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/msexcelnt

• 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
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.
**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 T SMA23.
**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; 8 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 T SMA23.
**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 T SMA23.
**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 T SMA23.
**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 T SMA23.
**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 T SMA23.
**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 TSM23.
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 TSM23.
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 TSM23.
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 TSM23.
Register: USI.edu/Excel4

USI.edu/LifelongLearning
**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 9, 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

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**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

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**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

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

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 right, 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

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

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

USI.edu/LifelongLearning
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


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.
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 storyboard 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 to become a quality inspector.
ONLINE NONCREDIT CERTIFICATIONS

ARTS AND DESIGN

DIGITAL GAME ARTIST CERTIFICATE  GES3006
The Digital Game Artist Certificate program prepares you to become a professional video game artist by training on core skills for jobs related to digital art, 3D art, modeling, character design and environmental art design. 600 Course Hours

VIDEO GAME DESIGN AND DEVELOPMENT  GES605
Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games. 500 Course Hours

GRAPHIC DESIGN WITH PHOTOSHOP  GES516
Students will develop graphic design skills while learning the gold standard in photo editing and design software. 200 Course Hours

MARKETING DESIGN CERTIFICATE  GES502
This course focuses on design for marketing and business creating logos, advertisements, communications and more. You’ll learn Photoshop, Illustrator and PowerPoint while gaining fundamental technical and aesthetic skills. 360 Course Hours

ADOBE CERTIFIED PROFESSIONAL (VOUCHERS INCLUDED)  GES3051
This online Adobe Certified Professional course will help teach you how to use Adobe software and prepare you for the Adobe Certified Professional (ACP) exams. 220 Course Hours

(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

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
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/featurednonlinecourses

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**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 effectively for members, media attention, donors, clients and volunteers.

**PERSONAL FINANCE**  NO. OLC276

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

**RESUME WRITING WORKSHOP**  NO. OLC256

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.

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**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.
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.