



LIFELONG LEARNING

SPRING 2022 Course Catalog



UNIVERSITY OF
SOUTHERN INDIANA[®]

Outreach and Engagement



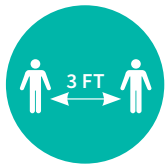
SCREAGLES Take Care of Each Other

WHEN YOU JOIN US IN PERSON, WE ASK YOU TO HELP KEEP OUR USI CAMPUS SAFE. PLEASE VISIT THE USI COVID-19 INFORMATION AND RESOURCES PAGE FOR THE MOST UP-TO-DATE INFORMATION AND GUIDELINES FOR VISITING CAMPUS AT [USI.EDU/COVID-19](https://usi.edu/covid-19).

PLEASE ADHERE TO THE FOLLOWING GUIDELINES AND ANY POSTED SIGNAGE WHILE ON THE USI CAMPUS:



Instructors and participants are required to wear a face covering when in buildings, including in classrooms.



Practice physical distancing of at least three feet between individuals.



DO NOT enter facilities if you have any of the following symptoms: fever, cough, shortness of breath, sore throat, headache, loss of taste/smell and muscle pain.

Dear Lifelong Learners,

Happy New Year! 2022 brings a chance to stretch yourself and achieve goals on your terms. Whether it's enhancing your personal or professional skills to make your life easier or fun, reaching a new opportunity beyond your current expertise, or training your employees on a custom skill to help your organization thrive, Lifelong Learning can help:

In-person Professional Development and Continuing Education: If you're looking to develop and enhance your competencies in communication, leadership, problem solving, decision making, resolving conflict, confidence, being a team player, planning, creative thinking, utilizing software programs, creating and editing written reports, ability to influence others, accepting feedback or interpersonal relationship skills, look no further. Our professional development and continuing education programs can help you. Visit [USI.edu/professionaldevelopment](https://usi.edu/professionaldevelopment) for a list of our current offerings.

Online Courses to Fit Your Timeline: Lifelong Learning offers more than 750 online courses so you can learn at your own pace. Visit [USI.edu/lifelonglearning-online](https://usi.edu/lifelonglearning-online) for more information.

Career Training/Online Industry-Recognized Certifications: Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online career training program. Lifelong Learning offers more than 350 programs that can be completed entirely from your home or office any time of the day or night. Visit [USI.edu/onlinecertifications](https://usi.edu/onlinecertifications) for more information.

Custom Training for your Organization: Lifelong Learning can customize nearly all of our courses or certifications to meet your employees' in-person or virtual training needs. We will work with you to develop site-specific and job-specific training to assist you in achieving your goals. Visit [USI.edu/custom-training](https://usi.edu/custom-training) for more information.

When you join us in person, we ask you to continue to keep the USI campus safe. Please visit the USI COVID-19 Information and Resources page for the most up-to-date information and guidelines for visiting campus at [USI.edu/COVID-19](https://usi.edu/COVID-19).

Let us know how Lifelong Learning can help you achieve your goals. We remain available to assist you with questions during regular business hours by phone at **812-464-1989** or email at outreach@usi.edu.

May the new year bring you success, happiness and prosperity. Happy New Year!

Dawn Stoneking

Executive Director, Outreach and Engagement

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USI.edu/LifelongLearning

As an Equal Opportunity/Affirmative Action Employer, the University of Southern Indiana considers all qualified applicants for employment without regard to race, color, religion, sex, pregnancy or marital status, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class.

PROFESSIONAL DEVELOPMENT

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least three feet between individuals.

LEADERSHIP SKILLS ASSESSMENT **NO. MDC580** **(FORMERLY MANAGEMENT SKILLS ASSESSMENT)**

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.

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.

Dates and Time:

No. MDC580.001: Friday, February 11; 8:45 a.m.-3:30 p.m.

No. MDC580.002: Friday, March 11; 8:45 a.m.-3:30 p.m.

No. MDC580.003: Friday, May 27; 8:45 a.m.-3:30 p.m.

No. MDC580.004: Friday, July 1; 8:45 a.m.-3:30 p.m.

No. MDC580.005: Friday, July 29; 8:45 a.m.-3:30 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$425

Registration includes lunch. Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/leadershipskills

CHANGE ACCELERATION PROCESS **NO. BUS605**

Change Acceleration Process (CAP) is a change management framework with a set of tools to gauge the political/strategic/cultural environment in the organization and plan for action which will eventually determine how much success a change initiative can bring in within the existing operating boundaries.

This course teaches the CAP by using these seven steps:

1. Leading Change
2. Creating a Shared Need
3. Shaping a Vision
4. Mobilizing Commitment (getting buy-in from stakeholders)
5. Making the Change Last
6. Monitoring Progress
7. Changing Systems and Structures

All implementation projects require a "champion" who sponsors the change if they are to be successful (Leading Change). The reason to change, whether driven by threat or opportunity, is instilled within the organization, and widely shared through data, demonstration, demand or diagnosis. The need for change must exceed the resistance to change (Creating a Shared Need). The desired outcome of change is clear, legitimate, widely understood and shared (Shaping a Vision). There is a strong commitment from key constituents to invest in the change, make it work, and demand and receive management attention (Mobilizing Commitment). Once change is started, it endures, and flourishes and learnings are transferred throughout the organization (Making the Change Last). Progress is real; benchmarks are set and realized;

indicators are established to guarantee accountability (Monitoring Progress). Management practices are used to complement and reinforce change (Changing Systems and Structures).

Instructor: Mary Romeo

Dates and Time:

No. BUS605.001: Monday-Friday, March 7-11; Monday, Noon – 4 p.m., Tuesday-Thursday: 8 a.m.-5 p.m., Friday: 8 a.m.-1 p.m.

Must register by February 21 so materials can be created.

Location: USI Innovation Lab, 318 Main St., 2nd floor, Downtown Evansville

Registration Fee: \$2,150 per person, includes all training materials; parking validation; lunch provided Tuesday-Thursday; snacks and drinks provided daily.

Register: USI.edu/changeaccelerationprocess

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.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER507.001: Tuesday, April 19; 9 a.m.-4 p.m.

Location: USI University Center East, Room 2207

Registration Fee: \$249

Registration includes lunch. Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/difficultconversations

CUSTOMER SERVICE EXCELLENCE CERTIFICATE **NO. CER509**

Customer Service is not a department. It is a philosophy to be embraced by every employee, from the CEO to the most recently hired. The average company loses up to half of its customers every year due to poor customer service, equating to \$75 billion in annual losses. Having well trained and skilled employees who can handle a variety of situations while reflecting a positive image for the company are a true asset. Poor employee behavior or employees who lack customer service skills can damage a company's reputation.

This course teaches staff how to provide excellent customer service and professional behavior through the following topics:

Customer Support Skills Training: Participants in this course will develop an understanding of company goals and customer expectations for both internal and external customers. They will also learn the importance of telephone etiquette and building rapport with customers.

Corporate Behavior and Customer Service Standards: This course covers the science of behavior and the benefits of customer service standards as they relate to customers and companies. Poor behavior leads to a negative reputation.

Dealing with Difficult Situations: Participants will learn the impact their behavior can have on others, specifically during difficult situations with customers and co-workers. They will learn the importance of getting the upset customer or co-worker to share their dissatisfaction and steps to turn the dissatisfied customer into a satisfied, loyal customer. In addition, they will learn a set of tips in dealing with the stress of dealing with difficult situations

Instructor: Delana Schutte-Smith

Dates and Time:

No. CER509.001: Thursday, April 21; 9 a.m.-4 p.m.

Location: USI Rice Library, Room 0003

Registration Fee: \$249

Registration includes lunch. Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/customerservice

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 (EI). The first is emotional awareness—the ability to identify your own emotions and the emotions of others. The second is the ability to harness emotions and apply them to tasks such as thinking and problem solving, and the third is the ability to manage emotions, regulating your own and being able to cheer up others or calm them down when they need it. 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: Does your organization understand EI, ten most common habits of EI, identify personal level of EI, additional resources offered to build skills, opportunities to build core skills of EI, increase awareness of EI and impact effectiveness, get real-time feedback regarding EI and ways to track results.

Each participant will receive a report that looks at a person's emotional intelligence, which is the ability to sense, understand and effectively apply the power and acumen of emotions to facilitate high levels of collaboration and productivity. The report is designed to provide insight into two broad areas: intrapersonal and interpersonal emotional intelligence.

The report measures five dimensions of emotional intelligence: Self-Awareness, Self-Regulation, Motivation, Empathy and Social Skills. The report also gives suggestions on how to improve each of the five dimensions of emotional intelligence.

Instructor: Andrea Grace-Phillips

Dates and Time:

No. CER511.001: Thursday, April 28; 1-4 p.m.

Location: USI University Center East, Room 2207

Registration Fee: \$279

Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/emotionalintelligence

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. Upon completion of this course participants will have the following knowledge:

- How to develop strategies for being proactive rather than reactive
- How to plan to determine priorities and goals that align with anticipated costs and expenditures
- An understanding of the four elements of managing projects—scope, time, quality and budget
- Facility planning and how to create effective corporate workspace
- Workplace requirements to support business needs
- When and how to outsource facility services
- Related contract management skills
- Purchasing, bidding and negotiating
- Office support systems and technology
- Facility maintenance and repair programs
- Financial management, planning and controls
- How to prepare a facility operating expense budget based on “need”
- How to prepare a capital budget based on facility business requirements

Instructor: Wayne Washington

Dates and Time:

No. BUS600.004: Tuesdays, Thursdays, May 3-17; 8 a.m.-Noon

Location: USI University Center East, Room 2205

Registration Fee: \$800

Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/facilitymanagement

HUMAN RESOURCES FOR THE NON-HR MANAGER 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 ADA, 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.

Instructor: Kathleen Lapekas

Dates and Time:

No. CER505.001: Friday, April 22; 9 a.m.-4 p.m.

Location: USI Rice Library, Room 0026

Registration Fee: \$259

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, monitoring employees and more.

Instructor: Kathleen Lapekas

Dates and Time:

No. CLE400.001: Fridays, April 29 and May 6; 9 a.m.-4 p.m.

Location: USI Rice Library, Room 0010

Registration Fee: \$399

Registration includes lunch. Members of the Tri-State Manufacturers Alliance receive a 10% discount. Use promo code TSMA22.

Register: USI.edu/NewLeader

ANNUAL SPRING SOCIAL WORK VIRTUAL CONFERENCE **NO. SOC200**

Presented by the USI Social Work Department and NASW Indiana Chapter. 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. SOC200.001: Friday, March 4; 8 a.m.-4 p.m.

Location: Online, Zoom

Registration Fee: \$85

Register: USI.edu/SocialWorkConference

GLEIM CPA REVIEW **NO. CPA100**

Over 1 million Certified Public Accountant (CPA) exams are 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.

Registration Fee: \$1,599

Register: USI.edu/gleimCPAreview

GLEIM CMA REVIEW **NO. CMA200**

Gleim set the standard with the first Certified Management Accountant (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.

Registration Fee: \$1,279

Register: USI.edu/gleimCMAreview

GLEIM CIA REVIEW **NO. CIA300**

As the gold standard in Certified Internal Auditor (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.

Registration Fee: \$759

Register: USI.edu/gleimCIAreview

GLEIM EA REVIEW **NO. EA400**

Gleim Enrolled Agent (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.

Registration Fee: \$499

Register: USI.edu/gleimEAreview



PROFESSIONAL DEVELOPMENT

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.



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PROJECT MANAGEMENT EXAM-PREP CERTIFICATE 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. Or maybe you are somewhere in between. We cover Adaptive techniques too! Learn from subject matter experts that have been there, have 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 participants current challenges. The program is based on the PMI's PMBOK 6th Edition and Agile Practice Guide, which are now being combined into the 7th Edition. 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 can move the organization quicker to a successful outcome!

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: 6 sessions: Feb. 22, March 1 and 8, April 5, 12 and 26; 9 a.m.-4 p.m. (Eastern Time)

Location: WestGate Academy, Odon, Indiana, Room 124

Registration Fee: \$2,199

Includes Project Management workbooks, access to online quizzes/tests and mock exam; no meal or drinks provided, may bring your own.

Register: USI.edu/projectmanagementcertificate

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. BUS608.001: Thursday, January 20; 9 a.m.-4 p.m. (Eastern Time) with one-hour break for lunch, Noon-1 p.m.

Must register by January 14.

Location: WestGate Academy, Odon, Indiana, Room 124

Registration Fee: \$300

No meal or drinks provided, 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 and pivot tables.

Instructor: Mark Soper

Dates and Time:

No. BUS609.001: Thursday, February 17; 9 a.m.-4 p.m. (Eastern Time) with one-hour break for lunch, Noon-1 p.m.

Location: WestGate Academy, Odon, Indiana, Room 124

Registration Fee: \$300

Register: USI.edu/exceladvanced

TECHNICAL WRITING FUNDAMENTALS NO. BUS606

This USI non-credit training program equips participants with the essentials needed to write clear, concise and correct technical documents that address their readers' needs to enable them to obtain the desired goals. The 12-hour certificate program consists of:

1) Preparing to write

- A. Defining goals and outcomes
- B. Analyzing your audience

2) Collecting your information

- A. Who, what, when, where, why and how
- B. Interviewing more effectively
- C. Better use of e-mails during the information gathering stage

3) Overcoming writer's block

- A. Importance of an early first draft
- B. Techniques to silence your inner editor

4) Technical writing formats

- A. Using the inverted pyramid structure
- B. Choosing the best format to present your information

5) Techniques for clear e-mails, agendas and minutes

6) Strengthening your writing

- A. Using effective headings and topic sentences to frame your main points
- B. Employing transitional devices to keep the reader engaged in the document's flow
- C. Applying techniques to make your writing more powerful and interesting to read
- D. Reducing word/phrase clutter

7) Revising your document

- A. Grammar and punctuation review
- B. Proofreading techniques

8) Improving the visual appeal

- A. Formatting tips on font styles and attributes
- B. Tips for adding graphs and visuals to enhance the document's effectiveness

Instructor: Tammy Pickering, MBA

Dates and Time:

No. BUS606.001: Mondays, February 7, 14, 21; Noon-4 p.m. (Eastern Time)

Must register by February 1 so materials can be ordered

Location: WestGate Academy, Odon, Indiana, Room 124

Registration Fee: \$750

Fee includes all training materials/book; no meal or drinks provided, may bring your own.

Register: USI.edu/technicalwriting

PROFESSIONAL PRESENTATION AND COMMUNICATION SKILLS

NO. BUS607

In this USI non-credit training program participants will become equipped with the knowledge and skills necessary for delivering effective presentations, as well as learn proven techniques to improve the effectiveness of your verbal and written communications.

Learning objectives for this 12-hour program include:

- Recognize key qualities of effective public speakers
- Identify specific fears of public speaking and use countermeasures for overcoming them
- Improve the effectiveness of your vocal delivery
- Project confidence in your nonverbal communication
- Identify your presentation style
- Analyze your audience and apply methods for adapting your presentation to their needs and interests
- Organize your presentation using a template for a logical sequence that's easy for audiences to follow
- Choose appropriate visual aids to complement your message
- Give and receive feedback for continuous improvement in public speaking

Instructor: Tammy Pickering, MBA

Dates and Time:

No. BUS607.001: Mondays, March 7, 14 and 21; Noon-4 p.m. (Eastern Time)

Must register by March 1 so materials can be ordered

Location: WestGate Academy, Odon, Indiana, Room 124

Registration Fee: \$750

Register: USI.edu/communicationskills

CRITICAL CONVERSATIONS WORKSHOP

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. In this USI non-credit training program participants will become equipped with tools to plan for a difficult or critical conversation.

The 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. 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, SPHR, MPA

Dates and Time:

No. BUS611.001: Tuesday, April 26; 1-4 p.m. (Eastern Time)

Must register by April 19 so materials can be ordered

Location: WestGate Academy, Odon, Indiana, Room 127

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



SOFTWARE SKILLS

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least three feet between individuals.

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.

Instructor: Mark Soper

Dates and Time:

No. CIS100.001: Thursdays, February 24-March 3; 1-4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$119

Members of the Tri-State Manufacturers Alliance receive a 10% discount for this course. Use promo code TSMA22.

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.

Instructor: Mark Soper

Dates and Time:

No. CIS200.001: Thursdays, March 10-17; 1-4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$139

Members of the Tri-State Manufacturers Alliance receive a 10% discount for this course. Use promo code TSMA22.

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.

Instructor: Mark Soper

Dates and Time:

No. CIS300.001: Thursdays, March 31-April 7; 1-4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$149

Members of the Tri-State Manufacturers Alliance receive a 10% discount for this course. Use promo code TSMA22.

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.

Instructor: Mark Soper

Dates and Time:

No. CIS400.001: Thursdays, April 14-28; 1-4 p.m.

Location: USI University Center East, Room 2229

Registration Fee: \$279

Members of the Tri-State Manufacturers Alliance receive a 10% discount for this course. Use promo code TSMA22.

Register: USI.edu/excel4



ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

Not ready for in-person classes yet? Not a problem. We continue to offer an extensive catalog of online courses and industry-recognized certifications you can access from the comfort of your own home.

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

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

Program Features:

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

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

BUSINESS

MANAGEMENT TRAINING **GES406**

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

ADVERTISING AND OUTREACH SPECIALIST **GES2042**

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

DIGITAL MARKETING STRATEGIST **GES2040**

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

SALES MANAGER **GES2043**

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

HUMAN RESOURCES PROFESSIONAL **GES419**

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

NONPROFIT MANAGEMENT **GES408**

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising and become acquainted with the fundamentals of the budgeting process. 300 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 **GES401**

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing and management. If you've ever thought about owning your own business, this program can help make that dream come true! 360 Course Hours

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

INFORMATION TECHNOLOGY

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) **GES367**

The demand for information security professionals is expected to surge, as the forces of "good" and "bad" continue to battle for control and use of online information. 160 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

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

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

SSCP SYSTEMS SECURITY CERTIFIED PRACTITIONER

GES322

Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security. This SSCP course will prepare you for this industry-recognized certification, and a career in the information technology sector. 80 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

AUTOCAD 3D 2021

GES3024

If you know how to use AutoCAD 2D commands, it's time to master the concepts and methods of 3D modeling. This online course will teach you the fundamentals of AutoCAD 3D and explore the main features of the advanced 3D modeling workspace. The course content is heavily focused on hands-on exercises, so you will need to have the software installed on your computer to practice your new skills. All examples and exercises are taken from a variety of fields where AutoCAD is used. 85 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

GES354

If you are new to Information Technology, this course teaches the basics of IT Service Management (ITSM) and project management, while incorporating ITIL, SIAM and DevOps framework, concepts and processes. You will also be prepared to pass the globally recognized ITIL Foundation, SIAM Foundation and DevOps Foundation certification exams. 60 Course Hours

MANAGEMENT FOR IT PROFESSIONALS

GES405

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This program focuses on developing a successful leadership style that facilitates team building, collaboration and a corporate culture that promotes success. 390 Course Hours

CERTIFIED INFORMATION SECURITY MANAGER (CISM)

GES343

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

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

COMMERCIAL DRIVER TRAINING

GES795

Earn your CDL as you prepare for a career in the high-demand field of transportation services! 120 Course Hours

ONLINE INDUSTRY-RECOGNIZED CERTIFICATIONS

HVAC/R CERTIFIED TECHNICIAN (VOUCHER INCLUDED)

GES793

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

QUALITY INSPECTOR

GES779

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

ARTS AND DESIGN

DIGITAL GAME ARTIST CERTIFICATE

GES3006

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

VIDEO GAME DESIGN AND DEVELOPMENT

GES605

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

ADOBE CERTIFIED ASSOCIATE (3 VOUCHERS INCLUDED)

GES368

Learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign and Animate (formerly Flash). Put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be a professional in the design field. 220 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

HEALTH AND FITNESS

PHARMACY TECHNICIAN (VOUCHER INCLUDED)

GES117

Pharmacy technicians support licensed pharmacists in providing healthcare to patients. Train to enter this rapidly growing field with this respected online program. 400 Course Hours

ADVANCED MEDICAL INTERPRETER

GES1007

Master the skills needed to start your career as a professional English-Spanish interpreter. You will be prepared to work as an interpreter in both business and medical settings. 240 Course Hours

CERTIFIED INPATIENT CODER (VOUCHER INCLUDED)

GES199

Prepare for the AAPC CIC certification exam and learn the principles of medical coding related to ICD-10-CM and ICD-10-PCS. Prepaid exam voucher included. 170 Course Hours

CERTIFIED PHARMACEUTICAL SALES REPRESENTATIVE (EXAM INCLUDED)

GES192

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

CERTIFIED PHYSICAL THERAPY AIDE (VOUCHER INCLUDED)

GES189

Learn foundational physical therapy principles, medical terminology, tasks and responsibilities needed to work as a certified physical therapy aide. 190 Course Hours

LEGAL

CERTIFIED PARALEGAL

GES2033

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. By course completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. 225 Course Hours

COURT INTERPRETER (SPANISH/ENGLISH)

GES284

This program teaches the skills needed to prepare you to sit for the Oral Component of any State Court Interpreting Certification exams. 200 Course Hours

CERTIFICATE IN MEDIATION AND ARBITRATION

GES425

The Certificate in 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 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

WORKPLACE SKILL ENHANCING CERTIFICATES

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least three feet between individuals.

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/workplaceskillcertificates](https://www.usi.edu/workplaceskillcertificates)

CERTIFICATES:

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



PERSONAL ENRICHMENT

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least six feet between individuals.

SOCIAL SECURITY PLANNING FOR BOOMERS NO. ALP502

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

Instructors: John Schutz and David Perigo

Dates and Time:

No. ALP502.001: Tuesday, January 11; 6-7:30 p.m.

No. ALP502.002: Thursday, January 20; 6-7:30 p.m.

No. ALP502.003: Wednesday, February 2; 6-7:30 p.m.

No. ALP502.004: Tuesday, March 1; 6-7:30 p.m.

Location: USI University Center East, Rooms 2217–2220

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 BOOMERS22 when registering the second person.

Register: USI.edu/socialsecurityplanning

PASSPORT TO RETIREMENT NO. ALP501

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

Instructors: John Schutz and David Perigo

Dates and Time:

No. ALP501.001: Saturdays, February 5, 12 and 19; 9-11:30 a.m.

No. ALP501.002: Tuesdays, Jan 25, February 1 and 8; 6-8:30 p.m.

Location: USI University Center East, Room 2217–2220

Registration Fee: \$69

The registration fee is for an individual OR two registering together and sharing materials. Second person registering use Promo Code PTR22.

Register: USI.edu/passporttoretirement

HEALTHCARE IN RETIREMENT NO. ALP553

Healthcare: the retirement wildcard. This course provides guidance on the possible implications and solutions to funding healthcare during retirement. Participants will learn how to quantify their healthcare cost exposure and strategies for funding healthcare cost during retirement. During this course the following topics will be covered: healthcare costs, Medicare overview, long-term care, social security and steps you can take to prepare.

Instructor: Randy Haaff

Dates and Time:

No. ALP553.001: Thursday, April 21; 6-7:30 p.m.

Location: USI University Center East, Room 2207

Registration Fee: \$19

The registration fee is for an individual or \$24 for two registering together and sharing materials. Use promo code HealthRet22 to register the second person for \$5.

Register: USI.edu/healthcareinretirement

INTRODUCTION TO BEEKEEPING NO. ALP405

Are you interested in becoming a beekeeper? Or maybe just curious and concerned about the threats to pollinators and want to learn more? Most have heard of the threats facing insect pollinators, in particular honeybees, and want to help by learning more and possibly keeping a hive or two themselves. Getting started with bees is an exciting, yet somewhat daunting, experience. Jumping right in without being prepared, however, can result in failure and expensive mistakes, making the experience something less than enjoyable.

In this class we will learn about conservation issues around pollinators, both in general and honeybees in particular, and how we can help. We will take a look at the broader world of beekeeping both as a hobbyist and commercially and dig into the art of beekeeping and what it takes to get started and be successful. We will cover the various options around the following: honeybee biology, equipment needed, where to get your bees, management approaches, and addressing the main challenges/obstacles to success. The course would be suitable for the complete beginner or the person who has two- or three-years experience and wants to learn more.

Instructor Bio: Brad Smith is the current President of the Beekeepers of Southwest Indiana, the owner/operator of Rock Creek Apiaries, and has been keeping bees for fun for ten years and as a sideline business for the last three years.

Instructor: Brad Smith

Dates and Time:

No. ALP405.001: Saturday, March 5; 9 a.m.-3 p.m.

Location: USI University Center East, Room 2207

Registration Fee: \$78

Register: USI.edu/beekeeping

PERSONAL ENRICHMENT

INTRODUCTION TO PHOTOGRAPHY

NO. ALP422

Are you ready to take your photography skills to the next level? This class will help you understand your camera's settings as well as teach you more about lighting, composition and exposure to create beautiful images. Please bring your camera with a charged battery, appropriate camera card, any lenses you have and your manual. Age 18 and above.

Instructor: Aimee Johnson

Dates and Time:

No. ALP422.001: Wednesday, March 9-April 13; 6-8 p.m. **No class on March 23.**

Location: USI University Center East, Room 2207

Registration Fee: \$78

Register: USI.edu/introphoto

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



FITNESS AND RECREATION

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least three feet between individuals.

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: Thursdays, April 7-28; 5:30-6:30 p.m.

Location: Tee Time Golf Complex, Tee Time Lobby

Registration Fee: \$120

Register: USI.edu/BeginningGolf

OFFICIATING VOLLEYBALL

NO. FIT395

An in-depth look at the mechanics, rules and officiating techniques of volleyball with an emphasis on the high school interscholastic level. Half the class will be spent in the classroom with the other half in the gym playing and officiating volleyball. Experience in officiating will be arranged for interested participants.

Instructor: Kathy Brown-Sparrow

Dates and Time:

No. FIT395.001: Wednesdays, January 12-February 23; 6-8:45 p.m.

Location: USI Screaming Eagles Complex, Room 255

Registration Fee: \$135

Register: USI.edu/officiatingvolleyball



YOUTH PROGRAMS

While on the USI campus, instructors and participants are required to wear a face covering when in buildings, including in classrooms, and practice physical distancing of at least three feet between individuals.

BUILDING READING SKILLS

NO. YTH480

Help improve your child's reading skills with individualized VIRTUAL 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 virtual 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.

Participants must have a computer or tablet with a camera, microphone and speaker, and a dedicated, reliable internet connection.

Instructor: USI teacher candidates

Dates and Time:

No. YTH480.001: Tuesdays, January 25-April 26; 6-6:40 p.m. No class March 8 and 29.

No. YTH480.002: Tuesdays, January 25-April 26; 6:50-7:30 p.m. No class March 8 and 29.

Location: Online, Zoom

Registration Fee: \$49

Register: usi.edu/readingskills

MATH SKILLS FOR THE SAT

NO. ACA401

Cut the SAT Reasoning Test down to size by developing strategies for standardized test taking, identifying study priorities and working practice questions. Hands-on experience will give high school students practice with topics covered in the SAT and give students confidence for test day. This course focuses on the SAT but is beneficial for any student preparing to take a standardized exam. Emphasis will be on test taking skills, rules pertaining to calculators and solving problems from the areas of mathematics tested on the SAT. Students should bring the calculator they plan to use during the SAT test. Students should bring their own lunch and a beverage or money for vending machines.

Instructor: Dianne Nurrenbern

Dates and Time:

No. ACA401.001: Saturday, February 26; 9 a.m.-3 p.m.

No. ACA401.002: Saturday, April 23; 9 a.m.-3 p.m.

Location: USI Education Center, Room 1126

Registration Fee: \$85

Register: usi.edu/SATmath

VERBAL SKILLS FOR THE SAT

NO. ACA400

Cut the SAT Reasoning Test down to size by developing strategies for standardized test taking, identifying study priorities and working practice questions. Hands-on experience will give students practice with topics covered in the SAT and give students confidence for test day. This course focuses on the SAT but is beneficial for any student preparing to take a standardized exam. The verbal course will provide skills, tips, and interactive practice in short answer selections, critical reading comprehension and essay pointers. Pizza will be served for lunch and students can bring their own drink or change for the vending machine. If there is an allergy concern, a non-perishable lunch may be brought.

Instructors: Tammy Vick and Johnathan Anthony

Dates and Time:

No. ACA400.001: Saturday, March 5; 9 a.m.-3 p.m.

No. ACA400.002: Saturday, April 2; 9 a.m.-3 p.m.

Location: USI Education Center, Room 1126

Registration Fee: \$85

Register: usi.edu/SATverbal

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 seven concurrent enrollment programs in Indiana accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and one of 116 accredited programs in the nation.

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

FEATURED ONLINE NONCREDIT COURSES

Not ready for in-person classes yet? Not a problem. We continue to offer an extensive catalog of online courses and industry-recognized certifications you can access from the comfort of your own home.

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.

Registration Fee: affordable rates starting at just \$115

Visit: USI.edu/featuredonlinecourses

A TO Z GRANT WRITING NO. OLC101

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

ACHIEVING TOP SEARCH ENGINE POSITIONS NO. OLC116

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

BECOME A VETERINARY ASSISTANT NO. OLC610

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

BUILDING TEAMS THAT WORK NO. OLC287

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

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 SUPERVISION AND MANAGEMENT NO. OLC265

Learn the people skills required to motivate and delegate and learn the tools for solving problems and resolving conflict.

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 DIGITAL SCRAPBOOKING NO. OLC108

Learn how to make the most of your scrapbooking talents to show off your photos and memorabilia with digital scrapbooking.

INTRODUCTION TO NONPROFIT MANAGEMENT NO. OLC228

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

INTRODUCTION TO PHOTOSHOP NO. OLC843

The Introduction to Photoshop Creative Cloud course is filled with easy-to-follow, detailed step-by-step instructions that teach you how to edit and manipulate images and create basic compositions using Photoshop in the Creative Cloud.

INTRODUCTION TO QUICKBOOKS 2019 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.

INTRODUCTION TO WINDOWS 10 NO. OLC862

Learn to use this powerful new operating system, including customizing your desktop, managing files and folders, and navigating the Web with the new Microsoft Edge browser.

KEYS TO SUCCESSFUL MONEY MANAGEMENT NO. OLC774

Certified financial planner shows you how most wealthy people build their fortunes.

LEADERSHIP NO. OLC271

Develop your leadership skills and learn how to use the principles of great leaders to achieve success in your professional and personal life.

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.

FEATURED ONLINE NONCREDIT COURSES

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.

PMP CERTIFICATION PREPARATION 1

NO. OCE249

Prepare for the Project Management Institute's Project Management Professional (PMP) certification exam.

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