



# LIFELONG LEARNING

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**SPRING 2024** Course Catalog





**Dear Lifelong Learners,**

This spring begins Outreach and Engagement's fiftieth year of offering community programs and classes to educate and inspire! We have been through four name changes and have coordinated thousands of courses.

We honor this milestone with a renewed commitment to you and the community to offer noncredit courses in a non-competitive and informal atmosphere. We will continue to provide learning opportunities to anyone in the community regardless of educational background or skill level. No formal application or admission to USI is required for Lifelong Learning course registration.

We are proud of our impact on the community and appreciate your support. We are excited to see what the next fifty years bring and hope you will join us in celebrating by participating in one of our course offerings this semester or this year.

Lifelong Learning offers the following opportunities:

- Professional Development
- Personal Enrichment
- Online Courses
- Career Training/Online Industry-Recognized Certifications
- Corporate Partnerships and Customized Training
- Online Certificate Courses
- Software Skills
- Fitness and Recreation

A 10% Senior Discount (age 60+) can be applied to the in-person Personal Enrichment and Software Skills courses. Please use promo code Senior24 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/custom-training](https://usi.edu/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 can assist you with questions during regular business hours at 812-464-1989 or [outreach@usi.edu](mailto:outreach@usi.edu).

Best wishes for 2024!

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.

# CONFERENCES

## **ANNUAL SPRING SOCIAL WORK CONFERENCE NO. SOC200**

Information regarding this conference will be forthcoming and made available at [USI.edu/SocialWorkConference](http://USI.edu/SocialWorkConference).

The learning outcomes of this program are for attendees to learn new skills as well as a hands-on approach in working with individuals, groups and communities. There will be a variety of presentations and panels on various topics addressing social work-related issues.

**Dates and Time:**

**No. SOC200.001:** Friday, March 1; 8:30 a.m.-4:30 p.m.

**Location:** USI University Center West, Carter Hall A-B-C-D

**Registration Fee:** \$100

**Register:** [USI.edu/Socialworkconference](http://USI.edu/Socialworkconference)



# PROFESSIONAL DEVELOPMENT

## **SHRM LEARNING SYSTEM**

**NO.HRC600**

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. The course prepares professionals for SHRM-CP/SHRM-SCP certification exams. Visit [www.shrm.org](http://www.shrm.org) for more information about certification. All materials will be provided.

**Dates and Time:**

**No. HRC600.001:** 12 Mondays, September 16–December 9, 6-9 p.m.

**Class does not meet on November 25.**

**Location:** USI Rice Library, 0010

**Registration Fee:** \$1599

**Register:** [USI.edu/SHRM](http://USI.edu/SHRM)

***EHRA members receive a 10% discount, use promo code EHRA24. USI alumni receive a 10% discount, use promo code ALUM24. Registrants may apply only one discount.***

## **EMOTIONAL INTELLIGENCE**

**NO. CER511**

In this course, we will explore the three basic core components of Emotional Intelligence: emotional awareness; the ability to harness emotions and apply them; and the ability to manage emotions.

**Dates and Time:**

**No. CER511.001:** Friday, June 7; 9 a.m.-Noon

**Location:** USI Rice Library, 0012

**Registration Fee:** \$169

***Members of the Tri-state Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.***

**Register:** [USI.edu/EmotionalIntelligence](http://USI.edu/EmotionalIntelligence)

## **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.

**Dates and Time:**

**No. CER515.001:** Friday, May 31; 9-11 a.m.

**Location:** USI Rice Library, 0010

**Registration Fee:** \$139

**Register:** [USI.edu/Assertive](http://USI.edu/Assertive)

## **GLEIM CIA REVIEW**

**NO. CIA300**

As the Gold Standard in CIA Review, Gleim's strong reputation for excellence is founded on our content, proven success record and excellent customer service. Pass the CIA Exam faster with our Premium Review System providing SmartAdapt™ technology, tons of multiple-choice practice, instructor videos and more!

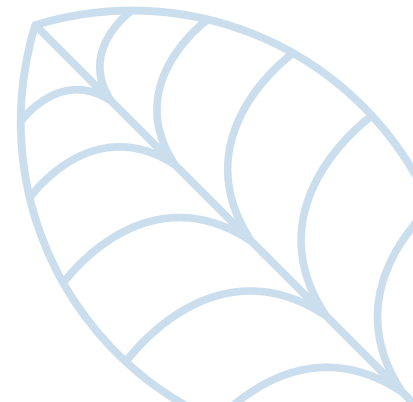
**Dates and Time:**

**No. CIA300.001:** Online access at any time.

**Location:** USI Online, Asynchronous

**Registration Fee:** \$759.20

**Register:** [USI.edu/GleimCIA](http://USI.edu/GleimCIA)



# PROFESSIONAL DEVELOPMENT

## GLEIM CMA REVIEW

NO. CMA200

Gleim covers every inch of the ICMA's Learning Outcome Statements with experts walking candidates through videos, comprehensive digital and physical books, audio lectures, and signature answer explanations in the largest test bank of multiple-choice and essay questions.

**Dates and Time:**

**No. CMA200.001:** Online access at any time.

**Location:** USI Online, Asynchronous

**Registration Fee:** \$1279.20

**Register:** [USI.edu/GleimCMA](http://USI.edu/GleimCMA)

## GLEIM CPA REVIEW

NO. CPA100

Over 1 million CPA exams passed using Gleim. Be 100% exam day ready with our comprehensive study materials, largest bank of multiple-choice questions and simulations, instructor videos, access until you pass and unparalleled candidate support.

**Dates and Time:**

**No. CPA100.001:** Online access at any time.

**Location:** USI Online, Asynchronous

**Registration Fee:** \$1599.20

**Register:** [USI.edu/GleimCPA](http://USI.edu/GleimCPA)

## GLEIM EA REVIEW

NO. EA400

Our Premium Review System includes access to the largest test bank available, adaptive course technology, instructor videos, an Access Until You Pass™ Guarantee, and mentors and exam guidance that provide the personalized support you need to pass on the first try with confidence.

**Dates and Time:**

**No. EA400.001:** Online access at any time.

**Location:** USI Online, Asynchronous

**Registration Fee:** \$503.96

**Register:** [USI.edu/GleimEAreview](http://USI.edu/GleimEAreview)

## HUMAN RESOURCES FOR THE NON-HR MANAGER CERTIFICATE

NO. CER505

In this course, managers will learn about federal and state employment laws as well as the importance of implementing effective HR practices from employee hiring through separation. Special emphasis will be given to the importance of maintaining a harassment-free, discrimination free workplace.

**Dates and Time:**

**No. CER505.001:** Friday, April 12; 9 a.m.- 4 p.m.

**Location:** USI Rice Library, 0012

**Registration Fee:** \$289

**Registration includes** The Big Book of HR and lunch. **Registration includes lunch. USI alumni receive a 10% discount, use promo code ALUM24.**

**Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.**

**Register:** [USI.edu/NonHRManager](http://USI.edu/NonHRManager)

## 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.

**Dates and Time:**

**No. MDC580.002:** Friday, February 23; 8:45 a.m.-3:30 p.m.

**No. MDC580.001:** Friday, April 5; 8:45 a.m.-3:30 p.m.

**No. MDC580.003:** Friday, May 17; 8:45 a.m.-3:30 p.m.

**Location:** USI University Center East, 2229

**Registration Fee:** \$475 subject to change

**Registration includes refreshments and lunch.**

**USI alumni receive a 10% discount, use promo code ALUM24.**

**Register:** [USI.edu/Leadershipskills](http://USI.edu/Leadershipskills)



# PROFESSIONAL DEVELOPMENT

## 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.

### **Dates and Time:**

**No. CLE400.001:** Friday, April 26 & May 3; 9 a.m.-4 p.m.

**Location:** USI Rice Library, 0012

**Registration Fee:** \$425

**Registration includes lunch.**

**USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.**

**Register:** [USI.edu/NewLeader](http://USI.edu/NewLeader)



## WORKPLACE SKILL ENHANCING CERTIFICATES (ONLINE)

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](http://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**



## TECHNICAL WRITING FUNDAMENTALS

The Technical Writing Fundamentals course is designed to equip participants with the essential skills needed to write clear, concise and correct technical documents to address their readers' needs.

**Instructor:** Tammy Pickering, MBA, ACC

**Dates and Times:** February 12 & 13, 9 a.m.-4 p.m. EST

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

**Registration Fee:** \$900

**More information:** [USI.edu/techwritefund](http://USI.edu/techwritefund)

## LEADERSHIP SKILLS WORKSHOP

This 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.

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

**Dates and Times:** March 6 & 7, 9 a.m.-4 p.m. EST

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

**Registration Fee:** \$1,000

**More information:** [USI.edu/leadskill](http://USI.edu/leadskill)

## ADVANCED TECHNICAL WRITING

Advanced Technical Writing 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.

**Instructor:** Tammy Pickering, MBA, ACC

**Dates and Times:** Tuesdays, April 9 & 16, 9 a.m.-4 p.m. EST

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

**Registration Fee:** \$900

**More information:** [USI.edu/advtechwrite](http://USI.edu/advtechwrite)

## SIMPLEX LEVEL 1

The Simplex creative problem-solving process provides a systematic approach for problem solving that encourages innovation and creativity through critical thinking.

**Instructor:** Dr. Tad Dickel

**Dates and Times:** Wednesday, April 24, 9 a.m.-4 p.m. EST and Thursday, April 25, 9 a.m.-Noon EST

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

**Registration Fee:** \$1,200

**More information:** [USI.edu/simplex1](http://USI.edu/simplex1)



# CORPORATE PARTNERSHIPS AND CUSTOMIZED TRAINING

## CORPORATE PARTNERSHIPS

Since its beginning in 1965, USI has served regional businesses and organizations by developing partnerships that result in increased productivity and an improved bottom line. Our skilled professionals will meet with you to discuss your needs and identify the best resources to meet those needs, whether from USI or across the country. Our services go beyond traditional training and consulting and include helping you build partnerships with other businesses among similar or vastly different industries. We develop site-specific and job-specific training to assist you in meeting your core goals: productivity, profit, retention, customer service and more. We can bring resources from across USI to your site, on campus or at another location.

Some of our most popular training topics are:

- Leadership and Management
- Employee Development
- Project Management
- Customer Service
- Quality and Lean Initiatives
- Supply Chain Optimization
- Business and strategic planning
- Retreat facilitation

*For questions or to request more information, please contact Paula*

*Nurrenbern, Director of Corporate Partnerships and Customized Training at [pjnurrenbe@usi.edu](mailto:pjnurrenbe@usi.edu) or 812-461-5425.*

## CUSTOMIZED CONSULTING AND 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 and essential 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 team 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](http://USI.edu/custom-training) or contact Paula Nurrenbern at 812-461-5425 or [pjnurrenbe@usi.edu](mailto:pjnurrenbe@usi.edu), or Lesley Groves at 812-461-1854 or [lagroves@usi.edu](mailto: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](http://USI.edu/CAR) or contact Steven Stump at 812-228-5094 or [ststump@usi.edu](mailto:ststump@usi.edu).**



## TAI CHI

NO. FIT370

Tai Chi 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, March 19-April 16; 5-6 p.m.

**No. FIT370.002:** Tuesday, April 30-May 28; 5-6 p.m.

**Location:** USI University Center East, 2217-2218

**Registration Fee:** \$50

**Register:** [USI.edu/taichi](http://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. Poses are accessible to those with and without experience. Wear comfortable clothing and bring a yoga mat and towel to class.

**Instructor:** Shannon Hildenbrand

**Dates and Time:**

**No. FIT381.001:** Mondays, March 11-April 8; 5-6 p.m.

**Location:** USI University Center East, 2217-2218

**Registration Fee:** \$50

**Register:** [USI.edu/yoga](http://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:** Tuesdays, 11 a.m. to 1 p.m. CST; 12 Noon to 2 p.m. EST  
January 16, 23, 30, February 6, 13 and 20

**Location:** ONLINE

**Registration fee:** FREE

To register, contact Cathy Jones at 812-888-5159 or [Catherine.Jones@vinu.edu](mailto:Catherine.Jones@vinu.edu)  
Approved for 12 interprofessional continuing education credits.

For more information, contact Dr. Swateja Nimkar at (812) 465-1158 or visit [USI.edu/gwep/cdsmp](http://USI.edu/gwep/cdsmp)



## ASTRONOMY 101

NO. ALP407

You will 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 Lynnville, Indiana. Must be 18 to register.

**Instructor:** Scott Conner

**Dates and Time:**

**No. ALP407.001:** Thursdays, March 7-April 18; 6:45-8:15 p.m.

Observation nights March 14 & 28; 7:30-9 p.m.

**Location:** USI University Center East, 2207

**Registration Fee:** \$95

**Register:** [USI.edu/Astronomy](http://USI.edu/Astronomy)

## DRAWING I

NO. ALP510.001

Students come together and work on the skills and projects while the teacher offers demonstrations, help and commentary. Drawing I is focused on the elements of line, shape and volume, how to block-in and measure for accuracy, value and depth, and observational drawing. Explore tools and techniques and creative problem-solving.

**Instructor:** Laura DiBlasi

**Dates and Time:**

**No. ALP510.001:** Tuesday, February 13 -March 19; 6-8:30 p.m.

**Location:** USI Art Center, 229

**Registration Fee:** \$199

**Register:** [USI.edu/Drawing](http://USI.edu/Drawing)

## 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. Experience in officiating will be arranged for interested participants.

**Dates and Time:**

**No. FIT395.001:** Wednesday, January 10-February 21; 6-9 p.m.

**Location:** USI Screaming Eagle Complex, 225

**Registration Fee:** \$99

**Register:** [USI.edu/Volleyball](http://USI.edu/Volleyball)

## PASSPORT TO RETIREMENT

NO. ALP501

For those already retired or planning to retire in the next 10 years, this class takes a conservative approach to wise money management covering topics such as retirement accounts, investments, taxes, estate planning, insurance, long-term care planning and much more.

**Dates and Time:**

**No. ALP501.002:** Saturday, February 24-March 9; 9-11:30 a.m.

**No. ALP501.001:** Tuesday, February 27-March 12; 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. To receive the discount, use promo code PTR24 when registering the second person.**

**Register:** [USI.edu/PassportToRetirement](http://USI.edu/PassportToRetirement)

## SOCIAL SECURITY PLANNING FOR BOOMERS

NO. ALP502

Everything you need to know about Social Security retirement benefits, including timing of filing, taxation, spousal and survivor benefits, earnings test, Medicare premiums and much more.

**Dates and Time:**

**No. ALP502.001:** Wednesday, January 31; 6-7:30 p.m.

**No. ALP502.002:** Thursday, February 8; 6-7:30 p.m.

**No. ALP502.003:** Tuesday, February 20; 6-7:30 p.m.

**No. ALP502.004:** Wednesday, March 20; 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 BOOMERS24 when registering the second person.**

**Register:** [USI.edu/SocialSecurityPlanning](http://USI.edu/SocialSecurityPlanning)



## **HISTORIC NEW HARMONY HISTORIC TOURS**

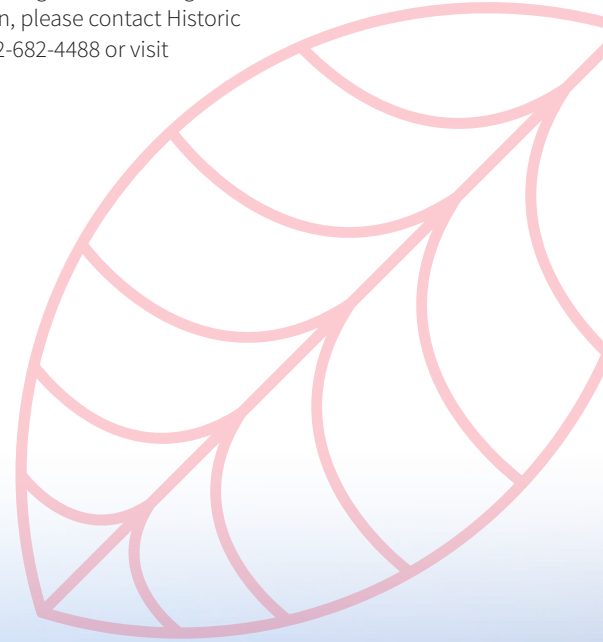
Historic New Harmony conducts daily guided tours starting from the Atheneum Visitors Center at 1 p.m., Tuesday–Sunday, March 15–October 31. For the months of November and December, tours are only given on weekends (Saturday and Sunday). Tours include an orientation film at the Atheneum Visitors Center, 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](http://USI.edu/hnh).

## **NEW HARMONY SECOND SATURDAYS**

New Harmony Gallery of Contemporary Art and Historic New Harmony welcome 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](http://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.

## **HERITAGE ARTISANS DAYS**

On April 24–26, 2024, Historic New Harmony will host its 40th annual Heritage Artisans Days. Geared towards elementary school students, this program allows children to learn what life was like living in New Harmony, Indiana, in the early 1800s. Students will experience 19th-century history through interaction with historic interpreters who present their professions and roles, including paper marbling, blacksmithing and more! For more information, please contact Historic New Harmony at 812-682-4488 or visit [USI.edu/heritage](http://USI.edu/heritage).



# SOFTWARE SKILLS

## **EXCEL – BASIC FORMULAS AND FUNCTIONS**      **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.

**Dates and Time:**

**No. CIS200.001:** Thursdays, March 7 & 14; 1-4 p.m.

**Location:** USI University Center East, 2229

**Registration Fee:** \$139

**USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.**

**Register:** [USI.edu/Excel2](http://USI.edu/Excel2)

## **EXCEL – ADVANCED FORMULAS AND FUNCTIONS**      **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.

**Dates and Time:**

**No. CIS300.001:** Thursdays, March 21 & 28; 1-4 p.m.

**Location:** USI University Center East, 2229

**Registration Fee:** \$149

**USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.**

**Register:** [USI.edu/Excel3](http://USI.edu/Excel3)

## **EXCEL - BUSINESS ORGANIZATION PROJECT**      **NO. CIS400**

In three sessions of Excel Level IV, you will work with Excel at an advanced project-based level. You will be able to create and edit a workbook with multiple sheets for a variety of purposes and situations.

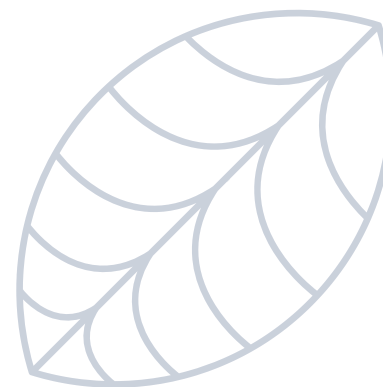
**Dates and Time:** No. CIS400.001: Thursdays, April 4-18; 1-4 p.m.

**Location:** USI University Center East, 2229

**Registration Fee:** \$279

**USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.**

**Register:** [USI.edu/Excel4](http://USI.edu/Excel4)



## **BUILDING READING SKILLS**

**NO. YTH480**

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.

**Dates and Time:**

**No. YTH480.001:** Tuesday, January 23-April 23; 6-6:45 p.m. No class on March 5 or 26.

**Location:** USI Education Center, 3111

**Registration Fee:** \$49

**Register:** [USI.edu/Readingskills](http://USI.edu/Readingskills)

## **ART WORKSHOP FOR HIGH SCHOOL STUDENTS** **NO. YTH500**

High School students can join USI art students and faculty to create two and three-dimensional artwork including collages, paintings, printmaking, sculptures and more. Students will display their works at the end of each session.

**Instructor:** Kirk Maynard

**Dates and Time:**

**No. YTH500.001:** Sunday, April 14-21; 1-4 p.m.

**Location:** USI Arts Center, 229

**Registration Fee:** \$35

**Register:** [USI.edu/artforhighschool](http://USI.edu/artforhighschool)

## **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](http://USI.edu/cap), or e-mail [cap@usi.edu](mailto: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

## [EXIN CLOUD COMPUTING](#)

[GES369](#)

Learn a broad overview of cloud computing and how it connects with other areas of information technology management. 50 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.

# ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

## 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

### **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 April 12, May 17, June 14 and July 12

**Registration Fee:** affordable rates starting at just \$115

**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.

## **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.

# FEATURED ONLINE NONCREDIT COURSES

## **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

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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](http://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** \_\_\_\_\_

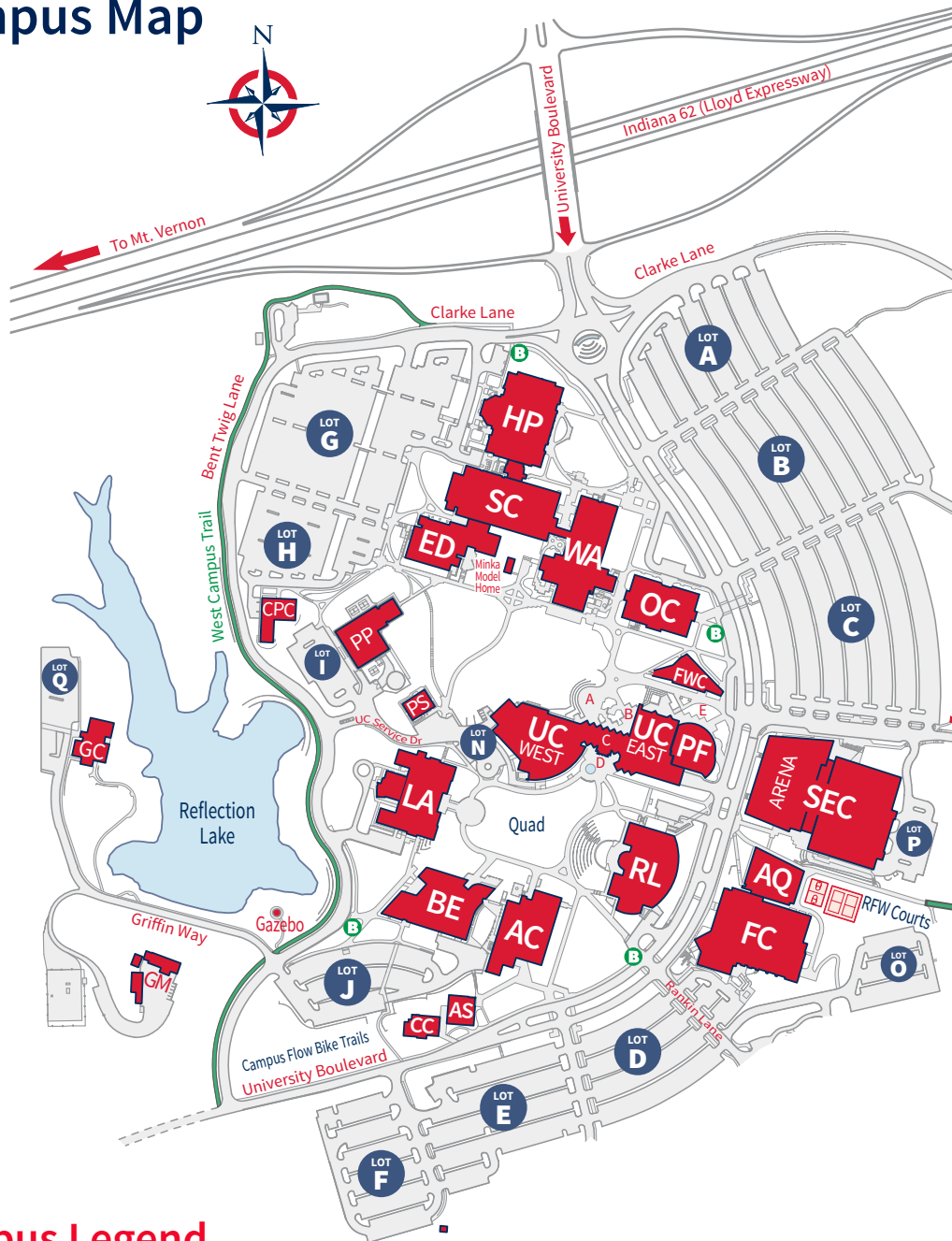
**Disability Accommodations:** If disability-related accommodations are required, contact Outreach and Engagement at 812-464-1989 or email at [Outreach@usi.edu](mailto:Outreach@usi.edu). It is recommended that you make this request at the earliest possible date to ensure that requested accommodations 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  
 Klymeyer Hall (LA 0101)  
 Liberal Arts Center  
 Mallette Studio Theatre (LA 0105)

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

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

— Pedestrian, Bike, and Nature Trail  
 B Bus Stop