



**LIFETIME
LEARNING**
by Ball State

SUMMER/ FALL 2026 CATALOG



Welcome to Lifetime Learning

At Ball State University, learning never stops. Lifetime Learning connects Indiana's workforce, educators, and community leaders with flexible, high-impact professional development opportunities designed to meet today's challenges and tomorrow's goals.

This Summer, students who are Indiana residents can take advantage of the **Workforce Ready Grant**, which covers tuition for select short-term, high-value credentials. Through this program, students can gain new skills and advance their careers without financial barriers.

Mid-career professionals can learn a quick skill or set themselves up for advancement with a certification. New this season, Lifetime Learning introduces **Project Management Skills Cohorts**—a series of practical, virtual courses designed to help professionals at every level strengthen their ability to lead projects and teams. In addition, the **Certified Public Manager (CPM) Program** expands this Fall with new cohorts launching in **Valparaiso**, offering even more opportunities for public sector professionals across the state.

Organizations can also partner with Lifetime Learning to **customize business training** that meets specific workforce needs. Through **Power Up Indiana** funding, eligible employers can offset training costs while building stronger, more capable teams.

Ball State's Lifetime Learning continues to empower individuals and organizations to grow, adapt, and thrive—because learning is a lifelong journey.




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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.



Already Working? Find Ways to Fund Your Upskilling

Employers can invest in their teams through customized training programs designed by Ball State's expert facilitators or recognized national certifications. These programs can be tailored to meet specific organizational goals and delivered online, on-site, or in hybrid formats.

Power Up Indiana Funding

The state provides funding to help employers strengthen their workforce through targeted training. Lifetime Learning can help organizations design and deliver programs that qualify for this funding, ensuring maximum impact and value.

Cybersecurity Analysis and Security Operations

Gain hands-on experience in identifying, analyzing, and mitigating cyber threats through real-world simulations and security tools. This course equips learners with the skills to monitor systems, respond to incidents, and strengthen organizational defenses against evolving digital risks.

Customer Experience Excellence (CXX) Training Series

Strengthen your tourism business with affordable, self-guided modules and engaging videos filmed at 20+ Indiana locations. Hosted by certified customer experience professional Greg Zirkle, this series helps businesses of all sizes elevate guest interactions and transform everyday experiences into exceptional ones.

Professional Selling Workshops and Training

Upskill your sales team with customized programs from the Center for Professional Selling at Ball State's Miller College of Business. From targeted boot camps to comprehensive series, these workshops are fully tailored to your business, industry, customer types, and sales goals.



Scan for more information about funding options

Programs to Re-Enter the Workforce

From Unemployed to an In-Demand Career!

Are you newly unemployed or underemployed? Improve your career prospects by training in a new field with help from the Workforce Innovation Opportunity Act (WIOA), a federal grant-funded re-training program. Community members who qualify may be eligible to receive free career training and pursue certification in high-growth fields. Certification exam fees are included!

Popular programs include:

- Certified Associate in Project Management (CAPM®)
 - Certified Bookkeeper with QuickBooks
 - Child Development Associate
 - Clinical Medical Assistant
 - CompTIA A+
 - Computer Support Specialist
 - EKG Technician
 - Pharmacy Technician
 - Phlebotomy Technician
 - Risk Management Professional
- And More!

➤ **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.



Scan to review our approved programs



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

Bilingual Clinical Medical Assistant—NEW!

This course equips bilingual learners with the English language and clinical skills needed to excel in medical assistant roles, emphasizing communication in healthcare settings. Students build confidence using medical terminology, patient interaction language, and workplace English essential for success in bilingual clinical environments.



Certification Opportunities: Workforce Ready Grant



[Register for](#)
[Certified Associate](#)
[in Project Management](#)
[\(CAPM®\)](#)

The 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), Clinical Medical Assistant (CMA), Pharmacy Technician, and more!

Project Management Skills Cohorts

Project Management for Non-Project Managers

Zoom Only – 6 hours

An overview for those new to project management or looking to understand its fundamentals. Learn the project manager's role, how to adjust when projects go off track, and the basics of initiating, planning, and closing projects. Explore the differences between Waterfall and Agile methodologies.

Cost: \$200

Date: Thursday, October 8, 2026
10 a.m.–5 p.m. ET



Driving Continuous Improvement with Project Retrospectives

Zoom Only – 1 hour

Learn how to host effective project retrospectives that enhance team performance and outcomes. Discover how to structure agendas, establish ground rules, and identify actionable improvements for future projects.

Cost: \$60

Date: Thursday, October 15, 2026
3–4 p.m. ET

Streamlining Resource Management

Zoom Only – 2 hours

Master the art of tracking assignments, planning headcount, and managing team availability. Learn strategies for setting utilization goals, allocating resources, and forecasting future needs to ensure project success.

Cost: \$80

Date: Thursday, October 22, 2026
3–5 p.m. ET

Project Management Skills Cohorts

Essentials of Project Management

Zoom Only – 14 hours

A foundational course covering key project management principles, including estimating techniques, managing personality types, and setting measurable objectives. Ideal for professionals preparing for PMP® or CAPM® certification.

Cost: \$400

Date: Monday, October 26 and Tuesday, October 27, 2026 | 10 a.m.–6 p.m. ET



Advanced Project Management

Zoom Only – 14 hours

An in-depth masterclass combining theory and practical lessons to help experienced project managers navigate complex, real-world challenges and deliver consistent results.

Cost: \$400

Date: Monday, November 2 and Tuesday, November 3, 2026 | 10 a.m.–6 p.m. ET



PMP/CAPM Exam Prep

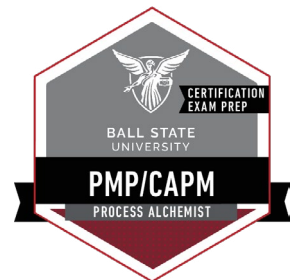
Zoom Only – 7 hours

A focused preparation course for the PMP® or CAPM® certification exams. Strengthen your understanding of key concepts and gain confidence before test day.

Cost: \$200

Date: Tuesday, November 10, 2026 | 10 a.m.–6 p.m. ET

Note: Students must purchase the Rita Mulcahy Exam Prep Book (\$71.20).



Take all three to meet the 35-hr requirement to sit for Project Management Institute's PMP® exam!

Certified Public Manager® Programs

The **Certified Public Manager® (CPM) Program** is a nationally accredited leadership development program for public sector professionals. Participants gain practical management skills, strengthen leadership capacity, and build networks across agencies and communities.

New **Fall cohorts** are now enrolling, including expanded offerings in **Valparaiso**. The program's format uniquely accommodates working professionals and allows them to network with peers across the region.

Join us in Fishers,
Fort Wayne, or Valparaiso!



Learn more and register

Programs for Teachers and Aspiring Teachers

Summer Professional Development

Ball State's Lifetime Learning offers a range of professional development opportunities for educators seeking to expand classroom strategies or grow as mentors. Programs are available in an online, self-paced format, allowing educators to balance professional growth with scheduled Summer fun.



Programs for Teachers and Aspiring Teachers

Mentoring an Early Childhood Education

Apprentice Learn how to effectively mentor early childhood education apprentices by modeling best practices, fostering reflective learning, and supporting professional growth in early learning environments.

Mentoring New Aspiring Teachers

This course prepares experienced educators to guide aspiring teachers through their initial teaching experiences, emphasizing mentorship strategies that build confidence, skill, and classroom readiness.

Continuing Education Credit

All courses are eligible for professional growth points or continuing education units, supporting ongoing licensure and advancement.

GOING INTO TEACHING? edTPA is a performance-based, subject-specific assessment for preservice teachers focused on student learning. It is used by more than 600 teacher preparation programs across the country. It is designed to emphasize, measure, and support the skills and knowledge that all teachers need from day one in the classroom.

[Contact Lifetime Learning](#) for customized options for schools and districts!



Certifications We Recommend

Child Development Associate (CDA)

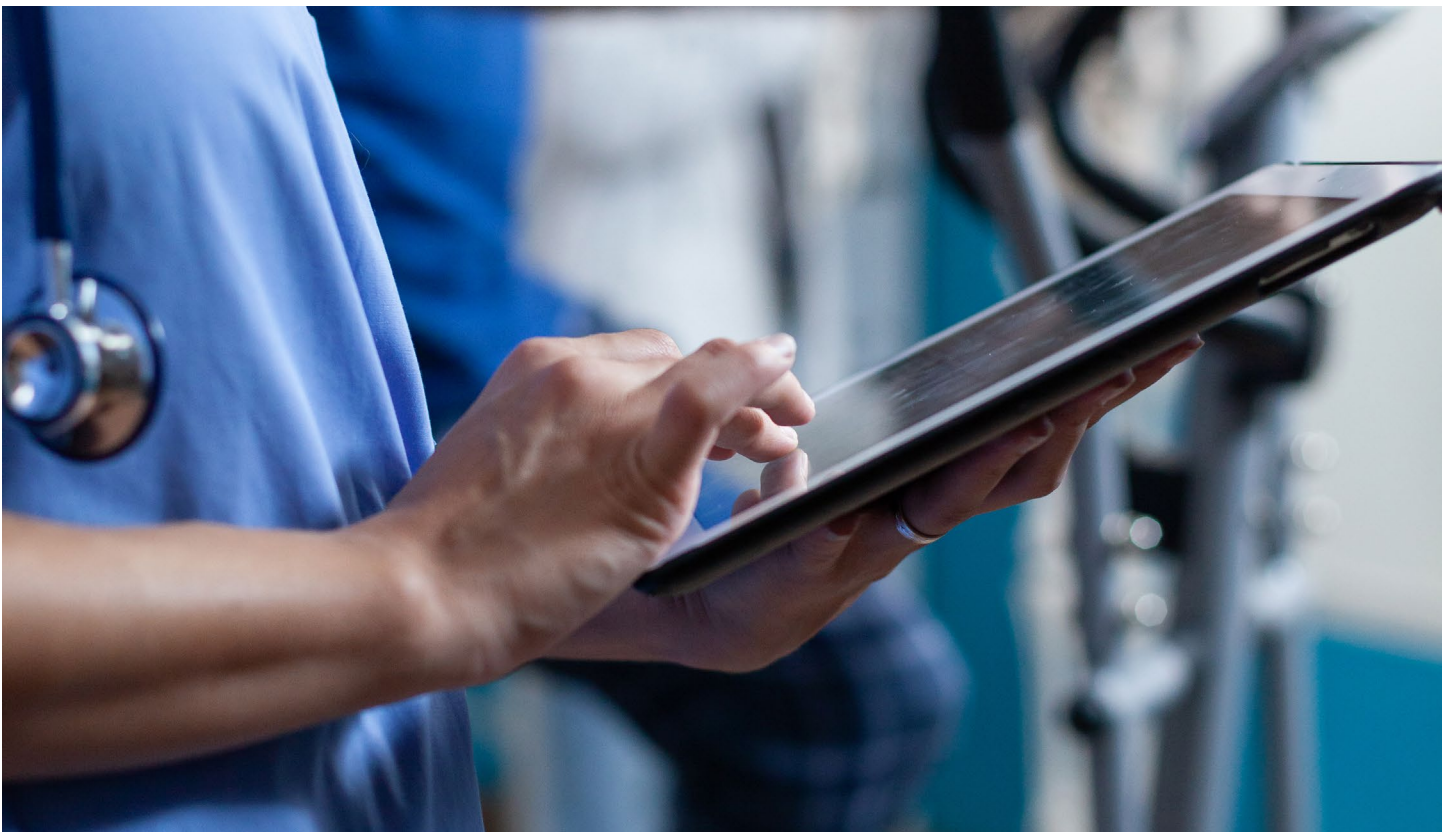
This course prepares students for the CDA certification process through content review, assessment practice, and portfolio preparation covering principles of child growth, development, and NAEYC standards. Graduates are prepared to earn the **Child Development Associate credential**, a nationally recognized certification for early childhood educators.

Patient Care Technician

This program covers professionalism in allied health, patient interaction, medical ethics, infection control, and foundational EKG/phlebotomy content. Upon completion, students are prepared to pursue the **NWCA Clinical Medical Assistant Certification (CMAC)** or **NWCA Certified Personal Care Assistant (CPCA)**.

Phlebotomy Technician

This program includes courses in allied health professionalism, anatomy, medical terminology, and phlebotomy techniques. Graduates are prepared to take the **Certified Phlebotomy Technician (CPT) exam**, earning national certification in blood collection procedures.



Certifications We Recommend

Certified Associate in Project Management (CAPM®)

This program provides core project management competencies and prepares students for the **Certified Associate in Project Management (CAPM®) exam** administered by PMI. Upon completion, graduates are equipped to demonstrate foundational project management knowledge recognized globally by the Project Management Institute.

Teacher's Aide

This program offers training in early childhood education fundamentals and classroom support techniques. Graduates are prepared for national certification exams, including the NWCA Teacher's Aide certification and the **ETS ParaPro Assessment**.

Professional Bookkeeper with QuickBooks®

This program provides comprehensive training in accounting principles and QuickBooks software for modern bookkeeping practices. Upon completion, students are prepared for the following professional bookkeeping certification exams to validate their accounting and software proficiency.



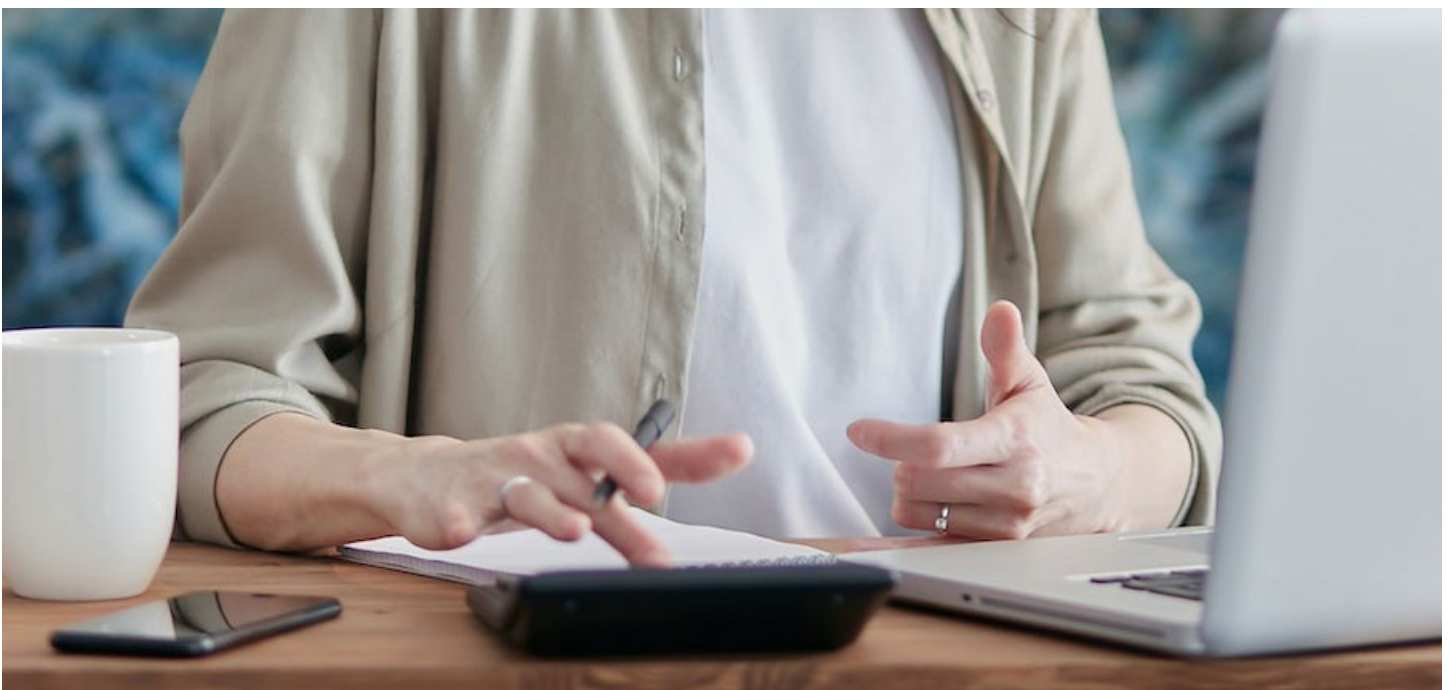
National Workforce Career Association
(NWCA) Accounting Professional (ACCT-P)



Intuit QuickBooks Certified User®



National Association of Certified
Public Bookkeepers (NACPB) Uniform
Bookkeeping Certification Exam



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event, workshop, or
team strategy session
at Ball State Fishers—
where ideas take flight.**



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