Dear Lifelong Learners,

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

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

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

Lifelong Learning offers the following opportunities:

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

A 10% Senior Discount (age 60+) can be applied to the in-person Personal Enrichment and Software Skills courses. Please use promo code Senior24 during checkout for the discount.

To find a course that fits your interest or needs, our website offers full details of our current programs at USI.edu/LifelongLearning. 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 can assist you with questions during regular business hours at 812-464-1989 or outreach@usi.edu.

Best wishes for 2024!

Sincerely,

Dawn Stoneking
Executive Director, Outreach and Engagement
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

SHRM LEARNING SYSTEM  NO. HRC600
The learning system is based on the SHRM Body of Competency and Knowledge and features the most up-to-date and relevant study materials available today including SmartStudy tools, learning modules in print or e-reader formats and extensive multimedia online resources accessible via mobile devices. The course prepares professionals for SHRM-CP/SHRM-SCP certification exams. Visit www.shrm.org for more information about certification. All materials will be provided.

Dates and Time:
No. HRC600.001: 12 Mondays, September 16–December 9, 6-9 p.m.
Class does not meet on November 25.
Location: USI Rice Library, 0010
Registration Fee: $1599
Register: USI.edu/SHRM

EMOTIONAL INTELLIGENCE  NO. CER511
In this course, we will explore the three basic core components of Emotional Intelligence: emotional awareness; the ability to harness emotions and apply them; and the ability to manage emotions.

Dates and Time:
No. CER511.001: Friday, June 7; 9 a.m.-Noon
Location: USI Rice Library, 0012
Registration Fee: $169
Members of the Tri-state Manufacturers’ Alliance receive a 10% discount, use promo code TSMA24.
Register: USI.edu/EmotionalIntelligence

DEVELOPING PERSONAL ASSERTIVENESS  NO. CER515
Developing Personal Assertiveness is a course that teaches people tools to develop more assertiveness to help improve relationships, confront difficult situations and handle conflict without becoming aggressive.

Dates and Time:
No. CER515.001: Friday, May 31; 9-11 a.m.
Location: USI Rice Library, 0012
Registration Fee: $139
Register: USI.edu/Assertive

GLEIM CIA REVIEW  NO. CIA300
As the Gold Standard in CIA Review, Gleim’s strong reputation for excellence is founded on our content, proven success record and excellent customer service. Pass the CIA Exam faster with our Premium Review System providing SmartAdapt™ technology, tons of multiple-choice practice, instructor videos and more!

Dates and Time:
No. CIA300.001: Online access at any time.
Location: USI Online, Asynchronous
Registration Fee: $759.20
Register: USI.edu/GleimCIA

ANNUAL SPRING SOCIAL WORK CONFERENCE  NO. SOC200
Information regarding this conference will be forthcoming and made available at USI.edu/SocialWorkConference.

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

Dates and Time:
No. SOC200.001: Friday, March 1; 8:30 a.m.-4:30 p.m.
Location: USI University Center West, Carter Hall A-B-C-D
Registration Fee: $100
Register: USI.edu/Socialworkconference
PROFESSIONAL DEVELOPMENT

GLEIM CMA REVIEW NO. CMA200
Gleim covers every inch of the ICMA’s Learning Outcome Statements with experts walking candidates through videos, comprehensive digital and physical books, audio lectures, and signature answer explanations in the largest test bank of multiple-choice and essay questions.

Dates and Time:
No. CMA200.001: Online access at any time.
Location: USI Online, Asynchronous
Registration Fee: $1279.20
Register: USI.edu/GleimCMA

GLEIM CPA REVIEW NO. CPA100
Over 1 million CPA exams passed using Gleim. Be 100% exam day ready with our comprehensive study materials, largest bank of multiple-choice questions and simulations, instructor videos, access until you pass and unparalleled candidate support.

Dates and Time:
No. CPA100.001: Online access at any time.
Location: USI Online, Asynchronous
Registration Fee: $1599.20
Register: USI.edu/GleimCPA

GLEIM EA REVIEW NO. EA400
Our Premium Review System includes access to the largest test bank available, adaptive course technology, instructor videos, an Access Until You Pass™ Guarantee, and mentors and exam guidance that provide the personalized support you need to pass on the first try with confidence.

Dates and Time:
No. EA400.001: Online access at any time.
Location: USI Online, Asynchronous
Registration Fee: $503.96
Register: USI.edu/GleimEAreview

HUMAN RESOURCES FOR THE NON-HR MANAGER CERTIFICATE NO. CER505
In this course, managers will learn about federal and state employment laws as well as the importance of implementing effective HR practices from employee hiring through separation. Special emphasis will be given to the importance of maintaining a harassment-free, discrimination free workplace.

Dates and Time:
No. CER505.001: Friday, April 12; 9 a.m.- 4 p.m.
Location: USI Rice Library, 0012
Registration Fee: $289
Registration includes The Big Book of HR and lunch. USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers’ Alliance receive a 10% discount for this course, use promo code TSMA24.
Register: USI.edu/NonHRManager

LEADERSHIP SKILLS ASSESSMENT NO. MDC580
Using well-recognized and accepted assessment center methodology, assessors observe and evaluate participants during a series of work simulations where participants encounter challenges and tasks common to supervisory and management positions.

Dates and Time:
No. MDC580.002: Friday, February 23; 8:45 a.m.-3:30 p.m.
No. MDC580.001: Friday, April 5; 8:45 a.m.-3:30 p.m.
No. MDC580.003: Friday, May 17; 8:45 a.m.-3:30 p.m.
Location: USI University Center East, 2229
Registration Fee: $475 subject to change
Registration includes refreshments and lunch.
USI alumni receive a 10% discount, use promo code ALUM24.
Register: USI.edu/Leadershipskills
LEADERSHIP SKILLS FOR THE NEW LEADER CERTIFICATE NO. CLE400

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

Dates and Time:
No. CLE400.001: Friday, April 26 & May 3; 9 a.m.-4 p.m.
Location: USI Rice Library, 0012
Registration Fee: $425
Registration includes lunch.

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

Register: USI.edu/NewLeader

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/workplaceskillcertificates

ADVANCED WEB DESIGN CERTIFICATE
BASIC SUPERVISORY SKILLS CERTIFICATE
DIGITAL MARKETING CERTIFICATE
EFFECTIVE WORKPLACE COMMUNICATION CERTIFICATE
ESSENTIALS TO WEB DESIGN CERTIFICATE
GRAPHIC DESIGN TOOLS LEVEL 1 CERTIFICATE
INTRODUCTION TO BUSINESS ESSENTIALS CERTIFICATE
INTRODUCTION TO BUSINESS WRITING CERTIFICATE
INTRODUCTION TO DATABASE CERTIFICATE
TECHNICAL WRITING FUNDAMENTALS

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

**Instructor:** Tammy Pickering, MBA, ACC  
**Dates and Times:** February 12 & 13, 9 a.m.-4 p.m. EST  
**Location:** WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120  
**Registration Fee:** $900  
**More information:** USI.edu/techwritefund

LEADERSHIP SKILLS WORKSHOP

This workshop is intended for prospective, new, or experienced leaders and is ideal for building the capabilities needed to launch or enhance a successful management career.

**Instructors:** Tammy Pickering, MBA, ACC and Pam Goedde, MPA, SPHR  
**Dates and Times:** March 6 & 7, 9 a.m.-4 p.m. EST  
**Location:** WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120  
**Registration Fee:** $1,000  
**More information:** USI.edu/leadskill

ADVANCED TECHNICAL WRITING

Advanced Technical Writing will focus on how to break down complex ideas into easy-to-understand explanations for readers with little to no prior knowledge of the topic.

**Instructor:** Tammy Pickering, MBA, ACC  
**Dates and Times:** Tuesdays, April 9 & 16, 9 a.m.-4 p.m. EST  
**Location:** WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120  
**Registration Fee:** $900  
**More information:** USI.edu/advtechwrite

SIMPLEX LEVEL 1

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

**Instructor:** Dr. Tad Dickel  
**Dates and Times:** Wednesday, April 24, 9 a.m.-4 p.m. EST and Thursday, April 25, 9 a.m.-Noon EST  
**Location:** WestGate Academy, 13598 E. WestGate Drive, Odon, IN, 1st Floor, Room 120  
**Registration Fee:** $1,200  
**More information:** USI.edu/simplex1
CORPORATE PARTNERSHIPS

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

Some of our most popular training topics are:
- Leadership and Management
- Employee Development
- Project Management
- Customer Service
- Quality and Lean Initiatives
- Supply Chain Optimization
- Business and strategic planning
- Retreat facilitation

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

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.

CUSTOMIZED CONSULTING AND TRAINING

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

We address workforce skill gaps in:
- Business communication
- Leadership and essential skills
- Management and performance skills
- Six Sigma Lean and Green Belt
- Software skills
- Technical skills

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

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

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

More information is available at USI.edu/custom-training or contact Paula Nurrenbern at 812-461-5425 or pjnurrenbe@usi.edu, or Lesley Groves at 812-461-1854 or lagroves@usi.edu.
Tai Chi involves a series of movements executed in a slow, rhythmic and focused manner together with deep breathing. Each movement flows into the next to ensure that your body is in constant motion.

**Instructor:** Ron Weatherford  
**Dates and Time:**  
No. FIT370.001: Tuesday, March 19-April 16; 5-6 p.m.  
No. FIT370.002: Tuesday, April 30-May 28; 5-6 p.m.  
**Location:** USI University Center East, 2217-2218  
**Registration Fee:** $50  
**Register:** USI.edu/taichi

**INTRODUCTION/INTERMEDIATE YOGA NO. FIT381**

New to yoga or fallen out of practice? This class is the perfect way to ease into a yoga routine. Basic poses are taught and practiced. Poses are accessible to those with and without experience. Wear comfortable clothing and bring a yoga mat and towel to class.

**Instructor:** Shannon Hildenbrand  
**Dates and Time:**  
No. FIT381.001: Mondays, March 11-April 8; 5-6 p.m.  
**Location:** USI University Center East, 2217-2218  
**Registration Fee:** $50  
**Register:** USI.edu/yoga

**LIVING A HEALTHY LIFE WITH CHRONIC CONDITIONS**

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

Computer system must have a camera and microphone.

**Dates and Time:** Tuesdays, 11 a.m. to 1 p.m. CST; Noon to 2 p.m. EST  
September 5, 12, 19, 26, October 3 and 10  
**Location:** ONLINE  
**Registration Fee:** FREE  
To register, contact Cathy Jones at 812-888-5159 or Catherine.Jones@vinu.edu  
Approved for 12 interprofessional continuing education credits.  
For more information, contact Dr. Swateja Nimkar at (812) 465-1158 or visit USI.edu/gwep/cdsmp.
ASTRONOMY 101 NO. ALP407
You will learn many interesting things about our sun, the planets, the stars and the countless fascinating objects in our immense Universe. Everyone will have at least two opportunities to observe celestial objects through powerful telescopes. You will see Jupiter and four of its moons, star clusters, nebulae and galaxies millions of light years away! The two observing nights will take place at the Wahnfrieder Observatory located just 40 minutes away near Lynnville, Indiana. Must be 18 to register.

Instructor: Scott Conner  
Dates and Time:  
No. ALP407.001: Thursdays, March 7-April 18; 6:45-8:15 p.m.  
Observation nights March 14 & 28; 7:30-9 p.m.  
Location: USI University Center East, 2207  
Registration Fee: $95  
Register: USI.edu/Astronomy

DRAWING I NO. ALP510.001
Students come together and work on the skills and projects while the teacher offers demonstrations, help and commentary. Drawing I is focused on the elements of line, shape and volume, how to block-in and measure for accuracy, value and depth, and observational drawing. Explore tools and techniques and creative problem-solving.

Instructor: Laura DiBlasi  
Dates and Time:  
No. ALP510.001: Tuesday, February 13 - March 19; 6-8:30 p.m.  
Location: USI Art Center, 229  
Registration Fee: $199  
Register: USI.edu/Drawing

OFFICIATING VOLLEYBALL NO. FIT395
An in-depth look at the mechanics, rules, and officiating techniques of volleyball with an emphasis on the high school interscholastic level. Experience in officiating will be arranged for interested participants.

Instructor: Shannon Hildenbrand  
Dates and Time:  
No. FIT395.001: Wednesday, January 10-February 21; 6-9 p.m.  
Location: USI Screaming Eagle Complex, 225  
Registration Fee: $99  
Register: USI.edu/Volleyball

PASSPORT TO RETIREMENT NO. ALP501
For those already retired or planning to retire in the next 10 years, this class takes a conservative approach to wise money management covering topics such as retirement accounts, investments, taxes, estate planning, insurance, long-term care planning and much more.

Dates and Time:  
No. ALP501.002: Saturday, February 24-March 9; 9-11:30 a.m.  
No. ALP501.001: Tuesday, February 27-March 12; 6-8:30 p.m.  
Location: USI University Center East, 2219-2220  
Registration Fee: $69  
The registration fee is for an individual OR two registering together and sharing materials. To receive the discount, use promo code PTR24 when registering the second person.  
Register: USI.edu/PassportToRetirement

SOCIAL SECURITY PLANNING FOR BOOMERS NO. ALP502
Everything you need to know about Social Security retirement benefits, including timing of filing, taxation, spousal and survivor benefits, earnings test, Medicare premiums and much more.

Dates and Time:  
No. ALP502.001: Wednesday, January 31; 6-7:30 p.m.  
No. ALP502.002: Thursday, February 8; 6-7:30 p.m.  
No. ALP502.003: Tuesday, February 20; 6-7:30 p.m.  
No. ALP502.004: Wednesday, March 20; 6-7:30 p.m.  
Location: USI University Center East, 2219-2220  
Registration Fee: $19  
The registration fee is $19 for an individual or $24 for two registering together and sharing materials. To receive the discount, use promo code BOOMERS24 when registering the second person.  
Register: USI.edu/SocialSecurityPlanning
**HISTORIC NEW HARMONY HISTORIC TOURS**
Historic New Harmony conducts daily guided tours starting from the Atheneum Visitors Center at 1 p.m., Tuesday–Sunday, March 15–October 31. For the months of November and December, tours are only given on weekends (Saturday and Sunday). Tours include an orientation film at the Atheneum Visitors Center, Atheneum exhibits, special programming (if available) and access to numerous historic sites and special exhibits. Visitors should set aside approximately two hours for a typical tour. Tours are not conducted on Easter or Thanksgiving. For more information call the Atheneum Visitors Center at 812-682-4474 or visit USI.edu/hnh.

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

**HERITAGE ARTISANS DAYS**
On April 24–26, 2024, Historic New Harmony will host its 40th annual Heritage Artisans Days. Geared towards elementary school students, this program allows children to learn what life was like living in New Harmony, Indiana, in the early 1800s. Students will experience 19th-century history through interaction with historic interpreters who present their professions and roles, including paper marbling, blacksmithing and more! For more information, please contact Historic New Harmony at 812-682-4488 or visit USI.edu/heritage.
EXCEL – BASIC FORMULAS AND FUNCTIONS  NO. CIS200

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

Dates and Time:
No. CIS200.001: Thursdays, March 7 & 14; 1-4 p.m.
Location: USI University Center East, 2229
Registration Fee: $139
USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers' Alliance receive a 10% discount for this course, use promo code TSMA24.
Register: USI.edu/Excel2

EXCEL – ADVANCED FORMULAS AND FUNCTIONS  NO. CIS300

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

Dates and Time:
No. CIS300.001: Thursdays, March 21 & 28; 1-4 p.m.
Location: USI University Center East, 2229
Registration Fee: $149
USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers’ Alliance receive a 10% discount for this course, use promo code TSMA24.
Register: USI.edu/Excel3

EXCEL - BUSINESS ORGANIZATION PROJECT  NO. CIS400

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

Dates and Time: No. CIS400.001: Thursdays, April 4-18; 1-4 p.m.
Location: USI University Center East, 2229
Registration Fee: $279
USI alumni receive a 10% discount, use promo code ALUM24. Members of the Tri-State Manufacturers’ Alliance receive a 10% discount for this course, use promo code TSMA24.
Register: USI.edu/Excel4
BUILDING READING SKILLS  NO. YTH480
USI teacher candidates will work with one student each for 12 weeks to provide reading instruction that matches your child’s needs. Emphasis will be placed on informal assessments for instructional value and the components of reading on which Indiana children are tested. This course is designed to assist students reading at or below their current grade level. Each student will be with two USI teacher candidates, one as a tutor and one as an observer.

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

Location: USI Education Center, 3111
Registration Fee: $49
Register: USI.edu/Readingskills

ART WORKSHOP FOR HIGH SCHOOL STUDENTS  NO. YTH500
High School students can join USI art students and faculty to create two and three-dimensional artwork including collages, paintings, printmaking, sculptures and more. Students will display their works at the end of each session.

Instructor: Kirk Maynard

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

Location: USI Arts Center, 229
Registration Fee: $35
Register: USI.edu/artforhighschool

COLLEGE ACHIEVEMENT PROGRAM
The University of Southern Indiana’s College Achievement Program (CAP) offers dual credit to outstanding junior and senior students in more than two dozen area high schools. Through CAP, students meet high school graduation requirements and earn college credits, all while in their high school classroom during the regular school day. CAP courses are taught by high school instructors who meet the same criteria as USI adjunct faculty, and more than 35 courses in English, history, biology, chemistry, economics, foreign language, health professions, journalism and math are available. Many CAP courses transfer easily utilizing the Indiana Core Transfer Library (CTL) and fulfill the Academic Honors Diploma. CAP courses are no cost. The College Achievement Program is one of only six programs in Indiana accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and one of 119 accredited programs in the nation.

Visit: USI.edu/cap, or e-mail cap@usi.edu for further information.
We continue to offer an extensive catalog of online courses and industry-recognized certifications you can access from the comfort of your own home.

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

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

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

The list below is a selection of certifications, for the full list of available certification courses visit: USI.edu/onlinecertifications

### BUSINESS

**MANAGEMENT TRAINING**  GES406
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management. 360 Course Hours

**ADVERTISING AND OUTREACH SPECIALIST**  GES2042
Learn how to create advertising pieces for print and digital media. This course will teach you to develop and execute all stages of an advertising campaign, from writing ad copy to storyboarding and measurement. 100 Course Hours

**DIGITAL MARKETING STRATEGIST**  GES2040
This online course will teach you how to drive traffic, generate leads and increase conversion through well-defined marketing strategy. 400 Course Hours

**SALES MANAGER**  GES2043
This course will teach you the theories behind effective sales management. You will learn what skills are needed to be a successful sales representative and how these factor into building and leading a sales team. 200 Course Hours

**HUMAN RESOURCES PROFESSIONAL**  GES419
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 Course Hours

**NONPROFIT MANAGEMENT**  GES447
Develop the skills and strategies you need to become a leader in the nonprofit sector. This course will show you everything you need to know to transform good intentions into a professional plan of action. 100 Course Hours

**SENIOR PROFESSIONAL IN HUMAN RESOURCES**  GES434
Learn about Human Resources to advance your career within industry. You will also be prepared to take the Professional Human Resources (SPHR) certification exam offered by the HR Certification Institute. 120 Course Hours

**BUSINESS COACH**  GES2038
Your business experience can help guide others to success. This online course will help you build a successful business coaching practice. You will gain the coaching skills and strategies needed to help other entrepreneurs thrive. 100 Course Hours

**ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT**  GES439
Delve into the world of entrepreneurship, from generating an idea to writing a business plan. In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

**MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION TRAINING**  GES890
This in-depth course will prepare you to sit for and pass the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access and Outlook. 335 Course Hours

**MICROSOFT PROJECT 2019**  GES2019
This comprehensive training course will teach you how to use Microsoft Project 2019’s newest features for project planning, tracking and reporting. 120 Course Hours

**MASTERING PROJECT MANAGEMENT WITH PMP PREP**  GES249
Learn advanced project management topics, concepts and more in this comprehensive PMP prep course. You will also be prepared to sit for the PMP certification exam upon course completion. 150 Course Hours

**PROFESSIONAL TRANSLATOR**  GES283
Learn professional translation skills for English and Spanish and prepare for the American Translators Association (ATA) certification exam. 100 Course Hours

**CERTIFIED TECHNICAL WRITER**  GES2110
Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio. Students will also prepare for the Certified Professional Technical Communicator exam. 125 Course Hours

### INFORMATION TECHNOLOGY

**C++ PROGRAMMER**  GES399
In the C++ Programming course you’ll learn fundamental programming concepts, including decision making, looping and classes, with the support of practical, step-by-step examples. 108 Course Hours

USI.edu/LifelongLearning
# Online Industry-Recognized Certifications

## Front-End Web Developer (GES3014)
Learn the core skills needed to build websites. In this online web development course, you will learn how to use HTML, CSS, and JavaScript. 160 Course Hours

## Full Stack Software Developer (GES375)
This course teaches you to become an industry-ready software developer, by learning different coding languages and intuitive technologies to create web applications that allow people to achieve specific tasks on a computer or on another device. 600 Course Hours

## Java Programmer (GES337)
Learn Java programming in this online training program that covers fundamental Java syntax elements and more advanced concepts. 100 Course Hours

## Exin Cloud Computing (GES369)
Learn a broad overview of cloud computing and how it connects with other areas of information technology management. 50 Course Hours

## Web Applications Developer Plus (GES319)
Master the fundamentals of web development and gain the skills you need to start an entry-level career as a web developer! Whether you're new to web development or want to enhance your skills, this course will teach you how to create dynamic, database-driven websites using the latest technologies. By course completion, you'll build and develop a web application from the ground up. 480 Course Hours

## Certified Information Security Manager (CISM) (GES343)
Prepare for the Certified Information Security Manager (CISM) certification and gain skills in four key areas: management, risk management and compliance, program development and incident management. 75 Course Hours

## Certified AWS Cloud Practitioner SysOps Administrator (Vouchers Included) (GES3071)
This course is intended for system administrators, software developers and other IT professionals who would like to better understand AWS Cloud concepts and core AWS services. 100 Course Hours

## Construction and Trades

## Home Inspection Certificate (GES704)
This course will help you prepare for a career as a home inspector. You will learn best practices for inspecting residential construction, including inspection guidelines, identifying common defects, reporting methodologies and risk management. 200 Course Hours

## Toolmaker (GES781)
The Toolmaker program provides an intensive overview of skills necessary for toolmaking. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding, and stamping to work as a toolmaker. 160 Course Hours

## Electrical Technician (GES773)
This course provides an intensive overview of skills necessary for electrical maintenance. You will learn math, inspection, safety, quality, electrical systems, automation, motor controls and assembly to work as an electrical technician. 120 Course Hours

## Manual Machinist (GES782)
The Manual Machinist course teaches an intensive overview of skills necessary to perform manual machining. You will learn workholding, math, inspection, safety, machining, materials, quality, grinding, and assembly to work as a manual machinist. 205 Course Hours

## HVAC/R Certified Technician (Voucher Included) (GES793)
If you want to take your HVAC/R career to the next level, this course will prepare you for industry-recognized HVAC Excellence or NATE certification. You will gain technical knowledge to not only pass certification exams, but to work on today's increasingly complex heating, ventilation, air conditioning and refrigeration systems. 162 Course Hours

## Quality Inspector (GES779)
The Quality Inspector course provides an intensive overview of skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality and management skills as you prepare to become a quality inspector.
# Online Industry-Recognized Certifications

<table>
<thead>
<tr>
<th>Arts and Design</th>
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<tbody>
<tr>
<td><strong>Digital Game Artist Certificate</strong> GES3006</td>
<td>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</td>
</tr>
<tr>
<td><strong>Video Game Design and Development</strong> GES605</td>
<td>Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games. 500 Course Hours</td>
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<tr>
<td><strong>Graphic Design with Photoshop</strong> GES516</td>
<td>Students will develop graphic design skills while learning the gold standard in photo editing and design software. 200 Course Hours</td>
</tr>
<tr>
<td><strong>Marketing Design Certificate</strong> GES502</td>
<td>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</td>
</tr>
<tr>
<td><strong>Adobe Certified Professional (Vouchers Included)</strong> GES3051</td>
<td>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</td>
</tr>
<tr>
<td><strong>Health and Fitness</strong></td>
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<tr>
<td><strong>Pharmacy Technician (Voucher Included)</strong> GES117</td>
<td>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</td>
</tr>
<tr>
<td><strong>Advanced Medical Interpreter</strong> GES1007</td>
<td>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</td>
</tr>
<tr>
<td><strong>Certified Inpatient Coder (Voucher Included)</strong> GES199</td>
<td>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</td>
</tr>
<tr>
<td><strong>Certified Pharmaceutical Sales Representative (Exam Included)</strong> GES192</td>
<td>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</td>
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<tr>
<td><strong>Legal</strong></td>
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<tr>
<td><strong>Certified Paralegal</strong> GES2033</td>
<td>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</td>
</tr>
<tr>
<td><strong>Court Interpreter (Spanish/English)</strong> GES284</td>
<td>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</td>
</tr>
<tr>
<td><strong>Certificate in Mediation and Arbitration</strong> GES425</td>
<td>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</td>
</tr>
<tr>
<td><strong>Child Development Associate – Center Based</strong> GES2124</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

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

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**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.

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

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**GRAMMAR REFRESHER** NO. OLP202
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**GRE PREP SERIES PART I** NO. OLP251
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2).

**GRE PREP SERIES PART II** NO. OLC252
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (Course 2 of 2).

**INTRODUCTION TO ARTIFICIAL INTELLIGENCE** NO. OLC253
Gain a foundational knowledge of the science behind creating computer systems that can perform tasks typically requiring human intelligence in this introductory artificial intelligence (AI) course.

**INTRODUCTION TO NONPROFIT MANAGEMENT** NO. OLC228
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors.

**INTRODUCTION TO QUICKBOOKS ONLINE** NO. OLC901
Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payables and receivables.

**INTRODUCTION TO QUICKBOOKS 2019** NO. OLC1122
Learning QuickBooks is a great way for small business owners to gain control over the financial aspects of their business. This course will introduce you to QuickBooks 2019 and teach you the ins and outs of this widely used accounting software.

**KEYS TO SUCCESSFUL MONEY MANAGEMENT** NO. OLC774
Certified financial planner shows you how most wealthy people build their fortunes.

**LUSCIOUS, LOW-FAT LIGHTNING QUICK MEALS** NO. OLC686
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

**MARKETING YOUR BUSINESS ON THE INTERNET** NO. OLC485
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media and more.

**MARKETING YOUR NONPROFIT** NO. OLC286
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients and volunteers.

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

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

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

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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.

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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.

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