

Unleashing potential with USI noncredit courses

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The University of Southern Indiana's Outreach and Engagement has released a new series of over 100 Lifelong Learning noncredit courses for the community. Lifelong Learning courses are open to anyone regardless of educational background and are open now for registration.

"This semester, we are offering five new courses and certificates to provide additional opportunities for professional growth and development," said Dawn Stoneking, director of Lifelong Learning.

Those newly developed courses include:

Certificate in Business Writing: Writing is one of the primary ways you communicate with others in college, the workplace and the community. In this course, you will learn how to write effectively and craft messages that others want to read and act on. This certificate meets for four Thursdays, beginning September 8.

Certificate in Professional Business Skills: During the eight sessions we will cover communication skills, customer service, the professional image, conflict resolution, dealing with difficult situations, problem solving, teamwork and leadership. This certificate begins September 21.

Certificate in Professional Presentation and Communication Skills: Enhancing your communication skills can help every aspect of your life including personal relationships, professional confidence and social interpersonal skills. This certificate meets for four Thursdays, beginning October 27.

Microsoft Excel 2013 Certification Prep Level I: This software skills course is designed to prepare the participant to sit for the Microsoft Excel 2013 Specialist exam (77-420 Specialist). The prep course meets for three Thursdays, beginning December 1.

Roger CPA Review Program: Roger CPA Review is the acclaimed premier CPA Exam preparation program. USI students, alumni and community partners receive almost a \$500 discount. This online CPA review program is available at any time.

Many Lifelong Learning courses are available for Continuing Education Units (CEUs). Certificates are offered for added credibility as professionals continue to grow in their field.

All courses are presented in a noncompetitive and informal atmosphere where interest in learning is the primary consideration. No grades are assigned and formal admission to the University is not required for course registration. USI alumni receive a 10 percent discount on most courses.

Explore all of your Lifelong Learning opportunities at [USI.edu/LifelongLearning](https://www.usi.edu/LifelongLearning).