LIFETIME LEARNING by Ball State
Together, WE FLY FURTHER

Fall/Winter 2022-23 Catalog
A 16-time Princeton Review Best Universities in the Midwest, Ball State is known for providing flexible learning that’s rooted in creativity and curiosity. Today, Ball State offers more than 150 certificates and degrees, including award-winning distance learning. Now, we’ll be known for something new: **Lifetime Learning by Ball State.**

And you don’t have to be here to get the full experience. Our new array of non-credit courses and credentials are designed for learners in all stages of life, who help each other grow in ways that enhance their personal and professional brand. Online, hybrid, and face-to-face learning opportunities seamlessly fit into your busy schedule because life shouldn’t stop when learning begins. Take your opportunity to **learn for the life you want to live.**
Join us this fall to see how you can fly further—whether nesting close to home or traveling in a new direction. No degree needed. But it could lead to one someday—and faster. When you are ready, ask us how*. 

*See Credit for Prior Learning p. 11

<table>
<thead>
<tr>
<th>Online Career Training</th>
<th>Student Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Healthcare</td>
<td>10 Academic Test Preparation</td>
</tr>
<tr>
<td>4 Process and Quality Improvement</td>
<td>10 Licensure Exam Preparation</td>
</tr>
<tr>
<td>Featured Training</td>
<td>11 Credit for Prior Learning</td>
</tr>
<tr>
<td>5 Black Arts and Culture</td>
<td></td>
</tr>
<tr>
<td>5 Optimizing the Accounting Website</td>
<td></td>
</tr>
<tr>
<td>6 Leading and Managing in Construction</td>
<td></td>
</tr>
<tr>
<td>6 Leading Innovation</td>
<td></td>
</tr>
<tr>
<td>Customized Business Training</td>
<td></td>
</tr>
<tr>
<td>7 Skills Training</td>
<td></td>
</tr>
<tr>
<td>8 Executive Education</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hobby and Personal Enrichment</th>
<th>Programs for Educators and Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 E.B. and Bertha C. Ball Center</td>
<td>14 Online SEL</td>
</tr>
<tr>
<td>13 A Call to Beneficence</td>
<td>14 Remote Teaching</td>
</tr>
</tbody>
</table>

Ball State Satellite Centers
Online Career Training

HEALTHCARE

It's time to spread your wings and activate your passion for helping others. 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 experiences ensure your skills proficiency, providing the needed firsthand experience employers seek. With Lifetime Learning at Ball State, you fly further—and rest assured you've got the courage to make that career transition.

Certified Clinical Medical Assistant (CCMA)

This online training prepares learners to assist physicians 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. Job opportunities are available in physician's offices, clinics, chiropractor's offices, hospitals, and outpatient facilities.

$2,499 | Students may qualify for a 160-hour externship to gain real-world on-the-job experience. After completing this program, learners will be eligible to take the National Heathcareer Association (NHA) Certified Clinical Medical Assistant (CCMA). Fee not included.

As a PSI testing center, you can take the exam right here at Ball State! If not on campus, you may also schedule your exam at a live remote proctoring location of your choice.
**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. Topics covered in Spanish and English include cultural factors, health, risk factors, disease prevention, and healthy lifestyles.

This program is designed for current working healthcare professionals, students, or companies upskilling teams in medical and health related fields.

Online, self-paced; $450 for Part 1 Modules 1–3
Part 2 Modules 4–6 launching Spring 2023

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**Medical Billing and Coding (MBC)**

Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The program covers: CPT (Introduction, Guidelines, Evaluation and Management); specialty fields such as surgery, radiology and laboratory; the ICD-10 for both diagnosis and procedure coding; and basic claims processes for insurance reimbursements.

[$1,799  |  After completing this program, learners will be eligible to take the National Healthcareer Association (NHA) Certified Billing & Coding Specialist (CBCS) certification exam. Fee not included.]

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**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 the skills needed in the medical assisting profession including people skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances.

[$1,299  |  After completing this program, learners will be eligible to take the National Workforce Career Association (NWCA) Medical Administrative Assistant Certification (MAAC) or the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA). Fees not included.]

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**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 patient care outcomes.

[$1,500]
Featured Trainings

**Black Arts and Culture: Expressions in Music, Dance, and the Visual Arts (CFA)**

This six-session inter-disciplinary, multi-sensory learning experience will build cross-cultural understanding and give you a wider, deeper appreciation of the ways in which the arts are integral to life. Explore the current landscape of Black cultural achievements, origins and impact of Black voices, music, dance forms, visual arts, and a culminating experience of a self-directed day trip to elevate your awareness of the Black art and cultural offerings available in the region (options are provided).

Hybrid; $125 for all six sessions

**Optimizing the Accounting Firm Website (MCoB)**

Websites are a powerful but often underutilized marketing tool for accountants. This module explains what matters most to prospects and clients and includes tools you can use to evaluate and improve your own web presence. Topics include how to create a search-friendly site, what to include on the homepage, how to provide the easiest navigation, what drives the most engagement, and how to integrate the website with email and social media channels.

Online, self-paced; $25 for a one-hour module
**Leading and Managing in Construction (CAP)**

Construction is one of the largest contributors to the nation's economy, with over 7 million employees building $1.3 trillion worth of structures annually. 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; $1,200 (full micro credential)

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**Leading Innovation: A Structured Approach (CCIM)**

While others approach leadership and innovation through the lens of a business strategy only program provides a more comprehensive perspective that includes business strategy, audience understanding, systems development, organizational culture, and communication. Learn practical techniques and processes for building, facilitating, and leading (or creating) a culture of innovation. Designed for team leaders, mid-level managers, emerging supervisors and students who want a competitive advantage in their job search.

$1,500 online content only
Customized Business Training

Build organizational resilience, and help your team fly further.

Ball State has a rich history of partnering with employers of all types and sizes. As employers, you depend on an engaged workforce that is in step with innovation, ahead of your competition, and aligned with your organizational values. Lifetime Learning by Ball State offers a breadth of expertise—from healthcare to business, from STEM to teacher education, from communication and media to process innovation. Every business, program, or product has a lifecycle. Even good employees cannot succeed with outgrown methods, technology, or skills. We partner with you to make the most of the team you have—and develop the team you need.

Tell us how we can help your organization fly further, faster.

Request a Training
Featured Offering

Lean Six Sigma Green Belt Certification + Manufacturing Supervisory Skills
Get your team of emerging leaders thinking lean together with this group Lean Six Sigma certification experience! Tackle tailored organizational challenges with hands-on guidance and examples. Learn how to integrate theories of business, statistics, and the elimination of waste with the goal of achieving tangible results. Then, build managerial soft skills for your next generation of production managers.

Email amy.barsha@bsu.edu for group training details and discounts.

Executive Education with Miller College of Business (MCoB)
Sometimes the leadership you need comes in the form of coaching, so you can sit back and watch your team fly all on its own.

Customer Experience Excellence (CXX) This face-to-face group training is a highly interactive exercise in casting a vision, mapping your customer journey, and improving customer interactions to maximize customer satisfaction.

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

Design-Centered Entrepreneurship & Prototyping Learn a truly customer-centric approach to your products, services, and enterprise. Test and develop ideas using tools from whiteboarding to 3D printing!

Finance for People-People Tailored especially for those who are not naturally "numbers people," our step-by-step approach teaches financial statements, how to interpret them, and how each attendee can understand their role in the organization's financial success.

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

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.

See the full lineup at bsu.edu/business/execed.
Student Success

Our Mission: Your Journey

Whether you are a Ball State Cardinal or not, we prepare you to fly to your next academic or career destination. Self-paced online practice programs challenge your acquired knowledge to make graduate or professional school admissions and licensure exams like wind beneath your wings.
**GRE® Test Preparation**

You are ready for graduate school. Let us help you take the first step to an advanced degree! The GRE Test Prep Class from Ball State University will give you the confidence you need to maximize your performance on the GRE. Sharpen your skills on actual GRE test questions and follow our proven study plan to start on your path to success. Our updated, comprehensive program covers each of the three main sections of the GRE® General Test—Analytical Writing, Verbal Reasoning, and Quantitative Reasoning. We will walk you through each section and prepare you for the question types you are likely to encounter on test day. Fee includes Cambridge textbook, practice tests, and all course materials.

$499  |  Virtual synchronous classes; October 4, 11, 18, 25; November 1, 8; from 6 to 9 p.m.
Winter/Spring Dates: March 18, 25; April 1, 8, 15, 22

**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. The easy-to-follow program uses questions from actual LSAT exams, so your preparation is as close to the real test as possible. Cambridge LSAT textbooks, updated study guides, practice tests, online support resources, and expert instruction are all included.

$499  |  Virtual synchronous classes; October 8, 15, 22, 29; November 5, 12; from 9 a.m. to noon
February 4, 11, 18, 25; March 4, 18; from 9 a.m. to noon

**Social Work LSW/LCSW Licensing Exam Prep Course—Highest Pass Rates in the Industry!**

This exam review course includes six-month access to LEAP’s (Licensing Exam Preparation Services, LLC) successful SW licensing exam 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 accessibility from any mobile device. A two-month and a three-month daily study plan for registrants is provided. 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.

$299  |  Hybrid: Course Kick-off Zoom call October 5, 2022, from 7-8 p.m.—Kym Tutell, LEAP’s CEO
Course Kick-off Zoom February 15, 2023, from 7-8 p.m.

**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.

$299
Credit for Prior Learning

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

Your life experience has taught you something. As a parent, employee, community volunteer, or military veteran, you know how to lead, motivate, and manage to communicate and connect. At Ball State, we evaluate your already acquired knowledge and award credit in multiple ways to maximize your achievements and save you time and money.

Graduate-level Credit

• Credit by departmental examination
• Credit by departmental authorization
• Credit by departmental portfolio

Learn More

Undergraduate or Graduate-level credit

• Credit by credential through Lifetime Learning
• Credit for military experience

Students can earn up to nine graduate-level credits and 63 undergraduate credits. Military training and experience is assessed according to the American Council on Education (ACE) standards for recommended college credit. We offer CLEP and DSST Testing in our on-site Testing Center.

Email lifetimelearning@bsu.edu, or call 765-285-8565 with questions.
Hobby and 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, in partnership with the E.B. and Bertha C. Ball Center.

Eerie Muncie: Tales from the Dark Side of Local History

This spooky presentation will feature historic photographs, maps, newspaper articles, and ghost stories of Muncie’s past. Refreshments will be served after program. Free and open to the public, please RSVP.

Wednesday, October 26, 2022, from 6-7:30 p.m. • Location: Ball State Alumni Center, Assembly Hall A

Holiday Open House

Each year, in recognition of the Ball family’s contributions to the community, The E.B. and Bertha C. Ball Center hosts a Holiday Open House as a part of Minnetrista’s Enchanted Luminaria Walk. Tour the beautifully decorated Ball family home, listen to musicians, and see local artisans. Free and open to the public. Reservations are not required.

Friday, December 2, 6-9 p.m. • Saturday, December 3, 6-9 p.m.

Presenting with Confidence: 5 Steps to Effective Presentations

Presenter—Peggy Cenova, Regional Director, East Central Indiana Small Business Development Center (ECI-SBDC)

Learn strategies to overcome stage fright, develop a powerful presence, and structure your presentation. The ECI-SBDC provides training and technical assistance to small business owners and aspiring entrepreneurs at no cost. Free and open to the public, please RSVP.

Tuesday, October 4, 2022, from 10-11 a.m.
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.*
Programs for Educators and Schools

It’s a new world: classrooms are evolving at the intersection of pedagogy and technology. Ball State’s Teachers College has a long history as a leader in preparing professionals in all areas of education. Teachers across the profession are adapting to the new skills needed to make their classrooms thrive digitally and remotely.

### Online Social Emotional Learning (O-SEL)

This six-module micro-credential will give teachers access to foundational tools essential to creating effective social-emotional learning in online environments. Teachers will create a solution to their identified problems related to the following themes: A.) o-SEL instructional approaches; B.) online critical thinking; C.) gaining self-awareness and taking initiative online; D.) building connections and showing empathy online; E.) fostering positive relationships; and F.) engaging school, family, and community partners online. Each component connects to the other—providing a strong foundation for effective online social-emotional learning that may be implemented in a classroom space or from a distance.

### Remote Teaching

This series provides teachers with six foundational frameworks and instructional supports to improve students’ learning beyond classroom walls. Teachers will create one of each by the end of each module: A.) engagement framework; B.) classroom channel and instructional video(s); C.) communication action plan; D.) sample assessment instruments; E.) informal professional network; and F.) remote access plan. Modules provide scaffolded learning to create an accessible extension of your classroom.

**Enroll individual teachers or talk to us about our group licensing contract agreements!**

**Email amy.barsha@bsu.edu for details.**
Ball State Satellite Centers

Join us off-campus, yet close to home.

Cardinals fly near and far, enriching communities and workplaces beyond campus borders. Ball State’s satellite centers in Indianapolis and Fishers are the perfect destinations to connect, engage, and activate your next strategic opportunity. Our venues provide the perfect spaces to build immersive experiences for alumni, employees, and community leaders. Fly with us.

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

For training, scheduling, facility rental rates, and event requests, please contact Amy Barsha at amy.barsha@bsu.edu.