



University of  
Southern  
Indiana

# Noncredit Courses

## SPRING 2012

DEVELOPING THE REGION THROUGH LIFELONG LEARNING

The Office of Continuing Education, a Division of Outreach and Engagement activity of the University of Southern Indiana, offers the following series of short, noncredit courses designed to provide opportunities for personal growth and development. Open to anyone, regardless of educational background, the courses are presented in a noncompetitive, informal atmosphere where interest in learning is the primary consideration. No grades are assigned, no academic credit given, and formal admission to the University is not required. The courses, except as indicated, will meet on the USI campus and are for adults unless an age/grade range is specified.

For more information on USI's noncredit programs, call the Division of Outreach and Engagement at 812/464-1989 or 800/467-8600 • outreach@usi.edu • www.usi.edu/outreach

## CERTIFICATE PROGRAMS AT USI

The Division of Outreach and Engagement offers several certificate programs as part of its continuing education curriculum. Certificate programs are designed to help you develop a specific body of knowledge and/or a set of skills that will enhance your capabilities and increase your value as a resource to your employer. While certificate programs vary in length, most are designed so that you can complete them in one year or less. You decide how many courses to take at any one time. Some programs have specific courses that must be taken first; others permit you to select any required or elective course at any point in the program. Continuing Education Units (CEUs), a nationally recognized standard for measuring continuing education, are awarded upon completion of most courses taken as part of a certificate program at USI (a few of our programs are profession-specific and carry continuing education recognition specific to those professions). Many courses in certificate programs also are open to those who do not plan to complete the entire program.

For more information call 812/464-1989, visit [www.usi.edu/outreach](http://www.usi.edu/outreach), or email [outreach@usi.edu](mailto:outreach@usi.edu).

### CERTIFICATE IN COMPUTER PROFICIENCY

A Certificate in Computer Proficiency has been developed to help individuals acquire and demonstrate a body of knowledge of popular computer programs. This 60-hour certificate provides participants with hands-on training in Microsoft Windows, Word, Excel, Access, and PowerPoint, as well as usage and benefits of the Internet. The certificate requires these courses: Getting Started With and Using Windows, Getting Started With and Using Word, Getting Started With and Using Excel, Getting Started With and Using Access, any three-hour PowerPoint course, and any three-hour Internet course. A proficiency examination is required upon completion of the course work. The fee for the Certificate in Computer Proficiency is \$100 plus the standard cost of each course. This fee covers registration in the certificate program, maintenance of personal files, and administration of the post tests. For more information on the Certificate in Computer Proficiency, call 812/464-1989.

### USI/DDI CERTIFICATE IN LEADER EXCELLENCE

Leaders/Managers/Supervisors are operating in an ever-changing environment and regularly face new challenges. To be successful on both a personal and an organizational level, they need new skills and competencies to meet these challenges. DDI, the world leader in leadership development, utilizes a competency-based, integrated approach that helps organizations achieve their business objectives and desired results. Through leadership assessment and development, organizations can improve bench strength and grow their own leaders by identifying and developing high-potential employees. The USI Certificate in Leader Excellence utilizes DDI's proven approach in key subject areas along with expert DDI certified facilitators to equip leaders at all levels with the day-to-day interpersonal skills for leading individuals or groups as well as the broader skills needed to create and maintain a high-performance workplace.

Location: USI University Center East, Room 2207

### SUCCESSFULLY RESOLVING CONFLICT NO. BUS524

Differences of opinion can quickly escalate into an out-and-out battle. In the workplace, it's the leader's role to recognize the signs of conflict and then to quickly choose the appropriate level of involvement to help resolve the issue. Learn how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic—regardless of which stage a conflict is in. Analyze the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

Instructor: Julie Brauser, Center for Human Resource Development, Training Consultant, DDI Certified Trainer

Date & Time: Thursday, February 16, 8:30 a.m.—4:30 p.m.

Registration Fee: \$295—includes materials, refreshments, and lunch

### EFFECTIVE PROBLEM ANALYSIS AND DECISION MAKING NO. BUS525

In today's flatter organizations, employees who can make sound decisions quickly have the power to significantly reduce their organization's costs and enhance competitiveness. Master a systematic approach to making better—and faster—decisions that will result in more effective performance.

Instructor: Tammy Barnett, T.R. Barnett & Associates, Inc., DDI Certified Trainer

Date & Time: Thursday, March 15, 8:30 a.m.—4:30 p.m.

Registration Fee: \$295—includes materials, and refreshments

### LEADING HIGH PERFORMANCE TEAMS NO. BUS526

Today's organizations demand that their teams do more. Good, solid, or adequate team output won't produce maximum business results, but high-performing teams will. The secret to helping teams perform at their best? The leader. Their knowledge, skills, and abilities can transform an acceptable team into an exceptional one. Gain the tools and skills to perform three primary responsibilities—diagnose, coach, and reinforce—that support their team's growth. Learn to diagnose behaviors and conditions that limit team performance.

Leave this program equipped to assess team strength and weakness, as well as to use coaching and reinforcing skills to be a catalyst for high performance and continuous improvement.

Instructor: Julie Brauser, Center for Human Resource Development, Training Consultant, DDI Certified Trainer

Date & Time: Thursday, April 26, 8:30 a.m.—4:30 p.m.

Registration Fee: \$295—includes materials, certificate, and refreshments

### CERTIFICATE PROGRAMS FOR HEALTHCARE PROFESSIONALS

A range of interactive, online certificate programs for healthcare professionals are delivered through computer-mediated instruction using the Internet, email, and textbook readings. Learners freely interact with USI instructors and other learners on an individual and group level. Each certificate program is offered several times a year. For complete course information go to the web site, [health.usi.edu/certificate/index.htm](http://health.usi.edu/certificate/index.htm).

### PROFESSIONAL DEVELOPMENT

#### ESSENTIALS OF HUMAN RESOURCE MANAGEMENT NO. HRC500

A true introductory course in human resource management, Fundamentals of Human Resource Management will provide participants with a broad overview of the human resource function. Key topic areas include: Essentials of HR Management, Employment Law in Your Workplace, Effective Recruitment and Selection Techniques, Basics of Compensation, Orienting and Training Your Employees, and Ensuring Quality Performance. This class is officially sanctioned by the Society for Human Resource Management (SHRM). Upon successful completion of this noncredit course you will receive a certificate from SHRM. Instructors: Pam Goedde, SPHR, Human Element, Inc. Dates & Time: Thursday and Friday, April 12–13, 9 a.m.—4 p.m. Location: USI University Center East, Room 2207 Registration Fee: \$525—includes SHRM textbook, additional materials, and meals



### MANAGEMENT DIAGNOSTIC CENTER

USI's award-winning Management Diagnostic Center uses well-recognized and accepted assessment center methodology to develop comprehensive training needs profiles for supervisors, managers, and those aspiring to management positions. Through simulations and exercises, participants will encounter challenges and tasks common to a broad spectrum of supervisory and management positions. Observations and evaluations by expert assessors using behaviorally anchored standards will be combined to generate a Diagnostic Summary and Developmental Recommendations. Specially formulated USI supervisory/management development courses and seminars are offered to meet the training needs identified during the diagnostic session. When appropriate, participants will be referred to community programs and organizations for further and specialized professional development. Each diagnostic session will begin at 8 a.m. and end by 4 p.m. For more information or a detailed brochure and fee schedule, call 812/464-1989 or 800/467-8600.

Upcoming MDC dates:

No. MDC580A—Wednesday, February 8

No. MDC580B—Wednesday, March 14

No. MDC580C—Wednesday, April 25

Registration Fee: \$345—includes refreshments and lunch

### CMA LEARNING SYSTEM—NEW EXAM PARTS

Prepare to join the ranks of elite management finance and accounting professionals as a Certified Management Accountant. USI has partnered with the IMA™ to offer the NEW CMA Learning System to aid in your professional development and as a study tool to help you prepare for the two-part CMA Exam. IMA's CMA Learning System course combines live classroom instruction with textbooks and online, interactive testing components to deliver a comprehensive and customized learning experience in management accounting and finance. These two convenient courses involve 60 hours of classroom instruction and mirror the new CMA Exam parts. Candidates receive the CMA designation after successfully completing two computer-based exams administered by the IMA.

For more information call 812/464-1989

### CMA LEARNING SYSTEM PART ONENO. CMA501

The CMA Learning System Part One course topics mirror the topics included in the new CMA exam part one including: planning, budgeting, and forecasting; performance management; cost management; internal controls; and professional ethics.

Instructors: Kay Hagerdon, CMA, MBA, Cost Manager, Kimball International; and Rebecca Phipps, CPA, CMA, Finance and Accounting Management Consultant

Dates & Time: 10 Thursdays, February 23–May 3 (no class April 26), 6–9 p.m.

Location: Innovation Pointe, 318 Main Street, Evansville

Registration Fee: \$1195

### THE ASTD LEARNING SYSTEM: CERTIFIED PROFESSIONAL IN LEARNING AND PERFORMANCE NO. AST501

Take the first step toward earning the ASTD's Certified Professional in Learning and Performance credential by enrolling in the CPLP on Campus™ exam preparation course at USI. USI is the only Indiana institution partnering with the American Society for Training and Development (ASTD) to offer the CPLP on Campus™ exam preparation course. This CPLP-certified instructor-led program integrates student-focused teaching to address ten areas of expertise in ASTD's CPLP Learning System. The CPLP on Campus™ course allows students to learn from a CPLP-certified professional, prepare for the exam in less than three months, and take classes in a format designed for working professionals.

Instructors: Cindy Crowley, CPLP, Director of Employee Development and Process Improvement, Heritage Federal Credit Union

Dates & Times: 9 Mondays, March 6–May 7 (no class March 27), 6–9 p.m.

Location: Innovation Pointe, 318 Main Street, Evansville

Registration Fee: \$895—\$855 for members of Evansville ASTD River Cities Chapter

### FROM HOBBY TO BUSINESS SERIES

The dream of many would-be entrepreneurs is to slide seamlessly from their passionate, enjoyable pursuit of a hobby into the establishment and operation of a company based on their favorite pastime. After all, nothing is better to do for money than something you already enjoy doing for free! But how do you turn that dream into reality? Whether your long-term goal is to operate part-time or to launch a full-time business, you will need to start with a business plan. How formal and detailed is up to you – it doesn't have to be anything fancy. But at least get a sense of how much you might be able to make, how to market and advertise your products or services (flyers, classified ads, web sites, social media etc.), what kind of start up costs, if any, you'll have, and how to analyze the market demand for your product or service. This series will help you with each step of the way.

### SMALL SCALE BUSINESS AND ENTREPRENEURSHIP NO. ENT201

You don't know what you don't know so how do you begin? Spend an evening with a panel of experts and walk away with the beginnings to your business plan.

Panelists Include: Dana M. Nelson, social media strategist with OutCloud, Doug Briody, attorney at law, and Bryan Bourdeau, USI instructor in business.

Date & Time: Wednesday, March 14, 6–9 p.m.

Location: USI, University Center East, Room 2207

Registration Fee: \$75 —includes materials

### MARKETING STRATEGY & SELLING FOR SMALL BUSINESS NO. ENT202

Part of your business plan is reaching the right customers for your product. Learn about all of the options for getting the word out and which outlets are best for you and your products.

Instructors: Dana M. Nelson, social strategist, OutCloud and Casey Vaillant, Sign-A-Rama

Date & Time: Wednesday, April 4, 6–9 p.m.

Location: USI, University Center East, Room 2207

Registration Fee: \$75 —includes materials

### SMALL-SCALE ACCOUNTING AND BOOKKEEPING NO. ENT203

Learn how to road-test the financial aspects of your business idea before you open your wallet. This hands-on workshop will give you a financial model and have you preparing an income statement, cash flow statement, balance sheet, calculating your break-even point, and more while learning the concepts as you do it. Start-up costing, monthly expenditure budgeting and sales forecasting also are covered during this in-depth workshop. For the entrepreneur who wants to better understand the financial side of their business or business idea.

Instructor: Bryan Bourdeau, USI instructor in business

Date & Time: Wednesday, April 18, 6–9 p.m.

Location: USI, University Center East, Room 2207

Registration Fee: \$75 —includes materials

Series price for all three classes: \$165

### BUSINESS ETIQUETTE DAY/LUNCH NO. BUS556

Have you ever had the nagging feeling you've said the wrong thing, dressed the wrong way, or picked up the wrong fork at a business lunch? Join us at Innovation Pointe for a day of polishing and refining your professional etiquette skills. Learn the do's and don'ts of the business world in areas including networking, meetings, and email, as well as the most comfortable and appropriate ways to dress, speak, and share a meal with business associates. The day includes a "working lunch," where you will have the opportunity to practice the new tips you've learned.

Instructors: Tammy Barnett, independent consultant; and Janet Johnson, assistant director of Career Services, USI

Date & Times: Tuesday, March 6, 9 a.m.—3 p.m.

Location: Innovation Pointe, 318 Main Street, Evansville

Registration Fee: \$155—lunch included

### EFFECTIVELY NAVIGATING MEETINGS AND PRESENTATIONS NO. BUS519

Effectively Navigating Meetings and Presentations focuses on the organizational and interpersonal skills you will need to lead highly productive meetings and effectively present your ideas. You will see how these skills apply to routine staff meetings, cross-functional or problem-solving meetings, impromptu get-togethers, and more formal information sharing. The benefits of successful meeting planning and presentations are better decision-making, broader buy-in, and clear conflict and problem resolution. You'll discover the best ways to prepare your opening, write smooth transitions, plan your Q&A session, and troubleshoot potential problem areas. You'll learn how to use body language, communicate clearly, gain and hold attention, listen effectively, and elicit valuable feedback.

Instructor: Julie Brauser, training consultant, Center for Human Resource Development

Date & Times: Wednesday, April 4, 8:30 a.m.—4:30 p.m.

Location: USI, University Conference Center, Room 201

Registration Fee: \$195—includes refreshments and materials

### SAFETY, HEALTH, & ENVIRONMENTAL PROFESSIONAL DEVELOPMENT CONFERENCE NO. CON100

Sponsored by the Audubon Chapter of American Society of Safety Engineers and Tri-State Safety Industrial Council, this conference is designed to explore various safety, health, and environmental topics. The conference includes four inspiring keynote presentations, concurrent sessions, networking, and exhibitors. Session topics include combustible dust, OSHA VPP, fall protection, social media, environmental, lean manufacturing, hoist and rigging, early injury intervention, and more. CEU's will be available. Call 812/464-1989 for details or visit [www.usi.edu/extserv/conferences/asse.asp](http://www.usi.edu/extserv/conferences/asse.asp).

Dates & Time: Tuesday–Wednesday, May 8–9; 7:30 a.m.—5 p.m.

Location: University Center, Carter Hall

Registration Fee: \$100 (ASSE, TSISC Members & BOP badge holders); \$175 for non-members; \$250 for exhibitors

## START SOMETHING @ INNOVATION POINTE!

Innovation Pointe, Evansville's high-tech business innovation center, is located on the Main Street Walkway. USI, as the education partner, will offer services including:

- Undergraduate and graduate courses
- Noncredit courses and seminars
- Specialized information technology seminars and hands-on computer application courses
- Student interns, faculty applied research, and consulting support to the technology businesses located in Innovation Pointe provided by USI's Center for Applied Research—call 812/461-5442 for more information
- Access to services of USI's Center for Human Resource Development, including assessment, human resource development planning, and customized training
- Support for entrepreneurs of all kinds



LOOK FOR @IP IN COURSE DESCRIPTIONS

# University of Southern Indiana

## ARTS & LEISURE

### MODERN JEWELRY DESIGN FOR THE BEGINNER NO. ALP215A

Using basic tools and techniques, jewelry artist Sara Rhoades from S.K. Rhoades Design will teach you how to use beads to create contemporary designs. We will discuss current jewelry trends that use leather, cording, simple wire wrapping, and beads to enhance your wardrobe. Bring sharp scissors, round-nose pliers, chain-nose pliers, and wire cutters.

**Instructor:** Sara Rhoades  
**Date & Time:** Saturday, January 21, 10 a.m.–1 p.m.  
**Location:** New Harmony Gallery of Contemporary Art  
**Registration Fee:** \$65, includes materials

### BRING IN THE BLING! INTERMEDIATE JEWELRY DESIGN NO. ALP215B

Build your jewelry-making skills by going green and up-cycling jewelry you already own! Jewelry artist Sara Rhoades from S.K. Rhoades Design will show you how to take necklace findings and make earrings, and earrings to make pendants. Each piece will be utilized individually to make an effective new design. We will talk in-depth about esthetics and the principles of design and learn a few new techniques along the way. Bring jewelry, found objects, and/or beads from your personal collection, sharp scissors, round-nose pliers, chain-nose pliers, and wire cutters.

**Instructor:** Sara Rhoades  
**Date & Time:** Saturday, February 4, 10 a.m.–1 p.m.  
**Location:** New Harmony Gallery of Contemporary Art  
**Registration Fee:** \$65, includes materials

### JEWELRY PHOTOGRAPHY NO. ALP215C

One of the hardest parts of selling jewelry online is taking just the right photograph. Jewelry artist Kirsten Skiles from Knitsteel will show you how to get the perfect shot using the macro feature on a DSLR or point/shoot digital camera, how to use and set up a basic light box, and she will give a few basic tips on how to utilize Photoshop Elements. Bring DSLR or point and shoot digital camera that has a macro setting. If students have a laptop with Photoshop Elements, they are encouraged to bring it.

**Instructor:** Kirsten Skiles  
**Date & Time:** Saturday, February 18, 10 a.m.–1 p.m.  
**Location:** New Harmony Gallery of Contemporary Art  
**Registration Fee:** \$40

### PRIMITIVE RUG HOOKING NO. ALP216

Instructor Rita Davis will talk about the history of rug hooking that originated in her native Maritime Provinces. Davis will have examples of her work on display, as well as give information on all aspects of the craft. Each participant will receive their own kit of supplies to keep. The kit consists of materials and tools to complete a sample mat, which will include a proper rug hook, wool fabric for strips, hoop or frame, and miscellaneous items. Davis will demonstrate as well as give individual instruction. Students should bring their own sharp scissors. Come learn this interesting and fun craft that is growing in interest right here in the Tri-state. This is a great winter pastime too.

**Instructor:** Rita Davis  
**Date & Time:** Sunday, March 4, 1–4:30 p.m.  
**Location:** New Harmony Gallery of Contemporary Art  
**Registration Fee:** \$50, includes materials

### MAKING IT LOOK REAL NO. ALP414

Students will learn to draw realistically using the fundamental principles of art and will be able to apply these principles in virtually every medium. Topics to be covered include identifying basic shapes, using value scales, shading techniques, and determining shadows. The instructor, an award-winning artist, will cover the six aspects of making something look real and will disclose some of the tricks of the trade. A great foundation class for the emerging artist and a good refresher class for other artists. Materials list will be mailed. Approximate material cost is \$20.

**Instructor:** Kelly Gilbert, local artist  
**Dates & Time:** 6 Tuesdays, April 10–May 15, 6:30–8:30 p.m.  
**Location:** Innovation Pointe, 318 Main St., Evansville  
**Registration Fee:** \$98

### BEGINNING ORIGAMI NO. ALP417

Paper isn't just paper when you know how to fold it into something else. From simple and traditional, to modern and complex, learn the many styles of Origami from a master of the art. Explore the ancient tradition and modern masters, and then learn to fold your own masterpiece.

**Instructor:** Sean Davis, origami master  
**Dates & Time:** 3 Tuesdays, March 6–20, 6–7:30 p.m.  
**Location:** USI, Rice Library, Room 0035  
**Registration fee:** \$45

### FEARLESS ART PAGES NO. ALP437

Have you ever wanted to start an art journal, but had no idea how to begin or were afraid you weren't artistic enough? Come play with us in this four-hour workshop. We will create pages using a variety of techniques including painting, collage, stamping, stenciling, and more. At the end of the class you will take home your newly bound art journal to continue on your creative path. Bring your lunch. Supply list will be provided.

**Instructor:** Lynda Heines, certified journaling instructor  
**Date & Time:** Saturday, March 24, 9 a.m.–1 p.m.  
**Location:** USI, Technical Center, Room 237  
**Registration Fee:** \$40

### LIVING DEBT-FREE IN THE 21ST CENTURY NO. ALP404

Learn a three-step system for successfully managing your debts and expenses. The workshop is designed for middle-class Americans who want to build real wealth and become financially independent by eliminating debt. Learn a linear math system that will eliminate all of your consumer debt in one to four years, and then your mortgage in another three to five years. Then you can live 100 percent on cash, never needing credit again. You can do this with your current income! No second job or living like a hermit. Learn specific powerful and proven strategies that work...every single time. Bring a list of your debts with balances and monthly payments (principal and interest only for mortgage) and during class develop your own debt elimination plan that can be implemented immediately into your lifestyle. We also will look at some simple money-management techniques that will help insure that you achieve your personal financial goals. Finally, we will uncover numerous strategies for spending your money more efficiently, thereby putting more money back in your pocket. Note: Bring a pocket calculator to class. Suggested textbook available from the instructor for \$39.

**Instructor:** Forest Wilson, CPCU, AIU, AIS, AIM  
**Date & Time:** Tuesday, March 27, 6:15 9:30 p.m.  
**Location:** USI, Rice Library, Room 0026  
**Registration Fee:** \$42

### SMALL WOODLAND MANAGEMENT FOR HOMEOWNERS NO. ALP405

Would you like to identify the trees and shrubs in your yard, and learn how to take care of them? Join Joe Dwyer as you learn how to identify, plan, manage, and map your trees and backyard woodland. You will learn about factors that affect the healthy growth and development of trees including site, insects, and diseases as well as proper planting, pruning, thinning, and fertilization. This class is geared toward those with half-acre to five-acre wooded properties around their homes.

**Instructor:** Joe Dwyer, forestry consultant  
**Dates & Time:** 3 Mondays, March 5–19, 7–9 p.m.  
**Location:** USI, Rice Library, Room 0035  
**Registration Fee:** \$69

### HOME MAINTENANCE 101 FOR WOMEN NO. ALP416

Are you a do-it-yourself type woman who owns a home? Your home is most likely the biggest investment you will ever make. In this class you will learn the basics of home maintenance and repair and save yourself from calling a repairman. Learn about home care basics including electrical, heating and air conditioning, plumbing, drywall, and more. This is your chance to become an informed, capable, and confident homeowner.

**Instructor:** Randy Smock, safety consultant  
**Dates & Times:** 3 Tuesdays, April 3–17, 6:30–8:30 p.m.  
**Location:** USI, Rice Library, Room 0035  
**Registration Fee:** \$68

### INTRODUCTION TO HOMEBREWING BEER NO. ALP424

Learn the ancient art and modern science of beer brewing in this introduction to homebrewing class. You will learn the difference between lagers and ales; the difference between extract and all-grain brewing; appreciation for the 23 different styles of beer and how to brew them; and the equipment needs for the beginning brewer. Two different beers will be brewed and bottled during this hands-on class. Materials provided. Recommended text: *How to Brew* 3rd Edition by John Palmer. Must be 21 years of age or over to attend.

**Instructor:** Christopher Norrick, Ohio Valley Homebrewers Association  
**Dates & Time:** 4 Saturdays, April 7–28, 1–4 p.m.  
**Location:** USI, Grimes Haüs  
**Registration Fees:** \$84

### WE CANNOT ESCAPE HISTORY: LINCOLN'S INDIANA YEARS NO. ALP438

Less than a month before his death, Abraham Lincoln summed up his pre-presidential life by saying "I was born in Kentucky, raised in Indiana, [and] reside in Illinois." This class will focus on Lincoln's 14 years in Indiana. Those years (1816-1830) will be examined in the context of American and Indiana history.

**Instructor:** William Bartelt  
**Dates & Time:** 2 Mondays, February 20 & 27, 3–4:30 p.m.  
**Location:** The Communities of Solarbron, Solarbron Pointe  
**Registration Fee:** \$20

### INTRO TO BUDDHISM NO. ALP441

Would you like to know why the Dalai Lama always smiles? Discover how he and a million Buddhists around the world utilize the Buddhist distinctive philosophy and practice to achieve peacefulness and happiness in daily life. Explore the establishment of Buddhism, its core teachings, and its approach in solving fundamental problems of human life.

**Instructor:** Rev. Thich Hang Dat, MA  
**Dates & Time:** 5 Wednesdays, April 4–May 2, 6–8 p.m.  
**Location:** USI Rice Library, Room 0035  
**Registration Fee:** \$89

### MEDITATION 101 NO. ALP443

Learn the theories behind, and practice of, various meditation techniques for health, personal insight, spiritual growth, mindfulness and mental clarity. Taught by a Vietnamese Zen teacher, Meditation 101 is an informative course, and it provides students with the tools necessary to begin their own meditation practice. A yoga or meditation mat is suggested.

**Instructor:** Rev. Thich Hang Dat, MA  
**Dates & Time:** 5 Thursdays, April 5–May 3, 6–8 p.m.  
**Location:** USI, Rice Library, Room 0035  
**Registration Fee:** \$89

### GETTING STARTED ON ACOUSTIC GUITAR NO. ALP419

Meet at The Guitar Lab to learn basic acoustic guitar-playing techniques, including simple strumming and finger-picking, while developing a repertoire of folk, pop, country, and bluegrass songs. The class will discuss everything from how the guitar is constructed to historical changes in style and technique in order to achieve a better understanding of the instrument. Students will develop tuning, chording, and reading skills and learn how to take advantage of Internet resources. Enrollment limited to 10. Bring your guitar to the first class; instructional material is included.

**Instructor:** Mike Boren, owner, The Guitar Lab  
**Dates & Time:** 8 Thursdays, February 2–March 22, 7–8 p.m.  
**Location:** The Guitar Lab, 1010 S Weinbach  
**Registration Fee:** \$88—includes text

### HEALING TOUCH LEVEL 1 AND LEVEL 2

The Healing Touch Certificate Program is a multi-level course of study in energy-based therapy that moves from beginning to advanced practitioner and is complementary to healthcare. This first course in the study toward a certificate in Healing Touch is designed for nurses, physicians, healthcare practitioners, and interested laypersons and includes the basics of the Chakra and energy systems, centering, intervention techniques to help with specific physical and emotional problems and the personal development of the healer. Healing Touch Level 2 is the second course in the study toward a certificate in Healing and is for students who have completed Level 1 and wish to increase breadth and depth in the study of Healing Touch. The content includes an intake interview, back techniques, and a one-hour healing sequence. Emphasis in the experiential learning is on developing healing sequences for specific client needs. This course is an approved course of study of the Healing Touch International, Inc. Healing Touch Certificate Program. For more information about Healing Touch, go to [www.healingtouchinternational.org](http://www.healingtouchinternational.org).

**Instructors:** Victoria E. Slater, PhD, RN, CHTI, HNC and Bonnie Johnson, MS, RN, CHTI  
**NO. HPR805 – Level 1**  
**NO. HPR806 – Level 2**  
**Date & Time:** Saturday, March 10, 9 a.m.–7 p.m.  
**Sunday, March 11, 9 a.m.–6 p.m.**  
**Location:** University Center  
**Registration Fee:** \$325 (\$300 for AHNA or HTI member); \$225 for full-time students and repeaters of this level

## NEW HARMONY

Plan to visit Historic New Harmony for the 27th annual Heritage Artisans Week, April 18–20, 2012! Demonstrators will share 19th century Indiana history with visitors each day from 9 a.m.–4 p.m.

Guided walking tours of Historic New Harmony are offered daily, beginning March 15, and are always available by special arrangement.

For more information or to schedule a school or group visit, contact: MeLissa Williams, Visitor Services Coordinator, 812/682-4474, [mjwilliams2@usi.edu](mailto:mjwilliams2@usi.edu), [www.newharmony.org](http://www.newharmony.org).

## PERSONAL FINANCE

### PASSPORT TO RETIREMENT®

Preparing for retirement is probably the single most important concern most people have today. Retirement costs are rising, the future of Social Security is uncertain, and many people have not accumulated the savings they will need to enjoy the retirement lifestyle they deserve. Are you on track for enjoying the retirement of your dreams, or do you need to improve your knowledge and acquire the know-how to manage your money wisely and pursue your retirement goals? You'll learn how to get the most from guaranteed investments, tax-free income, and estate planning. For those already retired or who plan to retire in the next 10 years, the seminar takes a conservative approach to wise money management in addition to identifying lifestyle issues facing mature Americans. An in-depth workbook with valuable exercises and worksheets is included. **Note special fees for couples and for early registration.**

**Dates, Times, & Locations:**  
**NO. ALP501A:** 3 Saturdays, January 28, February 4 & 11, 6–8:30 p.m., USI Orr Center Room 2018  
**NO. ALP501B:** 3 Wednesdays, February 22, 29 & March 7, 6–8:30 p.m., USI University Center East, Room 2218  
**NO. ALP501C:** 3 Tuesdays, March 13, 20, & 27, 6–8:30 p.m., USI University Center East, Room 2218  
**Registration Fee:** \$69 for an individual OR for two REGISTER-ING TOGETHER AND SHARING MATERIALS by January 23 for ALP501A, by February 15 for ALP501B, by March 6 for ALP501C; \$89 for an individual OR for two registering together after these dates

### SOCIAL SECURITY PLANNING FOR BOOMERS

After being told for years that Social Security is going broke, baby boomers are realizing that it will soon be their turn to collect. The decisions you make now will have a tremendous impact on the total amount of benefits you receive over your lifetime. This informative seminar covers the basics of Social Security and reveals strategies for maximizing your benefits including: factors to consider when deciding when to apply for benefits; when it makes sense to delay benefits and when it does not; why you should check your earnings record for accuracy; how to estimate your benefits; how to coordinate benefits with your spouse; how to minimize taxes on Social Security benefits; and how to coordinate Social Security with other sources of retirement income.

**Dates, Times, & Locations:**  
**NO. ALP502A:** Tuesday, January 24, 6–7:30 p.m., USI University Center East, Room 2218  
**NO. ALP502B:** Wednesday, February 1, 6–7:30 p.m., USI University Center East, Room 2218  
**NO. ALP502C:** Thursday, February 9, 6–7:30 p.m., USI University Center East, Room 2218  
**NO. ALP502D:** Wednesday, February 15, 6–7:30 p.m., USI University Center East, Room 2218  
**Registration Fee:** \$19 for an individual or \$24 for two registering together  
**Registration Deadline:** One day prior to course session

## SOCIAL MEDIA COURSES

### SOCIAL MEDIA 101 FOR BUSINESSES NO. BUS575

This intense workshop will not only explain the why's of social media for you, your brand, and your business; it will explain the how-to's in basic English. The workshop will cover Facebook, LinkedIn, and Twitter, as well as social media time management. Come away with a complete understanding of where you want to go with social media using practical advice from a leading social media strategist. This seminar offers hands-on experience in a fully equipped computer lab at Innovation Pointe.

**Instructor:** Dana M. Nelson, social strategist, OutCloud  
**Date & Time:** 2 Wednesdays, February 8 & 15, 8:30–11:30 a.m.  
**Location:** Innovation Pointe Innovation Space, 318 Main Street, downtown Evansville  
**Registration Fee:** \$134

### MAKING BUSINESS CONNECTIONS WITH LINKEDIN NO. BUS576

Many people who are signed up for LinkedIn feel it really doesn't work for them, or that they don't acquire many sales or incoming leads directly from it. Learn how to get more sales and leads and experience hands-on training to get the most out of LinkedIn. Don't miss this incredible opportunity to learn how to use this increasingly popular tool to your advantage and get more out of your efforts.

**Instructor:** Dana M. Nelson, social strategist, OutCloud  
**Date & Time:** Tuesday, February 21, 6–9 p.m.  
**Location:** Innovation Pointe, Innovation Space, 318 Main Street, downtown Evansville  
**Registration Fee:** \$51

### WOW THEM WITH A PREZI PRESENTATION NO. BUS577

Whether you're a student or professional, Prezi can add life to any type of presentation. Prezi isn't just another slide presentation software. It's an animated presentation that zooms, rotates, and keeps your audience interested. Available for free as an Internet download, anyone can use this innovative and intriguing software to add a more modern, energetic feel to their presentation or slide show. Your audience will be wowed!

**Instructor:** Dana M. Nelson, social strategist, OutCloud  
**Date & Time:** Tuesday, January 31, 6–9 p.m.  
**Location:** Innovation Pointe, Innovation Space, 318 Main Street, downtown Evansville  
**Registration Fee:** \$51

### THE INS AND OUTS OF GOOGLE+ NO. BUS578

Google+ is a perfect mix of the successes and failures of Facebook and Twitter. Its main objective is to make social networking the same as the interpersonal communication that occurs in day-to-day life. Learn the ins and outs of this new social platform and many other key integrated features of other Google tools that have the competition running in circles.

**Instructor:** Dana M. Nelson, social strategist, OutCloud  
**Date & Time:** Tuesday, April 10, 6–9 p.m.  
**Location:** Innovation Pointe Innovation Space, 318 Main Street, downtown Evansville  
**Registration Fee:** \$51

### SOCIAL MEDIA BUSINESS POLICIES AND IMPLEMENTATION WORKSHOP NO. BUS580

Your business name is on your employees' Facebook pages; everything they say, every picture they post, represents you and your business. Do you even know what they're posting? A company that decides not to address social media has already chosen a policy—the policy of not having a voice in new media. This intense three-hour session will help you understand what you need to create an online policy or amend your current one, and gives ideas and suggestions on how to present this to your staff. Leave with a clear idea of how your company will want to address its social media policy along with outlines and templates to help you get there.

**Instructor:** Dana M. Nelson, social strategist, OutCloud  
**Date & Time:** Wednesday, March 7, 8:30–11:30 a.m.  
**Location:** University Center East, Room 2205  
**Registration Fee:** \$129

### Monthly emails on continuing education opportunities

Would you like to know about upcoming noncredit continuing education opportunities? Register your email address at [www.usi.edu/extserv/continuingeducation.asp](http://www.usi.edu/extserv/continuingeducation.asp) and receive monthly messages on courses in arts and leisure, personal finance, professional development, computers, college readiness, fitness, and more.

[usi.edu/outreach](http://usi.edu/outreach)

# Fall 2011 Noncredit Courses

## SOCIAL MEDIA COURSES (CONT.)

### INTRO TO BLOGGING NO. BUS581

Begin to blog with Tumblr, a free and easy blogging platform. Tumblr is a scaled-down blog, so no one expects you to post 300-500 words about you topic — you don't even have to stick to a topic. Many people use it to collect their favorite stories, pictures, and quotes. Learn all the basics: setting up a profile, adding a picture, privacy and post settings, the types and styles of posting, following and followers, and re-blogging. You also associate your new blog to other platforms, and change your themes, styles, and colors. Come prepared to dig in for a fun evening of creative exploration into the world of blogging! At the end of this class you should be able to walk away with a blog ready to share.

**Date & Time:** Tuesday, March 20, 6–9 p.m.

**Location:** Innovation Pointe, First Floor Computer Lab, 318 Main Street, downtown Evansville

**Registration Fee:** \$51

### CREATING YOUR OWN WEB SITE WITH WORDPRESS NO. BUS582

Domain names, host sites, themes, HTML, CSS, SE...frustrated and confused about web sites? This class will discuss beginning to end how to get started with a web site, focusing on wordpress. This class is highly technical but will be presented in plain English, in a slow and comfortable environment.

**Date & Time:** Tuesday, March 13, 6–9 p.m.

**Location:** Innovation Pointe, First Floor Computer Lab, 318 Main Street, downtown Evansville

**Registration Fee:** \$51

### USING YOUR IPHONE AND IPAD NO. BUS583

iPhone, iPad, iConfused...iGoingCrazy! In this practical, hands-on class you will gain valuable iPad/iPhone tips and instructions for making the most of your device, apps, and accessories. Learn to transform your idevice into a tool with a purpose. Bring your device(s), activated and usable. Also have your iTunes password available.

**Date & Time:** Tuesday, January 24, 6–9 p.m.

**Location:** Innovation Pointe, First Floor Computer Lab, 318 Main Street, downtown Evansville

**Registration Fee:** \$51

## PROFESSIONAL DEVELOPMENT (cont.)

### IDEA EXCHANGE BUSINESS BOOK CLUB NO. BUS560

Join the second round of the Idea Exchange Business Book Club, a program from USI's Center for Human Resource Development and College of Business. Back by popular demand, this year's book club includes a new format and favorite book picks. Tom Austerman, president and CEO, Evansville Commerce Bank; Linda White, CEO, Deaconess Health System; Bob Jones, president and CEO, Old National Bank; Ron Romain, CEO, United Companies; and many more regional leaders shared with us their top business books from which to choose. Business books are created to make us think and help us solve problems, while group brainstorming creates new ideas, motivations, and creative solutions. The Idea Exchange Business Book Club combines each of these powerful business resources into one innovative program. The book club serves as a professional networking opportunity for business owners, managers, and entrepreneurs while providing a unique forum for discovering new organizational, management, and entrepreneurial ideas. Over the course of a year, club members will read and discuss nine leading business books. Monthly sessions, each lasting 90 minutes, will be organized and facilitated to emphasize engagement among group members as they discuss ideas, debate, and share experiences. The creative process begins with an introductory session at 4 p.m. on Wednesday, January 25, at Innovation Pointe, located at 318 Main Street in downtown Evansville.

**Facilitators:** Bryan Bourdeau, USI instructor in business; Karen Lance Uebelhor, Old National Bank integration product manager; and Gene Recker, manager of education and entrepreneurship for USI at Innovation Pointe.

**Dates & Times:** Introductory session, Wednesday, January 25, 4–5:30 p.m.; Book Club Sessions will meet on various Wednesday afternoons throughout 2012, 4–5:30 p.m.

**Location:** Innovation Pointe, 318 Main Street, downtown Evansville  
**Registration Fee:** \$300—books may be borrowed from USI's Center for Human Resource Development

### ENGINEERING ETHICS AND STATUTES NO. ENG501

This professional practice ethics course is designed to meet the ethics and statutes requirements for Indiana Professional Engineers. Participants will review the existing Indiana statutes governing the practice of engineering and how these statutes incorporate ethical rules of conduct. Case studies of current headline engineering failures (or dilemmas) that could have ethical aspects also will be discussed. This two-hour course is certified by the IPLA to provide you with 1.0 PDH on engineering ethics and 1.0 PDH on statutes and rules applicable to Professional Engineering.

**Instructor:** Tom Bodkin, Partner, Bamberger, Foreman, Oswald and Hahn, LLP

**Date & Time:** Thursday, January 19, 4–6:30 p.m.

**Location:** Innovation Pointe, 2nd Floor Classroom, 318 Main Street, downtown Evansville

**Registration Fee:** \$79

### SHRM CERTIFICATION LAST-MINUTE REVIEW COURSE NO. PHR551

Fine tune your HR knowledge before taking the PHR/SPHR certification exam! This intensive, course covers all major points of the SHRM Learning System and provides a last-minute, instructor-led opportunity to review the material before sitting for the exam. Through discussions, lecture, and question/answer, this interactive course will help build your confidence and test your preparedness.

**Instructors:** Pam Goedde, SPHR; and Colleen Martin, SPHR

**Dates & Time:** 2 Wednesdays and Thursdays,

April 18, 19, 25, & 26, 6-9 p.m.

**Location:** USI, University Center East

**Registration Fee:** \$355—\$315 for members of the Evansville Area Human Resource Association

### 10TH ANNUAL SPRING SOCIAL WORK CONFERENCE NO. SOC200

The Social Work Festival is presented by the USI Social Work Department to celebrate National Professional Social Work Month. Recognition awards will be presented by the NASW, Indiana Chapter (Region 8). Call 812/464-1989 for details.

**Date:** Friday, March 2

**Location:** University Center, Carter Hall

**Registration Fee:** \$65

## COMPUTER COURSES FOR BEGINNERS

### MY FIRST COMPUTER CLASS (FOR AGES 20+) NO. CIS501

Do you think you're the only person in the world who's never used a computer? You are NOT alone. After an introduction to basic vocabulary and computer components, you'll learn about parts of the computer, practice using the keyboard, and begin to tame the wild mouse. After completing this class, students may consider moving on to the Microsoft My PC Series of courses for beginners—see below.

**Date & Time:** Thursday, January 26, 2–4 p.m.

**Registration Fee:** Free!

### BEGINNING WINDOWS 7 NO. CIS502

This workshop takes a unique, fun approach to getting hands-on with the Windows 7 operating system. At a comfortable pace, you'll learn how to get around in Windows 7, work with files and file folders, find and use desktop tools and gadgets, and get a sneak peek at the fun things you can do with Windows 7—like photo editing, making slide shows, and keeping in touch with friends and family! This workshop is the foundation course for the new My PC Series and is recommended as a primer to the following courses.

**Date & Time:** Wednesday, February 1, 6–9 p.m.

**Registration Fee:** \$40

## MICROSOFT MY PC SERIES OF COMPUTER COURSES FOR HOME USE

USI has partnered with Microsoft to offer a series of computer courses for beginners. This series of courses is designed for those with NO experience with personal computers; however, knowledge of Windows 7 is helpful (see Beginning Windows 7 description). From digital photo editing to slide shows and email, these courses showcase the just-for-fun things you can do on your home PC. After completing this series you should be ready for other computer courses, further learning on your own, or deciding it's not for you!

### MY PC: DIGITAL PHOTO EDITING NO. CIS503

Have fun while learning all the essentials, including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo, and even "airbrush." It is recommended that students take Beginning Windows 7 before taking this course.

**Date & Time:** Wednesday, February 15, 6–9 p.m.

**Registration Fee:** \$40

### MY PC: CREATIVE SLIDESHOWS NO. CIS504

Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits, and music. Burn a DVD to play on your TV or computer, or share with family. It is recommended that students take Beginning Windows 7 before taking this course.

**Date & Time:** Wednesday, February 29, 6–9 p.m.

**Registration Fee:** \$40

### MY PC: CONNECTING WITH FRIENDS AND FAMILY NO. CIS505

Learn three new ways to stay in touch—see loved ones on your PC via webcam, try social networking to stay connected with your family and friends, and learn to share photos in different ways. It is recommended that students take Beginning Windows 7 before taking this course.

**Date & Time:** Wednesday, March 14, 6–9 p.m.

**Registration Fee:** \$40

Special fee for all three courses: \$99

## COMPUTER COURSES

### COMPUTER TESTING

The Certificate in Computer Proficiency Exemption Test and the Proficiency Post Test will be held in the Continuing Education Computer Lab, University Center East, Room 2229. All participants must register no later than one week prior to the testing date. If you are unable to attend the dates listed, call Outreach and Engagement at 812/464-1989 or 800/467-8600 to see if alternative arrangements can be made.

**Dates & Times:**

**NO. CIS500A—Thursday, February 9, 5:30–9:30 p.m.**

**NO. CIS500B—Thursday, April 26, 5:30–9:30 p.m.**

### WELCOME TO WINDOWS 7 NO. CIS510

Discover what's new in Windows 7: easier access to your documents, photos, and music, regardless of where you store them; faster access to your most-used programs and files; desktop programs wherever you need them; new, more powerful, and easier-to-use home networking; media on your big-screen TV and home theater system; and much more. Windows expert Mark Soper, author of *Easy Microsoft Windows 7* and many other books, shows you what's new and better about Microsoft's latest operating system.

**Date & Time:** Wednesday, February 8, 6–9 p.m. (Hulse)

**Registration Fee:** \$51

### USING WINDOWS 7 NO. CIS511

Take advantage of the power of Windows by learning to use its special capabilities. Topics include searching, formatting, copying, and viewing, as well as creating in Write and linking files from program to program. We recommend allowing at least three-four weeks between Getting Started With Windows and Using Windows.

**Dates & Time:** Wednesday, March 7, 6–9 p.m. (Hulse)

**Registration Fee:** \$51

### GETTING STARTED WITH WORD 2007 NO. CIS520

For those who have never used word processing or who know just enough to type and print a simple document. Covers using directories, naming and saving files, moving files, following print instructions, default document formatting, and adding document enhancements.

**Date & Time:** Monday, February 6, 6–9 p.m. (Ulrich)

**Registration Fee:** \$51

### USING WORD 2007 NO. CIS521

Explore one of the most popular word processing programs, Microsoft Word. Topics include changing document defaults; creating columns and tables; creating and editing headers and footers; inserting bullets, graphics, and watermarks; and text searches. Participants must be familiar with basic word processing and Windows concepts.

**Dates & Time:** 5 Mondays, February 20–March 19, 6–9 p.m. (Ulrich)

**Registration Fee:** \$205

### FUNDAMENTALS OF ADOBE PHOTOSHOP ELEMENTS NO. CIS525

Wish you could improve your digital photography? Have an image that needs just a tweak to be amazing? Wish you knew more about manipulating images on the computer? Learn the basics of Adobe Photoshop Elements to make the same improvements as a photographic darkroom. Make corrections, add type, and learn more about techniques to improve new images as well as restore old ones.

**Instructor:** Mark Brendel, web designer, USI

**Dates & Time:** 4 Saturdays, February 25–March 17, 8:30–11:30 a.m.

**Location:** USI Health Professions Building, Room 2016

**Registration Fee:** \$189

### GETTING STARTED WITH EXCEL 2007 NO. CIS530

An overview of the popular Excel package—spreadsheet, database, and graphics. Topics include copying and moving data, making calculations, file management, and printing.

**Date & Time:** Wednesday, March 21, 6–9 p.m. (Walker)

**Registration Fee:** \$51

### USING EXCEL 2007 NO. CIS531

A hands-on course emphasizing financial planning and analysis using the Excel electronic spreadsheet. Topics include copying and moving data, file management, graphics, and formulas using built-in functions. Intended for those with limited Excel experience, the course should be particularly useful to those who need to store, query, and analyze large quantities of data.

**Dates & Time:** 4 Wednesdays, April 4–25, 6–9 p.m. (Walker)

**Registration Fee:** \$185

### GETTING STARTED WITH ACCESS 2007 NO. CIS540

A quick start on the Microsoft Access database system—covers tables, queries, forms, and reports. Emphasis will be on table design as well as Access capabilities and functions. Participants must be familiar with Windows.

**Date & Time:** Thursday, February 16, 6–9 p.m. (Welp)

**Registration Fee:** \$49

### USING ACCESS 2007 NO. CIS541

A hands-on course emphasizing building and using your own databases using Microsoft Access. Topics include copying and moving data; importing data from other database programs such as dBase III, dBase IV, and Foxpro; file management; graphics; and formulas using built-in functions. Intended for those with limited Access experience, the course should be particularly useful to those who need to store and query large quantities of data.

**Dates & Time:** 4 Thursdays, March 1–22, 6–9 p.m. (Welp)

**Registration Fee:** \$185

### GETTING STARTED WITH POWERPOINT 2007 NO. CIS550

Start-up basics for the popular presentation graphics package: how to design and develop text presentations from content outlines, adding clip art and scanned graphics, and editing the presentation master.

**Date and Time:** Wednesday, February 22, 6–9 p.m. (Hulse)

**Registration Fee:** \$51

### PREPARING A POWERPOINT 2007 PRESENTATION NO. CIS551

Tips on using advanced PowerPoint functions to create an effective presentation: how to add animation and slide transitions, choose appropriate fonts and layouts, and create web pages and transparencies using PowerPoint slides.

**Dates & Time:** 2 Tuesdays, March 13 & 20, 6–8 p.m. (Hulse)

**Registration Fee:** \$71

### PROJECT MANAGEMENT WITH MICROSOFT PROJECT 2007 NO. CIS570

Do you need to manage projects more effectively? Do you need a uniform method of communicating project timelines and deliverables to your clients? If so, then our Microsoft Office Project 2007 class offers the information you need. Microsoft Office Project 2007 gives you robust project-management tools with the right blend of usability, power, and flexibility, so you can manage projects more efficiently and effectively. Learn to better organize work and people to help ensure projects are delivered on time and within budget; easily present information in various formats; and set realistic expectations with project teams, management, and customers using Office Project 2007 to build schedules, allocate resources, and manage budgets.

**Instructor:** Julie Ann Walker, independent consultant

**Dates & Time:** 5 Thursdays, February 23–March 22, 6–9 p.m.

**Location:** Innovation Pointe, 318 Main Street, downtown Evansville  
**Registration Fee:** \$205

## LANGUAGES

### BEGINNING CONVERSATIONAL RUSSIAN NO. LGN428

Learn basic conversational Russian to feel more at ease when you travel, or just to increase your appreciation of another culture. Emphasis is on building vocabulary, but Russian culture and customs also will be covered. Cost of text and CD included in registration fee. Materials need to be ordered in advance; enroll early. No children please.

**Instructor:** Inessa Christy, native of Russia

**Dates & Time:** 6 Thursdays, March 1–April 5, 6–8 p.m.

**Location:** Innovation Pointe, 318 Main St., Evansville

**Registration Fee:** \$115, includes materials

### MORE CONVERSATIONAL RUSSIAN NO. LGN429

Pick up where the beginning class left off and further your Russian speaking skills. The same text from the introductory class will be used as you delve deeper into the lessons and gain a greater understanding of the Russian language and customs. Participants should have completed a beginning Russian course or have a basic knowledge of the language. Materials need to be ordered in advance; enroll early. No children please.

**Instructor:** Inessa Christy, native of Russia

**Dates & Time:** 6 Thursdays, April 12–May 17, 6–8 p.m.

**Location:** Innovation Pointe, 318 Main St., Evansville

**Registration Fee for those with book:** \$94—additional fee for text

### BEGINNING CONVERSATIONAL FRENCH NO. LGN400

This course includes practical language and topics to motivate students to master grammar along with listening, speaking, and reading skills through language immersion. The aim of the course is to teach students the communicative skills they need to begin using French effectively in their everyday life. No children please.

**Instructor:** Tatyana McCutchan, French speaker

**Dates & Time:** 6 Wednesdays, February 29–April 4, 6:15–8:15 p.m.

**Location:** USI, Orr Center, 2020

**Registration Fee:** \$122 — includes materials

### BEGINNING CONVERSATIONAL CHINESE NO. LGN411

Take the first step toward being able to use the increasingly important Chinese language, whether for business or personal interest. Learn Mandarin Chinese by studying Pinyin, Chinese culture, and the essentials of grammar. By the end of the six two-hour sessions, students will be able to sound out all Chinese notated with Pinyin, understand Chinese culture, recognize some characters, and use basic phrases to introduce themselves, greet people, and convey requests. Cost of text and CDs included in registration fee. Materials need to be ordered in advance; enroll early. No children please.

**Instructor:** Jenny C. Huang, tutor and interpreter

**Dates & Time:** 6 Tuesdays, February 28–April 3, 6:15–8:15 p.m.

**Location:** Innovation Pointe, 318 Main St., Evansville

**Registration Fee:** \$127 — includes materials

### BEGINNING CONVERSATIONAL GERMAN NO. LGN406

Add another language to your repertoire in this study of basic German vocabulary and expressions. Emphasis will be on basic conversational skills and phrases especially useful for travelers; the geography and culture of Germany also will be featured. Cost of text and CDs included in registration fee. Materials need to be ordered in advance; enroll early. No children please.

**Instructor:** Sylvia Blice, retired German instructor

**Dates & Time:** 6 Mondays, February 27–April 2, 6:15–8:15 p.m.

**Location:** Innovation Pointe, 318 Main St., Evansville

**Registration Fee:** \$122 — includes materials

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Follow USI Outreach and Engagement on Facebook and Twitter for all the latest news and events. You can find us at [www.facebook.com/usioutreach](http://www.facebook.com/usioutreach) and [www.twitter.com/USI\\_Outreach](http://www.twitter.com/USI_Outreach).

# University of Southern Indiana

## COLLEGE READINESS

### GETTING READY FOR THE SAT—GRADES 9–12

Cut the SAT Reasoning Test down to size by developing strategies for test taking, identifying study priorities, and working practice questions. Hands-on experience with an interactive computer program in the afternoon will give students practice with topics covered in morning lectures. Take-home practice materials are included in the course fee. Register for ACA400 and ACA401 together for a special fee of \$110.

### MATH SKILLS FOR THE SAT NO. ACA401

Emphasis will be on skill development in problem solving, working mathematical equations, and the rules pertaining to calculators. Students should bring a calculator.

**Instructor:** Nancy Myers, Mathematics Specialist, USI

**Dates & Time:**

**NO. ACA401A—Saturday, February 25, 9 a.m.–3 p.m.**

**NO. ACA401B—Saturday, April 28, 9 a.m.–3 p.m.**

**Location:** Education Center, Room 2110

**Registration Fee:** \$60—includes lunch

### VERBAL SKILLS FOR THE SAT NO. ACA400

Emphasis will be on vocabulary development, written English, and critical reading.

**Instructors:** Patricia Flake, SI Specialist & Reading Instructor, USI

**Dates & Time:**

**NO. ACA400A—Saturday, March 3, 9 a.m.–3 p.m.**

**NO. ACA400B—Saturday, April 21, 9 a.m.–3 p.m.**

**Location:** Education Center, Room 1126

**Registration Fee:** \$60—includes lunch

## KIDS, PARENTS, AND TEACHERS

### SUPER SUMMER ENRICHMENT WEEKS

Super Summer consists of two one-week sessions, held June 11–15 at USI and July 16–20 on Evansville's east side, location to be determined. Children from pre-school to 9th grade can enroll in either morning classes from 9–11:30 a.m., afternoon classes from 12:30–3 p.m., or both. Past classes have focused on such topics as art, science, forensics, robotics, world cultures, cooking, and technology. For more information, or to be included in the mailing list, call 812/464-1989 or email outreach@usi.edu. Visit our web site, www.usi.edu/extserv/personal/kids.asp after mid-March for more details regarding this summer's class offerings.

### USI'S SUMMER ENRICHMENT CAMP

Need all-day care for your school-age child this summer? USI's Summer Enrichment Camp for children 7–11 operates 6:45 a.m.–5:30 p.m., Monday–Friday. Call 812/464-1989 or email outreach@usi.edu for more information. Or, visit our web site, www.usi.edu/extserv/personal/kids.asp.

### COLLEGE ACHIEVEMENT PROGRAM (CAP)

The University of Southern Indiana's College Achievement Program (CAP) offers concurrent credit to outstanding junior and senior students from more than two dozen area high schools. Through CAP, students meet high school graduation requirements and earn college credits, all while in their high school classroom during the regular school day. CAP courses are taught by high school instructors who meet the same criteria as USI adjunct faculty, and more than 40 courses in English, history, biology, business, chemistry, economics, foreign language, health professions, journalism, and math are available. Many of the CAP courses are included in the Indiana Core Transfer Library and fulfill the state standards for the Academic Honors Diploma. Last fall, the Indiana Commission for Higher Education identified several courses as Dual Credit Priority Liberal Arts Courses, offered at a reduced rate of \$25 per credit hour through CAP. Visit the CAP web site to learn more about the college courses offered in your area high school, www.usi.edu/cap, or email cap@usi.edu for further information. The College Achievement Program is one of only five concurrent enrollment programs in Indiana accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and one of over 60 accredited programs in the nation.

### SATURDAY ART WORKSHOP (AGES 6–14) NO. YTH400

Kids ages 6 through 14 can join USI art students and faculty to create two- and three-dimensional artwork including collages, paintings, printmaking, sculptures, and more. Students will be grouped by age with a maximum of 20 per group and will display their works at the end of each session. Cost of lunch and all supplies included.

**Coordinator:** Joseph Uduehi, EdD, associate professor of Art Education, USI

**Dates & Time:** 2 Saturdays, April 14 & 21, 9 a.m.–1 p.m.

**NO. YTH400A – ages 6–7**

**NO. YTH400B – ages 8–9**

**NO. YTH400C – ages 10–11**

**NO. YTH400D – ages 12–14**

**Location:** USI Technology Center, Rooms 229, 237, 242, & 243

**Registration Fee:** \$30 — includes supplies and lunch

## FITNESS/AQUATICS/RECREATION

### PRESCHOOL SWIMMING (AGES 3–5)

Water safety and water adjustment are emphasized in this program, along with development of gross motor skills. Parents are invited to get in the water with their children after discussion with the chief instructor.

**Dates & Times:**

**NO. FIT300—8 Wednesdays, January 18–March 14, (no class 3/7), 4:30–5 p.m.**

**NO. FIT301—8 Wednesdays, January 18–March 14, (no class 3/7), 6:05–6:35 p.m.**

**Registration Fee:** \$40

### SWIMMING FOR BOYS AND GIRLS (AGES 6–14)

Children ages 6–14 will have an opportunity to develop a wide variety of aquatic skills as well as fundamental strokes and to receive American Red Cross water safety certification in one of the following areas: Water Exploration, Primary Skills, Stroke Readiness, Stroke Development, Stroke Refinement, and Skill Proficiency.

**Dates & Times:**

**NO. FIT340 – 8 Wednesdays, January 18–March 14, (no class 3/7), 5:10–5:55 p.m.**

**NO. FIT341 – 8 Wednesdays, January 18–March 14, (no class 3/7), 6:45–7:30 p.m.**

**Registration Fee:** \$48

### STROKE MECHANICS FOR COMPETITIVE SWIMMERS (AGES 8 YEARS +) NO. FIT308

Those who swim competitively (or hope to) can improve their times through this analytical approach to stroke mechanics. Specific drills will be utilized to help each participant achieve maximum improvement and correct mechanical errors. Everyone will attend 4–5 p.m. on the first day of class for screening. Thereafter, advanced students will meet 4–4:55 p.m.; beginners will meet 5–5:55 p.m.

**Instructor:** Larry Zoller, Mt. Vernon School District head swim coach

**Dates & Times:** 4 Tuesdays & 4 Thursdays, April 3–26—see times above

**Registration Fee:** \$60

### WATER AEROBICS

Research says a half-hour of water walking equals two hours of land walking without the stress on the body. High-intensity but low-impact water exercises will be used to raise your heart rate and improve your cardiovascular condition. Swimming skills are not required.

**Instructor:** Patty Marcum, instructor in Physical Education, USI

**Dates & Times:**

**NO. FIT334A – 8 Thursdays, March 22–May 10, 5–6 p.m.**

**NO. FIT334B – 8 Thursdays, March 22–May 10, 6:15–7:15 p.m.**

**Registration Fee:** \$48

### OFFICE YOGA

Yoga is great for stress relief and it is wonderful for relieving pain, reducing fatigue, and improving mental clarity. You will learn how you can incorporate simple postures and techniques into your daily activities at work and at home. This class will focus on breath awareness, alignment principles, and postures you can do at your desk to enhance your health and well-being. No experience with yoga is necessary and all fitness levels are welcome.

**Instructor:** Zoë Sipes, University of Southern Indiana

**Dates & Times:**

**NO. FIT150A – 6 Tuesdays, February 14–March 20, 5:30–6:30 p.m.**

**NO. FIT150B – 6 Tuesdays, February 14–March 20, 6:45–7:45 p.m.**

**Location:** USI, University Center East, Room 2220

**Registration Fee:** \$42

### GEOCACHING NO. FIT160

Geocaching is a high-tech treasure hunting game played throughout the world using GPS devices. The basic idea is to locate hidden containers, called geocaches, outdoors. Learn how to get started and what equipment you will need.

**Instructor:** Amelia Wildeman

**Date & Time:** Sunday, May 20, 2–4 p.m.

**Location:** USI, University Center, Room 2205

**Registration Fee:** \$20 for one; \$10 for each additional family member

### EATING INDIANA (AGES 12+) NO. FIT180

Southern Indiana landscape is covered with various types of naturally growing plants, many of which are edible. Every state has several species of edible plants that are native to it. We will explore the woods around University of Southern Indiana to discover the edible plants, learn how to identify them, collect them, and cook them.

**Instructor:** Amelia Wildeman

**Date & Time:** Sunday, April 22, 2–4 p.m.

**Location:** USI, Grimes Haus

**Registration Fee:** \$25 for one; \$15 for each additional family member

## BEGINNING GOLF

Get into the swing with professional instruction on golf equipment, terminology, rules, and etiquette. Lab sessions cover clubs, grip, stance, swing, timing and rhythm, pitching, pitch, and short game basics covered. Bring a five- or seven-iron to the first class session. Clubs not provided. Enrollment limited.

**Instructor:** John Bertges, Tee Time Golf Complex pro

**Dates & Times:**

**NO. FIT360—6 Tuesdays, April 3–May 8, 5:30–6:30 p.m.**

**NO. FIT361—6 Tuesdays, April 3–May 8, 6:30–7:30 p.m.**

**Location:** Tee Time Golf Complex, 7900 East Morgan Avenue

**Registration Fee:** \$110

## ON-COURSE GOLF LESSONS NO. FIT368

This class is specially designed for you to fine tune your golf swing and improve your game tremendously. Learn golfing etiquette as you play on the course with others in a non-threatening environment.

**Instructor:** John Bertges, Tee Time Golf Complex pro

**Dates & Time:** 4 Wednesdays, May 2–May 23, 6:30–7:30 p.m.

**Location:** Tee Time Golf Complex, 7900 East Morgan Avenue

**Registration Fee:** \$78

## SAILING SCHOOL

Spend an exciting weekend in intensive instruction, both on shore and in sailboats, at Kentucky Lake. For beginners or experienced sailors. Meals and lodging not included in registration fee. Enrollment limited. May be taken for one hour credit as EDUC 163, Beginning Sailing. Call 812/464-1989 for a detailed brochure. Dates and details for the spring course will be available in November.

**Instructor:** Thomas Rivers, professor of English, USI

**Dates & Times:**

**NO. FIT348—Saturday–Sunday, May 19–20, 8 a.m.–8 p.m.**

**NO. FIT349—Saturday–Sunday, June 2–3, 8 a.m.–8 p.m.**

**For other dates for noncredit students only, contact Tom Rivers at 812/464-1753.**

**Location:** Lighthouse Landing, Grand Rivers, Kentucky

**Registration Fee:** \$225 noncredit

## INTRODUCTION TO ROCK CLIMBING NO. FIT376

Learn the exciting and exhilarating sport of rock climbing. Participants will learn basic climbing skills, proper anchor-building techniques, gear placement, and rope systems. May be taken for one-hour credit as PED199, Introduction to Rock Climbing.

**Instructor:** Nathan Holmes

**Dates & Times:**

**NO. FIT376A—8 Tuesdays, January 10–February 21, 6–8:30 p.m.**

**NO. FIT376B—8 Tuesdays, February 28–April 24, 6–8:30 p.m.**

**Location:** Vertical eXcape Climbing Center & Outdoor Store, 1315 N Royal Ave.

**Registration Fee:** \$200

## UMPIRING BASEBALL/SOFTBALL NO. FIT392

An in-depth look at the mechanics, rules, and umpiring techniques of baseball with emphasis on the high school interscholastic level. It also will cover rule differences between baseball and softball. Experience in umpiring will be arranged for interested participants. There is a \$45 testing fee for those who want to take the IHSAA licensing exam; all others will pay a \$13 book fee to IHSAA. Bring a check, payable to IHSAA for the exam/book fee, to the first class session. May be taken for one-hour credit as PED 232. Those currently licensed by IHSAA in any sport should call 812/464-1989 before registering for this course—reduced fees may apply.

**Instructor:** James Dunlap, certified IHSAA official

**Dates & Time:** 6 Wednesdays, January 11–February 15, 6–8:50 p.m.

**Location:** Physical Activity Center, Room 200

**Registration Fee:** \$85—not including text/IHSAA examination

## OFFICIATING VOLLEYBALL NO. FIT395

An in-depth look at the mechanics, rules, and officiating techniques of volleyball with an emphasis on the high school interscholastic level. Half the class will be spent in the classroom with the other half in the gym playing and officiating volleyball. Experience in officiating will be arranged for interested participants. There is a \$45 testing fee for those who want to take the IHSAA licensing exam; all others will pay a \$13 book fee to IHSAA. Bring a check, payable to IHSAA for the exam/book fee, to the first class session. Class also may be taken for one hour credit as PED234.

**Instructor:** Joseph Gratz, certified IHSAA official

**Dates & Time:** 6 Tuesdays, January 10–February 14, 6–8:50 p.m.

**Location:** Physical Activity Center, Room 211

**Registration Fee:** \$85—not including text/IHSAA

Visit [health.usi.edu/content/conferences.asp](http://health.usi.edu/content/conferences.asp) for a listing of Nursing and Health Professions programs.

# QUESTIONS? CALL 812/464-1989 OR 800/467-8600

## THINGS YOU SHOULD KNOW & REGISTRATION INFORMATION

**WHEN TO REGISTER**—It is always wise to register as soon as you can. Some classes have limited enrollment and fill quickly; at other times, classes have to be cancelled because of low enrollment. As a general rule, go/no-go decisions are made about one week before the scheduled starting date.

**HOW TO REGISTER:**

**By Mail**—Fill out the registration form below (or make a copy) and mail it with a check or money order made payable to USI, or with completed credit card information, to Continuing Education, USI, 8600 University Boulevard, Evansville, IN 47712.

**By Phone**—Telephone registration can be completed for VISA, Discover, MasterCard, or American Express holders between the hours of 8 a.m. and 6 p.m. Monday through Thursday; 8 a.m. and 4:30 p.m. on Friday. Have your credit card handy when you call 812/464-1989 or 800/467-8600.

**Purchase Order/Invoice**—Organizations may register employees by telephone by supplying complete billing information at the time of registration. Call 812/464-1989 or 800/467-8600.

**By FAX:** Copy the form below and FAX to 812/465-7061.

**In Person**—In-person registration by check, cash, or credit card can be completed in the USI Outreach & Engagement office, from 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 4:30 p.m. Friday.

### Clip and Mail—Registration Form

Name of Registrant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Course Title \_\_\_\_\_ Number \_\_\_\_\_ Fee \_\_\_\_\_

Course Title \_\_\_\_\_ Number \_\_\_\_\_ Fee \_\_\_\_\_

Course Title \_\_\_\_\_ Number \_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_ Check or Money Order \_\_\_\_ VISA \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_ American Express

Charge Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_ Signature \_\_\_\_\_

Do you have any special requirements of which we should be aware? \_\_\_\_\_

**REGISTRATION IS NOT COMPLETE UNTIL THE FEE IS PAID.**

**COURSE CONFIRMATION**—Within about 10 days of your completed registration, you will receive a written confirmation/receipt. It will include the starting date and time, location, and any special information you need. If your registration was billed to your company, your confirmation will be enclosed with your invoice.

**VERIFICATION OF ATTENDANCE**—If you need proof of attendance or completion of a noncredit course, e.g. for reimbursement by your employer, please let the instructor know at the beginning of the course. Normally, no attendance records are kept for noncredit courses.

**CANCELLED COURSES & REFUNDS**

**IF USI CANCELS A COURSE** you will receive a full refund. Normally, courses which do not reach the minimum required enrollment one week prior to the first session will be cancelled. We reserve the right to cancel, postpone, or combine classes, and to change instructors, although every effort is made to conduct courses as listed in this schedule.

**IF YOU CANCEL YOUR REGISTRATION** a processing fee will be charged. If you notify Continuing Education of withdrawal prior to the second meeting of a multi-session class you will receive an 85 percent refund (the amount withheld will not exceed \$15 per refund processed). Refund policies vary for single session programs and those which have fewer than four scheduled meetings. You may choose to have your registration fee held for application to a future course; if you choose this option, no processing fee is charged.

**COURSE NUMBERS**—Include the course number (for example, FIT300 or BUS500) on your registration form, or mention it when registering by telephone. Using the proper course number will ensure that your registration is for the correct course section.

**BOOKSTORE**—The USI Bookstore is located in the University Center. Hours are 8:30 a.m.–6 p.m., Monday through Thursday; 8:30 a.m.–3 p.m. on Friday; 8:30 a.m.–1 p.m. on Saturday. The Bookstore phone number is 812/464-1717.

**MAIL YOUR COMPLETED REGISTRATION FORM AND PAYMENT TO: CONTINUING EDUCATION, UNIVERSITY OF SOUTHERN INDIANA, 8600 UNIVERSITY BLVD., EVANSVILLE, INDIANA 47712. MAKE CHECKS PAYABLE TO USI. REGISTRATION REQUIRED BEFORE ATTENDING FIRST CLASS SESSION. TO ASSURE TIMELY REPLY, MAIL NO LATER THAN ONE WEEK PRECEDING THE STARTING DATE.**

**If you have any questions about registration procedures, call 812/464-1989 or 800/467-8600.**

**Address email inquiries to: [outreach@usi.edu](mailto:outreach@usi.edu).**