LIFELONG LEARNING

UNIVERSITY OF
SOUTHERN INDIANA®

Outreach and Engagement

Dear Lifelong Learners,

Spring is the perfect time to embrace new growth and seize fresh opportunities. As the cold weather fades and brighter, warmer days approach, now is the ideal moment to plan your path forward. Our personal and professional development courses are designed to help you achieve your goals. Join us this semester and take the next step in your journey!

Here are our highlights for spring:

Professional Development Courses
USI.edu/professionaldevelopment

- Developing Personal Assertiveness
- Emotional Intelligence
- Human Resources (non-HR Manager Certificate)
- Time Management and Delegation

Personal Enrichment and Fitness and Recreation Courses
USI.edu/fitnessandrecreation

- Crappie Fishing's Newest Insights
- Passport to Retirement
- Astronomy
- Tai Chi
- Chair Yoga

Workplace Skill Enhancing Certificates (Online)
USI.edu/workplaceskillscertificates

- 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

A 10% Senior Discount (age 60+) can be applied to the in-person Personal Enrichment and Software Skills courses. Please use promo code **Senior25** 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*.

Sincerely,

Jaclyn Dumond
Director of the College Achievement Program (CAP) and Lifelong Learning

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UNIVERSITY OF
SOUTHERN
INDIANA®

Outreach and Engagement

USI.edu/LifelongLearning

ANNUAL SPRING SOCIAL WORK CONFERENCE   NO. BUS617

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 7; 8 a.m. - 4:30 p.m.*
Location: *USI University Center West, Carter Hall A - D*
Registration Fee: *$85*
Register: *USI.edu/socialworkconference*

PROFESSIONAL DEVELOPMENT

EMOTIONAL INTELLIGENCE   NO. CER511

In this course, we will explore the 3 basic skills core components of Emotional Intelligence: emotional awareness; the ability to harness emotions and apply them; and the ability to manage emotions.

Instructor: *Kathleen Lapekas*
Dates and Time:
No. CER511.001: *Tuesday, April 29; 9 a.m. - Noon*
Location: *USI Rice Library, 0012*
Registration Fee: *$169*
Members of the Tri-State Manufacturers Alliance receive a 10% discount using promo code 25TSMA.
Register: *USI.edu/emotionalintelligence*

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: *Tuesday, April 1; 9 a.m. - 4 p.m.*
Location: *USI Rice Library, 0012*
Registration Fee: *$269*
Registration includes The Big Book of HR and lunch. USI alumni receive a 10% discount using promo code 25ALUM. Members of the Tri-State Manufacturers Alliance receive a 10% discount using promo code 25TSMA.
Register: *USI.edu/nonhrmanager*

TIME MANAGEMENT AND DELEGATION   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.

Instructor: *Kathleen Lapekas*
Dates and Time:
No. CER506.001: *Tuesday, April 15; 9 a.m. - Noon*
Location: *USI Rice Library, 0026*
Registration Fee: *$169*
Register: *USI.edu/timemanagement*

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. MDC580.001: *Friday, January 24; 8:45 a.m. - 3:30 p.m.*
No. MDC580.002: *Friday, February 14; 8:45 a.m. - 3:30 p.m.*
No. MDC580.003: *Friday, March 28; 8:45 a.m. - 3:30 p.m.*
Location: *USI University Center East, 2229*
Registration Fee: *$475*
Registration includes refreshments and lunch.
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: *Thursday, April 10 - 17; 9 a.m. - 4 p.m.*
Location: *USI Rice Library, 0012*
Registration Fee: *$425*
Registration includes lunch. USI alumni receive a 10% discount using promo code 25ALUM. Members of the Tri-State Manufacturers Alliance receive a 10% discount using promo code 25TSMA.
Register: *USI.edu/newleader*

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: *Online access at any time*
Location: *USI Online, Asynchronous*
Registration Fee: *$759.20*
Register: *USI.edu/gleimcia*

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. Online access at any time.

Dates and Time:
No. CMA200.001: *Online access at any time*
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.

Dates and Time:
No. CMA200.001: *Online access at any time*
Location: *USI Online, Asynchronous*
Registration Fee: *$1,599.20*
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. Online access at any time.

Dates and Time:
No. CMA200.001: *Online access at any time*
Location: *USI Online, Asynchronous*
Registration Fee: *$503.96*
Register: *USI.edu/gleimeareview*

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 *shrm.org* for more information about certification. All materials will be provided.

Dates and Time:
No. HRC600.001: *12 Mondays, September 15 - December 8, 6 - 9 p.m.*
  Class does not meet on November 24.
Location: *USI Rice Library, 0010*
Registration Fee: *$1,499*
Register: *USI.edu/shrm*
EHRA members receive a 10% discount using promo code 25EHRA.
  USI alumni receive a 10% discount using promo code 25ALUM. Registrants may apply only one discount.
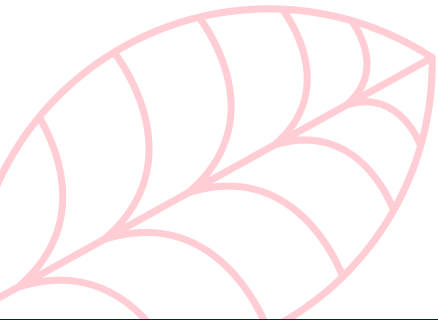
SAVE THE DATE: NOVEMBER 2025
PROJECT MANAGEMENT EXAM-PREP PROGRAM AT USI

This 35-hour course helps to prepare you for the PMP® exam, intended for individuals working toward PMP Certification. Participants will receive an easy-to-read text, workbook, optional online quizzes, tests and a mock exam. Participant progress will be monitored, and the instructor will provide feedback. Upon course completion, participants will have learned the following:

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

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 participants current challenges. The program is based on the PMIs 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!

If you have questions about this program, please contact Lesley Groves at lagroves@usi.edu or Paula Nurrenbern at pjnurrenbe@usi.edu.

SAFETY TRAINING AT USI

Outreach and Engagement partners with the Tristate Industrial Safety Council, a member of the Association of Reciprocal Safety Councils (ARSC), to offer Basic Orientation Plus™ training programs. The mission of the Tristate Industrial Safety Council is to obtain a properly trained and safe contractor workforce and eliminate redundant orientations by providing consistent, cost-effective reciprocal safety education that conforms to regulatory standards and industry accepted practices. The Basic Orientation Plus training program meets most of the OSHA-mandated contractor requirements. As a result, the contract employee spends less time at the council on an annual basis and more time on the job. This increases safety training efficiency for the contract employee due to a reduction in redundant information being presented. Participants must register and pay for their safety course by 10 a.m. one business day prior to the class session. The registration fee is $120 for Basic

Orientation Plus (BOP) and $90 for the Basic Orientation Plus Refresher (BOPR). No refunds will be allowed for no-shows the day of training.

Links to Register Online:

BASIC ORIENTATION PLUS (BOP)

BOP REFRESHER

BOP COMPUTER-BASED REFRESHER

For questions or to register by phone, call 812-464-1989 and pay using Visa, MasterCard, American Express or Discover. Note: Registration phone line is answered 7:30 a.m. - 4 p.m. If you call after hours or receive a "representatives are busy helping other customers" message, please leave a message and someone will return your call.

WORKPLACE SKILL ENHANCING CERTIFICATES (ONLINE)

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

Visit: USI.edu/workplaceskillscertificates

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

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
- Computer Proficiency

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

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.

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.

FITNESS AND RECREATION

CRAPPIE FISHING'S NEWEST INSIGHTS   NO. ALP101

Crappie University 2025 Crappie Fishing's Newest Insights consists of 3 course nights, with each class covering a different topic(s) and taught by a different instructor(s) in a classroom setting. Course sessions include: Best Crappie Rigs and Techniques for the Region, In-Depth Training on Dock Shooting and Other Fish-Targeting Tactics, and Making the Most of Forward-Facing Technology. All instructors are crappie fishing guides and/or crappie fishing experts. All sessions are relevant to waters and techniques for catching crappie in and around the Indiana region.

Dates and Time:
No. ALP101.001: Tuesday, February 4 - 18; 6:30 - 9 p.m.
Location: USI, Wright Administration Bldg., Room 2
Registration Fee: $99
Register: USI.edu/crappie

CHAIR YOGA   NO. FIT380

This class is the perfect way to ease into a yoga routine. Chair yoga allows you to stay seated while practicing yoga focused poses. Chair yoga is great for anyone who wants to enjoy the benefits of yoga and may (or may not) have mobility limitations. Yoga helps to regain core strengths that are lost over time, increase flexibility and balance, while gaining peace of mind. Wear comfortable clothing to class.

Instructor: Jessica Teagardner
Dates and Time:
No. FIT380.001: Wednesday, February 5 - March 5; 5 - 6 p.m., Location: USI University Center East, 2217 - 2218
No. FIT380.002: Wednesday, April 2 - 30; 5 - 6 p.m., April 2 and April 23 will meet in Dunn Lobby. April 9, 16 and 30 will meet in UC2217 - 18.
Location: USI University Center East, Performance Center, Dunn Lobby
Registration Fee: $50
Register: USI.edu/chairyoga

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. 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: Jessica Teagardner
Dates and Time:
No. FIT381.001: Monday, February 3 - March 3; 5 - 6 p.m.
No. FIT381.001: Monday, March 31 - April 28; 5 - 6 p.m.
Location: USI University Center East, 2217 - 2218
Registration Fee: $50
Register: USI.edu/yoga

TAI CHI   NO. FIT370

Tai Chi involves a series of movements executed in a slow, rhythmic and focused manner together with deep breathing. Each movement flows into the next to ensure that your body is in constant motion.

Instructor: Ron Weatherford
Dates and Time:
No. FIT370.001: Tuesdays, March 4 - April 1; 5 - 6 p.m.
No. FIT370.002: Tuesdays, April 22 - May 20; 5 - 6 p.m.
Location: USI University Center East, 2217 - 2218
Registration Fee: $50
Register: USI.edu/taichi

ASTRONOMY 101   NO. ALP407

You will learn many interesting things about our sun, the planets, the stars and the countless fascinating objects in our immense Universe. Everyone will have at least two opportunities to observe celestial objects through powerful telescopes. You will see Jupiter and four of its moons, star clusters, nebulae and galaxies millions of light years away! The two observing nights will take place at the Wahnsiedler Observatory located just 40 minutes away near Lynnville, Indiana.

Observation nights will be March 13 and April 3 from 7:30 - 9 p.m. There will be no class on March 20. Must be 18 to register.

Dates and Time:
No. ALP407.001: Thursdays, March 6 - April 24; 6:45 - 8:15 p.m.
Location: USI University Center East, 2207
Registration Fee: $95
Register: USI.edu/astronomy

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.

Instructor: David Perigo
Dates and Time:
No. ALP501.002: Saturdays, February 22 - March 8; 9 - 11:30 a.m.
No. ALP501.001: Tuesdays, March 4 - 18; 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. 2nd person registering use Promo Code 25PTR.
Register: USI.edu/PassportToRetirement

SOCIAL SECURITY PLANNING – WHAT EVERY RETIREE SHOULD KNOW   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: Tuesday, January 28; 6 - 7:30 p.m.
No. ALP502.002: Thursday, February 6; 6 - 7:30 p.m.
No. ALP502.003: Monday, February 24; 6 - 7:30 p.m.
No. ALP502.004: Wednesday, March 19; 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 25SAV when registering the second person.
Register: USI.edu/socialsecurityplanning

HISTORIC NEW HARMONY TOURS

Historic New Harmony conducts guided tours starting from the Atheneum Visitors Center (401 N. Arthur Street, New Harmony, Indiana 47631), March 15 - December 14, 2025. Catch a 45-minute tram tour around New Harmony at 10 a.m. and 11:15 a.m., Tuesday - Saturday. Delve deeper into New Harmony's unique history and venture into historic sites and special exhibits with the 2-hour history tour at 1 p.m., Tuesday - Sunday. All tours include an orientation film at the Atheneum Visitors Center, Atheneum exhibits and special programming (if available). Tours are not conducted on Easter nor Thanksgiving. For more information, call the Atheneum Visitors Center at 812-682-4474, email us at harmony@usi.edu or visit *USI.edu/hnh*.

HERITAGE ARTISANS DAYS

On April 23 - 25, 2025, Historic New Harmony will host its annual Heritage Artisans Days. Geared toward 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, email us at harmony@usi.edu or visit *USI.edu/heritage*.

TALKING HISTORY

Historic New Harmony hosts free, monthly social gatherings for local history lovers called Talking History. Join other like-minded people in the community to share and discuss historical topics related to the town of New Harmony, Indiana. Staff share items from Historic New Harmony's collections to spark discussion and invite participants to share their own items with the group. For more information about this program and specific program dates, please visit *USI.edu/hnh/programs/talking-history*.

FIREFLY FESTIVAL

Presented by Historic New Harmony and One New Harmony, the Firefly Festival honors Indiana's state insect, Say's Firefly, and Thomas Say, the Father of Entomology. Say first discovered the firefly in Philadelphia but described it while residing in New Harmony during the Owen-Maclure Period (1825-1827). Join us on June 27 and 28 for a free, family-friendly event featuring tram tours to view the fireflies, naturalist talks, a glow dance party and more! For more information, please contact Historic New Harmony at 812-682-4488 or email us at harmony@usi.edu.

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: Sundays, April 6 - 13; 1 - 4 p.m.
 Location: USI Arts Center, 229
 Registration Fee: $35
 Register: USI.edu/artforhighschool

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 28 - April 29; 6 - 6:45 p.m. No class on March 11 or April 1.
Location: USI Rice Library, 1003
Registration Fee: $49
Register: USI.edu/readingskills

COLLEGE ACHIEVEMENT PROGRAM

The University of Southern Indiana's College Achievement Program (CAP) offers dual credit at no charge to students in thirty area high schools and career centers. Through CAP, students take USI courses, earn USI credit and meet high school graduation requirements. CAP courses are taught by high school instructors who meet the same criteria as USI adjunct faculty, and more than 35 courses in English, history, biology, chemistry, economics, foreign language, health professions, journalism and math are available. Many CAP courses transfer easily utilizing the Indiana Core Transfer Library (CTL) and work toward the 30-credit hour Indiana College Core certificate. The College Achievement Program is proudly accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Visit: USI.edu/cap, or email cap@usi.edu for further information.

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

ADVERTISING & OUTREACH SPECIALIST
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
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
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
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 Course Hours

NON-PROFIT MANAGER
Develop the skills and strategies you need to become a leader in the non-profit sector. This course will show you everything you need to know to transform good intentions into a professional plan of action. 100 Course Hours

SENIOR PROFESSIONAL IN HUMAN RESOURCES
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
Your business experience can help guide others to success. This online course will help you build a successful business coaching practice. You will gain the coaching skills and strategies needed to help other entrepreneurs thrive. 100 Course Hours

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

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

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS ONLINE (VOUCHER INCLUDED)
Acquire the skills you need to make the most of QuickBooks Online. This course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the QuickBooks Certified User exam. 100 Course Hours

MASTERING PROJECT MANAGEMENT WITH PMP PREP
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
Learn professional translation skills for English and Spanish and prepare for the American Translators Association (ATA) certification exam. 100 Course Hours

CERTIFIED TECHNICAL WRITER
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

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

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

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

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

EXIN CLOUD COMPUTING

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

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

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

WEB APPLICATIONS DEVELOPER

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

INFORMATION SECURITY TRAINING (VOUCHERS INCLUDED)

Prepare for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). 300 Course Hours

MANAGEMENT FOR IT PROFESSIONALS

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)

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)

This course is intended for system administrators and software developers and other IT professionals who would like to better understand AWS Cloud concepts and core AWS services. 100 Course Hours

CONSTRUCTION AND TRADES

HOME INSPECTION CERTIFICATE

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

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

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

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)

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

The Quality Inspector course provides an intensive overview of skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality and management to be a Quality Inspector. 100 Course Hours

ARTS AND DESIGN

DIGITAL GAME ARTIST CERTIFICATE

The Digital Game Artist Certificate program prepares you to become professional video game artists 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

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

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

MARKETING DESIGN CERTIFICATE

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)

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

ONLINE INDUSTRY–RECOGNIZED CERTIFICATIONS

HEALTH AND FITNESS

PHARMACY TECHNICIAN (VOUCHER INCLUDED)
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program. 400 Course Hours

ADVANCED MEDICAL INTERPRETER
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)
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)
The pharmaceutical industry is growing faster than ever. When you hold a Pharmaceutical Representative Certification (PRC), you become a more competitive candidate in today's job market. 110 Course Hours

CERTIFIED PHYSICAL THERAPY AIDE (VOUCHER INCLUDED)
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
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)
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
The Certificate in Mediator and Arbitrator Program provides students with the skills and knowledge needed to practice mediation and arbitration in their current careers or private practices. 200 Course Hours

CHILD DEVELOPMENT ASSOCIATE – CENTER BASED
Learn the principles of child growth and development from birth through age five and how they align with the eight Child Development Associate® (CDA) competencies and National Association of the Education of Young Children (NAEYC) professional standards. 120 Course Hours

FEATURED ONLINE NONCREDIT COURSES

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, health care 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 August 14, September 11 and October 16*
Registration Fee: *Affordable rates starting at just $129*
Visit: *USI.edu/featuredonlinecourses*

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

ACHIEVING TOP SEARCH ENGINE POSITIONS
Learn proven, step-by-step strategies to achieve higher positions with major search engines.

BECOME A VETERINARY ASSISTANT
Learn what a veterinary assistant does in the veterinary office or hospital setting.

COMPUTER SKILLS FOR THE WORKPLACE
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

CREATING WEB PAGES
Learn the basics of HTML so you can design, create and post your very own site on the Web.

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

DISCOVER DIGITAL PHOTOGRAPHY
Gain the skills you need to take great photos with your digital camera or smart phone and never miss a memorable moment again.

FUNDAMENTALS OF TECHNICAL WRITING
Learn the skills you need to succeed in the well-paying field of technical writing.

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

GRE PREP PART I
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 PART II
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
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
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
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.

MARKETING YOUR BUSINESS ON THE INTERNET
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media and more.

MARKETING YOUR NONPROFIT
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients and volunteers.

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

SPEED SPANISH
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!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

WRITING ESSENTIALS
Master the essentials of writing so you can excel at business communications, express yourself clearly online and take your creative literary talents to a new level.

REGISTRATION FORM

3 Easy Ways to Register

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

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

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

NAME (first/mi/last) _____

MAILING ADDRESS _____

CITY/STATE/ZIP_____

HOME PHONE _____ WORK PHONE _____

EMAIL _____ CELL PHONE _____

COURSE TITLE _____ COURSE NO. _____ FEE_____

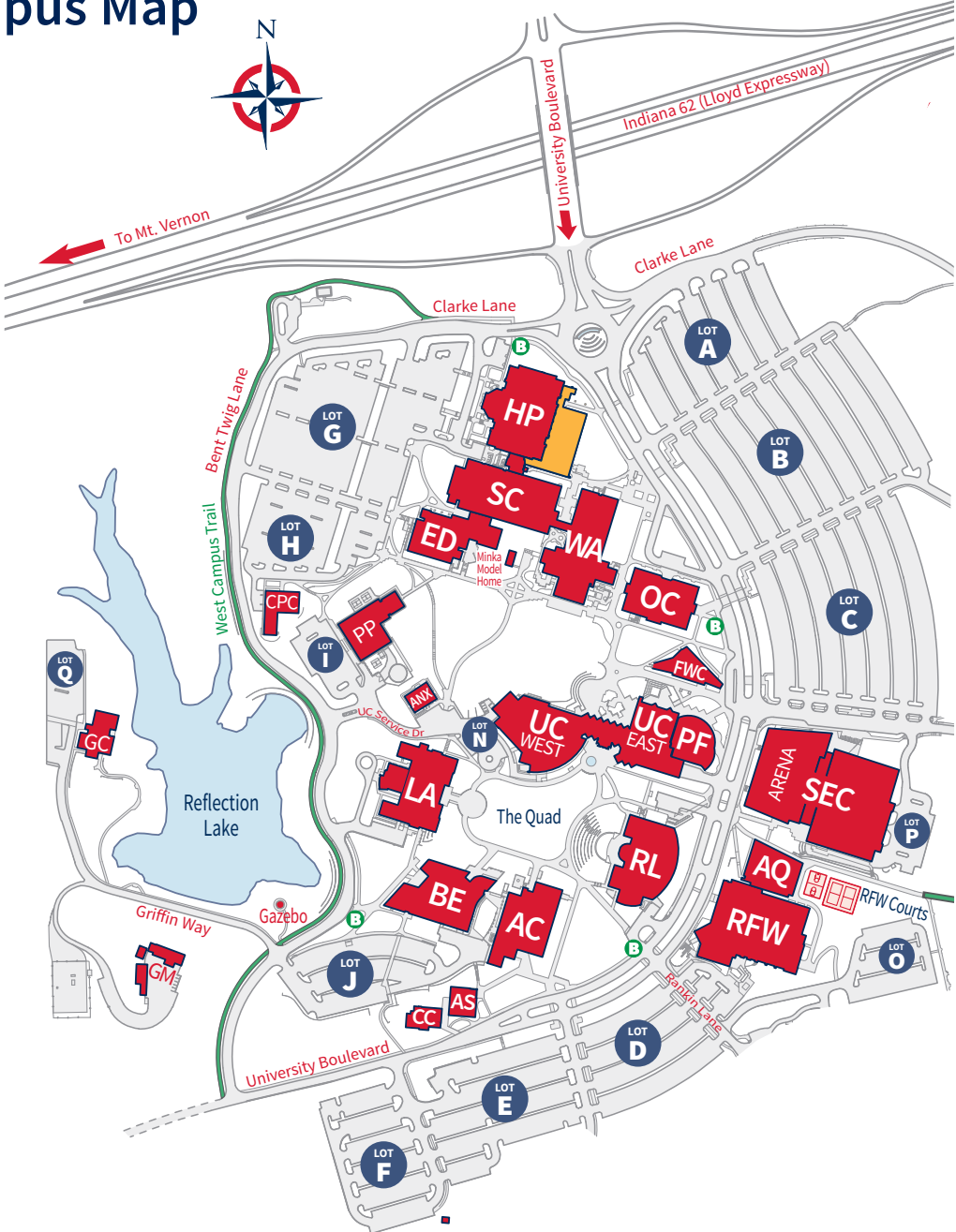COURSE TITLE _____ COURSE NO. _____ FEE_____

TOTAL FEE _____

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

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

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

UNIVERSITY OF
SOUTHERN INDIANA®
Outreach and Engagement

Campus Map

N

To Mt. Vernon

University Boulevard

Indiana 62 (Lloyd Expressway)

Clarke Lane

Clarke Lane

Bent Twig Lane

West Campus Trail

LOT G
LOT H
LOT Q
LOT I
LOT N
LOT J
LOT E
LOT F
LOT A
LOT B
LOT C
LOT P
LOT O
LOT D

HP
SC
ED
WA
OC
CPC
PP
ANX
UC WEST
UC EAST
PF
FWC
LA
GC
BE
AC
RL
AQ
ARENA
SEC
RFW
GM
CC
AS

Minka Model Home

UC Service Dr

Reflection Lake

The Quad

Griffin Way

Gazebo

RFW Courts

Rankin Lane

University Boulevard

Campus Legend

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