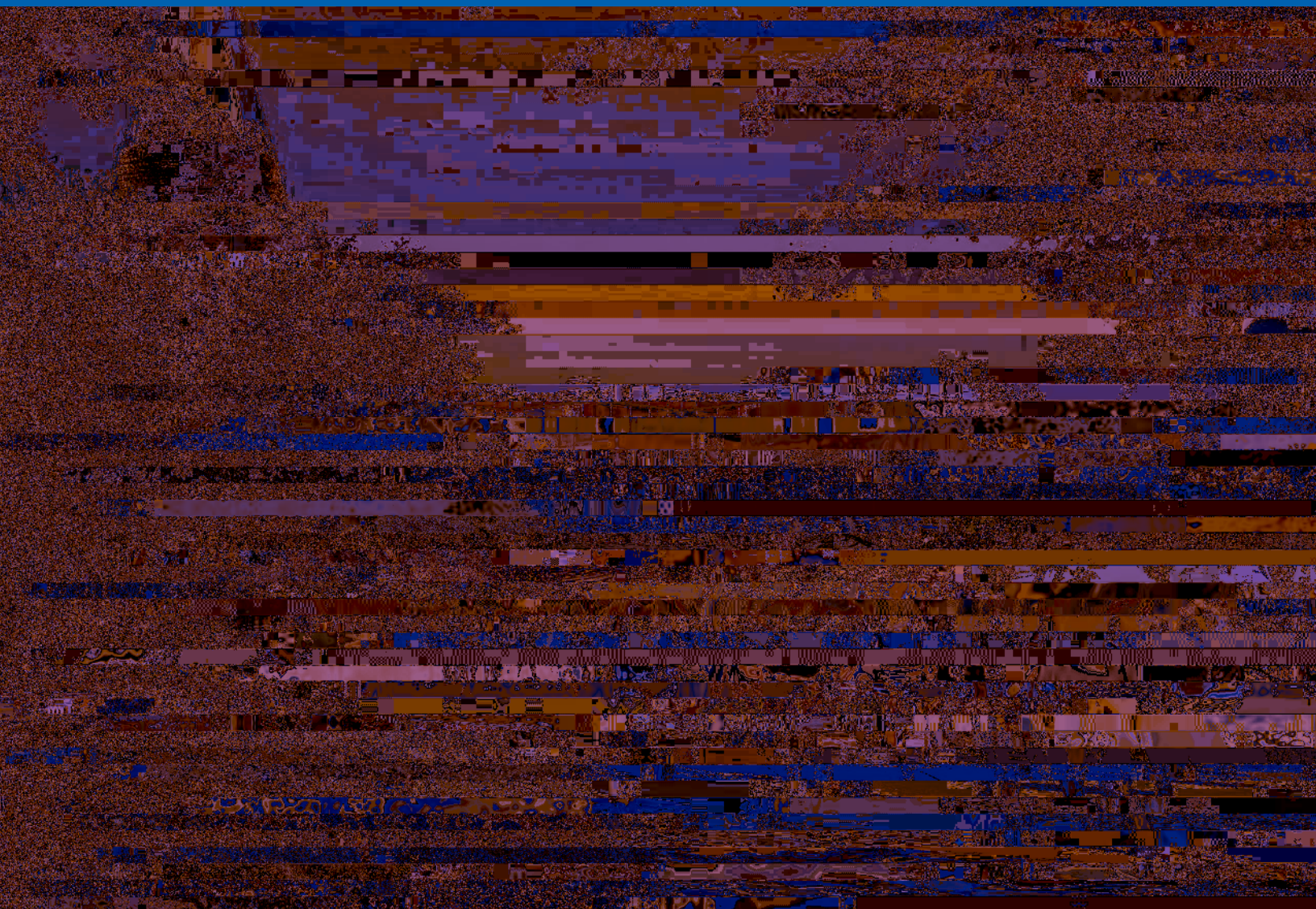


SUMMER 2024 Catalog



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MICROSOFT EXCEL TIPS & TRICKS

CIS500-001

Learn how to use the VLOOKUP function in Microsoft Excel. This course covers the basics of the VLOOKUP function, including how to use the function to search for a value in a table and return a value from the same row. The course also covers advanced topics such as using wildcards and array formulas with VLOOKUP.

Instructor:

Dates and Time:

Location:





FEATURED ONLINE NONCREDIT COURSES

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USIL offers a variety of online noncredit courses that are designed to help you gain the skills and knowledge you need to succeed in your career. Our courses are self-paced and can be completed at your own convenience. We offer a wide range of courses, including business, technology, and professional development. Our courses are designed to be flexible and accessible, so you can fit them into your busy schedule. Whether you are looking to advance your current career or explore a new field, we have the course for you. Visit our website today to learn more about our online noncredit courses and to register for the one that is right for you.

Dates: ▲

Registration Fee: ▲

Visit:

A TO Z GRANTWRITING **NO. OLC101**

Learn how to write a grant proposal from start to finish. This course covers the entire process, from identifying a need to submitting a proposal. You will learn how to research funding opportunities, develop a budget, and write a compelling proposal. This course is ideal for anyone who is interested in applying for grants, whether for a business, a nonprofit, or a personal project.

ACHIEVING TOP SEARCH ENGINE POSITIONS **NO. OLC116**

Learn how to optimize your website for search engines. This course covers the basics of SEO, including keyword research, on-page optimization, and link building. You will learn how to analyze your website's performance and make data-driven decisions to improve your search engine rankings. This course is ideal for anyone who is looking to increase the visibility of their website and attract more traffic.

BECOME A VETERINARY ASSISTANT **NO. OLC610**

Learn the skills and knowledge you need to become a veterinary assistant. This course covers the basics of veterinary medicine, including anatomy, physiology, and common diseases. You will also learn about the role of a veterinary assistant and the skills and qualities that are needed to succeed in this profession. This course is ideal for anyone who is interested in working in a veterinary practice.

COMPUTER SKILLS FOR THE WORKPLACE **NO. OLC139**

Gain the computer skills you need to succeed in the workplace. This course covers the basics of computer literacy, including using the internet, email, and word processing software. You will also learn about basic troubleshooting and security. This course is ideal for anyone who is looking to improve their computer skills and be more confident in the workplace.

CREATING WEB PAGES **NO. OLC105**

Learn how to create web pages using HTML and CSS. This course covers the basics of web design, including layout, color, and typography. You will learn how to create a professional-looking website that is easy to navigate and visually appealing. This course is ideal for anyone who is interested in web design and wants to learn how to create their own website.

DISCOVER SIGN LANGUAGE **NO. OLC841**

Discover the world of sign language. This course covers the basics of American Sign Language (ASL), including hand signs, facial expressions, and body language. You will learn how to communicate with deaf and hard of hearing people and gain a better understanding of their culture. This course is ideal for anyone who is interested in learning sign language and wants to improve their communication skills.

FUNDAMENTALS OF TECHNICAL WRITING **NO. OLP200**

Learn the fundamentals of technical writing. This course covers the basics of writing technical documents, including reports, manuals, and proposals. You will learn how to organize your thoughts, write clearly and concisely, and format your documents professionally. This course is ideal for anyone who is looking to improve their technical writing skills and be more effective in their work.

GRAMMAR REFRESHER **NO. OLP202**

Refresh your grammar skills and improve your writing. This course covers the basics of grammar, including parts of speech, sentence structure, and punctuation. You will learn how to identify and correct common grammar errors and write more effectively. This course is ideal for anyone who is looking to improve their grammar skills and be more confident in their writing.

GRE PREP PART I **NO. OLP251**

Campus Map

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