



LIFELONG LEARNING

FALL 2023 Course Catalog



Dear Lifelong Learners,

Fall reminds us to slow down and focus on the important things in our lives. You might reflect on what you want to accomplish before the end of the year. Our courses include personal and professional development options to meet your year-end goals. We hope you will join us for another semester!

Here are our highlights for fall:

- Some of the course offerings at WestGate Academy in Odon, Indiana:
[USI.edu/professionaldevelopment](https://usi.edu/professionaldevelopment)
 - Leadership Skills *[USI.edu/leadskill](https://usi.edu/leadskill)*
 - Having Difficult Conversations *[USI.edu/difficultconversations](https://usi.edu/difficultconversations)*
 - Professional Presentation and Communication Skills *[USI.edu/communicationskills](https://usi.edu/communicationskills)*
- Professional Development courses *[USI.edu/professionaldevelopment](https://usi.edu/professionaldevelopment)*
 - SHRM Learning System *[USI.edu/shrm](https://usi.edu/shrm)*
 - Leadership Skills for the New Leader *[USI.edu/newleader](https://usi.edu/newleader)*
 - Microsoft Excel Level I *[USI.edu/excel1](https://usi.edu/excel1)*
 - Microsoft Excel Level II *[USI.edu/excel2](https://usi.edu/excel2)*
 - Time Management and Delegation *[USI.edu/timemanagment](https://usi.edu/timemanagment)*
- Personal Enrichment and Fitness and Recreation courses *[USI.edu/personalenrichment](https://usi.edu/personalenrichment)*
 - Passport to Retirement *[USI.edu/passporttoretirement](https://usi.edu/passporttoretirement)*
 - Social Security for Boomers *[USI.edu/socialsecurityplanning](https://usi.edu/socialsecurityplanning)*
 - Astronomy *[USI.edu/astronomy](https://usi.edu/astronomy)*
 - Creating Expressive Portraits *[USI.edu/portraits](https://usi.edu/portraits)*
 - Tai Chi *[USI.edu/taichi](https://usi.edu/taichi)*
 - Yoga *[USI.edu/yoga](https://usi.edu/yoga)*
 - Living a Healthy Life with Chronic Conditions *[USI.edu/gwep/cdsmp](https://usi.edu/gwep/cdsmp)*

A 10% Senior Discount (age 60+) can be applied to the in-person Personal Enrichment and Software Skills courses. Please use promo code Senior23 during checkout for the discount.

To find a course that fits your interest or needs, our website offers full details of our current programs at *[USI.edu/LifelongLearning](https://usi.edu/LifelongLearning)*. If your organization needs site-specific or job-specific training, we can help you with that at *[USI.edu/outreach/custom-training](https://usi.edu/outreach/custom-training)*.

If you can't find a course you're seeking or need assistance with registration, let us know how Lifelong Learning can help. We remain available to assist you with questions during regular business hours at 812-464-1989 or *outreach@usi.edu*.

Sincerely,

Dawn Stoneking

Executive Director, Outreach and Engagement

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Outreach and Engagement

[USI.edu/LifelongLearning](https://www.usi.edu/LifelongLearning)

The University of Southern Indiana's Equal Opportunity and Non-Discrimination Policy prohibits all forms of unlawful Discrimination and related Harassment toward any University community member on the basis of race, color, religion, sex, pregnancy or marital status, parental status, national origin or ancestry, age (40 and older), disability, genetic information, sexual orientation, gender identity, gender expression, veteran status or any other category protected by law or identified by the University as a protected class. Compliance with this Policy is a term and condition of a person's employment, membership, or affiliation with the University of Southern Indiana.

SHRM LEARNING SYSTEM

NO.HRC600

Whether your desire is to increase your human resource knowledge or obtain HR certification, the newly designed Society of Human Resource Management (SHRM) Learning System can help you reach your learning and development goals. The learning system is based on the SHRM Body of Competency and Knowledge and features the most up-to-date and relevant study materials available today including SmartStudy tools, learning modules in print or e-reader formats and extensive multimedia online resources accessible via mobile devices. Add USI's HR instructors, who are also experienced HR practitioners from the Evansville area, and you have a formula for success. The course prepares professionals for SHRM-CP/SHRM-SCP certification exams. Visit www.shrm.org for more information about certification. All materials will be provided.

Dates and Time:

No. HRC600.001: 12 Mondays, September 11–December 11, 6-9 p.m. Class does not meet on October 30 and November 20.

Location: USI Rice Library, 0026

Registration Fee: \$1,499

Register: USI.edu/SHRM

EHRA members receive a 10% discount, use promo code EHRA23.

USI alumni receive a 10% discount, use promo code ALUM23.

Registrants may apply only one discount.

PROJECT MANAGEMENT EXAM PREP PROGRAM AT USI

NO. BUS617

Whether you are part of a construction project using classical Predictive project management or a member of a small, self-directed team on an IT project using Agile methodology, we've got you covered with this Project Management program. Or maybe you are somewhere in between. We cover Adaptive techniques too! Learn from subject matter experts that have been there, done that! Our instructors are PMPs with a wealth of experience in Predictive and Agile worlds. They will gladly share their knowledge, successes and failures, and will invite participants to share theirs.

This program uses materials with up-to-date examples and questions from both engineering, construction and IT projects, and time has been built into the program for live discussion on related subjects, including time for participant's current challenges. The program is based on the PMI's PMBOK 7th Edition and Agile Practice Guide. Regardless of which environment you work in, proper project management will increase the likelihood of successful project outcomes and a satisfied customer. When you can radically reduce time to market, you move the organization quicker to success!

This 35-hour course helps to prepare you for the PMP® exam. Participants will receive an easy-to-read text, workbook, optional online quizzes, tests and a mock exam. Participant progress will be monitored, and the instructors will provide feedback. Upon course completion, participants will have learned the following:

- Project management concepts, framework and skills
- Project integration, scope, schedule and cost management
- Quality, resource and communications management
- Risk, procurement and stakeholder management

There is a Starbucks located in the library for food/drinks; or bring your own to class.

Instructor: David Shrimpton, PMP, RMP

Dates and Time:

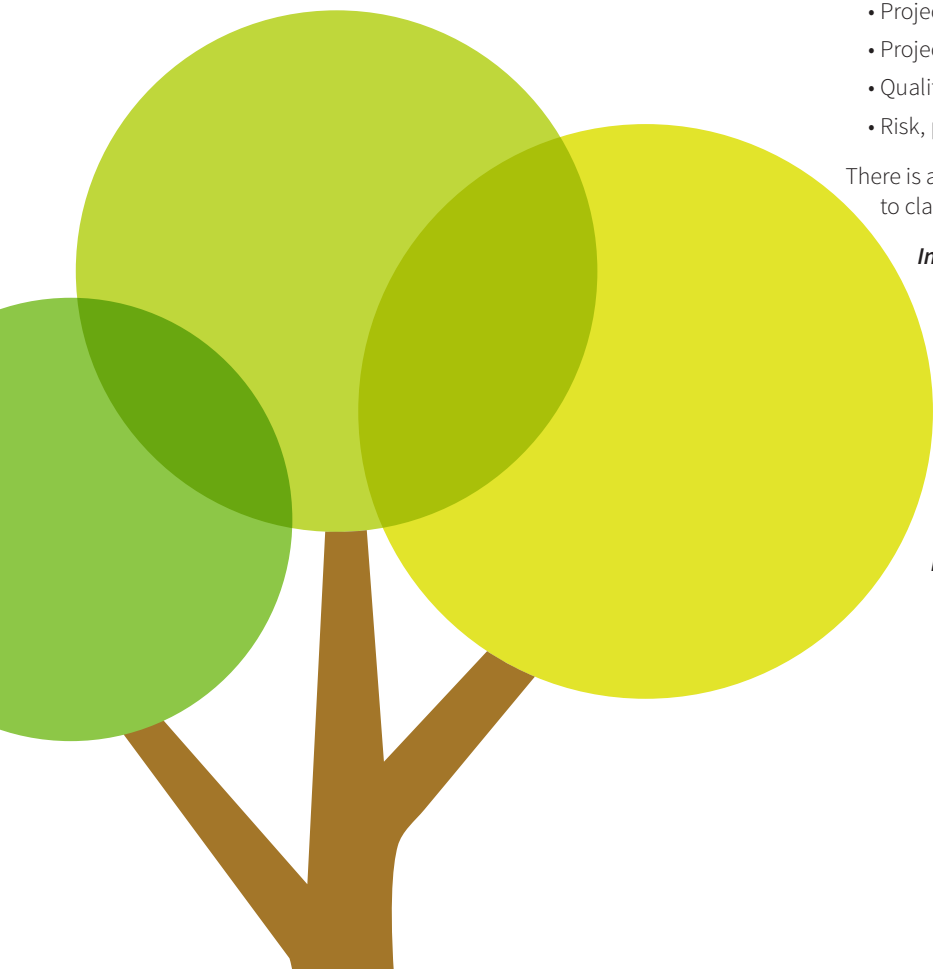
No. BUS617.001: 12 Thursdays, 1-4 p.m. November 9, 16, 30; December 7, 14; February 15, 22, 29; March 7, 14; April 4, 11. No sessions in January. Sessions spaced out due to instructor's schedule and to allow for study time.

Location: USI Rice Library, 0021

Registration Fee: \$2,175. Includes all materials and one-year online access to practice quizzes and tests.

Register: USI.edu/pmexamprep

MUST REGISTER BY OCTOBER 1, 2023



EMOTIONAL INTELLIGENCE

NO. CER511

In this course, we will explore the three basic skill core components of Emotional Intelligence: emotional awareness, the ability to harness emotions and the ability to manage emotions. There are several habits exhibited by Emotionally Intelligent people. We will review 10 of them and have opportunities to practice them, and receive feedback, during this course.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER511.001: Thursday, November 30; 9 a.m.-Noon

Location: USI Rice Library, 0026

Registration Fee: \$199

Register: USI.edu/emotionalintelligence

LEADERSHIP SKILLS ASSESSMENT

NO. MDC580

Using well-recognized and accepted assessment center methodology, assessors observe and evaluate participants during a series of work simulations where participants encounter challenges and tasks common to supervisory and management positions. The outcome is a comprehensive report outlining the participant's strengths, developmental needs and training recommendations. The assessment is valuable for aspiring or current supervisors and managers from all industries. Fee includes refreshments and lunch.

This course addresses the following soft skills: leadership, written and oral communication, problem solving, decision making, interpersonal relationship skills, sensitivity, planning, organizing and prioritizing abilities.

Similar courses available online at USI.edu/lifelonglearning-online.

Dates and Time:

No. MDC580.008: Friday, September 29; 8:45 a.m.-3:30 p.m.

No. MDC580.009: Friday, October 20; 8:45 a.m.-3:30 p.m.

No. MDC580.010: Friday, December 15; 8:45 a.m.-3:30 p.m.

Location: USI University Center East, 2229

Registration Fee: \$425

Registration includes refreshments and lunch. USI alumni receive a 10% discount, use promo code ALUM23.

Register: USI.edu/LeadershipSkills

LEADERSHIP SKILLS FOR THE NEW LEADER CERTIFICATE

NO. CLE400

For new or prospective leaders, this course is ideal for building the knowledge and skills needed to launch a successful management career. The following topics are explored: primary roles and responsibilities, resources and information needed, supervising former peers, developing action plans, resolving conflict, appropriate use of various communication methods, interpersonal relationships, providing feedback for performance improvement, leading teams, delegating tasks, training and monitoring employees, and more. Fee includes refreshments and lunch.

Instructor: Kathleen Lapekas

Dates and Time:

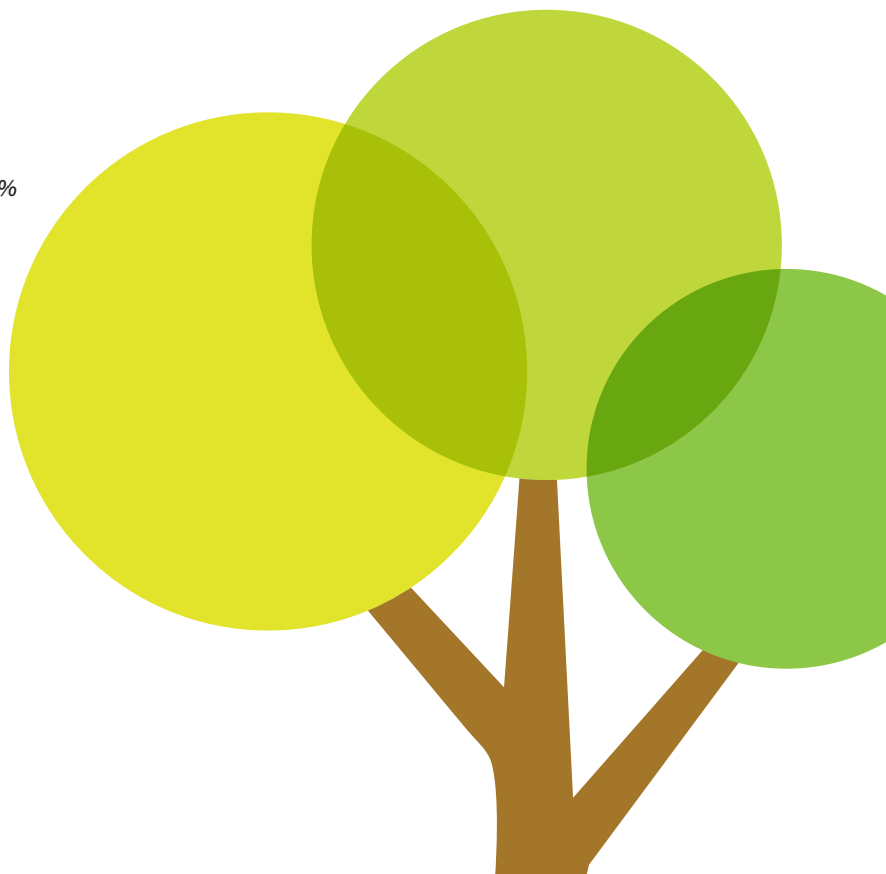
No. CLE400.001: Friday, December 1-8; 9 a.m.-4 p.m.

Location: USI Rice Library, 0010

Registration Fee: \$399

Registration includes lunch. USI alumni receive a 10% discount, use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA23.

Register: USI.edu/NewLeader



TIME MANAGEMENT AND DELEGATION

NO. CER506

This course teaches effective time management which involves four fundamental pillars: planning, prioritizing, eliminating procrastination and developing habits for improved efficiency. To help improve leadership effectiveness, this course will teach participants how to effectively delegate tasks to others in order to enable more work to be done; thus, utilizing available resources wisely, and helping to grow and develop others.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER506.001: Friday, November 3; 8-11 a.m.

Location: USI Rice Library, 0010

Registration Fee: \$199

Register: [USI.edu/Timemanagement](https://usi.edu/Timemanagement)

DEVELOPING PERSONAL ASSERTIVENESS

NO. CER515

Developing Personal Assertiveness is a course that teaches people tools to develop more assertiveness to help improve relationships, confront difficult situations and handle conflict without becoming aggressive. In this course, we cover specific assertiveness tools such as demonstrating assertive speech, using negative inquiry, if/when statements, DESC technique and disagreeing without becoming disagreeable.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER515.001: Friday, November 10; 9-11 a.m.

Location: USI Rice Library, 0010

Registration Fee: \$139

Register: [USI.edu/Assertive](https://usi.edu/Assertive)

TRAIN THE TRAINER

NO. CER516

Train the Trainer is a course that will teach how to develop training to appeal to various learning styles, the fundamentals of knowledge transfer and the skills of effectively delivering training. Particular emphasis is on teaching the skills of On-the-Job Training (OJT) Methods.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER516.001: Tuesday, December 19; 9-11 a.m.

Location: USI Rice Library, 0026

Registration Fee: \$139

Register: [USI.edu/Trainer](https://usi.edu/Trainer)



LEADERSHIP SKILLS WORKSHOP @ WESTGATE

This 12-hour certificate workshop is intended for prospective, new, or experienced leaders and is ideal for building the capabilities needed to launch or enhance a successful management career. The following four topics are explored:

Your Role as a Leader

- What the supervisor role is and what it is not
- Engaging employees
- Supervising former peers

Resolving Conflict

- Healthy conflict versus damaging
- Causes and consequences of conflict
- Conflict resolution process and the supervisor's role

Effective Communication Skills

- Interpersonal relationship skills; listening skills
- Appropriate use of communication tools and methods
- Goal setting, performance expectations and performance improvement

Building and Sustaining Trust

- Supervisor role in building and sustaining trust
- Behaviors that build, sustain and break trust
- Repairing damaged relationships

Instructors: Tammy Pickering, MBA, ACC and Pam Goedde, MPA, SPHR

Dates and Time: October 10 and 16; 9 a.m.-4 p.m. Eastern Time

Location: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Fl., Room 120

Registration Fee: \$1,000 per person, includes all training materials; no meal or drinks provided, may bring your own. There will be a one-hour lunch break at Noon-1 p.m. each day. Must register by September 22 so that materials can be ordered.

Register: USI.edu/leadskill or call 812-464-1989 and someone will assist you.

For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.

HAVING DIFFICULT CONVERSATIONS @ WESTGATE

Oftentimes we are faced with the need to have critical conversations with others that could also be referred to as “difficult discussions”, “important interactions” or even “crucial conversations.” Knowing how to prepare for and conduct these interactions can be critical for a successful outcome. This program is based off key elements from the best-selling book, *Crucial Conversations: Tools for Talking When Stakes are High*. Critical conversations happen all the time with everyone. Conversations are considered critical when opinions vary, the stakes are high and emotions run strong. In this session, participants will learn how to handle critical conversations in an effective manner rather than avoiding the problem by choosing to go silent.

At the close of this interactive session, participants will be able to:

- Identify the conversations that are keeping them from their desired results
- Speak persuasively not abrasively, no matter the topic
- Make it safe for others to share their honest opinions
- Deal with people who either clam up or blow up
- Gain control of their own emotional responses
- Disagree without being disagreeable
- Influence without exerting force

Instructor: Pam Goedde, MPA, SPHR

Dates and Time: November 2; 1-4 p.m. Eastern Time

Location: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Fl., Room 120

Registration Fee: \$575 per person, includes training materials and best-selling book *Crucial Conversations: Tools for Talking When Stakes are High, 3rd Ed.*; no meal or drinks provided. Must register by October 15 so that materials may be ordered.

Register: USI.edu/diffconversations or call 812-464-1989 and someone will assist you.

For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.

PROFESSIONAL PRESENTATION AND COMMUNICATION SKILLS @ WESTGATE

In this program, participants will become equipped with the knowledge and skills necessary for delivering effective presentations, as well as learn proven techniques to improve the effectiveness of their verbal and written communications. Learning objectives for this 12-hour program include:

- Recognize key qualities of effective public speakers.
- Identify specific fears of public speaking and use countermeasures for overcoming them.
- Improve the effectiveness of their vocal delivery.
- Project confidence in their nonverbal communication.
- Identify their presentation style.
- Analyze their audience and apply methods for adapting the presentation to their needs and interests.
- Organize their presentation using a template for a logical sequence that's easy for audiences to follow.
- Choose appropriate visual aids to complement the message.
- Give and receive feedback for continuous improvement in public speaking.

Instructor: Tammy Pickering, MBA, ACC

Dates and Times: October 24 and 31; 9 a.m.-4 p.m. Eastern Time

Location: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120

Registration Fee: \$900 per person, includes all training materials/book; no meal or drinks provided, may bring your own. Must register by October 6 so materials can be ordered.

Register: usi.edu/communicationskills or call 812-464-1989 and someone will assist you.

For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.

ADVANCED TECHNICAL WRITING @ WESTGATE

Advanced Technical Writing is designed for technical writers, both new and experienced, who want to empower their skills to communicate more effectively using the tools of their craft. The course will focus on how to break down complex ideas into easy-to-understand explanations for readers with little to no prior knowledge of the topic. We'll uncover processes for adapting messages to audiences and improving the readability of documents.

Learning Objectives

- Analyze readers and/or situations to prepare for writing a proposal, report, or guide.
- Adapt messages for your selected audience with a focus on the different channels of communication, primary and secondary research, and methods for assessing validity of sources.
- Determine how to achieve clarity in technical communication and identify best patterns of organization for the document type, purpose, and audience.
- Sequence steps of writing tasks for maximum productivity and quality.

Course Overview

- Planning Stage
- Draft Stage
- Revising Stage
- Proofreading Stage

Instructor: Tammy Pickering, MBA, ACC

Dates and Time: November 6 and 13; 9 a.m.-4 p.m. Eastern Time

Location: WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120

Registration Fee: \$900 per person, includes all training materials/book; no meal or drinks provided, may bring your own. Must register by October 20 so materials can be ordered.

Register: usi.edu/advtechwrite or call 812-464-1989 and someone will assist you.

For more program information contact Paula Nurrenbern at pjnurrenbe@usi.edu or 812-461-5425.



CORPORATE PARTNERSHIPS AND CUSTOMIZED TRAINING

Not only does Outreach and Engagement offer professional development and technically skilled training programs, but additional customized courses are available for both business and industry to meet your growing training needs. Are you internally addressing the skills needed for the future?

We address workforce skill gaps in:

- Business communication
- Leadership skills
- Management and performance skills
- Six Sigma Lean and Green Belt
- Software skills
- Technical skills

We offer professional coaching for any level of management either in a group setting or one-on-one. Whether you are looking to enhance your current performance or grow skills to move into another position, customized coaching is the answer. It helps to identify strengths and challenges to create an individualized improvement plan for employee success.

Employees are the largest investment that a company will make so we strive to maximize your team's effectiveness by providing professional development and training. Our customized solutions manager will work with you to develop a needs assessment to deliver the best plan for your employees, company and budget.

Courses are scheduled at your site and at times that are convenient for your employees. If you do not have a space conducive for training or prefer to meet off-site, we can host you on the USI campus or at our downtown Evansville office at Innovation Pointe. We can also offer virtual training options for many of our professional training programs.

More information is available at USI.edu/custom-training or contact Paula Nurrenbern at 812-461-5425 or [pnjurrenbe@usi.edu](mailto:pjnurrenbe@usi.edu); or Lesley Groves at 812-464-1854 or lagroves@usi.edu.

CENTER FOR APPLIED RESEARCH

The Center for Applied Research (CAR) helps to connect you to University resources. Having access to 600 faculty members, 4 colleges and 70 academic programs, CAR enables you to utilize University knowledge, laboratory space and equipment to advance your business. CAR is committed to helping individuals, organizations and communities become more successful and can assist with product development, market research, organizational strategies, environmental studies and more.

How your business can benefit from CAR and its services:

- CAR is a cost-efficient solution, especially for small to mid-size businesses without access to in-house resources
- Access to equipment and laboratory space
- Receive mentoring and expert advice to help develop and expand your business and initiatives
- CAR can affordably aid in prototyping, product testing, market research, economic impact studies and more!

Does your organization have a challenge, a question or a new product idea?

More information is available at USI.edu/CAR or contact Steven Stump at 812-228-5094 or ststump@usi.edu.

WORKPLACE SKILL ENHANCING CERTIFICATES (ONLINE)

Success in the workplace is not necessarily tied to how intelligent you are, how many qualifications you hold or even how hard you work. While these traits are important, learning and sharpening your skills are equally important. Career advancement can stall without fine tuning and developing new skills.

These certificates combine in-depth learning with online flexibility. Each certificate requires you to complete 3 to 4 courses and is offered fully online. Learn at your own pace, using quizzes, optional assignments and online discussions to help deepen your understanding. There are no admission requirements.

Visit: USI.edu/workplaceskillscertificates

ADVANCED WEB DESIGN CERTIFICATE

BASIC SUPERVISORY SKILLS CERTIFICATE

DIGITAL MARKETING CERTIFICATE

EFFECTIVE WORKPLACE COMMUNICATION CERTIFICATE

ESSENTIALS TO WEB DESIGN CERTIFICATE

GRAPHIC DESIGN TOOLS LEVEL 1 CERTIFICATE

INTRODUCTION TO BUSINESS ESSENTIALS CERTIFICATE

INTRODUCTION TO BUSINESS WRITING CERTIFICATE

INTRODUCTION TO DATABASE CERTIFICATE

MICROSOFT EXCEL LEVEL I

NO. CIS100

Two sessions will be dedicated to understanding spreadsheets, their purpose, functionality and the following tasks: creating a spreadsheet, entering data, modifying data, entering a formula, adjusting cells, formatting cells and spreadsheets, creating a table, and printing and saving spreadsheets.

Instructor: Mark Soper

Dates and Time:

No. CIS100.001: Thursday, September 21–28; 1–4 p.m.

Location: USI University Center East, 2229

Registration Fee: \$119

USI alumni receive a 10% discount, use promo code ALUM23.

Register: [USI.edu/Excel1](https://usi.edu/Excel1)

MICROSOFT EXCEL LEVEL II

NO. CIS200

Two sessions will be dedicated to learning the following Excel tasks: protecting spreadsheets, inserting formulas/functions, creating charts and using them in Word, formatting charts, adding comments, naming a range, finding/replacing data, sorting and filtering data and inserting images, shapes and SmartArt.

Instructor: Mark Soper

Dates and Time:

No. CIS200.001: Thursday, October 5–12; 1–4 p.m.

Location: USI University Center East, 2229

Registration Fee: \$139

USI alumni receive a 10% discount, use promo code ALUM23.

Register: [USI.edu/Excel2](https://usi.edu/Excel2)

MICROSOFT EXCEL LEVEL III

NO. CIS300

Two sessions will be dedicated to the experienced Excel user to learn advanced features such as database functions, text functions, advanced filter options, macros, sparklines and goal seeking with data tables.

Instructor: Mark Soper

Dates and Time:

No. CIS300.001: Thursday, October 19–26; 1–4 p.m.

Location: USI University Center East, 2229

Registration Fee: \$149

USI alumni receive a 10% discount, use promo code ALUM23.

Register: [USI.edu/Excel3](https://usi.edu/Excel3)

MICROSOFT EXCEL LEVEL IV

NO. CIS400

In three sessions of Excel Level IV, you will work with Excel at an advanced project-based level. Examples of completed Excel projects include professional-looking budgets, team performance charts, sales invoices, exercise logs and summaries. This course is ideal for students, clerical workers, managers, bookkeepers and instructors.

You will learn how to use the following tasks: create, manage and link workbooks and worksheets, create custom formats and layouts to cells, create tables, pivot tables and charts, apply formulas and functions for numeric calculations, IF statements, text handling, data lookups, perform what-if analysis.

Instructor: Mark Soper

Dates and Time:

No. CIS400.001: Thursday, November 2–16; 1–4 p.m.

Location: USI University Center East, 2229

Registration Fee: \$279

USI alumni receive a 10% discount, use promo code ALUM23.

Register: [USI.edu/Excel4](https://usi.edu/Excel4)



TAI CHI

NO. FIT370

If you're looking for a way to reduce stress, consider Tai Chi. Originally developed for self-defense, Tai Chi has evolved into a graceful form of exercise. It involves a series of movements executed in a slow, rhythmic and focused manner together with deep breathing. Each movement flows into the next to ensure that your body is in constant motion.

Instructor: Ron Weatherford

Dates and Time:

No. FIT370.001: Tuesday, October 3–24; 5–6 p.m.

No. FIT370.002: Tuesday, November 7–December 5; 5–6 p.m. No class on November 21.

Location: USI University Center East, 2217-2218

Registration Fee: \$40

The first three nights will be on the second floor in room UC2217-2218. The last night will be on the second floor in room UC226-227 (near Carter Hall).

Register: USI.edu/Taichi

INTRODUCTION/INTERMEDIATE YOGA

NO. FIT381

New to yoga or fallen out of practice? This class is the perfect way to ease into a yoga routine. Basic poses are taught and practiced, and poses are accessible to those with and without experience. Yoga helps to regain core strengths that are lost over time, increase flexibility and balance, while gaining peace of mind. Learning breath work will increase relaxation of the whole body. Participants should be comfortable getting up and down from the floor. Wear comfortable clothing and bring a yoga mat and towel to class.

Instructor: Shannon Hildenbrand

Dates and Time:

No. FIT381.001: Monday, September 25–October 16; 5–6 p.m.

No. FIT381.002: Monday, October 23–November 13; 5–6 p.m.

Location: USI University Center East, 2217-2218

Registration Fee: \$40

USI alumni receive a 10% discount, use promo code ALUM23. Adults

60 years or older receive a 10% discount, use promo code Senior23.

Register: USI.edu/Yoga

LIVING A HEALTHY LIFE WITH CHRONIC CONDITIONS

Learn how to live a better life with chronic diseases such as diabetes, heart disease, chronic respiratory disease, etc. Based on Stanford University's Chronic Disease Self-Management Program, this FREE program will cover managing symptoms, healthy eating, medication usage, stress management, making informed treatment decisions, working with healthcare providers and setting goals.

Computer system must have a camera and microphone.

Dates and Time: September 5, 12, 19, 26, October 3 and 10; 11 a.m.-1 p.m. CST; Noon- 2 p.m. EST

Location: ONLINE

Registration fee: FREE

Approved for 12 interprofessional continuing education credits.

To register, contact Cathy Jones at 812-888-5159 or

Catherine.Jones@vinu.edu

For more information, visit USI.edu/gwep/cdsmp



ASTRONOMY 101

NO. ALP407

On a clear night, one can see literally thousands of stars, but what are we really looking at? Join others as you learn many interesting things about our sun, the planets, the stars and the countless fascinating objects in our immense Universe. Everyone will have at least two opportunities to observe celestial objects through powerful telescopes. You will see Jupiter and four of its moons, star clusters, nebulae and galaxies millions of light years away! The two observing nights will take place at the Wahnsiedler Observatory located just 40 minutes away near Lynnvillle, Indiana. Scott Conner, past 17-year president of the Evansville Astronomical Society and winner of the Astronomical League's Hans Baldauf Award and Master Outreach Award, will guide you in this exploration of the Universe!

Must be 18 to register.

Instructor: Steven Scott Conner

Dates and Time:

No. ALP407.001: Thursday, September 21–November 16; 6:45-8:15 p.m.

Class does not meet on October 5 or 12.

Location: USI Rice Library 0021

Registration Fee: \$95

Observation Nights: October 7 and November 4, 6:45-8:15 p.m.

Register: USI.edu/Astronomy

CREATING EXPRESSIVE PORTRAITS

NO. ALP420

What is an expressive portrait? It is a portrait that focuses on a theme or motif along with the human component of the portrait. It is using a variety of modern materials while retaining the classical structure of the face. In this class you will walk away knowing the proportions of the face in a frontal position, you will know how to layer different media such as acrylic, pastels, pencils, and more, and you will learn how to incorporate a variety of elements and subjects to produce an integrated painting. You will also look at the work of artists throughout the centuries for study and inspiration to create meaning and emotion in your own art. Bring a canvas size 20" x 20" or 20" x 24", your favorite brushes and any materials you might consider using in your portrait. Also, bring some clear images of faces from which to choose for your portrait. These may be taken from magazines, or you could use personal photographs. As always, bring a notebook and pencil and a smock/apron if desired. Other supplies and materials, including references and examples, will be available in class. This course is four sessions of two hours each.

Instructor: Laura Aurea

Dates and Time:

No. ALP420.001: Tuesday, Thursday, October 17, 19, 24 and 26; 6-8 p.m.

Location: USI Arts Center, 229

Registration Fee: \$95

Includes materials.

Register: USI.edu/portraits

PASSPORT TO RETIREMENT

NO. ALP501

Preparing for retirement is one of the most important concerns we 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. Join investment professionals for this introduction to the concepts and practices that will help make retirement possible and comfortable. You'll learn how to get the most from guaranteed investments, tax-free income and estate planning. For those already retired or planning 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. The registration fee includes an in-depth workbook with valuable exercises and worksheets.

Instructor: David Perigo

Dates and Time:

No. ALP501.002: Tuesday, October 10–24; 6-8:30 p.m.

No. ALP501.001: Thursday, November 2–16; 6-8:30 p.m.

Location: USI University Center East, 2219-2220

Registration Fee: \$69

The registration fee is for an individual OR two registering together and sharing materials. Second person registering use Promo Code PTR23.

Register: USI.edu/PassportToRetirement

SOCIAL SECURITY PLANNING FOR BOOMERS

NO. ALP502

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 can have a tremendous impact on the total amount of benefits you stand to 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 always 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 your other sources of retirement income.

Instructor: David Perigo

Dates and Time:

No. ALP502.001: Thursday, September 21; 6-7:30 p.m.

No. ALP502.002: Tuesday, September 26; 6-7:30 p.m.

No. ALP502.003: Wednesday, November 1; 6-7:30 p.m.

No. ALP502.004: Tuesday, November 21; 6-7:30 p.m.

Location: USI University Center East, 2219-2220

Registration Fee: \$19

The registration fee is \$19 for an individual or \$24 for two registering together and sharing materials. To receive the discount, use promo code BOOMERS23 when registering the second person.

Register: USI.edu/SocialSecurityPlanning

NATURAL DYES, COLORFUL TEXTILES

Senior Learner (Ages 55+) Workshop

Natural Dyes, Colorful Textiles is a workshop that engages senior learners in creating a palette of naturally dyed yarns and fabrics using plants native to Indiana.

Instructor Peggy Taylor of Loom Hall Textiles and Raintree Cottage Textile School in New Harmony will introduce natural dyes as a traditional folk-art form and will guide participants through the sustainable cultivation of dye plants, the history and methods of extracting pigments from dye plants, and the creation of naturally dyed wool yarns and fabrics.

Dates and Time: September 8, 9, 15, 16*; 10 a.m.-Noon and 1-3 p.m. (CDT)

Location: Historic New Harmony's Double Log Cabin and David Lenz House Garden, 324 North Street, New Harmony, IN 47631

Registration Fee: FREE

Registration Deadline: Friday, September 1. Please let us know if you require any accommodations upon registration.

Preregister by calling Historic New Harmony at 812-682-4488 Ext. 3920

Safe practices will be observed during classes. Participants should wear casual clothing that can get dirty and closed-toe shoes.

**Participants can opt to participate in a natural dye demonstration with the instructor at New Harmony Kunstfest in the Historic Village from 1-3 p.m. (CDT) on Saturday, September 16.*

HISTORIC NEW HARMONY HISTORIC TOURS

Historic New Harmony conducts daily guided tours starting from the Atheneum Visitors Center at 1 p.m., Tuesday–Sunday, March 15–October 31. For the months of November and December, tours are only given on weekends (Saturday and Sunday). Tours include an orientation film at the Atheneum Visitors Center, Atheneum exhibits, special programming (if available) and access to numerous historic sites and special exhibits. Visitors should set aside approximately two hours for a typical tour. Tours are not conducted on Easter or Thanksgiving. For more information call the Atheneum Visitors Center at 812-682-4474 or visit USI.edu/hnh.

NEW HARMONY SECOND SATURDAYS

New Harmony Gallery of Contemporary Art and Historic New Harmony welcomes you to join in the fun at New Harmony Second Saturdays. New Harmony Second Saturdays is a monthly event held every second Saturday of the month from March to November. This event will help foster regular programming around town and improve visitor experience and community engagement. Please see visitnewharmony.com for more information or follow us on Instagram @newharmonysecondsaturdays or Facebook @NHSecondSaturdays to keep up to date about Second Saturday events each month.

COMMUNAL STUDIES ASSOCIATION CONFERENCE

The Communal Studies Association (CSA) Conference will meet Thursday through Saturday, October 5–7, on the USI campus and in New Harmony, Indiana. The theme for the 2023 Conference is “Communal Theory, Practice and Impact,” in recognition of the 50th anniversary of the CSA. To learn more about, and register for, the Communal Studies Conference, visit communalstudies.org.



YOUTH PROGRAMS

ART WORKSHOP FOR CHILDREN

NO. YTH400

Kids ages 6 through 13 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 and will display their works at the end of each session.

Instructor: Kirk Maynard

Dates and Time:

No. YTH400.001: Sunday, November 12 and 19; 1-4 p.m.

Location: USI Arts Center, 220

Registration Fee: \$35

Register: USI.edu/Artworkshop

BUILDING READING SKILLS

NO. YTH480

Help improve your child's reading skills with individualized reading instruction provided by USI teacher candidates enrolled in a Diagnostic Teaching of Reading course and under the supervision of a reading specialist instructor. USI teacher candidates will work with one student each for 12 weeks to provide reading instruction that matches your child's needs. Emphasis will be placed on informal assessments for instructional value and the components of reading on which Indiana children are tested. This course is designed to assist students reading at or below their current grade level. Each student will be with two USI teacher candidates, one as a tutor and one as an observer.

Sessions will last approximately 40 minutes. Spaces are limited; therefore, enrollment is open to NEW students only at this time, and a commitment to attend all sessions is expected. Returning participants may be placed on a waiting list, if interested, by emailing outreach@usi.edu.

Dates and Time:

No. YTH480.001: Tuesday, September 5–December 12; 6-6:45 p.m. There will be no class on September 12 or October 10.

Location: USI Education Center, 3111

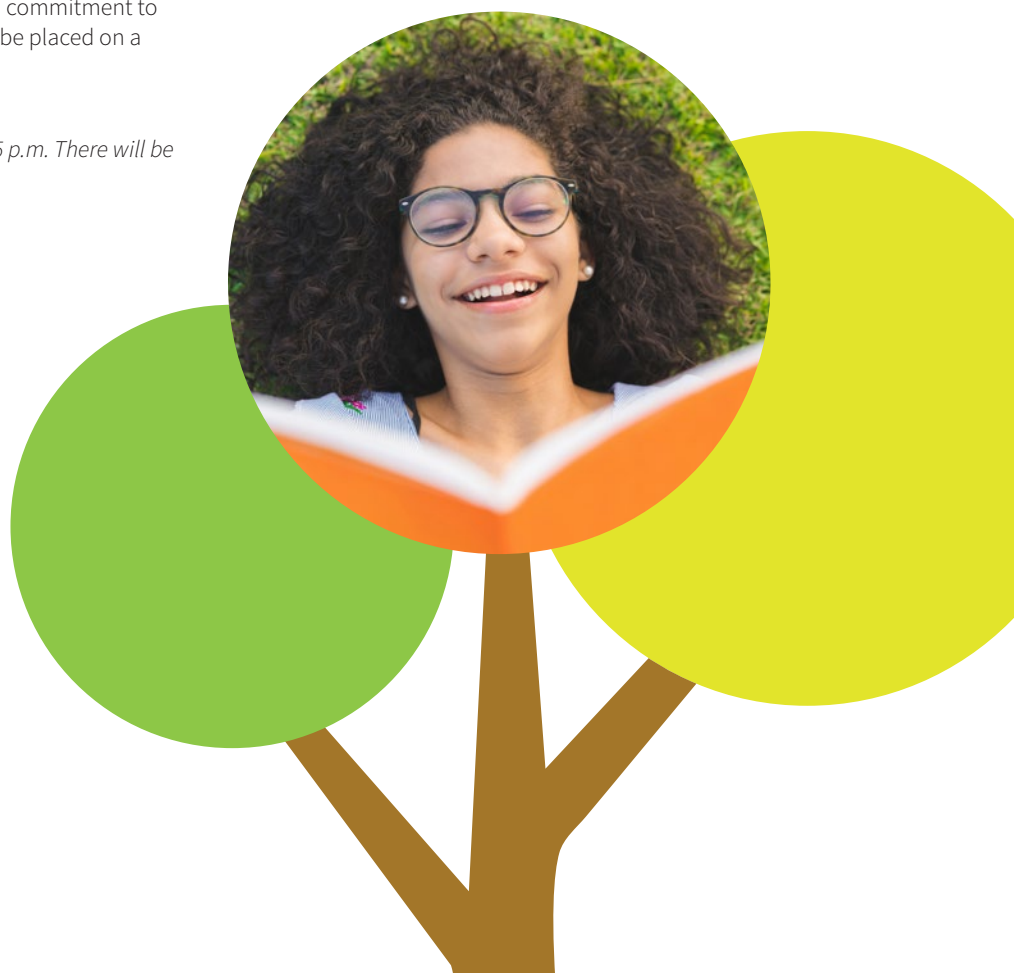
Registration Fee: \$49

Register: USI.edu/Readingskills

COLLEGE ACHIEVEMENT PROGRAM

The University of Southern Indiana's College Achievement Program (CAP) offers dual credit to outstanding junior and senior students in 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 35 courses in English, history, biology, chemistry, economics, foreign language, health professions, journalism and math are available. Many CAP courses transfer easily utilizing the Indiana Core Transfer Library (CTL) and fulfill the Academic Honors Diploma. CAP courses are no cost. The College Achievement Program is one of only six programs in Indiana accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and one of 119 accredited programs in the nation.

Visit: USI.edu/cap, or e-mail cap@usi.edu for further information.



ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

We continue to offer an extensive catalog of online courses and industry-recognized certifications you can access from the comfort of your own home.

Many business sectors have developed industry-recognized certifications to ensure their workforce is equipped with adequate skills and specialized knowledge. Certifications are often seen as the benchmark needed to enter and advance in specific industries. With USI, you can take the courses that will best prepare you for those certifications.

Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online Career Training Program. Complete any of these Career Training Programs entirely from your home or office and at any time of the day or night.

Program Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers included
- Financial assistance available
- Student advisors available throughout the training

The list below is a selection of certifications, for the full list of available certification courses visit: [USI.edu/onlinecertifications](https://www.usi.edu/onlinecertifications)

BUSINESS

MANAGEMENT TRAINING GES406

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management. 360 Course Hours

ADVERTISING AND OUTREACH SPECIALIST GES2042

Learn how to create advertising pieces for print and digital media. This course will teach you to develop and execute all stages of an advertising campaign, from writing ad copy to storyboarding and measurement. 100 Course Hours

DIGITAL MARKETING STRATEGIST GES2040

This online course will teach you how to drive traffic, generate leads and increase conversion through well-defined marketing strategy. 400 Course Hours

SALES MANAGER GES2043

This course will teach you the theories behind effective sales management. You will learn what skills are needed to be a successful sales representative and how these factor into building and leading a sales team. 200 Course Hours

HUMAN RESOURCES PROFESSIONAL GES419

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 Course Hours

NONPROFIT MANAGEMENT GES447

Develop the skills and strategies you need to become a leader in the nonprofit sector. This course will show you everything you need to know to transform good intentions into a professional plan of action. 100 Course Hours

SENIOR PROFESSIONAL IN HUMAN RESOURCES GES434

Learn about Human Resources to advance your career within industry. You will also be prepared to take the Professional Human Resources (SPHR) certification exam offered by the HR Certification Institute. 120 Course Hours

BUSINESS COACH GES2038

Your business experience can help guide others to success. This online course will help you build a successful business coaching practice. You will gain the coaching skills and strategies needed to help other entrepreneurs thrive. 100 Course Hours

ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT GES439

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION TRAINING GES890

This in-depth course will prepare you to sit for and pass the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access and Outlook. 335 Course Hours

MICROSOFT PROJECT 2019 GES2019

This comprehensive training course will teach you how to use Microsoft Project 2019's newest features for project planning, tracking and reporting. 120 Course Hours

MASTERING PROJECT MANAGEMENT WITH PMP PREP GES249

Learn advanced project management topics, concepts and more in this comprehensive PMP prep course. You will also be prepared to sit for the PMP certification exam upon course completion. 150 Course Hours

PROFESSIONAL TRANSLATOR GES283

Learn professional translation skills for English and Spanish and prepare for the American Translators Association (ATA) certification exam. 100 Course Hours

CERTIFIED TECHNICAL WRITER GES2110

Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio. Students will also prepare for the Certified Professional Technical Communicator exam. 125 Course Hours

INFORMATION TECHNOLOGY

C++ PROGRAMMER GES399

In the C++ Programming course you'll learn fundamental programming concepts, including decision making, looping and classes, with the support of practical, step-by-step examples. 108 Course Hours

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

FRONT-END WEB DEVELOPER

GES3014

Learn the core skills needed to build websites. In this online web development course, you will learn how to use HTML, CSS and JavaScript. 160 Course Hours

FULL STACK SOFTWARE DEVELOPER

GES375

This course teaches you to become an industry ready software developer, by learning different coding languages and intuitive technologies to create web applications that allow people to achieve specific tasks on a computer or on another device. 600 Course Hours

JAVA PROGRAMMER

GES337

Learn Java programming in this online training program that covers fundamental Java syntax elements and more advanced concepts. 100 Course Hours

WEB APPLICATIONS DEVELOPER PLUS

GES319

Master the fundamentals of web development and gain the skills you need to start an entry-level career as a web developer! Whether you're new to web development or want to enhance your skills, this course will teach you how to create dynamic, database-driven websites using the latest technologies. By course completion, you'll build and develop a web application from the ground up. 480 Course Hours

ORACLE SQL AND PL/SQL + PYTHON DEVELOPER + JAVA PROGRAMMER

GES341

Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming, this online program will teach you everything from the basics to advanced practices. 375 Course Hours

WEB APPLICATIONS DEVELOPER

GES316

The Web Applications Developer course will prepare you for an entry-level career in web app development. You will learn how to create dynamic database-driven websites using the latest tools and technologies. 404 Course Hours

IT FOUNDATIONS BUNDLE (VOUCHERS INCLUDED)

GES355

This course teaches the basics of IT Service Management (ITSM) and project management, while incorporating ITIL, SIAM, and DevOps framework, concepts and processes. You will also be prepared to pass the globally recognized ITIL Foundation, SIAM Foundation and DevOps Foundation certification exams. 60 Course Hours

MANAGEMENT FOR IT PROFESSIONALS

GES405

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This program focuses on developing a successful leadership style that facilitates team building, collaboration and a corporate culture that promotes success. 390 Course Hours

CERTIFIED INFORMATION SECURITY MANAGER (CISM)

GES343

Prepare for the Certified Information Security Manager (CISM) certification and gain skills in four key areas: management, risk management and compliance, program development and incident management. 75 Course Hours

CERTIFIED AWS CLOUD PRACTITIONER SYSOPS ADMINISTRATOR (VOUCHERS INCLUDED)

GES3071

This course is intended for system administrators, software developers and other IT professionals who would like to better understand AWS Cloud concepts and core AWS services. 100 Course Hours

CONSTRUCTION AND TRADES

HOME INSPECTION CERTIFICATE

GES704

This course will help you prepare for a career as a home inspector. You will learn best practices for inspecting residential construction, including inspection guidelines, identifying common defects, reporting methodologies and risk management. 200 Course Hours

TOOLMAKER

GES781

The Toolmaker program provides an intensive overview of skills necessary for toolmaking. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding and stamping to work as a toolmaker. 160 Course Hours

ELECTRICAL TECHNICIAN

GES773

This course provides an intensive overview of skills necessary for electrical maintenance. You will learn math, inspection, safety, quality, electrical systems, automation, motor controls and assembly to work as an electrical technician. 120 Course Hours

MANUAL MACHINIST

GES782

The Manual Machinist course teaches an intensive overview of skills necessary to perform manual machining. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding and assembly to work as a manual machinist. 205 Course Hours

HVAC/R CERTIFIED TECHNICIAN (VOUCHER INCLUDED)

GES793

If you want to take your HVAC/R career to the next level, this course will prepare you for industry-recognized HVAC Excellence or NATE certification. You will gain technical knowledge to not only pass certification exams, but to work on today's increasingly complex heating, ventilation, air conditioning and refrigeration systems. 162 Course Hours

QUALITY INSPECTOR

GES779

The Quality Inspector course provides an intensive overview of skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality and management skills as you prepare to become a quality inspector.

ARTS AND DESIGN

DIGITAL GAME ARTIST CERTIFICATE

GES3006

The Digital Game Artist Certificate program prepares you to become a professional video game artist by training on core skills for jobs related to digital art, 3D art, modeling, character design and environmental art design. 600 Course Hours

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

VIDEO GAME DESIGN AND DEVELOPMENT

GES605

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games. 500 Course Hours

GRAPHIC DESIGN WITH PHOTOSHOP

GES516

Students will develop graphic design skills while learning the gold standard in photo editing and design software. 200 Course Hours

MARKETING DESIGN CERTIFICATE

GES502

This course focuses on design for marketing and business creating logos, advertisements, communications and more. You'll learn Photoshop, Illustrator and PowerPoint while gaining fundamental technical and aesthetic skills. 360 Course Hours

ADOBE CERTIFIED PROFESSIONAL (VOUCHERS INCLUDED)

GES3051

This online Adobe Certified Professional course will help teach you how to use Adobe software and prepare you for the Adobe Certified Professional (ACP) exams. 220 Course Hours

HEALTH AND FITNESS

PHARMACY TECHNICIAN (VOUCHER INCLUDED)

GES117

Pharmacy technicians support licensed pharmacists in providing healthcare to patients. Train to enter this rapidly growing field with this respected online program. 400 Course Hours

ADVANCED MEDICAL INTERPRETER

GES1007

Master the skills needed to start your career as a professional English-Spanish interpreter. You will be prepared to work as an interpreter in both business and medical settings. 240 Course Hours

CERTIFIED INPATIENT CODER (VOUCHER INCLUDED)

GES199

Prepare for the AAPC CIC certification exam and learn the principles of medical coding related to ICD-10-CM and ICD-10-PCS. Prepaid exam voucher included. 170 Course Hours

CERTIFIED PHARMACEUTICAL SALES REPRESENTATIVE (EXAM INCLUDED)

GES192

The pharmaceutical industry is growing faster than ever. When you hold a Pharmaceutical Representative Certification (PRC), you become a more competitive candidate in today's job market. 110 Course Hours

CERTIFIED PHYSICAL THERAPY AIDE (VOUCHER INCLUDED)

GES189

Learn foundational physical therapy principles, medical terminology, tasks and responsibilities needed to work as a certified physical therapy aide. 190 Course Hours

LEGAL

CERTIFIED PARALEGAL

GES2033

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. By course completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. 225 Course Hours

COURT INTERPRETER (SPANISH/ENGLISH)

GES284

This program teaches the skills needed to prepare you to sit for the Oral Component of any State Court Interpreting Certification exams. 200 Course Hours

CERTIFICATE IN MEDIATION AND ARBITRATION

GES425

The Certificate in Mediation and Arbitration program provides students with the skills and knowledge needed to practice mediation and arbitration in their current careers or private practices. 200 Course Hours

CHILD DEVELOPMENT ASSOCIATE – CENTER BASED

GES2124

Learn the principles of child growth and development from birth through age five and how they align with the eight Child Development Associate® (CDA) competencies and National Association of the Education of Young Children (NAEYC) professional standards. 120 Course Hours



FEATURED ONLINE NONCREDIT COURSES

We continue to offer an extensive catalog of online courses and industry-recognized certifications you can access from the comfort of your own home.

USI Lifelong Learning offers online noncredit open enrollment courses and certificates to meet a wide variety of educational needs and goals. Work on your own schedule and learn when it is convenient for you. These courses are designed by expert instructors, who work to provide you with an effective web-based learning experience. Our featured courses are popular with online learners, however there are over 500 courses available in the following areas: accounting and finance, business, college readiness, computer applications, design and composition, healthcare and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing. These are a few of the most popular courses.

Dates and Time: Course start dates are August 16, September 13, October 18, November 15 and December 13

Registration Fee: affordable rates starting at just \$129

Visit: [USI.edu/featuredonlinecourses](https://www.usi.edu/featuredonlinecourses)

A TO Z GRANT WRITING **NO. OLC101**

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

ACHIEVING TOP SEARCH ENGINE POSITIONS **NO. OLC116**

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

BECOME A VETERINARY ASSISTANT **NO. OLC610**

Learn what a veterinary assistant does in the veterinary office or hospital setting.

COMPUTER SKILLS FOR THE WORKPLACE **NO. OLC139**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

CREATING WEB PAGES **NO. OLC105**

Learn the basics of HTML so you can design, create and post your very own site on the web.

DISCOVER SIGN LANGUAGE **NO. OLC841**

Discover the fun of learning sign language and using your hands to communicate.

FUNDAMENTALS OF TECHNICAL WRITING **NO. OLP200**

Learn the skills you need to succeed in the well-paying field of technical writing.

GRAMMAR REFRESHER **NO. OLP202**

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

GRE PREP SERIES PART I **NO. OLP251**

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2).

GRE PREP SERIES PART II **NO. OLC252**

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (Course 2 of 2).

INTRODUCTION TO ARTIFICIAL INTELLIGENCE **NO. OLC253**

Gain a foundational knowledge of the science behind creating computer systems that can perform tasks typically requiring human intelligence in this introductory artificial intelligence (AI) course.

INTRODUCTION TO NONPROFIT MANAGEMENT **NO. OLC228**

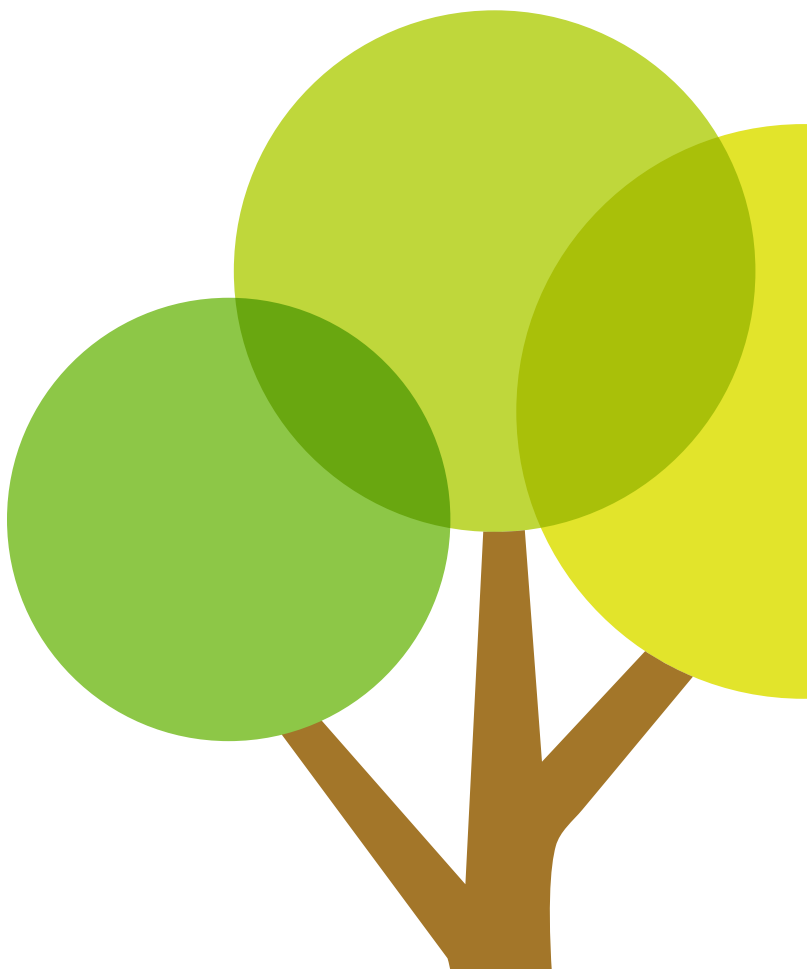
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

INTRODUCTION TO QUICKBOOKS ONLINE **NO. OLC901**

Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payables and receivables.

INTRODUCTION TO QUICKBOOKS 2019 **NO. OLC1122**

Learning QuickBooks is a great way for small business owners to gain control over the financial aspects of their business. This course will introduce you to QuickBooks 2019 and teach you the ins and outs of this widely used accounting software.



FEATURED ONLINE NONCREDIT COURSES

KEYS TO SUCCESSFUL MONEY MANAGEMENT NO. OLC774

Certified financial planner shows you how most wealthy people build their fortunes.

LUSCIOUS, LOW-FAT LIGHTNING QUICK MEALS NO. OLC686

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

MARKETING YOUR BUSINESS ON THE INTERNET NO. OLC485

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media and more.

MARKETING YOUR NONPROFIT NO. OLC286

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients and volunteers.

PERSONAL FINANCE NO. OLC276

Protect your assets and discover how best to achieve all your financial goals.

RESUME WRITING WORKSHOP NO. OLC 256

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

SPEED SPANISH

NO. OLC197

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

STOCKS, BONDS AND INVESTING: OH, MY! NO. OLC277

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

WHERE DOES ALL MY MONEY GO? NO. OLC376

Learn how to get control of your money once and for all.

WRITE FICTION LIKE A PRO NO. OLC211

Learn how to use story outlines like a professional writer with lessons developed by a published author.

WRITING ESSENTIALS NO. OLC657

Master the essentials of writing so you can excel at business communications, express yourself clearly online and take your creative literary talents to a new level.



REGISTRATION FORM

3

easy
ways to
register



Mail completed form with check or money order payable to USI Outreach and Engagement, 8600 University Boulevard, Evansville, IN 47712.



Call Outreach and Engagement at 812-464-1989 using VISA, MasterCard, American Express or Discover.



Online registration available at USI.edu/LifelongLearning

NAME (first/mi/last) _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

HOME PHONE _____ WORK PHONE _____

EMAIL _____ CELL PHONE _____

COURSE TITLE _____ COURSE NO. _____ FEE _____

COURSE TITLE _____ COURSE NO. _____ FEE _____

TOTAL FEE _____

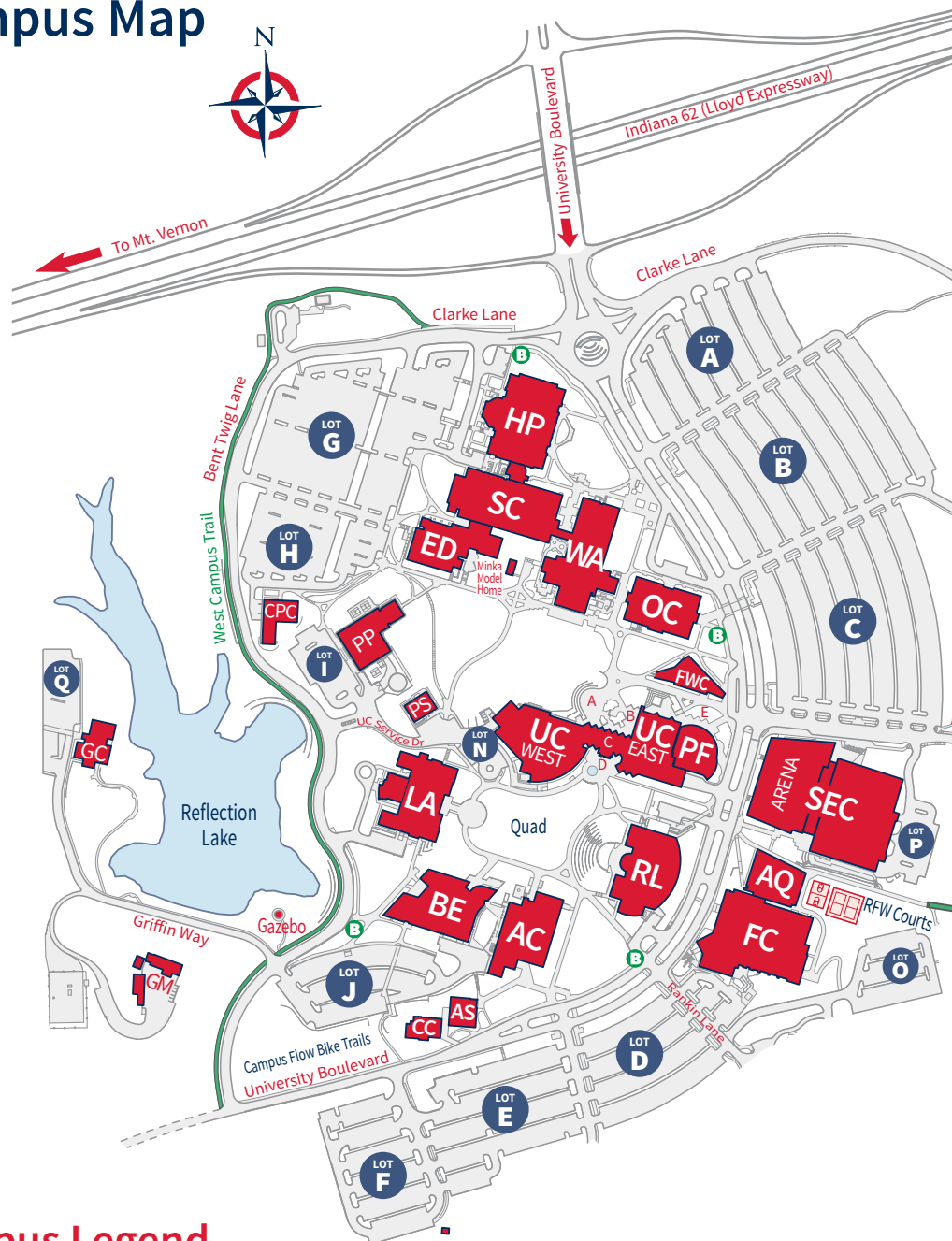
Disability Accommodations: If disability-related accommodations are required, contact Outreach and Engagement at 812-464-1989 or email at Outreach@usi.edu. It is recommended that you make this request at the earliest possible date to ensure that requested accommodations are in place when needed.

Refund Policy: Registration fees are refundable in full, less a 15% service charge and the cost of materials, until the start of the second class session. No refunds can be made after the start of the second session.

USI Alumni Discount: When USI alumni enroll in a noncredit course at USI they receive a 10% discount on the price of the course. To receive the discount, at the time of registration alumni must identify the year they received a USI degree. The discount does not apply to some certificate programs or to conferences held off the USI campus. Call Outreach and Engagement at 812-464-1989 or 800-467-8600 for more information.



Campus Map



Campus Legend

Aquatic Center
 Arts Center
 Art Studio
 Business and Engineering Center
 Carter Hall (UC 233)
 Couch/Renner Hall (ED 1101)
 Creative and Print Center
 Dowhie Ceramics Center
 Education Center
 Forum Lecture Halls (1, 2, and 3)
 USI Foundation
 Fuquay Welcome Center
 Griffin Center
 Hamilton Music Studio (LA 0114)
 Health Professions Center
 Klemeyer Hall (LA 0101)
 Liberal Arts Center
 Mallette Studio Theatre (LA 0105)

AQ
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 UC
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 CPC
 CC
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 WA
 FO
 FWC
 GC
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 HP
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 LA
 LA
 McCutchan Art Center/Pace Galleries (LA 0155)
 Mitchell Auditorium (HP 1002)
 Orr Center
 Performance Center
 Physical Plant Service Center
 Public Safety Building
 Recreation, Fitness and Wellness Center
 Rice Library
 Science Center
 Screaming Eagles Complex
 University Center
 Wright Administration Building

LA
 HP
 OC
 PF
 PP
 PS
 FC
 RL
 SC
 SEC
 UC
 WA

— Pedestrian, Bike, and Nature Trail
 B Bus Stop