



**LIFETIME
LEARNING**
by Ball State

WINTER 2025 CATALOG

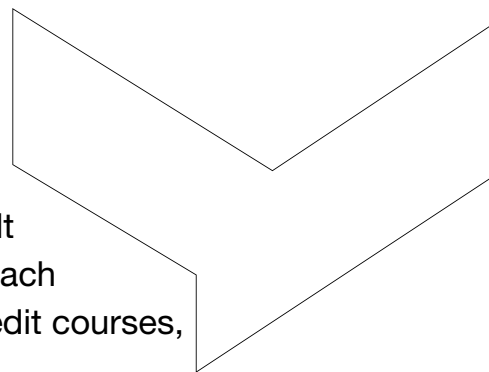


Lifetime Learning

Works for All

Lifetime Learning by Ball State University is designed for adult learners with busy lives. It enables students in all stages to reach new heights in their careers and lives through flexible non-credit courses, certification and exam preparation, and online career training.

By focusing on skill acquisition, learners advance their careers, explore new interests, and upskill for future life stages—all without the time commitment needed to earn a traditional degree. Our dedicated team supports students on their journeys by removing barriers to access—whether the need is funding support, computer access, language learning, or accommodations for various learning needs. Explore our online programs and prepare to FLY HIGHER.



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For course adaptations or accommodations because of a disability, please fill out the [self-disclosure form](#). The [Office of Disability Services](#) coordinates services for students with disabilities. Documentation of a disability must be on file in that office before any accommodations can be provided.

CONNECT WITH US

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Ways to Pay for Courses

Self-Pay

We accept credit cards and checks. We offer payment plans for individuals and accept wire transfers from businesses.

Employer-Paid Education Benefits

An educational assistance program is an employee benefit in which an employer pays for an employee's educational expenses. This may include access to non-credit training. Explore your company-paid benefits to train with us for free!

Next Level Jobs Employer Training Grants

The Employer Training Grant will reimburse employers up to \$5,000 per employee who is trained, hired, and retained for six months after approved professional development for in-demand industries, up to \$50,000 per employer. Email grzirkle@bsu.edu for details.

Workforce Innovation Opportunity Act (WIOA)

WIOA is designed to meet the needs of the local economy and provide individuals who have barriers to employment with access to education, training, and support services. The program provides unemployed or underemployed workers the skills and credentials to secure and advance employment and earn family-sustaining wages. See [Back to Work](#) or [Better Work](#).

Workforce Ready Grant (WRG)

Applies to Indiana students with a high school diploma and less than a bachelor's degree (citizens and eligible non-citizens). Qualified students will receive free certification training through the grant, including Certified Associate in Project Management (CAPM), Cisco CCNA Tech Network Associate, Clinical Medical Assistant (CMA), CompTIA A+, and more!





Featured Skills Courses



Data Analysis: Statistics Fundamentals

Data fuels decisions, innovations, and critical customer and product insights. Nationwide employers such as Anthem Blue Cross, Amazon, Humana, and Bayer Corporation seek data miners, analysts, scientists, and biostatisticians. In this five-module course, researchers in public administration, health and social sciences students, and graduate students learn to ethically use various statistical analysis methods and tools. The course covers topics such as data ethics, descriptive statistics, causal inference principles, and data analysis software tools, including SPSS, STATA, and R.



Identity Leadership by Stedman Graham

This signature online course is your guide as you rediscover the power of self-leadership and curate the future you want. Stedman Graham imparts visionary strategies that propelled his celebrated career and shares proven leadership techniques from mentoring thousands of leaders worldwide. Through this self-paced seven-module experience, you'll embark on the Nine Step Success Process® to uncover joy and self-identity. Consider this course a safe space for trial and error to propel your personal growth.

COMING
JANUARY
2025

LSAT® Test Preparation Moves Online!

Get help gaining admission into the law school of your choice with LSAT® Preparation from Ball State University. You'll fly through the four-hour LSAT® exam (divided into 35-minute sections) with this comprehensive practice material in reading comprehension, analytical reasoning, and logical reasoning.



GREG ZIRKLE Director of Business Training



What is your role?

I'm the first point of contact for businesses looking to engage with Lifetime Learning. I help share upskilling opportunities from our training catalog, as many organizations offer education benefits and are looking for flexible options to cross-train their teams. I am a guide to moving a specific priority forward. I connect with Ball State faculty to leverage their expertise and help customize content unique to each business need.

What is your most popular training program?

Customer Experience Excellence. Most organizations quickly agree that establishing a customer experience advantage is a priority that will pay them back many times over. We have done this training as a company retreat, a departmental or chamber workshop, and through online training modules.

What is the process for customizing training?

First, I listen to clients' needs and what they hope to achieve. Then, we collaboratively put together an outline of the scope of training content until we've got something that will be uniquely impactful for the organization.

What makes Lifetime Learning by Ball State the preferred choice for customized training?

First, it's the industry expertise that our faculty and community collaborators provide—tailored to the exact needs of the organization and even tied back to its mission, vision, and values. Then, it's our flexibility to meet tight timeframes, deliver on budget, and offer exceptional customer service to serve our clients.



Popular Group Training Experiences



Customer Experience Excellence (CXX)

This face-to-face group interactive exercise casts a vision, maps your customer journey, and maximizes customer satisfaction.

Leveled Up

As one of our most popular programs, this interactive experience teaches management and leadership to people in supervisory positions who just need the 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 for a smooth transition from a producer to an effective leader.

Indiana's Certified Public Manager[®] Program

This program is accredited by the National Public Manager Consortium and offered exclusively by the Bowen Center for Public Affairs in cooperation with Lifetime Learning. Public managers will improve their organizational skills to produce public value and facilitate a results-oriented team culture. Learn emotional intelligence, how to manage high-performing teams, onboard new employees, craft performance improvement plans, develop financial plans, and more. This program is delivered in two phases. Pay by invoice is accepted. Contact grzirkle@bsu.edu for details.





Entrepreneurship

Product Management Fundamentals

Do you have a great idea but unsure if it will catch on? Are you worried about your start-up business failing? Many people feel this way, and it prevents them from ever bringing their ideas to life. This module-based course by Product Management Institute will help you mitigate risk while giving you a comprehensive understanding of product management—from market research to product development, pricing, marketing, and more. You'll learn from seasoned professionals with real-world experience and access valuable tools and templates to apply what you've learned to your own business needs.



Social Media Brand Management: Storytelling and Leadership

Master the techniques and strategies that are practical, easy, and effective for your brand as you develop and manage a brand's presence across digital platforms. Understanding and using data to analyze trends and customer behaviors will make you indispensable in today's market, where online presence is crucial to a brand's overall customer strategy. **This course will earn you three credits toward a degree in Ball State's College of Communication, Information, and Media (CCIM).**



AI for Business Professionals

Artificial Intelligence for Business is an online program for learners seeking a competitive edge in emerging business technology. Learn general AI & prompt engineering, productivity hacks, and more.



Healthcare Industry Skills Across the Spectrum of Care

Lifetime Learning offers comprehensive healthcare career training and certifications to serve the growing needs of Indiana's healthcare and life sciences sector and beyond. According to the Robert Graham Center and workforce data, Indiana will experience substantial growth in the primary care sector for physicians and clinical medical support roles by 2030. The Indiana Business Research Center shows nursing care facilities and assisted living communities need a trained workforce to keep up with the state's aging population. Positions such as clinical medical assistants, billing and coding managers, and physical therapy aides are experiencing significant growth. By getting certified in a medical support field, you will be equipped to make a profound impact across the spectrum of care, from primary care to long-term care.



Featured Programs

Certified Clinical Medical Assistant (CCMA)

This online clinical training equips learners to prepare patients for treatment, administer medications, conduct routine lab procedures and pharmacology, take and document vital signs, learn technical aspects of phlebotomy, the 12-lead EKG, and the cardiac life cycle. Work-based learning externships are available. This program also prepares learners for National Workforce Career Association (NWCA) CCMA Certification.

Medical Billing and Coding (MBC)

Learn diagnosis, CPT and ICD procedure coding, insurance claims processes, billing systems, problem-solving, and more.

Physical Therapy Aide

Learn clerical and clinical skills to become an essential physical medicine/rehabilitative team member, including medical office procedures, ethics, professionalism, customer service, and physical therapy fundamentals.

Spanish for Healthcare Professionals

Learn to provide linguistically and culturally appropriate care to Spanish speakers. You will also learn the vocabulary related to body systems, illnesses, and treatments, as well as how to effectively discuss physical conditions to give instructions.



K-12 Teacher Training

Technology is evolving, and so are student needs. Ongoing professional development allows teachers to stay current, brings fresh strategies to classrooms, and energizes teachers and students. Lifetime Learning by Ball State offers multiple training options to ensure teachers have the skills they need, are ready to advocate for students, and are growing individually. When teachers grow, student growth follows.

- AI for K-12 Teachers
- Math: Asset-Based Teaching
- Mentoring New and Aspiring Teachers
- Teacher's Aide Prep
- COMPASS Autism Intervention
- Everyday Behavior Tools Certification Prep
- Mentoring Teacher Apprentices
- Music for Autism Spectrum Disorder (ASD)
- Registered Behavior Technician



[ENROLL ONLINE](#)



AI for K-12 Educators

Learn from AI experts at Trainify, and get hands-on experiences with AI tools for language learning, assessments, and feedback. Teachers will also explore AI applications in generating lesson plans, developing lectures, and creating assessments.



COMPASS Autism Support Intervention

Are you passionate about unlocking the full potential of children on the autism spectrum? This eight-hour, five-module course is based on extensive National Institutes of Health (NIH) research. It is designed to bridge the gap between home and school and provide a cohesive, evidence-based support intervention, including interactive and practical examples, tools, and readings.

LEAN SIX SIGMA

Lean Six Sigma unites efficiency and quality improvement by simultaneously targeting waste reduction, process optimization, and customer satisfaction excellence. Certification equips professionals with a robust framework and analytical tools that help diagnose and address systemic flaws and drive sustainable business results. From manufacturing—where it first took root—to healthcare, hospitality, IT, and beyond, Lean Six Sigma methodologies have proven to break down complexities, streamline operations, and elevate standards. If you're interested in propelling your organization towards operational excellence, our suite of Lean Six Sigma offerings is the answer.

Are you looking for an introductory course to bring Lean thinking and Six Sigma methods to your workplace culture?

Explore our [Lean Six Sigma Methods for Quality and Process Improvement](#) self-paced, online course.

Each module introduces a Six Sigma concept and its application to systematically improve any existing process within manufacturing, universities, accounting services, and healthcare facilities.

This course is for mid-level managers or existing leaders. We recommend enrolling an interdisciplinary team of employees to learn at its own pace and then bringing the team together for targeted project-based work!





Go Deeper with MindPro 5.0 from the Co-Creator of Six Sigma and Master Black Belt 0001!

Six Sigma Management Institute (SSMI®) was established in 2003 by Ball State alumnus, the late Dr. Mikel J. Harry—co-creator of Six Sigma and the world’s foremost expert on the subject. Through Lifetime Learning by Ball State, you’ll gain in-depth knowledge directly from the co-creator of the original Six Sigma and his right-hand Executive Master Black Belt 0001, Alan Leduc, using comprehensive video content. Asynchronous training videos, coupled with weekly live meetings and asynchronous online exams, ensure the program fits into your busy schedule. Courses are offered each month. A real-world case study/training project is included. [Learn more.](#)

Lean Six Sigma Green Belt: 20 weeks, and over 106 hours of training

Lean Six Sigma Black Belt: 20 weeks, and over 172 hours of training

Lean Six Sigma Action Belt: Four weeks, and 11 hours of training (This option is perfect for High School and Career and Technical Education (CTE) departments.)



Licensure Test Prep



Licensed Practical Counselor LPC/LCPC Exam Prep

In this online, self-paced, ten-module course, participants review the topics covered on the National Counselor Exam (NCE), comprised of 200 multiple-choice questions.

Social Work LSW/LCSW® Licensing Exam Prep

Lifetime Learning offers online self-paced LSW/ LCSW® Licensing Exam Prep through LEAP. LEAP has the highest pass rates in the industry and has helped over 65,000 social workers. The licensing exams are very challenging and costly to retake. You must wait three months between exams if you do not pass, so preparation is critical. Materials are available for each licensing exam.

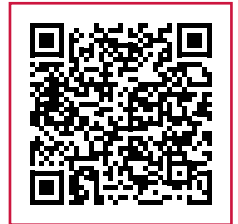
Technology Skills

Earning a bachelor's degree is a fantastic way to stand out to potential employers. Still, most are also looking for candidates who possess technical and communication skills—even for entry-level roles. Upskill with popular programs employers seek, including Amazon Web Services (AWS), Cloud Support Engineer, CompTIA A+, Project+, and more! [Register for SkillStorm Tech Trainings](#)

IT Bootcamps by StackRoute

Full Web Development Bootcamp

This six-month comprehensive web development bootcamp offers a practical pathway to launching a lucrative career in web development for those who do not want to immediately enroll in college. Led by expert mentors, learners cover a range of skills from the basics of HTML to mastery of coding languages, protocols and web-based application development. Scholarships may be available from StackRoute.



Cybersecurity Analysis and Security Operations

You will learn to design and implement network perimeter security, safeguarding the organization's network infrastructure from external threats. Upon certification, you will be qualified for various specialized roles in cybersecurity, such as security analysts, incident response specialists, cybersecurity consultants, or forensic analysts with the expertise to implement robust security.



Back to Work or Better Work

Advance to your next career destination with help from the Workforce Innovation Opportunity Act (WIOA), a federal grant-funded re-training program.

Unemployed or underemployed community members may be eligible to receive free career training and pursue certification in high-growth fields. Certification exam fees are included!

Popular programs include:

- AWS Cloud Practitioner
- Certified Associate in Project Management (CAPM®)
- CompTIA A+
- Computer Support Specialist
- Clinical Medical Assistant
- EKG Technician
- Medical Billing & Coding
- Phlebotomy Technician
- Registered Behavior Technician
- Risk Management Professional
- Teacher's Aide

And More!



Scan to review our approved programs

➤ **START** by creating an account in Indiana Career Connect and contacting your local WorkOne office to speak with a career advisor. Additional information can also be found at <https://intraining.dwd.in.gov/>. Search Provider Name: Ball State University.

Featured Program: Home Health Aide

Home Health Aides assist the elderly, ill, or other in-need populations who live in residential care facilities or at home, allowing family caregivers a respite. In Indiana, over 7,000 new jobs are projected annually for this in-demand field. This program will ensure students are prepared to provide the essential services of health care management and monitoring, assistance with daily activities such as bathing, dressing, eating, using the bathroom, housekeeping, laundry, medication reminders and management, recreational activities, security, and transportation.

Register: [Home Health Aide Certification](#).

Questions? Contact Enrollment Specialist LaTonya Atkins: Lifetimelearning@bsu.edu

Earn a Non-Credit Credential to Accelerate Your Path to a Degree



We believe that life is not always linear. Things happen, goals change, and higher education should adapt to support that. Non-credit courses and credentials are designed for learners who want more out of life in the midst of daily demands. Join us to see how you can fly further, faster.

Non-Credit Credential Options That Help You Fly Further

When you are ready, your completed, qualifying non-credit badge will save you time and earn you three credits! Credentials are showcased through a digital badge to validate your achievement with employers. Share it on social media or other online platforms to show what you know. Badges help you talk about your skills in a new way and make a big impression in interviews!

[Behavior Technician](#)

[Clinical Medical Assistant](#)

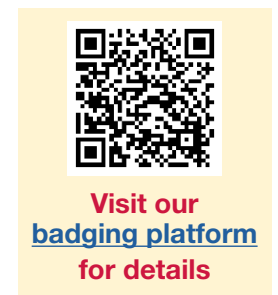
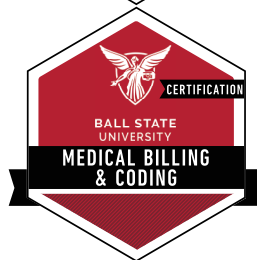
[CompTIA A+](#)

[Leading Organizational Innovation](#)

[Lean Six Sigma Green Belt](#)

[Medical Billing and Coding](#)

[Social Media Brand Management](#)



FAQs

Do all digital badges apply to credit?

Some badges are non-credit, and some apply to credit. The above non-credit badges are also “same-as-credit credentials.” They have been evaluated by faculty experts and determined to be equivalent to three credits at Ball State University.*

How do I get credit for my badge?

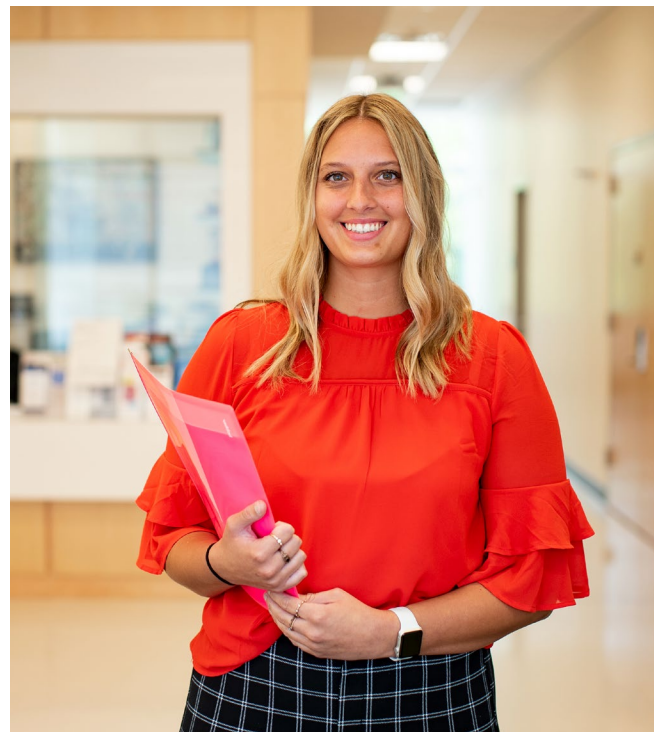
If seeking to become a degree-seeking student at Ball State University, let your Admissions Advisor know that you have earned a Lifetime Learning “same-as-credit” credential, and email Lifetimelearning@bsu.edu for instructions on how to submit your badge to the Registrar.

*All badge requirements must be met, including certification where applicable.

FEATURED CAREER PATHWAYS

Behavioral Health

Mental and behavioral health workers assist individuals directly with mental health diagnoses by interviewing them to obtain information, supporting the delivery of a behavioral health care plan, monitoring progress, and documenting care outcomes. Behavioral health workers may be employed in clinical settings such as hospitals, community, and school settings. Career paths may include mental health technicians, special education paraprofessionals or teacher aides, group home special needs staff, home health aides, and more. **Your Behavior Technician certification will earn you three elective credits that may be applied towards a degree in Ball State's College of Health (COH) or another degree.**



Information Technology

CompTIA A+ certification qualifies candidates for entry-level IT roles in various industries, including software development, business, and healthcare. Your A+ certification and subsequent certifications, such as Network+ or Security+, will prepare you for roles as a Computer Support Specialist, IT Networking Specialist, Cybersecurity Specialist, and more. These roles monitor business networks and minimize the impact of any cybersecurity attacks or breaches. **Your CompTIA A+ certification will earn you three credits for the CT111 course that may be applied towards a degree in Ball State's College of Communication, Information, and Media (CCIM).**

English Language Learning

Lifetime Learning by Ball State offers English as a Second Language (ESL) instruction both on-site at our off-campus Ball State centers and through online self-paced interactive courses. These programs enable community members to develop essential skills for work and daily life through practical lessons. The curriculum covers speaking, listening, reading, writing, vocabulary, and grammar.

Email nrhill@bsu.edu with questions.

Upcoming 2025 on-site session options in Indiana and Kentucky

January 14–March 6

March 11–May 1

May 6–June 26

August 5–September 25

September 30–November 20



ONLINE OPTIONS

English Language for Beginners (CEFR A1)

This non-credit, self-paced, certificate course covers all language skills (reading, writing, listening, speaking, grammar, and vocabulary). Lessons focus on identity, family, home, food, clothing, weather, numbers, money, healthy habits, and education. This course will take about 20 hours to complete. Students are required to submit a final video project.



English Language for Beginners (CEFR A2)

For CEFR A2 level language non-credit students, lessons focus on employment, daily routines, shopping, making requests, directions, travel, and past and future experiences. Students may request to take a Ball State English language placement test after course completion. This course will take about 20 hours to complete. Pre-Requisite: CEFR level A1 or self-assess at A2 pre-intermediate level.



Join us at the NEW Ball State Fishers

Plan to host your next event,
workshop, team off-site or
strategy session at the new
Ball State Fishers!

bsucenters@bsu.edu
8626 E. 116th Street, Suite 300
Fishers, IN 46038

FREE WORKSHOP

Decoding FACT
from FICTION:
Mastering Media
Literacy

Thursday, April 17
Noon–1:30 p.m.



Workshop instructor **Katie Lorton**,
Director of Research and Branch Services
for Ball State University Libraries

In today's world of information
overload, misinformation, clickbait,
and AI, being a careful consumer
of information is more important
than ever. Join this free workshop
to learn how to evaluate information
for accuracy, authority and bias, and
how to contribute to the information
ecosystem ethically.



bsu.edu/off-campus-centers





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The information presented here, correct at the time of publication, is subject to change. Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community. MC-72017-24