



INDIANA UNIVERSITY  
Bloomington Continuing Studies

Summary of resources available to GE employees:

**General Studies Degree Program:**

IU's degree program for adults includes the Associate of Arts in General Studies and the Bachelor of General Studies. Hundreds of classes are offered during daytime and evening hours, as well as online courses. General Studies degrees allow adult students to design a program of study to fit their career goals and interests within the framework of a strong liberal arts education. Credits earned at other colleges and universities may also be applied to a General Studies degree. If there is sufficient interest, introductory level courses could be offered on-site at GE. Financial aid is available to qualified applicants.

*Contact the General Studies Office at 855-4991 or [www.continue.indiana.edu](http://www.continue.indiana.edu).*

**Adult Student Resources**

Bloomington Continuing Studies also provides free workshops and social events for adult students at IU. Workshops focus on topics such as study skills for returning students, financial aid, career choices for mid-career adults, and other topics of interest. Social activities are also planned so that adult students at IU can get to know each other, form study groups, and feel more at home on campus.

*Contact the General Studies Office at 855-4991 or [www.continue.indiana.edu](http://www.continue.indiana.edu).*

**Professional Development Programs**

Award-winning noncredit courses and certificate programs, offered evenings at convenient community locations, are designed to teach new career skills quickly. Courses and certificate programs are offered in high demand fields such as web design, medical records coding, managing in the life sciences, and desktop publishing. We can also design programs specific to the needs of GE employees who need to transition into other work setting in the local economy.

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*Contact the Professional Development Office at 855-7801 or [www.continue.indiana.edu](http://www.continue.indiana.edu).*

**Community Computer Center at WorkOne**

Continuing Studies has outfitted an eighteen-station computer lab at the Bloomington WorkOne Office, which could be utilized to provide computer skills training for GE employees. We offer computer courses and certificate programs evenings and Saturdays.

*Contact the Professional Development Office at 855-7801 or [www.continue.indiana.edu](http://www.continue.indiana.edu).*



**INDIANA UNIVERSITY**  
Kelley School of Business

Summary of resources available to GE employees:

**Tailored Seminars**

The Kelley School of Business utilizes a collaborative approach based on creating and sustaining value-added relationships among faculty, students, alumni, and corporate partners. Kelley's integrated business curriculum teaches essential skills and provides frequent opportunities to use them. Kelley can provide seminars tailored to fit the needs and interests of GE employees. Seminar topics include job-search strategies, resume writing, and interview skills development. Seminars can be provided at Kelley or in a preferred location.

Contact Susie Clarke at 855-5317 or [seclarke@indiana.edu](mailto:seclarke@indiana.edu) , Pam Roberts at 855-0592 or [pajrober@indiana.edu](mailto:pajrober@indiana.edu) , or Keith Dayton at 855-2757 or [kedayton@indiana.edu](mailto:kedayton@indiana.edu).

**Business of Life Sciences Certificate**

The program is designed to address the increased need for management talent. The certificate program consists of five courses delivered in a uniquely blended format using both in-residence and online learning modes. It consists of a series of five courses: four 11-week online courses and one 5-day in-residence experience. The topics are: Global Life Sciences Value Chain, Financial and Managerial Accounting, Finance and Management for the Life Sciences, Management of Organizations and Human Resources (in-residence), and Marketing Management for the Life Sciences. Courses will be taught by experienced Kelley faculty. In addition to the course content, a major benefit of the in-residence experience will be the connections students make with their industry peers. The certificate is priced at \$15,000. Discounts for multiple enrollees from a single company will be available. Individual course prices are available upon request.

Contact Larry Davidson at 855-2773 or [davidso@indiana.edu](mailto:davidso@indiana.edu).

**Preparing to be an Adult Learner Tutorial**

Often adults who are returning to school after years of not being in a classroom are apprehensive. This tutorial is designed to address the issues related to returning to school as an adult. The format will include a short overview of each of the following topics: Indiana University, the realisms of returning to school, financial concerns, programs offered, and IU Career Services. This interactive tutorial will focus on ways to thrive in college as adult learners.

Contact Keith Dayton at 855-2757 or [kedayton@indiana.edu](mailto:kedayton@indiana.edu).