From College to Career and Beyond

Your journey is our mission. Non-credit courses and credentials are designed for learners in transition who want to enhance personal or professional skills. Our learning opportunities are seamless, targeted, and industry-recognized, and our dedicated student success resources ensure that you complete your individualized goals. College students use our exam preparation courses and funded certifications through the Workforce Ready Grant to gain a competitive edge on the job search. Mid-career professionals learn skills that set them apart in the workplace and position them for continued success. Businesses partner with us to upskill and cross-train their teams. Adults of all ages continue learning as life goals change, and we support them on their journeys by removing barriers to access. Explore what Lifetime Learning can do for you! Together, WE FLY HIGHER.
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Improve Technology Skills  Powered by SkillStorm

Earning a bachelor’s degree is a fantastic way to stand out to potential employers, but most are also looking for candidates who possess technical and communication skills, even for entry-level roles. Upskill with popular programs that employers are seeking now, including Amazon Web Services (AWS), Cloud Support Engineer, CompTIA A+ and Project +, and more!

Register for Tech Trainings

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 learn about matching scholarships, email lifetimelearning@bsu.edu or call 765-285-8565.
Lifetime Learning Adds New AI Courses

Lifetime Learning is offering new AI courses enabled by a partnership with Trainify to bring students the latest in this evolving technology. Forbes Advisor says, “The AI market is projected to reach a staggering $407 billion by 2027.”

AI for Academic Institutions covers a wide array of AI topics specific to the opportunities and challenges facing education, including using the Google AI plugin to create lecture slides, using Chat GPT for assessment and feedback, ethical considerations, using Perplexity—an AI chat bot tool for research—and more.

Students can learn AI tool utilization and master problem-solving to prepare for this new way of working in AI for Young Professionals. Hear more about AI for Young Professionals from Trainify founder, Adam Balwant.
Test Preparation

GRE® Test Preparation
You are ready for graduate school. Let us help you take the first step to an advanced degree! Maximize your performance on the GRE through sharpening your skills on actual GRE test questions and follow our proven study plan to start on your path to success. One-on-one sessions are available with the instructor, and students coordinate a schedule that works for them. Fee includes Cambridge textbook, practice tests, and all course materials.

LSAT® Test Preparation
Gain 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, logical reasoning, and more. Virtual synchronous classes are scheduled one-on-one with the instructor based on the student’s schedule.
Students: Free Online Career Training with the Workforce Ready Grant

Eligible students* should explore our approved programs to get started on their career flight plan!

- AWS Cloud Practitioner Certification
- AWS Solutions Architect Associate Certification
- Certified Associate in Project Management (CAPM)
- Cisco CCNA Tech Network Associate
- Clinical Medical Assistant (CMA)
- CompTIA A+
- CompTIA Network+
- CompTIA Security +
- Computer Support Specialist
- Medical Billing and Coding
- Pharmacy Technician

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

*Applies to Indiana students with a high school diploma and less than a bachelor’s degree (citizens, legal residents, and select refugee groups)

Qualified students will receive free training through the grant.
Build Your Résumé

Online, self-paced skills courses from $99–$500!

Everyday Behavior Tools Certification Test Prep
This program is designed for parents, educators, caregivers, and other professionals who are dealing with pre-crisis situations or individuals with aggressive behavior. Learn a systematic behaviorally-based approach for addressing minor behaviors in individuals without the use of confrontation. Prepare to earn EBT certification through the Professional Crisis Management Association (PCMA) after completion of all requirements.

Leading Organizational Innovation
Approach leadership and innovation through a multi-faceted lens engaging audience understanding, systems development, organizational culture, and communication to build a culture of innovation.

GET CREDIT! This course is equivalent to COMM 441 Contemporary Issues in Organizational Communication.

Teacher Mentoring
This 12-hour course supports mentors working with aspiring, pre-service, and novice teachers by offering strategies and tools to guide the development and implementation of a successful mentor-mentee relationship. Through four modules, participants will engage in self-assessment and self-reflection to understand that who they are as an individual impacts how they work as an educator.

Music Arts Education for Students with Autism Spectrum Disorder
This course is designed to help arts educators and parents design and deliver successful music education programs to students who are on the autistic spectrum, considering communication, cognitive, behavioral, socialization, and sensory challenges for students on the spectrum.

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

This 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.

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**Leading and Managing in Construction (CAP)**

Learn the construction process, including construction leadership, teamwork, cost and time control, quality assurance and control, and risk control.

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

Improve your leadership effectiveness within a project team. Discover 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 FF&E.

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**Social Media Brand Management: Storytelling and Leadership**

Grow and connect with your audience, master practical techniques and strategies, and harness critical data to measure the success of your networking and brand strategy.

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*GET CREDIT! This course is equivalent to EMDD 210 Introduction to Social Media.*
Healthcare Certifications

Your desire to care for others could be a career calling. Our 100 percent online courses taught by experienced industry experts prepare you for in-demand jobs in growing healthcare fields. Whether front-line patient care or an office management role is your goal, our online career training and work experiences ensure that your technical, communication, and customer service skills ensure you stand out to employers. Register for healthcare courses.

PATIENT-FACING TRAINING (ONLINE, SELF-PACED)

**Certified Clinical Medical Assistant (CCMA) WIOA-approved**

This online clinical training prepares learners to assist physicians’ offices, hospitals, and other healthcare facilities in 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 NHA or National Workforce Career Association (NWCA) CCMA Certification.

**GET CREDIT! This course is equivalent to Elective Credit in the College of Health.**

**Pharmacy Technician**

Approximately 400,000 technicians will be employed by the year 2024 to meet our nation’s growing healthcare demands. This comprehensive course includes pharmacy terminology, reading and interpreting prescriptions, defining generic and brand-named drugs, and more.

Prepare for Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT) and the National Workforce Career Association (NWCA) Pharmacy Technician Associate (PTAC) Certifications

**Phlebotomy Technician with Certification Exam WIOA-approved**

This program includes three courses: Professionalism in Allied Health, Intro to Human Anatomy and Medical Terminology and Phlebotomy. In medical and diagnostic laboratories, patient interaction is sometimes only with the phlebotomist, which allows a unique opportunity to positively impact the patient’s experience. Gain knowledge of medical terminology, disease processes, anatomy, and physiology, HIPPA laws, customer service, communication skills and professionalism.

Prepare for NHA Certified Phlebotomy Technician (CPT) Certification

**Physical Therapy Technician with Certification Exam WIOA-approved**

Video-based lessons focus on the role of the technician to restore strength using various modalities, therapeutic exercise, treatment, and procedures under the direction of the licensed physical therapist, as well as professionalism, medical office procedures, and more.

Prepare for American Medical Certification Association (AMCA) Physical Therapy Technician (PTTC) Certification
Registered Behavior Technician (RBT)

An RBT is a paraprofessional who practices under the close, ongoing supervision of a certified behavior analyst. This online course is designed to give the learner a basic understanding of applied behavior analysis, functional behavior assessment tools, teaching methods, behavior change strategies, and ethical guidelines for therapists treating children and adults with autism and intellectual disabilities.

GET CREDIT! This course is equivalent to Elective Credit in the College of Health.

MEDICAL OFFICE (ONLINE, SELF-PACED)

Medical Billing and Coding (MBC)  WIOA-approved

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.

Prepare for National Healthcareer Association (NHA) Certified Billing & Coding Specialist (CBCS) Certification.
Business and Executive Education

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.

Pay by invoice is accepted.
Contact grzirkle@bsu.edu or call 765-285-8565.

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.

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

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.
Group Training Experiences

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

“It might appear easy for a theme park or cruise line to be magical, but these lessons apply to every business because it’s all about leadership, teamwork, mission, values, customer delight, employee engagement, and fostering innovation.”
— Greg Zirkle, Director of Business & Executive Programs

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

Leveled Up
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.

Simplexity
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.

bsu.edu/business/execed
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.**

- 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

[bsu.edu/off-campus-centers](http://bsu.edu/off-campus-centers)
ENGLISH LANGUAGE TRAINING at BALL STATE INDIANAPOLIS

Eight-week Session Dates in 2024

June 18–Aug. 8
April 23–June 13
Aug. 13–Oct. 3

Develop your English language skills with targeted training that fits your busy life. You’ll improve all communication skills, including reading, writing, speaking, and using online forums. Pre- and post-tests will determine placement among peers with similar skill levels. Our career success coach is with you every step of the way, as *Together, We Fly Further*.

**Course Schedule**

Four hours per week for eight weeks (evenings 6–8 p.m.)
Courses are taught on-site at Ball State Indianapolis.

Email nrhill@bsu.edu to learn more.
Prepare for Professional Licensure

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 résumé. [Review test preparation options.]

**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 six-month access to Licensing Exam Preparation Services, LLC's (LEAP) professional video course and 400-page comprehensive study guide with the most up-to-date exam materials for the DSM-5. Enjoy the convenience of 24/7 access, plus a two-month and three-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 through 10 modules to review the topics covered on the National Counselor Exam (NCE) exam, which is comprised of 200 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
Return to Work With WIOA

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. Review our approved programs and contact our Enrollment Specialist LaTonya Atkins at lifetimelearning@bsu.edu.

Lifetime Learning by Ball State Approved Programs

AWS Solutions Architect  
AWS Cloud Practitioner  
Certified System Architect  
Certified Associate in Project Management (CAPM®)  
Cisco CCNA Network Associate  
Cloud Computing  
CompTIA A+  
CompTIA Network+  
CompTIA Project+  
CompTIA Security+  
Computer Support Specialist  
Clinical Medical Assistant  
Medical Billing & Coding  
Patient Care Technician  
Pharmacy Technician  
Phlebotomy Technician  
Physical Therapy Aide  
Registered Behavior Technician  
Teacher’s Aide

Get Started

1. Create an account in Indiana Career Connect.
2. Contact one of the WorkOne offices to speak with a career advisor.
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.

Request a Training
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’s 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.

New Funding Opportunity!
Are you a military spouse seeking career advancement? Visit our new site for training programs approved for MyCAA funding. Qualified applicants receive $4,000 annually. Click the MyCAA tab.
Credit for Prior Learning (CPL)

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**

Join us to see how you can fly further, faster. No degree needed, but it could lead to one someday with Lifetime Learning articulation badges. When you are ready, your completed credential could apply to a degree and accelerate your journey. Credentials are showcased through a digital badge to validate your achievement with employers. 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 equals credit. We call it a “same-as-credit credential.”

Featured Program

**CompTIA A+**

This eight-week course prepares learners for the CompTIA A+ certification exams (Core 1 and Core 2). Earners of this credential have proven they are able to perform critical IT support tasks, and will identify the go-to person in endpoint management and technical support roles. CompTIA A+ appears in more tech support job listings than any other IT credential.

Ongoing Sessions, Instructor-led, Online

**GET CREDIT! This course is equivalent to CT111 PC Hardware/Software Support.**
Be like “Benny”

Beneficence, Ball State's beloved statue of a winged woman affectionately called “Benny,” is the University’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—virtues embraced by Ball State—we invite you to share your knowledge and expertise by developing a Lifetime Learning course! Do you have an idea for a course you know meets a need in the market?

Tell us your course idea.