



LIFELONG LEARNING

SUMMER 2024 Course Catalog



UNIVERSITY OF
SOUTHERN INDIANA[®]

Outreach and Engagement



Dear Lifelong Learners,

As we continue Outreach and Engagement's 50th year of offering community programs and classes we 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.

Sincerely,

Dawn Stoneking

Executive Director, Outreach and Engagement



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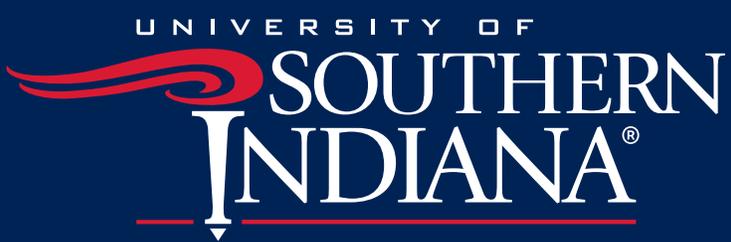
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Outreach and Engagement

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.

PROFESSIONAL DEVELOPMENT

PROJECT MANAGEMENT EXAM PREP PROGRAM AT USI

BUS617-011

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 have got you covered with this Project Management program. Maybe you are somewhere in-between. We cover Adaptive techniques too! Learn from subject matter experts that have been there, done that!

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.

This 35-hour course helps to prepare you for the PMP® exam. Participants will receive an easy-to-read text, workbook, online quizzes, tests, and a mock exam. Participant progress will be monitored, and the instructor 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

Instructor: David Shrimpton

Dates and Time: 12 Thursdays, 9 a.m. — 12 p.m. CST, November 7 — February 20

Full Date List: 11/7/24; 11/14/24; 11/21/24; 12/5/24; 12/12/24; 1/9/25; 1/16/25; 1/23/25; 1/30/25; 2/6/25; 2/13/25; 2/20/25. Includes short breaks for holidays and to allow for study time.

Location: Rice Library, Lower Level, Room 0021

Registration Fee: \$2,175. Includes all training materials and online access to practice quizzes/tests for 1 year; no meal or drinks will be provided.

More Information: [USI.edu/Pmpexamprep](https://usi.edu/Pmpexamprep). Must register by October 1, 2024.

DEVELOPING PERSONAL ASSERTIVENESS CER515-001

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: Friday, May 31; 9 — 11 a.m.

Location: USI Rice Library, Room 0010

Registration Fee: \$139

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

INTRODUCTION TO ARTIFICIAL INTELLIGENCE/ MACHINE LEARNING IN HEALTHCARE

HP490-001

Learn how Artificial Intelligence/Machine Learning fits in the healthcare environment. We will explore technologies such as smart watches, augmented reality and even robotics to increase communication, participation and accessibility among your patients. As healthcare and technology continue to intertwine, Dr. Integlia will teach you how to stay at the forefront of innovation!

Dates and Time: Thursday and Friday, June 6 & 7; 10:30 a.m. — 5:45 p.m.

Location: USI Health Professions Center, Room 3053

Registration Fee: \$20

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

LAW SCHOOL ADMISSION TEST (LSAT) PREPARATION COURSE

LAW501-001

The LSAT is the required entrance exam for most U.S. law schools. LSAT scores are perhaps the single most important factor considered by admissions committees in assessing applicants. In some cases, strong LSAT scores can make the difference in acceptance into highly ranked schools or in garnering thousands in competitive scholarships.

This three-week course covers the format and structure of the LSAT, teaches test-taking strategies and trains students in logical reasoning and analysis — the skills required for success on the exam.

Instructor: Nicholas LaRowe

Dates and Time: Monday — Friday, July 22 — August 9; 9 a.m. — 1 p.m.

Location: USI Liberal Arts Center, Room 1002

Registration Fee: \$750

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

LEADERSHIP SKILLS ASSESSMENT

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. MDC580.005: Friday, June 28, 8:45 a.m. — 3:30 p.m.

No. MDC580.006: Wednesday, July 24, 8:45 a.m. — 3:30 p.m.

No. MDC580.007: Wednesday, August 21, 8:45 a.m. — 3:30 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$475

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

SHRM LEARNING SYSTEM

HRC600-001

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 for more information about certification. All materials will be provided.

Dates and Time: Mondays, September 16 — December 9. Class does not meet on November 25; 6 — 9 p.m.

Location: USI Rice Library, Room 0010

Registration Fee: \$1,499

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

SOFTWARE SKILLS

MICROSOFT EXCEL TIPS & TRICKS

CIS500-001

Learn how to make Excel do more with less effort: remove or highlight duplicates, turn a single column of text into multiple columns, create pivot tables from scratch for powerful reporting, use Match/Index to combine information and do more than with VLOOKUP, create easier-to-understand formulas with Tables, and more. This course is not intended for beginners.

Instructor: Mark Soper

Dates and Time: Thursday, July 11; 1 – 4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$69

Register: USI.edu/ExcelT&T

MICROSOFT OUTLOOK TIPS & TRICKS

CIS700-001

Learn time-saving tips and tricks including how to set up email rules, recurring appointments, create and manage tasks, use keyboard shortcuts, quick parts, email delivery options, Quick Steps, combining calendar view and task list, filter email and more.

Instructor: Mark Soper

Dates and Time: Thursday, July 18; 1 – 4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$69

Register: USI.edu/OutlookT&T

CORPORATE PARTNERSHIPS AND CUSTOMIZED TRAINING

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
- Computer Proficiency

For questions or to request more information, please contact Paula Nurrenbern, Director of Corporate Partnerships and Customized Training at pjnurrenbe@usi.edu or 812-461-5425.



CUSTOMIZED CONSULTING AND TRAINING SOLUTIONS

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 [pnurrenbe@usi.edu](mailto:pjnurrenbe@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.

SAFETY TRAINING AT USI

Outreach and Engagement partners with the Tristate Industrial Safety Council, a member of the Association of Reciprocal Safety Councils (ARSC), to offer Basic Orientation Plus™ training programs. The mission of the Tristate Industrial Safety Council is to obtain a properly trained and safe contractor workforce and eliminate redundant orientations by providing consistent, cost-effective reciprocal safety education that conforms to regulatory standards and industry accepted practices. The Basic Orientation Plus training program meets most of the OSHA-mandated contractor requirements. As a result, the contract employee spends less time at the council on an annual basis and more time on the job. This increases safety training efficiency for the contract employee due to a reduction in redundant information being presented. Participants must register and pay for their safety course by 10 a.m. one business day prior to the class session. The registration fee is \$120 for Basic Orientation Plus (BOP) and \$90 for the Basic Orientation Plus Refresher (BOPR). No refunds will be allowed for no-shows the day of training.

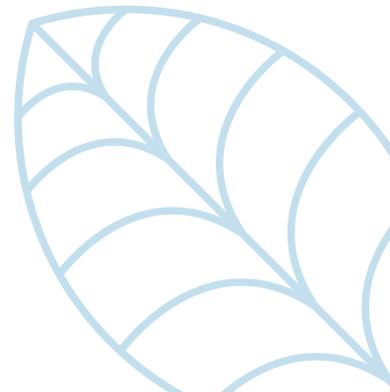
Links to Register Online:

BASIC ORIENTATION PLUS (BOP)

BOP REFRESHER

BOP COMPUTER-BASED REFRESHER

For questions or to register by phone, call 812-464-1989 and pay using VISA, MasterCard, American Express or Discover.



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](https://www.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



USI @ NEW HARMONY

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 the weekend (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](https://www.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 [USI.edu/nhsecondsaturdays](https://www.usi.edu/nhsecondsaturdays) for more information or follow us on Instagram @newharmonysecondsaturdays or Facebook @NHSecondSaturdays to keep up to date about Second Saturday events each month.

POP UP SEWING MAKER'S SPACE: OPEN SEWING

Dust off your sewing machine or use one offered in this pop-up maker's space. Learn how to operate your machine, repair your clothing, up cycle a jacket... so many choices available in this workshop. Machines, tools and supplies are provided. But we welcome you to bring your own machine or an unfinished project. Emily will help you navigate to finish.

Instructor: *Emily Gartner*

Date and Time: *Saturday, August 10, 1 – 3 p.m.*

Location: *New Harmony Gallery of Contemporary Art, 506 Main Street,
New Harmony, IN 47631*

Registration Fee: *\$45*

Register: *[USI.edu/sewing](https://www.usi.edu/sewing)*

SPIRIT OF NEW HARMONY

Submit your proposal for an art show at New Harmony Gallery of Contemporary Art in dialogue with communities in and/or around New Harmony, Indiana.

Show will be on view August—September 2024. The selected proposal will be awarded a \$250 stipend.

Submit at [USI.edu/exhibitions](https://www.usi.edu/exhibitions)

FITNESS AND RECREATION

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, June 11 — July 9; 5 — 6 p.m.,

No. FIT370.002: Tuesday, July 23 — August 20; 5 — 6 p.m.

No. FIT370.001: Tuesday, September 3 — September 24; 5 — 6 p.m.

Location: USI University Center East, 2217 — 2218

Registration Fee: \$50

Register: USI.edu/taichi



COLLEGE ACHIEVEMENT PROGRAM

The University of Southern Indiana's College Achievement Program (CAP) offers dual credit at no charge to students in thirty area high schools and career centers. Through CAP, students take USI courses, earn USI credit and meet high school graduation requirements. 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 work toward the 30-credit hour Indiana College Core certificate. The College Achievement Program is proudly accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Visit: USI.edu/cap, or email 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 into 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 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 & 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 story-boarding 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)

NON-PROFIT MANAGER GES447

Develop the skills and strategies you need to become a leader in the non-profit 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 (VOUCHER INCLUDED) GES439

Build a strong foundation in the skills needed to succeed as an entrepreneur. You'll learn how to use financial techniques, legal structures, funding sources and more to grow your start-up business. (360 Course Hours)

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION TRAINING GES890

This in-depth course will prepare you to sit for and pass the Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Access and Outlook and earn your Microsoft Office Specialist (MOS) Expert Certification. (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)

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

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)

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 that teaches. 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 and 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)

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

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 to be a Quality Inspector. (100 Course Hours)

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 by 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 health care 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 Mediator and Arbitrator 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

(GES214)

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.

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Registration Fee: Affordable rates starting at just \$115

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

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BECOME A VETERINARY ASSISTANT **NO. OLC610**

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

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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.

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

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

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

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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**

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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.

FEATURED ONLINE NONCREDIT COURSES

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

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NO. OLC211

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

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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.



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NAME (first/mi/last) _____

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HOME PHONE _____ WORK PHONE _____

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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	AQ	Liberal Arts Center	LA
Arts Center	AC	Mallette Studio Theatre (LA 0105)	LA
Art Studio	AS	McCutchan Art Center/Pace Galleries (LA 0155)	LA
Business and Engineering Center	BE	Orr Center	OC
Carter Hall (UC 233)	UC	Performance Center	PF
Couch/Renner Hall (ED 1101)	ED	Physical Plant Service Center	PP
Creative and Print Center	CPC	Public Safety Building	PS
Dowhie Ceramics Center	CC	Recreation, Fitness and Wellness Center	FC
Education Center	ED	Rice Library	RL
Forum Lecture Halls (WA 1, 2, and 3)	WA	Science Center	SC
USI Foundation	FO	Screaming Eagles Complex	SEC
Fuquay Welcome Center	FWC	University Center	UC
Griffin Center	GC	Wright Administration Building	WA
Hamilton Music Studio (LA 0114)	LA		
Health Professions Center	HP	 Pedestrian, Bike, and Nature Trail	
Klismeyer Hall (LA 0101)	LA	 Bus Stop	