photos and videos; how to predict obstacles and plan ahead to overcome them; and what you should consider if you are thinking of opening a wedding planning business.

**Instructor:** Karen Pecora  
 2 Wed., May 16, 23  
 6:30 to 9:30 PM  
 and 1 Sat., May 19  
 9 AM to 1 PM  
 \$255 (1 CEU) • TUFW

**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 needs, electric requirements, climate control and components of event support at preexisting buildings and halls. The top 10 considerations for a successful tented event will be explained, as well as the basics of tent selection and analysis of tenting in a variety of situations.

**Instructor:** Edwin Knight  
**EventQuip**  
 2 Wed., May 2, 9  
 6:30 to 9:30 PM  
 \$155 (.6 CEUs) • TUFW

## ■ WEDDING PLANNING AND CONSULTING ELECTIVES

**Become a Wedding Planner**

Busy couples are hiring professionals to ensure perfect, stress-free weddings. Learn what professional wedding consultants do. Find out what skills, traits, education and experiences are needed to be successful, and how to acquire what you don't already possess. Explore possible areas of specialization within the field.

**Instructor:** Linda Simunov  
**Consultant, Afflair Events and Design**  
 Wed., Feb. 29  
 6:30 to 9:30 PM  
 \$75 (.3 CEUs) • TUFW

**NEW Social Media for Wedding Planners**

Marketing your wedding based business is no different from marketing any other business. Couples have more information with the new tools of social media including Facebook®, Twitter® and others. A website is no longer a tool but a requirement. This course offers the latest, cutting-edge information on how to navigate the wedding social media and blog highway so that you are reaching your audience and promoting a message to be proud of.

**Instructor:** Karen Pecora  
**Mon. and Wed., Mar. 26, 28**  
 6:30 to 9:30 PM  
 \$155 (.6 CEUs) • TUFW

**Planning the Perfect Party**

No matter what size or type of party you have in mind – from a children's birthday for 25 to a holiday party for 200 – you will learn how to make it special, unique and appropriate for the occasion. Get tips for selecting a venue, hiring and working with caterers, making food and drink choices, picking a theme, and establishing a realistic budget. You will also discuss how to throw a party in your own home, and the pros and cons of being your own caterer.

**Instructor:** Sheryl Garman  
**Mon., Apr. 16**  
 6:30 to 9:30 PM  
 \$85 (.3 CEUs) • TUFW

**Selling Power: How to Close the Sale and Increase Your Bottom Line**

Learn sales techniques and strategies from a marketing professional in the weddings industry. Class discussion will include how to create a sales plan, talk to a potential client, sell your services to an out-of-state client, overcome client objection, make power statements, close a sale, track important sales trends, and sell year-round.

**Instructor:** Karen Pecora  
**2 Mon., May 7, 14**  
 6:30 to 9:30 PM  
 \$155 (.6 CEUs) • TUFW

**REGISTER EARLY!**

**Don't be disappointed because you waited until the last minute! Many of our classes fill early.**

Also, encourage a friend to join you. Sometimes one or two people make the difference between "go" and "cancel."

**Register Online 24/7**

**www.ambler.temple.edu, click on Non-Credit Programs**

## FINANCIAL PLANNING

### Certificate in Financial Planning

Temple University in partnership with Kaplan Financial™, the leading provider of financial planning and education, 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. This certificate is a cohort program which requires completion of all courses to earn the certificate. All classes take place at the Temple University Center City (TUCC) campus. The required six courses are:

#### Fundamentals of Financial Planning and Insurance

4 Fri., Jan. 20, Feb. 3, 17, Mar. 2 from 6 to 9:35 PM  
4 Sat., Jan. 21, Feb. 4, 18, Mar. 3 from 8:45 AM to 5 PM

#### Investment Analysis and Portfolio Management

3 Fri., Mar. 16, 30, Apr. 20 from 6 to 9:35 PM  
3 Sat., Mar. 17, 31, Apr. 21 from 8:45 AM to 5 PM

#### Taxation of Persons, Property and Other Entities

3 Fri., May 4, 18, June 1 from 6 to 9:35 PM  
3 Sat., May 5, 19, June 2 from 8:45 AM to 5 PM

#### Retirement and Employee Benefits

3 Fri., June 15, 29, July 13 from 6 to 9:35 PM  
3 Sat., June 16, 30, July 14 from 8:45 AM to 5 PM

#### Estate Tax Planning

3 Fri., July 27, Aug. 3, 17 from 6 to 9:35 PM  
3 Sat., July 28, Aug. 4, 18 from 8:45 AM to 5 PM

#### Capstone Case Course in Financial Planning

3 Fri., Aug. 24, Sept. 7, 21 from 6:00 to 9:35 PM  
3 Sat., Aug. 25, Sept. 8, 22 from 8:45 AM to 5 PM

Course descriptions are available online at [www.ambler.temple.edu](http://www.ambler.temple.edu), click on Non-Credit Programs.

The fee for this entire nine month program is \$4,500. Payment is required at the time of registration. While every effort is made to ensure that classes meet every other weekend, holidays and local events may prevent this accommodation. Books and other study materials will cost approximately \$700.

Learn more about the CRP program by attending an online information webinar on Thursday, January 5, 2012, at 12 noon. RSVP your attendance to the webinar at [nregistrar@temple.edu](mailto:nregistrar@temple.edu) or 267-468-8500.

Certified Financial Planner Withdrawal and Refund Policy: A registrant who withdraws, in writing, up to one week prior to the starting date of the course, will receive a full refund, minus a \$100 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. Refunds will not be given for partial completion of the program.

## UGOTCLASS - ONLINE COURSES AND CERTIFICATES



### ONLINE COURSES AND CERTIFICATE PROGRAMS

LERN is an international association of lifelong learning programming, offering information and resources to providers of lifelong learning programs. Acquire new skills, or enhance your current employment skills, through this convenient program that fits perfectly into your life. Learn from work or home – all you need is a computer! Log on at your convenience.

Enroll today! For more information on the courses below or to view the entire listing of courses, visit, [www.ambler.temple.edu](http://www.ambler.temple.edu) and click on Non-Credit Programs. Or, call us at 267-468-8500.

#### NEW Mobile Marketing

Mar. 5 to 30 • \$195

#### LEED Green Associate Exam Prep

Feb. 6 to Mar. 30 • \$695

#### NEW Dementia Care Specialist

Feb. 6 to Mar. 3 • \$495

#### Supervisory and Leadership Certificate

Feb. 6 to Mar. 30 • \$395

#### Mentoring and Coaching in the Workplace

Feb. 6 to Mar. 30 • \$295

#### Extraordinary Customer Service

Feb. 6 to Mar. 2 • \$145

For individual course descriptions, visit us online at [www.ambler.temple.edu](http://www.ambler.temple.edu), and click on Non-Credit Programs.



Learn More  
[www.ed2go.com/tufw](http://www.ed2go.com/tufw)

**ONLINE CLASSES!** Think you don't have time to take a course? Think again! We can help you learn online— anytime and anywhere!

Instructor-facilitated online courses are informative, fun and convenient. All courses run for six weeks, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Lessons are released twice a week for you to complete at your own pace. Complete any course from your home or office at any time of the day or night.

**Start Dates:** A new section of every online course will begin on the following dates:

January 18      February 15      March 21      April 18

**Fees:** Most online courses are \$115. Some are priced higher. No discounts apply to online courses.

**Requirements:** All online courses require internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements.

**To register:** For more information or to register for online courses, visit the Online Instruction Center at [www.ed2go.com/tufw](http://www.ed2go.com/tufw). Or, call **267-468-8500** for assistance.

The following represent just some of the online courses that are available:

- |   |   |
|---|---|
| <b>A to Z grant Writing</b>                       | <b>Introduction to SQL</b>                            |
| <b>Beginning Writer's Workshop</b>                | <b>Managing Customer Service</b>                      |
| <b>Effective Business Writing</b>                 | <b>Solving Classroom Discipline Problems (Act 48)</b> |
| <b>Explore a Career in Medical Coding</b>         | <b>Speed Spanish</b>                                  |
| <b>GMAT Preparation</b>                           | <b>Survival Kit for New Teachers (Act 48)</b>         |
| <b>Introduction to Java Programming</b>           | <b>Writing for Children</b>                           |
| <b>Introduction to Natural Health and Healing</b> |   |
| <b>Introduction to PC Troubleshooting</b>         |   |

To browse over 300 online course offerings, visit us online at [www.ed2go.com/tufw](http://www.ed2go.com/tufw).



## ONLINE CAREER TRAINING PROGRAMS

**Online Learning...Anytime, Anywhere...Just a click away!**

Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion. If there is a national certification exam in the field, the course will help you to prepare you to sit for the exam.

**Please note:** Once the course is accessed by the student, either by requesting materials or viewing lessons, there are no refunds. To make sure the program is the right choice for you, talk to a Gatlin admissions counselor at 877-221-5151. Financial assistance is also available.

Visit us at [www.gatlineducation.com/tufw](http://www.gatlineducation.com/tufw) for more information, to chat live online with an admissions counselor, to learn about other available courses, and to **register**. Below are just some of the program available:

**Medical Billing and Coding**  
 240 hours • \$1,595

**Grant Writing**  
 300 hours • \$2,095

**Video Game Design**  
 500 hours • \$1,995

**Pharmacy Technician**  
 300 hours • \$1,995

**Solar Power Professional**  
 120 hours • \$1,695

**Personal Fitness Trainer**  
 250 hours • \$2,095

# Personal



## 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®

#### 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  
5 Wed., Feb. 15 to Mar. 28  
(no class Feb. 22 and Mar. 14)  
7 to 9 PM  
\$165 (1 CEU) • TUFW

#### Digital Photography II

*Prerequisite: Digital Photography I*  
This course has been designed to help you learn, through weekly assignments, about such additional concepts as reading histograms, advanced tone control, digital dodging and burning, controlling noise, adding mood to your photos, quality of light, image stabilization and advanced composition.

**Instructor: Bob Brooke**  
4 Wed., Apr. 4 to 25  
7 to 9 PM  
\$155 (.8 CEUs) • TUFW

#### 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**  
Commercial photographer  
3 Tues., Apr. 10 to May 1  
(no class Apr. 17)  
6:30 to 9:30 PM  
\$175 (.9 CEUs) • TUA

## DIGITAL PHOTOGRAPHY ELECTIVES

#### Creative Digital Photography

*Prerequisite: Digital Photography I*  
Expand your digital photography skills by learning to use your camera's features creatively in this hands-on workshop. Learn to control your camera and use advanced effects, going beyond

auto settings to create stunning, artistic photographs suitable for framing as you spend time photographing with the group on location and on your own.

**Instructor: Bob Brooke**  
3 Sat., Apr. 14 to 28  
10 AM to Noon  
\$125 (.6 CEUs) • TUFW

## PERSONAL FINANCE

#### Stocks, Bonds and Investing: Oh My!

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Well, look no further.

The class you need is right here!  
\$115 • Online  
Register at: [www.ed2go.com/tufw](http://www.ed2go.com/tufw)

#### Keys to Successful Money Management

Contrary to popular opinion, most of us don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed.

\$115 • Online  
Register at: [www.ed2go.com/tufw](http://www.ed2go.com/tufw)

*NOTE: Courses in personal financial are not a substitute for professional financial and legal consultation.*

# Enrichment

## ■ 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 direction of our producer. This class is lots of fun and a great first step for anyone interested in professional voice acting.

**Instructor:** John Gallogly  
Creative Voice

Development Group  
Tues., Apr. 17 • 6:30 to 9 PM  
\$55 • TUA

## ■ ARTS, LITERATURE AND LANGUAGE

Check out the following language courses offered at the Temple University Ambler and Temple University Center City campuses, as well as online!

### **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:** Elsa Rodriguez  
Foreign language instructor  
8 Mon., Feb. 6 to Mar. 26  
7 to 9 PM • \$175 • TUCC

### **Introduction to Spanish: Optional Course Extension**

**Instructor:** Elsa Rodriguez  
4 Mon., Apr. 9 to 30  
\$95 • TUCC

### **Intermediate Spanish**

*Prerequisite: Use and conjugation of To Be verb (Ser o Estar) in Present Tense*

Different drills will be used to continue improving your Spanish Language Skills; this course will cover the Past Tense (Preterito) and Future Tense. It is designed to strengthen your conversational Spanish.

**Instructor:** Elsa Rodriguez  
8 Sat., Feb. 18 to Apr. 21  
(no class Mar. 10 and Apr. 7)  
10 to Noon  
\$175 • TUCC

### **Introduction to Italian: Part I**

Are you enchanted by the language of Verdi and Dante? Are you planning a trip to Italy and want to learn basic language skills? Join us for this beginner's course in spoken Italian. We use a conversational approach to help you learn basic vocabulary, dialogue and pronunciation. Be prepared to build your language proficiency and learn about Italian culture in a supportive, low-pressure environment.

**Instructor:** Gina Nichols  
Language consultant  
8 Wed., Feb. 8 to Apr. 11  
(no class Feb. 22 and Mar. 7)  
5:30 to 7:30 PM • \$175 • TUA

### **Intermediate Italian**

*Prerequisite: Introduction to Italian, or some basic knowledge of the language*

Take your Italian communication skills to the next level. Join us to learn more vocabulary, grammar and conversations.

**Instructor:** Gina Nichols  
8 Wed., Feb. 8 to Apr. 11  
(no class Feb. 22 and Mar. 7)  
7:45 to 9:15 PM  
\$145 • TUA

### **Italian Online for Beginners**

Learn Italian from home in a live, fully interactive virtual classroom. Focus on functional tasks of day-to-day situations while building basic vocabulary and acquiring grammatical concepts. Enjoy the richness of Italian culture while exploring cities and regions. This communicative approach to Italian is organized in thematic units such as meeting people, traveling, shopping, and discussing food.

**Instructor:** Isabella Tamburrino, MA  
Language consultant  
6 Mon., Mar. 12 to Apr. 16  
6:30 to 8:30 PM  
\$155 • Online – at your computer

### **Conversational Chinese: Part I**

Learn the basics of Mandarin Chinese. Acquire listening and speaking skills through a variety of fun, interactive group exercises. Learn the Chinese Pinyin and tonal system, and how to recognize and pronounce 300 characters. We will learn how to write and read some characters and conduct simple conversation. You will also be introduced to important aspects of history and culture.

**Instructor:** Faye Wei  
Chinese language instructor  
10 Wed., Feb. 29 to May 2  
6 to 8 PM • \$195 • TUCC

### Conversational Japanese: Part I

Become immersed in the culture of Japan. Receive a useful primer for understanding both the language and traditions. Learn the writing system, hiragana. We will cover phonetics, vocabulary, greetings and forming basic sentences.

We will practice basic conversations on Japanese movies, food, travel and business. Class examples will relate to contemporary Japanese culture and customs.

**Instructor: Akiko Mori**

**Japanese language instructor**

8 Tues., Mar. 20 to May 8

6 to 8 PM • \$175 • TUCC

### Introduction to Arabic: Part I

Introduce yourself to Arabic with the book *AlifBaa*. Each week, we'll learn 4 of the 28 letters of the Arabic alphabet. Practice reading and writing basic words and phrases. Most importantly, converse in Arabic. Introduce yourself, greet others, and ask basic questions.

**Instructor: Abdelhafid Missouri**

**Foreign language consultant**

10 Thurs., Mar. 1 to May 3

5:30 to 7:15 PM • \$195 • TUCC

### NEW FORMAT

#### Arabic: Beyond the Basics

This course will combine both intermediate and advanced level students. Students will be faced with two aspects of language practice: grammar and speaking. Gain a level of accuracy in formal standard Arabic including grammar, sentence structure, and text analysis. The second part of the class will be student-centered, and will encourage students to prepare their oral assignments to be read and/or practiced in class.

**Instructor: Abdelhafid Missouri**

10 Thurs., Mar. 1 to May 3

7:30 to 9:15 PM • \$195 • TUCC

### Portuguese Online for Beginners

Elementary Portuguese will give you the opportunity to learn the basic structure of Brazilian Portuguese to communicate and to continue studying the language. You will learn vocabulary and sentences through a variety of topics including numbers, telling time, describing your daily routine, ordering food in a restaur-

ant, and more.

**Instructor:**

**Lenir Neiva Dos Santos**

**Portuguese Lecturer,**

**University of Pennsylvania**

6 Wed., Mar. 28 to May 2

6:30 to 8:30 PM

\$155 • Online – at your computer

### NEW

#### Threads

##### (Book Discussion)

We will read five novels that explore themes of identity and self-understanding. First is Luis Alberto Urrea's epic saga *The Hummingbird's Daughter* that weaves together the Mexican revolution with the coming of age of his Aunt Teresita, locally known as a saint and a healer. Next we read Julian Barne's *The Sense of an Ending*, in which a content man explores his uncomfortable past. We follow with Peter Ho Davies' *The Welsh Girl*, set in WWII Wales. Next we read *Follow Me*, described as an archetypal American tale of an indomitable woman by Pulitzer Prize finalist Joanna Scott. We end with Howard Jacobson's *The Finkler Question*, a comic satire exploring Jewish identity and anti-Semitism. Feel free to bring a snack or bag lunch.

**Instructor: Miriam Camitta,**

**PhD**

**Lecturer, University of**

**Pennsylvania**

**Section I**

5 Tues., Feb. 14, 28, Mar. 13, 27,

Apr. 10

10 AM to Noon • \$115 • TUA

**Section II**

5 Tues., Feb. 14, 28, Mar. 13, 27,

Apr. 10

1 to 3 PM • \$115 • TUA

### NEW

#### Intergroup Conflict in America

While many Americans like to believe that our nation has been relatively free of conflict among our various ethnic, religious and racial groups, hostility and even violence has been part of the American scene since colonial times. Over our history, there have been anti-Catholic riots in Philadelphia, anti-Irish riots in NYC, and anti-Black riots in numerous cities. This course will look at both the history of these

conflicts as well as the root causes such as prejudice, economic and class competition and resentment.

**Instructor: Burt Siegel**

**Retired Executive Director,**

**Jewish Community Relations Council**

4 Mon., Mar. 12 to Apr. 2

10 AM to Noon • \$95 • TUA

### NEW

#### Art History of American Painters

This unique art history course focuses entirely on American painters starting from the 1750's to the present. American artists have become a standard part of art history classes but rarely has there been a course offered just on American painters. We will discuss Thomas Eakins, Mary Cassatt and Andy Warhol, as well as others who may be seen and experienced for the first time. This course will also examine aspects of American history through the eyes and hands of its painters.

**Instructor: Janice Trusky**

**Professional Artist**

4 Thurs., Mar. 15 to Apr. 5

7 to 9 PM • \$125 • TUA

### NEW

#### Basic Guitar (for Adults and Youth)

Learn basic fundamentals for playing your favorite songs. Also, learn tuning and types of tuners, instrument care, fingerboard study and finger exercises, reading tab notation, basic chord strumming and timing. No experience is necessary. An acoustic guitar is required for this class.

**Instructor: A. C. Mitchell**

**Musician and guitarist**

**Adult Class**

8 Thurs., Mar. 15 to May 3

7 to 9 PM • \$225 • TUA

**Youth Class (ages 10 to 17)**

6 Sat., Mar. 17 to Apr. 28

1 to 2 PM • \$115 • TUA

### NEW

#### Introduction to Digital Art

This course will provide an introduction to imaging techniques intended for those who wish to expand the scope of their art work or begin to explore Photoshop. Become

familiar with a broad range of software applications and techniques. The fundamentals of computer-based imaging will be explored, while challenging your imagination and expanding your creative skills.

**Instructor: MaryAnn Katowitz, MFA**

**Professional artist and lecturer**  
6 Mon., Feb. 13 to Mar. 26  
(no class March 5)  
7 to 9 PM • \$195 • TUA

## 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: Neal Ewing and Robert Peters**

phillywine.com  
3 Thurs., Feb. 9 to 23  
7 to 9 PM

\$115 (includes materials) • TUFW

\*NOTE: You must be at least 21 to attend.

### All New Wines! Really Good, Really Cheap Wines

You may have heard that "Life is too short to drink cheap wines," but for really good, cheap wines, we'll make an exception. Join us for a variety of wine values from around the world, that taste great and are inexpensive, too.

**Instructors: Robert Peter and Richard Unti**

Best of Philadelphia Magazine  
2 Thurs., Mar. 22, 29 • 7 to 9 PM  
\$85 (includes materials) • TUFW

\*NOTE: You must be at least 21 to attend.

### NEW Monster Reds

Join us for this one-night wine-tasting course that will focus on the great red wines from all the best wine growing regions of the world – Bordeaux, California, South America and others. Pure enjoyment of spectacular wines with nothing in common except being red.

**Instructors: Robert Peter and Richard Unti**

Thurs., Apr. 26 • 7 to 9 PM  
\$65 (includes materials) • TUFW

\*NOTE: You must be at least 21 to attend.

### Planning the Perfect Party

No matter what size or type of party you have in mind – from a children's birthday for 25 to a holiday party for 200 – you will learn how to make it special, unique and appropriate for the occasion. Get tips for selecting a venue, hiring and working with caterers, making food and drink choices, picking a theme, and establishing a realistic budget. You will also discuss how to throw a party in your own home, and the pros and cons of being your own caterer.

**Instructor: Sheryl Garman**

Mon., Apr. 16  
6:30 to 9:30 PM  
\$85 (.3 CEUs) • TUFW

### NEW Wine and Dine

Chef Steven Waxman will teach you how to pair appetizers with champagne, sparkling wine (cava) and spumantes. What ingredients and flavors work together? Try nine different appetizers and three wines. Chef Waxman's early career in the wine industry took him across the globe from Napa Valley to Burgundy – sampling fine wines. Those experiences coupled with 13 years of running his own BYOB restaurant, where he regularly advises people on pairing cuisine with wines from their private collections, make him the ideal guide. Must be 21 years of age or older.

**Instructor: Steven Waxman  
Chef and Owner, Trax  
Restaurant**

Mon., Feb. 27 • 7 to 9 PM  
\$75 • Trax Restaurant, Ambler, PA

### NEW Luscious, Low-Fat, Lightning-Quick Meals

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!

\$115 • Online

Register at:

[www.ed2go.com/tufw](http://www.ed2go.com/tufw)

\*CANCELLATION POLICY FOR ALL WINE AND FOOD COURSES: If you have registered for a wine or food course and find that you cannot attend, you must notify the office of non-Credit Programs in writing, by either fax or e-mail, at least 48 hours prior to the start of the scheduled course. Cancellations received with less than 48 hours notice will not receive transferable credit. Fax at 267-468-8506 or e-mail [course.withdrawals@temple.edu](mailto:course.withdrawals@temple.edu).

## HORTICULTURE

### 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. This course will enable you to create a base plan of your property's existing elements and teach you how to evaluate your property's environmental conditions to ensure the success of your new design.

**Instructor:** Robert Dougan  
Grounds Supervisor, Jeanes Hospital

2 Thurs., Feb. 23, Mar. 1  
6:30 to 9:30 PM • \$99 • TUA

#### Herbaceous Plant Identification: Spring Plants

Learn how to identify many types of spring-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  
Plug Manager, Henry F. Michell Co.

3 Wed., Mar. 28 to Apr. 11  
7 to 9 PM  
and Sat., Apr. 14  
9:30 AM to Noon  
\$135 • TUA

## The Ambler Arboretum of Temple University

The **Ambler Arboretum of Temple University** is an accessible, historic, public garden within the Ambler Campus of Temple University. Its mission is to serve as a living, learning laboratory for students, professionals in the field, and the general public. The Ambler Arboretum courses, taught by Temple faculty and respected practitioners in the field, utilize the University classroom resources, including the Ambler Arboretum.

### Woody Plant Identification

Study the variety of trees, shrubs and vines that form the foundation of our natural and designed landscapes. Learn to identify the types and how each is best used in the landscape. Find out how to maintain them to prevent pests, diseases and other problems. Saturday classes take place outside in the beautiful Landscape Arboretum on the Ambler Campus.

**Instructor:** Robert Dougan  
2 Thurs., Mar. 15, 22  
7 to 9 PM

and 2 Sat., Mar. 17, 24  
9:30 AM to 12:30 PM  
\$155 • TUA

### Residential Landscape Design

*Prerequisite:* *Analyzing Your Garden and Landscape*

This course will provide you with an introduction to the principles and processes of landscape design. Learn how to combine flowers, trees, shrubs and groundcovers into an attractive landscape. You will receive an overview of the design process, including analysis of existing environmental conditions and identification of specific design goals. You will also be introduced to design principles and elements, including pavements, walls, fences, plants, etc.

**Instructor:** Robert Dougan  
3 Thurs., Apr. 19 to May 3  
6:30 to 9:30 PM

and 2 Sat., Apr. 21, 28  
9:30 AM to 12:30 PM  
\$225 • TUA

## HORTICULTURE ELECTIVES

### Get Your Garden Ready for Spring

Does your lawn and garden look a sorry sight after winter? With a little TLC, you can coax them back to verdant life! There are lots of garden activities that can be started early in the season. Whether your planting flowers or vegetables, join us and learn some general guidelines that can help get your garden off to a good start!

**Instructor:** Ruth MacCarthy  
Sat., Mar. 31 • 10 AM to Noon  
\$59 • TUA

### Creating Your Vegetable Garden

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. Finally, once the soil has warmed, learn what should be planted for summer harvest.

**Instructor:** Ruth MacCarthy  
Wed., Mar. 14 • 7 to 9 PM  
\$59 • TUA

## NEW Herbs

In this workshop, you will be introduced to the wonderful world of herbal plants. We will explore what an herb is and its many uses. Explore how to start an herb garden and the cultivation it takes to keep them growing beautifully during the growing season. Discover the flavor and fragrances of the plants we call herbs.

**Instructor:** Sheila Chlebda  
**Horticulture Consultant**  
Tues., Apr. 17 • 7 to 9 PM  
\$55 • TUA

## NEW Spring Bulbs

Bulbs are generally carefree plants that provide beautiful flowers that add color to your summer garden. Join us and learn how to plant and cultivate bulbs for maximum affect in your garden as well as how to store bulbs over the winter.

**Instructor:** Sheila Chlebda  
Tues., Mar. 13 • 7 to 9 PM  
\$55 • TUA

## Introduction to Beekeeping: Part I

Beekeeping is a fun and interesting hobby that allows you to produce the delicious treat of honey while helping the environment. Learn the basic principles necessary to begin the fascinating hobby of beekeeping. We'll discuss location requirements, how to obtain bees, required equipment, and how to care for your new colony. Also, a basic appreciation of honeybees will be presented to help the beginner understand the "why" underlying management manipulations. No prior knowledge of honey bees or beekeeping is required.

**Instructor:** Vincent Aloyo, PhD  
4 Wed., Feb. 29 to Mar. 28  
7 to 9 PM  
(no class Mar. 7)  
\$85 • TUA

## Introduction to Beekeeping: Part II

*Prerequisite: Introduction to Beekeeping: Part I*

Now that your colony is set up, what do you do next? This course will cover seasonal management, harvesting honey, and disease control. In addition to classroom instruction, two visits will be made to Temple's bee yard for hands-on activities.

**Instructor:** Vincent Aloyo, PhD  
2 Wed., Apr. 11, 18 • 7 to 9 PM  
and 2 Sat., Apr. 14, 21  
11 AM to 1 PM  
\$85 • TUA

*NOTE: Register for both Part I and Part II, at the time of registration, and pay only \$149 (a savings of \$21).*

## 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. Supplies are available at cost (approximately \$20) from the instructor. Please bring floral clippers to each session.

**Instructor:** Priscilla-Gene W. Shaffer, BA, ART  
4 Thurs., Jan 26 to Feb. 16  
7:15 to 9:45 PM • \$125 • TUA

### Floral Design II

*Prerequisite: Floral Design I, or basic floral design skills*

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. Supplies will be available at cost (approximately \$20) from the instructor. Please bring floral clippers to each session.

**Instructor:** Priscilla-Gene W. Shaffer, BA, ART  
4 Thurs., Feb. 23 to Mar. 22  
(no class Mar. 8)  
7:15 to 9:45 PM • \$125 • TUA

## Flower Arranging of Yesterday for Today

Responding to the classical influences and updating the old masters' way with flowers is a particular joy in the spring. Learn the distinctive patterns of flower placement, color harmonies, containers, and flower types for the pleasant outcome of the Dutch and Flemish, French, and Victorian styles of European flower arranging, as well as the Williamsburg and Colonial styles of the New World. Supplies will be available at cost from the instructor. Please bring floral clippers to each session.

**Instructor:** Priscilla-Gene W. Shaffer, BA, ART  
6 Thurs., Mar. 29 to May 3  
7:15 to 9:45 PM • \$165 • TUA

## FLORAL DESIGN ELECTIVES

### NEW Floral Sympathy Tributes

The inclusion of floral tributes in the sanctuary or state rooms for funerals helps to soften emotions and is a tangible expression of sympathy. Participants will experience a hands-on process for making a small casket spray. The techniques learned also serve in the making of a standing easel design. Tips on the creation of color patterns within compositions, necessary to enhance visual impact in large environments, will be discussed and practiced. Seminar fee includes the cost of flowers and supplies. Participant to bring clippers, wire cutters, and scissors.

**Instructor:** Priscilla-Gene W. Shaffer, BA, ART  
Sat., Mar. 24 • 9 AM to Noon  
\$115 (includes materials) • TUA

## HEALTHY LIFESTYLES AND EXERCISE

### ONLINE

#### Personalized Stress Management Courses

Temple University offers three personalized online programs that will educate, motivate, and provide personalized content to help you make the changes you need.

Start Dates: A new section of each online program will begin on the following dates:

- Mon., February 13
- Mon., April 16

Courses are 6 weeks in length. Go at your own pace while personalizing the content to your lifestyle.

The instructor for these courses is **Jay S. Segal, PhD, Department of Public Health for Temple University**. Dr. Segal is a nationally known expert on stress management.

#### The Personalized Stress and Fitness Profile (PSFP)

This XRAY of your lifestyle (PSFP) is an 11-section questionnaire that provides you with an assessment of the major factors that affect your energy, control of life events, and the balancing of your physical and behavioral symptoms. It serves as a road-map to identifying your specific strengths and areas that you need to work on to help you better manage your stress instead of stress managing you. For more information on what you will receive in this course, visit <http://www.drjaysegal.com>.

\$79 • online – at your computer

#### Personal Stress Management Program

This online program combines a personalized assessment (PSFP offering #1) with a step-by-step stress management methodology. Your personalized program is provided with an online experience that includes video and audio podcasts from Dr. Segal and personal contact from a care counselor. For more information on what you will receive in this course, visit <http://www.drjaysegal.com>.

**Instructor: Jay S. Segal, PhD**  
\$159 • online – at your computer

#### Yoga... a Body, Mind and Spirit Workout

Yoga poses are not just a way of becoming strong and limber, but are being discovered as a way of relaxing and reconnecting with body, mind and spirit. 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. All levels of fitness are welcome to participate in this beginner class.

**Instructor: Lois A. Hitt**  
Adjunct professor, Temple University & President, WellCore Group  
9 Mon., Feb. 6 to Apr. 9  
(no class Mar. 5)  
6 to 7 PM • \$115 • TUA

#### Yoga Extension

Here's a great way to continue your yoga routine until the next session begins in the summer. This four-week extension will allow you to keep active and practice your yoga techniques. Or, if you're not sure if yoga is for you, register for this four week course and receive a great yoga introduction.

**Instructor: Lois A. Hitt**  
4 Mon., Apr. 16 to May 7  
6 to 7 PM • \$55 • TUA

#### Zumba Fitness

Have a blast working out with Zumba Fitness, a fun Latin and International music-based fitness class with very basic dance and fitness moves. This course is designed for all fitness levels. Dance experience is not necessary. Zumba Fitness is fun to learn and makes it easy to stay in shape!

**Instructor: Fran Kelly**  
Certified fitness instructor and trainer  
8 Wed., Jan. 25 to Mar. 28  
(no class Feb. 22 and Mar. 7)  
6 to 7 PM • \$99 • TUA

## LifeLong Learning Society

FOR LEARNERS 50 & UP • TEMPLE UNIVERSITY FORT WASHINGTON

If you enjoy active, stimulating classes with great teachers, topics and students, the LifeLong Learning series of classes is for you! Spring classes will meet on Wednesdays from **March 14 to April 18, 9:30 AM to 4:10 PM**. We are currently developing our courses for the spring, which will include topics in music, current news and events, history, art and a weekly guest lecture series.

For more information, call **267-468-8500**, or visit us online at [www.ambler.temple.edu](http://www.ambler.temple.edu) and click on "Non-Credit Programs," and then "LifeLong Learning Society."

**NEW**  
**Working with Karma:  
Applying Buddhist  
Wisdom to Everyday Life**

Forget what you think you know about karma; it has nothing to do with whether you were Cleopatra in a former life. The word "karma" means "action;" it relates to understanding how our thoughts, feelings, and actions change us, those around us, and even the environment. We will learn practical tools for working skillfully with karma. Anyone of any religious orientation - or complete lack thereof - can benefit. Participants will be asked to commit to meditating ten minutes daily.

**Instructor: Ralph Jaffe, PsD**  
Buddhist practitioner  
5 Wed., Apr. 4 to May 2  
7 to 9 PM  
\$135 • TUA

**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**  
Martial Arts instructor  
6 Tues., Jan. 31 to Mar. 6  
6 to 7 PM • \$85 • TUA

**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  
4 Sun., Feb. 12 to Mar. 4  
6 to 7:30 PM • \$79 • TUA

*NOTE: Register two people at the time of registration and pay \$140 (a savings of \$18).*

■ **COLLEGE PREP**

**ATTENTION, HIGH SCHOOL  
JUNIORS AND SENIORS!**

**SAT Review Workshop**

The SAT Review Workshop can help you prepare for the PSAT and SAT exams. Improve your chances of getting into the college of your choice by strengthening your skills and building confidence while learning how to raise your scores. Learn guessing and test-taking techniques that will save time and energy on the exam. SAT Math preparation: learn specific strategies in quantitative analysis and multiple-choice questions. Build the algebra and geometry skills you need to succeed. SAT Critical Reading preparation: strengthen your vocabulary, learn how to analyze unfamiliar words and sharpen your reading comprehension. SAT Writing section: review grammar skills for multiple-choice questions, learn strategies for essay questions and write a practice essay.

**Instructors:**  
Eileen Abrams, MA, Med  
College writing instructor,  
academic coach  
and Jonathan Kahn, math  
teacher and tutor  
4 Sat., Feb. 4 to Mar. 3  
(no class Feb. 18)  
9 AM to 1 PM  
\$235 • TUA



Summer  
Education  
Camps

JUNE, JULY AND  
AUGUST 2012

Temple University Ambler and Temple University Fort Washington offers Summer Education Camps for Kids, Tweens and Teens for the 23rd consecutive year. Camps provide a wonderful opportunity for youths to learn about a specific area of interest, experience a college campus, and have fun at the same time.

**CAMP TOPICS INCLUDE:**  
Robotics, Web Site Design, Cartooning and Drawing, Film and TV, Science and Nature, Debate and Public Speaking, Theater, and much more.

For more information or to receive a summer camp brochure, call 267-468-8500. Or visit us online at [www.ambler.temple.edu/camps](http://www.ambler.temple.edu/camps). Camp information should be available in February.

# Non-Credit Course Registration • Instructions

## REGISTRATION IS EASY!

### For ALL courses:

**Call** 267-468-8500 (Visa, MasterCard, or Discover)

**Fax** 267-468-8506 (Visa, MasterCard, or Discover)

**Online:** [www.ambler.temple.edu](http://www.ambler.temple.edu), click on Non-Credit Programs

### Mail registration form for ALL courses with payment to:

Temple University Ambler  
Office of Non-Credit Programs  
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 must accompany registration. 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 indicating that you are registered.

#### Registration Deadline

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

#### Cancellation and Refund Policy

A participant who withdraws from a course in writing, up to one week prior to the starting date of the course, will receive a refund less a \$25 withdrawal fee; for all certificate programs the withdrawal fee is \$50. For courses costing \$75 or less, the withdrawal fee is \$10 per course. No refunds will be given after that time. For the CFP withdraw policy, see page 14. E-mail your withdrawal request to [course.withdrawals@temple.edu](mailto:withdrawals@temple.edu) or fax us at 267-468-8506. 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 canceled 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, TUFW=Temple University Fort Washington, TUCC=Temple University Center City) If you want to confirm the location of a course, please call us. After we process your registration, you will receive a confirmation letter indicating the course and campus location of your class(es).

#### Parking and Transportation

**TUFW/TUA** – Parking is free for those enrolled in non-credit courses. For Ambler, you will be mailed a parking permit for use in the student lot (which is about a two-block walk from most buildings). At Fort Washington, parking is available adjacent to the building at 425 Commerce Drive.

**TUCC** – Discounted evening rates, with Temple validation, are available at nearby garages. Information on parking will be sent with your confirmation letter. 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

Register for ed2go courses at [www.ed2go.com/tufw](http://www.ed2go.com/tufw). Register for Gatlin Education courses at [www.gatlineducation.com/tufw](http://www.gatlineducation.com/tufw). For UGotClass and other online courses, register at [www.ambler.temple.edu](http://www.ambler.temple.edu), and click on Non-Credit Programs. Or, call 267-468-8500 for assistance. No discounts apply to online courses.

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YOU MAY CHOOSE ONLY ONE DISCOUNT.  
DISCOUNTS AVAILABLE ONLY AT TIME OF REGISTRATION.

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#### #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.

#### #4 WHYH DISCOUNT

WHYY members receive a 10 percent discount. To receive this discount, members must present a copy of their member card (mailed or faxed) at the time of registration. The discount will not be available after registrations have been processed.

# Non-Credit Course Registration • Sign Up Today!



**MAIL COMPLETED FORM TO:**  
Temple University Ambler  
Office of Non-Credit Programs  
580 Meetinghouse Road  
Ambler, PA 19002

**FAX TO:** 267-468-8506  
**PHONE:** 267-468-8500

## General Information (This form may be duplicated for additional registrations.)

Name \_\_\_\_\_ Birth year \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

## Course Selections

Course title	Location	\$	Fee
Course title	Location	\$	Fee
Course title	Location	\$	Fee
Course title	Location	\$	Fee
Course title	Location	\$	Fee

## Payment

Non-credit course fee(s)..... \$ \_\_\_\_\_  
10 percent discount applied (Discount # 1 or 2 or 3 or 4) ..... minus \$ \_\_\_\_\_  
(Please select only one discount, where discounts apply.)  
  
TOTAL..... \$ \_\_\_\_\_

## Select a payment method

For Corporate billing, please call **267-468-8500** to make arrangements.

I am enclosing a check made payable to: "Temple University" in the amount of \$ \_\_\_\_\_ .  
 I authorize you to charge my fees to: Visa MasterCard Discover  
Credit card account no. \_\_\_\_\_ Expiration date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of card holder \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name as it appears on credit card \_\_\_\_\_

# Spring 2012 Non-Credit Course Guide

## PROFESSIONAL DEVELOPMENT

Management and Leadership	Accounting
Professional Communication	Editing
Professional Presentations	Interior Design
Written Communication	Database Management and Design
Meeting Planning	Web Site Design
	Wedding Planning

## PERSONAL ENRICHMENT

Languages	Food and Entertainment
Writing and Literature	Healthy Lifestyles and Exercise
Special Programs	Digital Photography
Hands-on Classes	Personal Finance
College Prep	Horticulture

Register online!  
[www.ambler.temple.edu](http://www.ambler.temple.edu)

Call to register:  
267-468-8500

Non-Profit  
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Philadelphia, PA  
Permit No. 1558

Ambler  
Fort Washington  
Center City

TEMPLE  
UNIVERSITY®



Office of Non-Credit Programs  
580 Meetinghouse Road  
Ambler, PA 19002

*Postmaster: Please deliver to occupant.*

### Undergraduate Programs @ Temple University Ambler (TUA)

Enjoy classes in the state-of-the-art Learning Center, complete a variety of bachelor's degrees, and begin more than 100 undergraduate Temple degrees.

**For details, call 267-468-8100.**

### Graduate Programs @ Temple University Fort Washington (TUFW) and Temple University Ambler (TUA)

Programs include Business, Education, Pharmaceutical Quality Assurance/Regulatory Affairs, Community and Regional Planning, Landscape Architecture and Social Work.

**For more information, call 267-468-8500 or visit [www.tufw.temple.edu](http://www.tufw.temple.edu).**