# LIFELONG LEARNING

**SPRING 2023** Course Catalog

UNIVERSITY OF
SOUTHERN INDIANA®

**Outreach and Engagement**

**Dear Lifelong Learners,**

Spring is a time for new growth and opportunities. Before the cold weather gives way to brighter, warmer days, take time to plan your path for growth! We have personal and professional development courses to meet your needs. We hope you will join us for another semester!

Here are our highlights for spring:

- Some of the course offerings at WestGate Academy in Odon, Indiana:
  *USI.edu/professionaldevelopment*
  – Leadership Skills *USI.edu/leadskill*
  – Process Improvement *USI.edu/procimprov*
  – Microsoft Excel Tips and Tricks *USI.edu/msexceltnt*

- Workplace Skill Enhancing Certificates (Online) *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 Database Certificate

- Personal Enrichment and Fitness and Recreation courses *USI.edu/personalenrichment*

  – Passport to Retirement
  – Astronomy
  – Tai Chi
  – Yoga

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

To find a course that fits your interest or needs, our website offers full details of our current programs at *USI.edu/LifelongLearning*. If your organization needs site-specific or job-specific training, we can help you with that at *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 remain available to assist you with questions during regular business hours at **812-464-1989** or *outreach@usi.edu*.

Sincerely,

**Dawn Stoneking**
Executive Director, Outreach and Engagement

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UNIVERSITY OF
SOUTHERN
INDIANA®
Outreach and Engagement

USI.edu/LifelongLearning

## LEADERSHIP SKILLS ASSESSMENT                     NO. MDC580

Using well-recognized and accepted assessment center methodology, assessors observe and evaluate participants during a series of work simulations where participants encounter challenges and tasks common to supervisory and management positions. The outcome is a comprehensive report outlining the participant's strengths, developmental needs and training recommendations. The assessment is valuable for aspiring or current supervisors and managers from all industries. Fee includes refreshments and lunch. This course addresses the following soft skills: leadership, written and oral communication, problem solving, decision making, interpersonal relationship skills, sensitivity, planning, organizing and prioritizing abilities. Similar courses available online at USI.edu/lifelonglearning-online.

**Dates and Time:**
  **No. MDC580.001:** Friday, January 13; 8:45 a.m.-3:30 p.m.
  **No. MDC580.002:** Friday, February 10; 8:45 a.m.-3:30 p.m.
  **No. MDC580.003:** Friday, March 17; 8:45 a.m.-3:30 p.m.
**Location:** USI University Center East, 2229
**Registration Fee:** $425 — Registration includes refreshments and lunch. USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/LeadershipSkills

## EMOTIONAL INTELLIGENCE                          NO. CER511

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

**Dates and Time:**
  **No. CER511.001:** Friday, April 28; 9 a.m.-Noon
**Location:** USI Rice Library, 0016
**Registration Fee:** $169 — Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/emotionalintelligence

## HAVING DIFFICULT CONVERSATIONS CERTIFICATE    NO. CER507

When dealing with people, one of the most difficult things we must do is address a problem through feedback. Most people are uncomfortable with giving difficult feedback, especially when it comes to doing this with difficult personality types. However, most problems never go away without confronting them. This course is designed to teach fundamental skills on how to deal with having difficult conversations.

**Dates and Time:**
  **No. CER507.001:** Friday, April 14; 8 a.m.-Noon
**Location:** USI Rice Library, 0016
**Registration Fee:** $199 — Registration includes refreshments and lunch. USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/DifficultConversations

## TIME MANAGEMENT AND DELEGATION CERTIFICATE  NO. CER506

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

**Dates and Time:**
  **No. CER506:** Thursday, March 24; 8 a.m.-Noon
**Location:** USI Rice Library, 0016
**Registration Fee:** $199 —USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/TimeManagement

## HUMAN RESOURCES FOR THE NON-HR MANAGER CERTIFICATE                         NO. CER505

Employees are often promoted into management roles with little training in human resources, yet managing people is a primary responsibility on which their success depends. If managers do not understand employment laws and concepts such as ADAAA, FCRA, implied contract, BFOQ, protected class, FLSA or discrimination, they may be unintentionally placing their employers at risk. 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, March 31; 9 a.m.-4 p.m.
**Location:** USI Rice Library, 0016
**Registration Fee:** $269 — Registration includes **The Big Book of HR** and lunch. USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/NonHRManager

## LEADERSHIP SKILLS FOR THE NEW LEADER CERTIFICATE                            NO. CLE400

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

**Dates and Time:**
  **No. CLE400.001:** Friday, May 5-12; 9 a.m.-4 p.m.
**Location:** USI Rice Library, 0016
**Registration Fee:** $425 — Registration includes lunch. USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.
**Register:** USI.edu/NewLeader

## FACILITY MANAGEMENT CERTIFICATE      NO. BUS600

Our 20-hour, five session course is perfect for anyone beginning a new role or wanting to learn more about facility management. As companies strive for the most efficient use of staff, business professionals are often filling unfamiliar roles such as managing facilities. This course is designed to give business professionals the basic information and skills needed to manage facilities, a role which could include the following tasks: organizing and administering a department, managing buildings and workspaces, managing a budget, overseeing maintenance and operations, overseeing projects, leasing and purchasing property, facility emergency preparedness, facility security management, facility safety programs and sustainability.

*Instructor:* Wayne Washington
*Dates and Time:*
  *No. BUS600.005:* Tuesday, Thursday, May 9, 11, 16, 18, 23; 8 a.m.-Noon
*Location:* USI University Center East, 2nd Floor, Room 2205
*Registration Fee:* $900
*Register:* USI.edu/FacilityManagement

## 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!

Online access at any time.

*Dates and Time:*
  *No. CIA300.001:* January 1-December 31, 2023
*Location:* USI Online, Asynchronous
*Registration Fee:* $759.20
*Register:* USI.edu/GleimCIA

## GLEIM CMA REVIEW      NO. CMA200

Gleim set the standard with the first CMA course over 35 years ago and has been innovating the exam prep industry ever since. 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. Receive additional support from our team of content experts and Personal Counselors to ensure you are exam day ready. Gleim equips you with everything you need to pass.

Online access at any time.

*Dates and Time:*
  *No. CMA200.001:* January 1-December 31, 2023
*Location:* USI Online, Asynchronous
*Registration Fee:* $1,279.20
*Register:* 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.

Online access at any time.

*Dates and Time:*
  *No. CPA100.001:* January 1-December 31, 2023
*Location:* USI Online, Asynchronous
*Registration Fee:* $1,599.20
*Register:* USI.edu/GleimCPA

## GLEIM EA REVIEW      NO. EA400

Gleim EA Review is the most widely used EA prep course. More EAs have used Gleim to pass the Enrolled Agent exam than all other prep courses combined. 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.

Online access at any time.

*Dates and Time:*
  *No. EA400.001:* January 1-December 31, 2023
*Location:* USI Online, Asynchronous
*Registration Fee:* $503.96
*Register:* USI.edu/GleimEAreview

## SHRM LEARNING SYSTEM      NO. HRC600

The newly designed Society of Human Resource Management (SHRM) Learning System can help you reach your learning and development goals. The learning system is based on the SHRM Body of Competency and Knowledge and features the most up-to-date and relevant study materials available today including SmartStudy tools, learning modules in print or d-reader formats and extensive multimedia online resources accessible via mobile devices. The course prepares professionals for SHRM-CP/SHRM-SCP certification exams..

*Instructors:* Kathleen Lapekas, Ellen Conway, Jennifer Zimmer
*Dates and Time:*
  *No. HRC600.001::* Mondays, September 11-November 27; 6-9 p.m.
*Registration Fee:* $1499 ; USI.edu/Shrm

## ANNUAL SPRING SOCIAL WORK CONFERENCE      NO. SOC200

Presented by the USI Social Work Department and NASW Indiana Chapter in celebration of National Professional Social Work Month. 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. The workshops provide opportunities to explore various dimensions of social work practice. There will be a variety of presentations and panels on various topics addressing social work-related issues. Information regarding this conference will be forthcoming and made available at USI.edu/SocialWorkConference.

*Dates and Time:*
  *No. SOC200:* Friday, March 3; 8:30 a.m.-4:30 p.m.
*Register:* USI.edu/SocialWorkConference

## 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 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.**

# SOFTWARE SKILLS
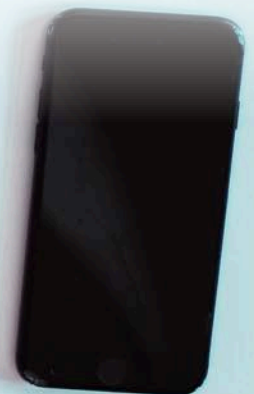
## MICROSOFT EXCEL 2016 LEVEL I     NO. CIS100

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

**Dates and Time:**
  **No. CIS100.001:** *Thursday, February 23-March 2; 1-4 p.m.*
**Location:** *USI University Center East, 2229*
**Registration Fee:** *$119 — USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.*
**Register:** *USI.edu/Excel1*

## MICROSOFT EXCEL 2016 LEVEL II     NO. CIS200

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

**Dates and Time:**
  **No. CIS200.001:** *Thursday, March 9-16; 1-4 p.m.*
**Location:** *USI University Center East, 2229*
**Registration Fee:** *$139 — USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.*
**Register:** *USI.edu/Excel2*

## MICROSOFT EXCEL 2016 LEVEL III     NO. CIS300

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

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

**Dates and Time:**
  **No. CIS300.001:** *Thursday, March 23-30; 1-4 p.m.*
**Location:** *USI University Center East, Room 2229*
**Registration fee:** *$149 — USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.*
**Register:** *USI.edu/Excel3*

## MICROSOFT EXCEL 2016 LEVEL IV     NO. CIS400

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

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

**Dates and Time:**
  **No. CIS400.001:** *Thursday, April 6-20; 1-4 p.m.*
**Location:** *USI University Center East, 2229*
**Registration Fee:** *$279 — USI alumni receive a 10% discount. Use promo code ALUM23. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course. Use promo code TSMA23.*
**Register:** *USI.edu/Excel4*

## HAVING DIFFICULT CONVERSATIONS            NO. BUS611

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

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

*Instructor: Pam Goedde*
*Dates and Time:*
  *No. BUS611.001: Wednesday, February 8; 1-4 p.m. Eastern Time*
*Location: WestGate Academy, 1st Floor - Quad 2*
*Registration Fee: $500 — Includes training materials and best-selling book Crucial Conversations: Tools for Talking When Stakes are High, 2nd Ed.; No meal or drinks provided.*
*Register: USI.edu/criticalconversations*

## LEADERSHIP SKILLS WORKSHOP            NO. BUS613

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

Day 1:
  Your Role as a Leader
- What the supervisor role is and what it is not
- Engaging employees
- Supervising former peers

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

Day 2:
  Resolving Conflict
- Healthy conflict versus damaging
- Causes and consequences of conflict
- Conflict resolution process and the supervisor's role

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

*Instructors: Tammy Pickering, MBA, CPCC and Pam Goedde, MPA, SPHR*
*Dates and Time:*
  *No. BUS613.001: Monday, February 13-20; 9 a.m.-4 p.m. Eastern Time*
*Location: WestGate Academy, 1st Floor - Quad 2*
*Registration Fee: $975 — Includes training materials; no meal or drinks provided, may bring your own. There will be a one-hour lunch break at Noon–1 p.m. each day.*
*Register: USI.edu/Leadskill*

## PROCESS IMPROVEMENT (PI) WORKSHOP            NO. BUS616

Process improvement (PI) is learning to maximize an organization's profits by examining the flow of a process, identifying, evaluating and improving the process—by asking the right questions!

Expected participant learning outcomes:

- Develop a skill set for analyzing, evaluating and improving a process by eliminating non-value-added waste
- Develop the ability to reduce the costs of a process (labor, materials, overhead)
    – Improving the productive use of all resources
    – Streamlining the process to eliminate steps that aren't needed or don't add value
- Learn how to increase process output without increasing labor and other resources
- Leave the program with a "hit the ground running toolbox" of usable skills, ready to improve an organization's profitability

Key Elements Discussed (3-Hours):

- Learn to define the elements of a process (inputs, transformation, outputs)
- Examine the financial impact of PI—savings become net profits and go directly to an organization's bottom line
- Develop an understanding of the key goal of process improvement—elimination of waste
- Build a working knowledge of the tools available to the PI practitioner:
    – Construction and use of Process Charts aimed at eliminating waste
    – Review of how such items as Checklists, Pareto Charts, Cause and Effect Diagrams, Bar Charts, Graphs, etc. can be used for PI
    – Examine how Productivity Measures can point out PI opportunities
    – Review how Breakeven Analysis can determine PI opportunities
    – Learn how to Balance a Process to optimize resource utilization
    – Discover how to identify the Process Bottleneck, and how to increase the output of a process

Group Exercises will be used with each of these tools to reinforce how they are used in real time situations

- Discuss Process Improvement through "Zero Defects" Quality Programs

• Time permitting—discuss other miscellaneous PI opportunities including process visual controls; five approaches for PI problem solving; process simulation on the computer; PI in inventory management; and PI using Lean (JIT) Systems

*Instructor:* Larry Zimmer, MBA
*Dates and Time:*
  *No. BUS616.002:* Thursday, February 23; 1-4 p.m. Eastern Time
*Location:* WestGate Academy, 1st Floor - Quad 2
*Registration Fee:* $500 — Includes training materials; no meal or drinks provided.
*Register:* USI.edu/procimprov

## PROJECT MANAGEMENT EXAM PREP PROGRAM  NO. BUS610

Whether you are part of a construction project using classical Predictive project management or a member of a small, self-directed team on an IT project using Agile methodology, we've got you covered with this Project Management program. If you are somewhere in between, we cover Adaptive techniques too! Learn from subject matter experts that have been there, done that! Our instructors are PMPs with a wealth of experience in Predictive and Agile worlds. They will gladly share their knowledge, successes and failures, and will invite participants to share theirs. This program uses materials with up-to-date examples and questions from both engineering/construction and IT projects, and time has been built into the program for live discussion on related subjects, including time for participant's current challenges. The program is based on the PMI's PMBOK 7th Edition and Agile Practice Guide. Regardless of which environment you work in, proper project management will increase the likelihood of successful project outcomes and a satisfied customer. When you can radically reduce time to market, you move the organization quicker to success!

This 36-hour course prepares you for the PMP® exam. Participants will receive an easy-to-read text, workbook, optional online quizzes, tests and a mock exam. Participant progress will be monitored, and the instructors will provide feedback. Upon course completion, participants will have learned the following:

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

*Instructors:* David Shrimpton, PMP, RMP and Mark Lush, PMP, CSM
*Dates and Time:*
  *No. BUS610.001:* February 17 - April 14; 9-2 p.m. Eastern Time
  *This program consists of 9 Sessions—3 will be in-person (P) at WestGate Academy and 6 will be virtual (V) Zoom sessions.*
  *February 17 (P), February 24 (V), March 3 (V), March 10 (V), March 17 (P), March 24 (V), March 31 (V), Thursday, April 6 (V), April 14 (P)*
*Location:* WestGate Academy, 1st Floor - Quad 2
*Registration Fee:* $ 2700, includes all materials
*Register:* USI.edu/pmexamprepcert
*MUST REGISTER BY FEBRUARY 1, 2023*

## MICROSOFT EXCEL INTERMEDIATE LEVEL II        NO. BUS608

Take your Excel skills to the next level by attending USI's non-credit Excel Intermediate Level II training. This Level II training is for experienced users who have learned the basic knowledge of Excel spreadsheets and want to learn more functions.

The training will be six hours in length with a one-hour break for lunch. Training will be hands-on so participants must bring their own laptop to the training. A training manual will be provided to you at the training.

The content of the training will cover:
• 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
• Inserting shapes and images and using SmartArt

*Instructor:* Mark Soper
*Dates and Time:*
  *No. BUS608.004:* Monday, April 3; 9a.m.–4 p.m. Eastern Time (Lunch break Noon-1 p.m. ET).
*Location:* WestGate Academy, 1st Floor - Quad 2
*Registration Fee:* $375 — Includes training materials. No meal or drinks provided; you may bring your own.
*Register:* USI.edu/excelintermediate

## MICROSOFT EXCEL ADVANCED LEVEL III  NO. BUS609

Take your Excel skills even higher by attending USI's non-credit Excel Advanced Level III training. This Level III training is for very experienced users who want to go beyond the intermediate user level and learn advanced features.

The training will be six hours in length with a one-hour break for lunch. Training will be hands-on so participants must bring their own laptop to the training. A training manual will be provided to you at the training.

The content of the training will cover:
- database functions
- text functions
- advanced filter options
- creating and editing macros
- data analysis
- sparklines
- goal seeking with data tables

*Instructor: Mark Soper*
*Dates and Time:*
  *No. BUS609.004: Tuesday, April 18; 9 a.m.-4 p.m. Eastern Time*
  *(Lunch break Noon-1 p.m. ET)*
*Location: WestGate Academy, 1st Floor - Quad 2*
*Registration Fee: $370 — No meal or drinks provided, may bring your own.*
*Register: USI.edu/exceladvanced*

## MICROSOFT EXCEL TIPS AND TRICKS AT WESTGATE  NO. BUS614

This three-hour program is designed for experienced Microsoft Excel users who want to further master their skills. The session goes beyond the basics to fully utilize the features of Excel.  Participants in this course can expect to learn the following:

Data Visualizations and Charting
- Adding figures to charts to represent data
- Using smooth lines in line charts
- Copy and paste chart formatting between charts
- Change display units
- Create filled maps based on location-specific worksheet data
- Create a forecast sheet from worksheet data

Data Analysis Tips and Tricks
- Use QUICK ANALYSIS to analyze selected worksheet data
- Filter and remove duplicate data
- Use 3-D referencing to make working with data on multiple worksheets faster
- Get data from PivotTables separated from source data
- Grouping worksheets

Data Entry and Cleanup Tips and Tricks
- Use PASTE special to transpose data, paste values and increase/decrease Excel values

- Convert pasted-in text with delimiters into separate columns
- Use DATEVALUE to solve date problemst
- Use IFERROR to clean up data
- Add autoformat to the Quick Access toolbar and use it to format selected data
- Set up an easy user data entry form without using the Developer tab
- Use FILL JUSTIFY to combine text in separate cells into a single cell

Use keyboard shortcuts to improve access to Excel features

*Instructors: Mark Soper*
*Dates and Time:*
  *No. BUS614.002: Monday, February 27; 1-4 p.m. Eastern Time*
*Location: WestGate Academy, 1st Floor - Quad 2*
*Registration Fee: $250 — This course is hands-on so participants must bring a laptop to the training. Includes training materials; no meal or drinks provided, may bring your own.*
*Register: USI.edu/msexceltnt*

## MS EXCEL PIVOT TABLE WORKSHOP  NO. BUS612

PivotTables are one of the most powerful features of Excel and are something that every serious user should know how to use. PivotTables are also one of the most difficult features to figure out unless you have training. Our goal is to make PivotTables less intimidating and more useful by turning data into meaningful information.

This course is six hours in length with a one-hour break for lunch and is hands-on so participants must bring a laptop to the training. Also, it is designed for advanced Excel users who want to focus more on PivotTables. Some of the topics that will be covered are:
- How to get multiple reports from the same worksheet without sorting, filtering, converting into a table or performing other manipulations
- How to perform many different types of financial, count and statistical summaries on the same worksheet
- Start with recommended PivotTables, modify them and then build your own for even more control over the information you need
- How to use the interactive features to get different views of your data with drag and drop data fields
- Create graphs more easily because the data is already summarized for you
- Discover how timelines and slicers make it even easier to find the information needed

*Instructor: Mark Soper*
*Dates and Time:*
  *No. BUS612.001: Monday, March 27; 9 a.m.-4 p.m. Eastern Time*
*Location: WestGate Academy, 1st Floor - Quad 2*
*Registration Fee: $375 — No meal or drinks provided, may bring your own.*
*Register: USI.edu/pivot*

## MICROSOFT POWERPOINT TIPS AND TRICKS      NO. BUS615

This three-hour program is for current PowerPoint users looking to further hone their PowerPoint skills. The session will focus on tips and tricks to make PowerPoint easier to use and improve the look of your presentations.

Participants in this course will learn features including:

- Creating an outline in Microsoft Word and turning it into a PowerPoint presentation
- Replacing fonts in a presentation
- Creating numbered or lettered callout shapes on a slide
- Formatting a presentation using slide masters
- Using the symbols menu to add symbols and special characters to text
- Adding a background to all slides in a presentation
- Adjusting an image's color, brightness or sharpness
- Playing inserted audio or video automatically in a presentation

- Automatically advancing a slide in an otherwise manually timed presentation
- Reliably playing video originally on YouTube in a presentation
- Using Slide Zooming to create shortcuts in a presentation

This course is hands-on so participants must bring a laptop to the training.

**Instructor:** *Mark Soper*
**Dates and Time:**
  *No. BUS615.003: Tuesday, March 7; 1-4 p.m. Eastern Time*
**Location:** *WestGate Academy, 1st Floor - Quad 2*
**Registration Fee:** *$250 — This course is hands-on so participants must bring a laptop to the training. Includes training materials; no meal or drinks provided, may bring your own.*
**Register:** *USI.edu/mspptnt*

# WORKPLACE SKILL ENHANCING CERTIFICATES (ONLINE)

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

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

**Visit:** *USI.edu/workplaceskillscertificates*

**ADVANCED WEB DESIGN CERTIFICATE**

**BASIC SUPERVISORY SKILLS CERTIFICATE**

**DIGITAL MARKETING CERTIFICATE**

**EFFECTIVE WORKPLACE COMMUNICATION CERTIFICATE**

**ESSENTIALS TO WEB DESIGN CERTIFICATE**

**GRAPHIC DESIGN TOOLS LEVEL 1 CERTIFICATE**

**INTRODUCTION TO BUSINESS ESSENTIALS CERTIFICATE**

**INTRODUCTION TO BUSINESS WRITING CERTIFICATE**

**INTRODUCTION TO DATABASE CERTIFICATE**

## PASSPORT TO RETIREMENT                      NO. ALP501

Preparing for retirement is one of the most important concerns we have today. Retirement costs are rising, the future of Social Security is uncertain and many people have not accumulated the savings they will need to enjoy the retirement lifestyle they deserve. Join investment professionals for this introduction to the concepts and practices that will help make retirement possible and comfortable. You'll learn how to get the most from guaranteed investments, tax-free income and estate planning. For those already retired or planning to retire in the next 10 years, the seminar takes a conservative approach to wise money management in addition to identifying lifestyle issues facing mature Americans. The registration fee includes an in-depth workbook with valuable exercises and worksheets.

*Instructor:* David Perigo
*Dates and Time:*
  *No. ALP501.002:* Tuesday, January 24-February 7; 6-8:30 p.m.
  *No. ALP501.001:* Saturday, February 25-March 11; 9-11:30 a.m.
*Location:* USI University Center East, 2219-2220
*Registration Fee:* $69 — The registration fee is for an individual OR two registering together and sharing materials. Second person registering use promo code PTR23.
*Register:* USI.edu/PassportToRetirement

## SOCIAL SECURITY PLANNING FOR BOOMERS      NO. ALP502

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

*Instructor:* David Perigo
*Dates and Time:*
  *No. ALP502.001:* Thursday, January 12; 6-7:30 p.m.
  *No. ALP502.002:* Wednesday, January 18; 6-7:30 p.m.
  *No. ALP502.003:* Monday, February 13; 6-7:30 p.m.
  *No. ALP502.004:* Tuesday, March 7; 6-7:30 p.m.
*Location:*USI University Center East, 2219-2220
*Registration Fee:* $19 — The registration fee is $19 for an individual or $24 for two registering together and sharing materials. To receive the discount, use promo code BOOMERS23 when registering the second person.
*Register:* USI.edu/SocialSecurityPlanning

## ASTRONOMY 101       NO. ALP407

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

**Must be 18 to register.**
**Instructor:** Scott Connor
**Dates and Time:**
  **No. ALP407.001:** Thursday, March 2-April 6; 6:45-8:15 p.m.
**Observation Nights:** March 9 and 23, 7:30-9 p.m.
**Location:** USI University Center East, 2205
**Registration Fee:** $95
**Register:** USI.edu/Astronomy

## CREATING EXPRESSIVE PORTRAITS       NO. ALP420

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

**Instructor:** Laura Aurea
**Dates and Time:**
  **No. ALP420.001:** Tuesday and Thursday, April 18, 20, 25, 27; 5:30-8 p.m.
**Location:** USI Arts Center, 229
**Registration Fee:** $95 — includes some materials
**Register:** USI.edu/portraits

## INTRODUCTION TO EGG TEMPERA       NO. ALP421

For centuries, egg tempera was the artists' preferred medium for panel paintings, and many of the medieval and renaissance masterpieces you see in museums were executed in egg tempera. More durable than oil and with its glowing quality, water-based egg tempera offers many advantages to artists. Learn about this old and ever-new medium being embraced by artists today. In this class, you will first learn how to make your own paint using egg yolk and dry pigments. You will learn about brushes and other tools for applying the paint. You will practice using your egg tempera paint on small panels or watercolor paper and try different ways of applying the tempera. You will also learn how to transfer your image and begin to execute your painting. We will discuss glazing and scumbling, lettering, color choices, sealing a painting, gesso, and other topics as interests come up and time permits. Bring color images of what you may want to paint and any watercolor brushes you may have on hand. Smaller sizes will be most useful. Also bring cotton rags and two small cups, one for water and one for the egg emulsion. A ruler and pencil are always good to have on hand along with a notebook, and you might want to bring an apron. Pigments, eggs, brushes, palettes for in-class use, and supports (panel/paper) will be provided along with a variety of other supplies and references.

**Instructor:** Laura Aurea
**Dates and Time:**
  **No. ALP421.001:** Tuesday and Thursday, May 2, 4, 9, 11; 5:30-8 p.m.
  This course will be four sessions meeting Tuesday through Thursday over two weeks, two hours each session.
**Location:** USI Arts Center, 229
**Registration Fee:** $240 — includes some materials
**Register:** USI.edu/eggtempera

## BEGINNING LETTERING WORKSHOP       NO.HNH105

Learn beautiful lettering and calligraphy techniques just in time to create holiday cards. Find out which pens, ink and paper work well together. All materials will be included and all experience levels are welcome.

**Instructor:** Sara Christensen Blair
**Dates and Time:**
  **No. HNH105.001:** Saturday, February 4; Noon-3 p.m.
**Location:** New Harmony Gallery of Contemporary Art
**Registration Fee:** $55
**Register:** USI.edu/lettering

## BEGINNING FELTING WORKSHOP       NO.HNH106

Learn how to create felt art using both wet and dry techniques. Explore the possibilities of felting using all natural materials and a layering technique. All materials will be included, and all experience levels are welcome.

**Instructor:** Sara Christensen Blair
**Dates and Time:**
  **No. HNH106.001:** Saturday, March 11; Noon-3 p.m.
**Location:** New Harmony Gallery of Contemporary Art
**Registration Fee:** $75
**Register:** USI.edu/felting

## HISTORIC NEW HARMONY HISTORIC TOURS

Historic New Harmony conducts daily guided tours starting from the Atheneum Visitors Center at 1 p.m., March–October. 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 the following days: Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve, New Year's Day and Easter. For more information call the Atheneum Visitors Center at 812-682-4474.

*Visit:* *USI.edu/historictours*

## 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 programing around town and improve visitor experience and community engagement. Please see visitnewharmony.com for more information or follow us on Instagram @newharmonysecondsaturdays or Facebook @ NHSecondSaturdays to keep up to date about Second Saturday events each month.

## HERITAGE ARTISANS DAYS

Historic New Harmony invites school children to experience New Harmony, Indiana April 12 - 14, 2023. Historic New Harmony welcomes back artisans who specialize in paper marbling, blacksmithing and broom making, just to name a few.

*Visit:* *USI.edu/heritage*

## INTRODUCTION/INTERMEDIATE YOGA    NO. FIT381

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

*Instructor:* Shannon Hildenbrand
*Dates and Time:*
  *No. FIT381.001:* Monday, March 13-April 10; 5-6 p.m.
*Location:* USI University Center East, 2217-2218
*Registration Fee:* $50
*Register:* USI.edu/yoga

## TAI CHI    NO. FIT370

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

*Instructor:* Ron Weatherford
*Dates and Time:*
  *No. FIT370.001:* Tuesdays, March 21-April 18; 5-6 p.m.
  *No. FIT370.002:* Tuesdays, May 2-30; 5-6 p.m.
*Location:* USI University Center East, 2217-2218
*Registration Fee:* $50
*Register:* USI.edu/taichi

## BEGINNING GOLF    NO. FIT360

Get into the swing with professional instruction on golf equipment, terminology, rules and etiquette. Lab sessions cover clubs, grip, stance, swing, timing and rhythm, pitching, pitch and run, sand shots, chip shots and putting. Bring all your clubs to the first-class session. Clubs not provided.

*Instructor:* Scott Culley
*Dates and Time:*
  *No. FIT360.001:* Thursday, April 6-April 27; 5:30-6:30 p.m.
*Location:* Tee Time Golf Complex
*Registration Fee:* $120
*Register:* USI.edu/Golf

## 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 16-23; 1-4 p.m.*
**Location:** *USI Arts Center, 229*
**Registration Fee:** *$35*
**Register:** *USI.edu/artforhighschool*

## BUILDING READING SKILLS                    NO. YTH480

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

Sessions will last approximately 40 minutes, and guardians are encouraged to be present in the room during the session. Children in the same household should sign up separately to maintain a one-to-one learning environment. Spaces are limited; therefore, enrollment is open to NEW students only at this time, and a commitment to attend all sessions is expected. Returning participants may be placed on a waiting list, if interested, by emailing outreach@usi.edu.

**Dates and Time:**
  **No. YTH480.001:** *Tuesday, January 24-April 25; 6-6:45 p.m.*
  *No class on March 7 or 28.*
**Location:** *USI Education Center, 3111*
**Registration Fee:** *$49*
**Register:** *USI.edu/readingskills*

## COLLEGE ACHIEVEMENT PROGRAM

The University of Southern Indiana's College Achievement Program (CAP) offers dual credit to outstanding junior and senior students in more than two dozen area high schools. Through CAP, students meet high school graduation requirements and earn college credits, all while in their high school classroom during the regular school day. CAP courses are taught by high school instructors who meet the same criteria as USI adjunct faculty, and more than 35 courses in English, history, biology, chemistry, economics, foreign language, health professions, journalism and math are available. Many CAP courses transfer easily utilizing the Indiana Core Transfer Library (CTL) and fulfill the Academic Honors Diploma. Most CAP courses are on the dual credit priority list and cost $25/credit hour. The College Achievement Program is one of only six programs in Indiana accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and one of 119 accredited programs in the nation.

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

*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.

## 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 2019 (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

### FRONT-END WEB DEVELOPER                          GES3014

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

### FULL STACK SOFTWARE DEVELOPER                    GES375

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

### JAVA PROGRAMMER                                  GES337

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

### WEB APPLICATIONS DEVELOPER PLUS                  GES319

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

### ORACLE SQL AND PL/SQL + PYTHON DEVELOPER + JAVA PROGRAMMER          GES341

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

### WEB APPLICATIONS DEVELOPER                       GES316

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

### HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST     GES208

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility and provide excellent customer service and support. 120 Course Hours

### IT FOUNDATIONS BUNDLE                            GES355

This online course combines the best practices across ITSM, to help those new to IT learn about DevOps, ITIL 4 and SIAM, with their benefits for organizations. With this IT Foundations bundle, you will learn the key concepts of IT service management, product management, as well ITIL principles and the service value system (SVS). You will also have in-depth study materials to prepare for the ITIL 4 Foundation, SIAM Foundation, and DevOps Foundation certification exams, including videos, PDF study guides, quizzes and a practice exam.

### 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 tobecome a quality inspector.

## ARTS AND DESIGN

### DIGITAL GAME ARTIST CERTIFICATE — GES3006

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

### 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 TRAINING — GES131

With the certificate program in Childcare Education offered at Smart Horizons Career Online High School, you can pursue your Child Development Associate (CDA) certification and launch your career in childcare. 120 Course Hours

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 January 18, February 15, March 15, April 12 and May 17*
**Registration Fee:** *affordable rates starting at just $115*
**Visit:** *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 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 2016     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 2018     NO. OLC770
Learn how to quickly and efficiently gain control over the financial aspects of your business.

### 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 dffectively 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.

### WOW, WHAT A GREAT EVENT!     NO. OLC385
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

### 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 ───────────

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

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

💻 **Online** registration available at *USI.edu/LifelongLearning*

NAME (first/mi/last) _____

MAILING ADDRESS _____

CITY/STATE/ZIP_____

HOME PHONE _____ WORK PHONE _____

EMAIL _____ CELL PHONE _____

COURSE TITLE _____ COURSE NO. _____ FEE_____

COURSE TITLE _____ COURSE NO. _____ FEE_____
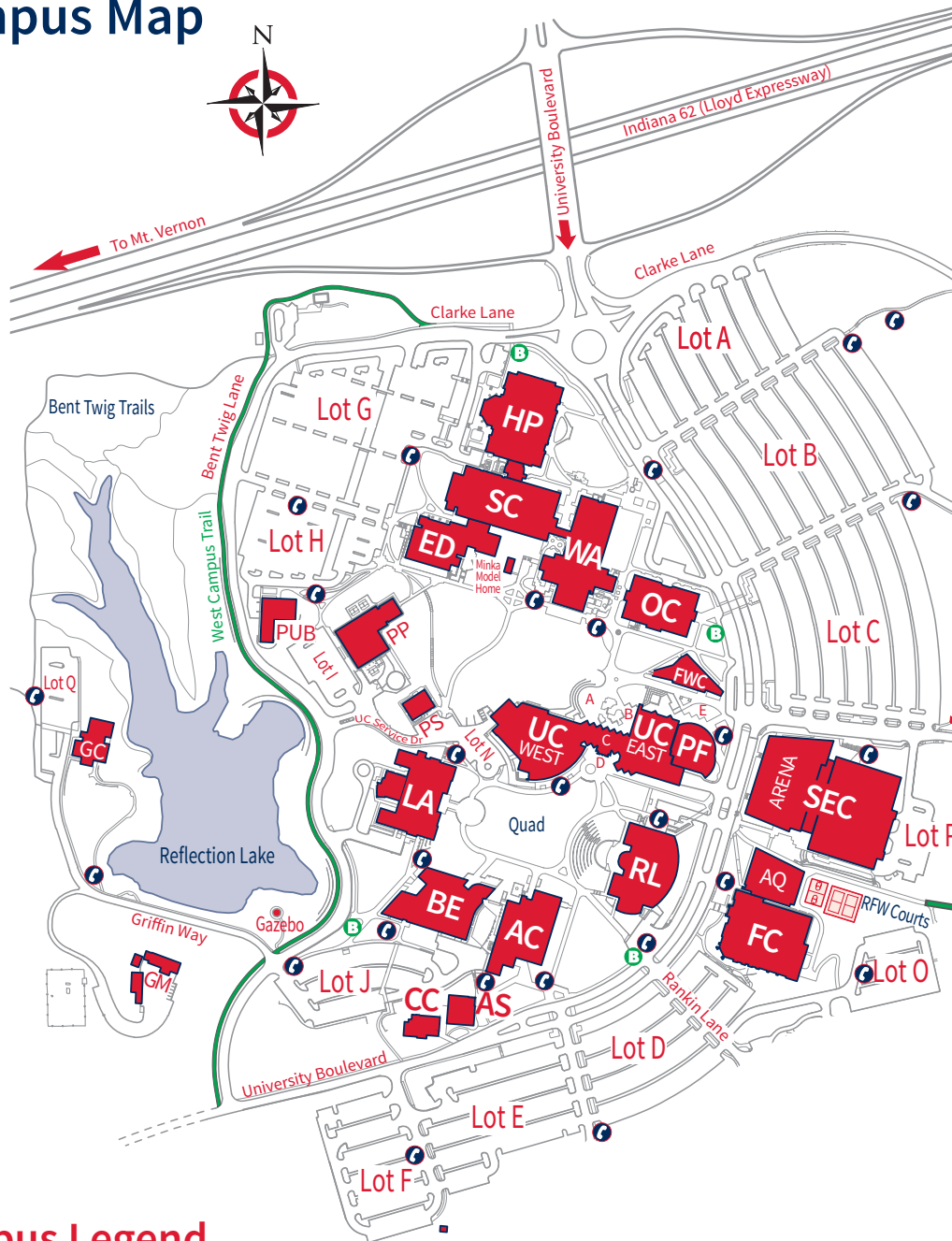
**TOTAL FEE** _____

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

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

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

UNIVERSITY OF
**SOUTHERN INDIANA**®
**Outreach and Engagement**

# Campus Map

**N**

To Mt. Vernon

Indiana 62 (Lloyd Expressway)

University Boulevard

Clarke Lane

Clarke Lane

Clarke Lane

Lot A

Lot B

Lot C

Lot G

Bent Twig Trails

Bent Twig Lane

Lot H

West Campus Trail

PUB

PP

Lot I

Lot Q

GC

UC Service Dr

PS

Lot N

HP

SC

ED

Minka Model Home

WA

OC

FWC

A

B

C

D

E

UC WEST

UC EAST

PF

ARENA

SEC

Lot P

LA

Quad

RL

AQ

RFW Courts

Reflection Lake

Griffin Way

Gazebo

GM

BE

AC

FC

Lot J

CC

AS

Rankin Lane

Lot O

Lot D

University Boulevard

Lot E

Lot F

# Campus Legend

| | |
|---|---|
| Aquatic Center | AQ |
| Arts Center | AC |
| Art Studio | AS |
| Business and Engineering Center | BE |
| Carter Hall (UC 233) | UC |
| Couch/Renner Hall (ED 1101) | ED |
| Dowhie Ceramics Center | CC |
| Education Center | ED |
| Forum Lecture Halls (1, 2, and 3) | WA |
| USI Foundation | FO |
| Fuquay Welcome Center | FWC |
| Griffin Center | GC |
| Hamilton Music Studio (LA 0114) | LA |
| Health Professions Center | HP |
| Kleymeyer Hall (LA 0101) | LA |
| Liberal Arts Center | LA |
| Mallette Studio Theatre (LA 0105) | LA |
| McCutchan Art Center/Pace Galleries (LA 0155) | LA |

| | |
|---|---|
| Mitchell Auditorium (HP 1002) | HP |
| Orr Center | OC |
| Performance Center | PF |
| Physical Activities Center (PAC) | PA |
| Physical Plant Service Center | PP |
| Public Safety Building | PS |
| Publishing Services Center | PUB |
| Recreation, Fitness and Wellness Center | FC |
| Rice Library | RL |
| Science Center | SC |
| Screaming Eagles Complex | SEC |
| University Center | UC |
| Wright Administration Building | WA |

Pedestrian, Bike, and Nature Trail

Blue Emergency Phone

B  Bus Stop