Soar past your next goal with Lifetime Learning by Ball State.

Non-credit courses and credentials are designed for learners in transition who want to enhance a personal or professional brand. Our flexible programs—online, self-paced, hybrid, and face-to-face workshops—provide accessible pathways for learners in all stages of life to develop aspirational goals into actionable flight plans. Whether unemployed, looking to upskill in place, or seeking a major life transition, we’ve got you covered. Our learning opportunities seamlessly fit into busy schedules because you should learn for the life you want to live, on your terms.
Ball State Centers

Featured Credentials
by Ball State Faculty
4 Everyday Behavior Tools
4 Music Arts Education for ASD
4 Spanish for Healthcare

Credit for Prior Learning
5 Credit by Credential

Lead in Your Industry
6 CAP Leadership
6 Leading Organizational Innovation
7 Lean Six Sigma
7 Leveled Up Group Training Experience
7 Project Management Professional (PMP*)

Business Training
8 Customized Group Training
9 Popular Group Trainings

Payment Options and Services
10 GI Bill Approved Programs
11 WIOA-approved Programs

Healthcare
14 Online Career Training
15 Medical Technology Courses

Social Work
16 Social Work Licensing
16 Skills Training/CEUs

Technology Training
17 SkillStorm Courses

Matching Scholarships

Community
19 Personal Enrichment Courses
19 Community Course Proposals
Ball State Centers
FLY Further, Close to Home.

Ball State’s centers in Fishers, Fort Wayne, and Indianapolis are gathering places to connect and engage. Our venues provide the ideal setting to create immersive learning experiences for alumni, employees, and community leaders.

FLY with us.

Ways to fly with us

- Group professional development training
- Alumni, business, and industry networking events
- Strategic planning off-site facilitated by expert Ball State faculty
- Customized immersive training to launch next-level business plans
- Graduate courses and academic events

For scheduling, facility rental rates, and event requests, please email bsucenters@bsu.edu

Visit bsu.edu/BSUCenters

LIFETIME LEARNING by Ball State
Featured Credentials by Ball State Faculty

**Everyday Behavior Tools Certification Test Prep**

This program is designed for parents, educators, caregivers, and other professionals who engage with individuals with confrontational or potentially aggressive behavior. Learn a systematic behaviorally based approach for addressing minor behaviors in individuals that emphasizes human dignity and choice without the use of coercion or confrontation. This integrated system of procedures is designed to deal with pre-crisis situations. Prepare to earn certification as a practitioner of Everyday Behavior Tools (EBT) through the Professional Crisis Management Association (PCMA) after completion of all requirements.

Online, Self-paced; $250

**Music Arts Education for Students with Autism Spectrum Disorder**

This course is designed to enrich arts educators (music, theatre, dance, visual art) and parents in understanding, designing, and delivering successful music education programs to students who are on the autistic spectrum. Understand communication, cognitive, behavioral, socialization and sensory challenges for students on the spectrum and how music may act as a bridge for learning.

Online, Self-paced; $99

**Spanish for Healthcare Professionals ¡Cuida y sana!**

This micro credential program addresses the crucial public need to provide linguistically- and culturally appropriate care to Spanish speakers through interactive instruction, cultural competency lessons, and built-in assessments. Participants learn to communicate patient medical information, use vocabulary related to body systems, illnesses, and treatments, discuss physical conditions, and give instructions in an effective manner.

Online, self-paced

$150 for Part 1 Modules 1–3; $150 for Modules 4–6
Credit for Prior Learning

Earn college credit for what you already know to fly further, faster.

At Ball State, we evaluate your already acquired knowledge and award credit in multiple ways (certifications, portfolio of work, military experience, and examinations) to save you time and money and help you achieve your goals. We offer testing in our on-site Testing Center.

Assess your eligibility for CPL.

CREDIT BY CREDENTIAL OPPORTUNITIES

Join us to see how you can fly further—whether upskilling your way to the corner office or traveling in a new direction. No degree needed. But it could lead to one faster with Lifetime Learning articulation badges. When you are ready, your completed credential could be the start of something new—that degree you always wanted. Credentials are showcased through a digital badge to validate your achievement with employes and personal networks. Share it on social media, in online portfolios or email signatures! Badges can be non-credit or for-credit. An Articulation Badge is one that = credit.

We call it “same-as-credit credential.”

Leading Organizational Innovation (CCIM)

Approach leadership and innovation through a multifaceted lens engaging audience understanding, systems development, organizational culture, and communication to build a culture of innovation. Designed for mid-level managers, emerging supervisors and students who want a competitive advantage in their job search.

Online, self-paced; $500

CompTIA A+ Certification

This 8-week course prepares you for the two CompTIA A+ Core Series exams: Core 1 (220-1101) and Core 2 (220-1102). You will learn how to perform critical IT support tasks and today’s core technologies from security to networking to virtualization and more.

Online; Instructor-led; $2,995

COMM 441 Contemporary Issues in Organizational Communication

CT III PC Hardware/Software Support
Lead in Your Industry

GOVERNMENT/NON-PROFIT

Certified Public Manager® (CPM)

Accredited by the National Public Manager Consortium.

By beginning with the end in mind, public managers improve organization to produce public value and facilitate a results-oriented team culture. Learn emotional intelligence, how to manage for high performance, on-boarding new employees, performance improvement plans, finance, and more.

$1,795 pp for in-person class or $1,495 pp for virtual class. Pay by invoice is accepted.

Email lifetimelearning@bsu.edu or call 765-285-8565.

CONSTRUCTION

Leading and Managing in Construction (CAP)

Construction is one of the largest contributors to the nation's economy, with over seven million employees building $1.3 trillion worth of structures. Learn the construction process including construction leadership, teamwork, cost and time control, quality assurance and control, and risk control. Perfect for Project Engineers, Superintendents, Project Managers, Controllers, Accountants, Architects, and Designers.

Online, self-paced; $600

Project Management in Commercial Construction: Furniture, Fixtures and Equipment (CAP)

This program integrates the role of the Project Manager in designing, purchasing, and placement of FF&E in collaboration with architects, construction managers, engineers, and interior designers to deliver on a commercial project that meets the expectations of the client and needs of the end user. Broaden and improve your leadership effectiveness in FF&E as Project Manager within the project team. Discover the influence of stakeholders in decision-making and the importance of fulfilling expectations of multiple roles to achieve a client’s objectives. Demonstrate the process steps from building concept, final design, purchasing, and installation of all things FF&E across industries.

Online, self-paced; $500
MANUFACTURING/HEALTHCARE

**Lean Six Sigma Green Belt**

This course combines Lean thinking methodology with the Six Sigma DMAIC approach—Define, Measure, Analyze, Improve and Control—to increase effectiveness and to bring current performance levels up. Lean topics cover value, value stream mapping, flow and pull. Business managers will learn the tools to immediately reduce redundancy and rework, increasing value for their organizations and distinguishing themselves as leaders. All types of businesses can benefit by implementing Lean Six Sigma standards and processes—especially Manufacturing and Healthcare organizations looking to improve customer satisfaction or patient care outcomes.

$1,500

**ALL INDUSTRIES**

**Leveled Up Group Training Experience**

One of our most popular programs, this interactive experience teaches management and leadership to people in supervisory positions who just need the right tools to succeed. When an employee is a proven performer, the next step is often management—which is an entirely different skill set! Equip your rising stars to transition smoothly, growing from a producer to an effective leader. Request a custom training quote.

**Project Management Professional (PMP®)**

Globally recognized and demanded, the PMP®, as designated by the Project Management Institute, demonstrates that individuals have the experience, education, and competency to lead and direct people and helps individuals to stand out to employers and maximize their earning potential overall. Learn effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking and devising a detailed project plan alongside project risk and cost analysis. This exam prep program includes exam-taking tips, 25 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), which will provide a report to help you determine your areas of weakness.

Online, self-paced; 4–6 months; $1,699
Business Training

Let our team help you build yours.
Your proven workforce can be your innovation strategy with targeted investment. Lifetime Learning by Ball State offers skills and leadership training to bring out the best ideas, reduce waste, and solidify your succession plan. Request customized group training or organizational assessment to solve your biggest business challenges and build a better team.

REQUEST A TRAINING

East Central Indiana Small Business Development Center
The services of the Indiana Small Business Development Center are designed to help businesses start stronger, grow faster, and work smarter. No matter your business’s stage, we are here to help you succeed. Our services include no-cost business advising, training, workshops, referrals, and a library of cultivated tools and resources.

Please visit our website to register for services. Call 765-282-9950 to learn more.
Popular Group Trainings

**Applied Magic (Disney)**
Differentiate your customer experience with the magic of Disney to your organization. Led by staff from our Entrepreneurial Leadership Institute.

**Customer Experience Excellence (CXX)**
This face-to-face group interactive exercise casts a vision, maps your customer journey, and maximizes customer satisfaction.

**Leveled Up**
Our most popular program, teaching management and leadership to people in supervisory positions who just need the right tools to succeed.

**Simplicity**
Ball State is the United States host site for this innovation and problem-solving training. Companies find this useful in the development of a strategic plan. Best delivered in-person.
Payment Options and Services

GI Bill-Approved Programs

You know mission-driven work and what it takes to make a personal impact for the greater good. When you transition out of the military to civilian life, you are in the driver seat determining your next flight plan. Online career training and certification programs in growing Healthcare and IT fields, like Computer Support Specialist, Computer Security Technician, and Clinical Medical Assistant or Medical Billing and Coding, are approved for GI Bill funding!

Explore options for your next mission.

Come fly with us.
If you are unemployed or under-employed, you may be eligible to receive free career training and get certified in high growth fields through the Workforce Innovation Opportunity Act (WIOA) federally funded grant re-training program. Advance to your next career destination. Certification exam fees included!

**VIEW APPROVED COURSES**

### Lifetime Learning by Ball State Approved Programs

Get Started

1. Create an account in Indiana Career Connect.
2. Contact one of the WorkOne offices to speak with a Career Advisor (see map below).
3. A Career Advisor will walk you through the next steps.

Additional information can also be found at intraining.dwd.in.gov. Search Provider Name Ball State University.
Healthcare

Your desire to care for others could be a calling for career change. Our 100% online courses taught by experienced industry experts prepare you for in-demand jobs in growing healthcare fields. Whether clinical or clerical, our “take flight” work experience ensures your technical and essential people skills and gives you the needed patient care experience that employers seek.
Medical Billing and Coding (MBC)

Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, and physical therapy practices all depend on medical billing and coding for insurance carrier reimbursement. The program covers CPT, specialty fields such as surgery, radiology and laboratory, the ICD-10 for diagnosis and procedure coding, and basic claims processes for insurance reimbursements. Prepares for Certification: National Healthcareer Association (NHA) Certified Billing & Coding Specialist (CBCS) exam.

$1,799; Certification exam fees not included.

Pharmacy Technician

Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Content includes pharmacy terminology, reading and interpreting prescriptions, defining generic and brand names drugs, and much, much more.

Prepares for Certification(s): Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT) and the National Workforce Career Association (NWCA) Pharmacy Technician Associate Certification (PTAC).

$1,299; Certification exam fees not included.

Certified Clinical Medical Assistant (CCMA)

This online training prepares learners to assist physicians' offices, hospitals, and other healthcare facilities by performing the clinical functions of a medical office. Instruction includes preparing patients for examination and treatment, administration of medications, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG, and the cardiac life cycle. Work-based learning externship available. Prepares for Certification: NHA or National Workforce Career Association (NWCA) CCMA.

$2,499; Certification exam fee not included.

Medical Administrative Assistant (MAA)

Medical administrative assistants, medical secretaries, and medical records clerks are in great demand. Employment is expected to grow an impressive 34% by 2024! Learn people skills, medical ethics and law, medical terminology, billing and coding basics, telephone techniques, scheduling, medical records management, and management of practice finances. Eligible for the following Certification(s): NWCA Medical Administrative Assistant Certification (MAAC) or the NHA Certified CMAA.

$1,299; Certification exam fees not included.
Make healthcare your next destination.

ADMISSION IS NOW OPEN, ENROLL TODAY!

PROGRAMS AVAILABLE

- Cisco CCNA Network Associate
- Cloud Computing
- Surgical Technologist
- Phlebotomy Technician
- Patient Care Technician
- Registered Behavior Technician
- Physical Therapy Technician (PTT)
Social Work Licensing Exam Preparation

Whether you’re a Ball State Cardinal studying social work, or a professional in the field, we prepare you to fly to your next career destination with ease. Pass a difficult licensure test to add to your resume.

Certified Alcohol and Drug Addiction Consultant (CADAC) Test Preparation
This substance abuse treatment credential covers four domains of the CADAC exam including Domain I: Screening, Assessment, and Engagement, Domain II: Treatment Planning, Collaboration, and Referral, Domain III: Counseling, and Domain IV: Professional and Ethical Responsibilities. Apply the knowledge in each domain to direct practice situations and develop test taking skills that apply to Clinical Skills test.

Self-paced; Fee: $499

Social Work LSW/LCSW Licensing Exam Prep Course — Highest Pass Rates in the Industry!
This exam review course includes 6-month access to LEAP’s (Licensing Exam Preparation Services, LLC) professional video course with 400-page, comprehensive study guide with the most up-to-date exam materials for the DSM-5. Enjoy the convenience of 24/7 access and a 2-month and a 3-month daily study plan. This course is perfect for learning on-the-go and is the ONLY professionally produced social work licensing exam prep video course on the market.

Self-paced; Fee: $299

Licensed Practical Counselor LPC/LCPC Licensure Exam Preparation
In this self-paced course participants work their way through ten modules to review the topics covered on the National Counselor Exam (NCE) exam, which is comprised of two hundred multiple choice questions. Refresh your knowledge of Human Growth and Development, Social and Cultural Foundations, Helping Relationships, Group Work, Career and Lifestyle Development, Appraisal, Research and Program Evaluation, Professional Orientation, and Ethics.

Self-paced; Fee: $299
Technology Training Powered by SkillStorm

“In today’s fast-changing economy, Ball State has a crucial role in preparing our students to step into meaningful careers in the working world. To fulfill that role, it’s essential that we offer certifications and skills training that reflect the needs of employers in the region,” said Amy Barsha, assistant vice provost for Lifetime Learning. “This partnership with SkillStorm will enhance our ability to provide the training and upskilling opportunities needed to help our students and community members succeed in today’s labor market and prepare for the future workplace.”

VIEW COURSES
Matching Scholarships for Ball State Students

Through Upskill Together, Lifetime Learning by Ball State will be offering matching scholarships for Ball State students! Each certification program completed by a community member will provide access for an in-need student, enabling both the current and future workforce to succeed!

To register, visit the Lifetime Learning by Ball State website. To speak with a Lifetime Learning enrollment specialist, email lifetimelearning@bsu.edu or call 765-285-8565.
Personal Enrichment

You have interests—large and small—that are calling to you.

Whether it is self-discovery, personal enrichment, or just something from your bucket list, satisfy your limitless curiosities through Lifetime Learning by Ball State. Check out enrichment opportunities with the E.B. and Bertha C. Ball Center.

Beginning Genealogy

Tracing your roots is a way to document history and family information that you can pass along to future generations. With many resources available online, genealogy is becoming popular and easier to accomplish. No previous knowledge of genealogy is necessary.

Instructor — Karen Good, board member and chair of Ancestor Hunters, Delaware County Historical Society; and the Indiana County Genealogist

Four Wednesdays: September 6, 13, 20, 27; 10–11:30 a.m; Reservations required; Free
A Call to Beneficence

Be like “Benny.”

*Beneficence*, affectionately called “Benny,” is Ball State’s institutional icon. She symbolizes the generosity of the five Ball brothers whose land donation to the State of Indiana allowed Ball State to flourish. In the spirit of gratitude and generosity beloved by Ball State, we invite you to share your knowledge and expertise through considering developing and teaching a lifetime learning course!

**Are you an expert in your field, Ball State alumnus, or community leader?**

**Do you have an idea for a course you know meets a need in the market?**

**We want to hear from you.**

*Tell us your course idea.*