



BELLARMINE UNIVERSITY

School of Continuing & Professional Studies

Fall 2019

COURSE CATALOG

Over **300** online courses available with **24-hour access!**

2 ways to learn online

INSTRUCTOR-LED COURSES

- Sessions start monthly
Aug. 14, Sept. 11, Oct. 16, Nov. 13
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Certificate of completion with passing score

SELF-PACED TUTORIALS

- Start anytime
- Most tutorials completed in a few hours
- Quick self-study on demand
- Supported independent study
- Certificate of completion with passing score

Courses available in the following categories:

- | | |
|------------------------------|------------------------|
| Accounting & Finances | Health Care |
| Business | Languages |
| Nonprofit | Law and Legal |
| Children, Parents and Family | Microsoft Applications |
| College Readiness | Personal Enrichment |
| Computers | Project Management |
| Database Management | Teaching and Education |
| Digital Photography | Web Design |
| Graphic Design | Writing |

To view course descriptions and **REGISTER**,
visit www.ed2go.com/bellarmino

ENROLL IN
THREE AND **SAVE**
Microsoft Office 2019 Value Suite

Knowing how to use Microsoft software is essential for job seekers. If you want to learn Microsoft Office 2019, our online course bundle will teach you the skills you need at a discounted cost!



Introduction
to Microsoft
Word 2019

\$139 value



Introduction
to Microsoft
Excel 2019

\$139 value



Introduction
to Microsoft
PowerPoint 2019

\$139 value

INTERMEDIATE & ADVANCED Microsoft Office 2019 are also available

professional development

BOUNCE: INTRO TO ACES AND TRAUMA-INFORMED PRACTICES

Adverse childhood experiences (ACEs) are traumatic events that can impact the developing brain and have life-long impact on the ability of people to thrive. Yet it is possible to foster resilience, equipping people with tools to respond to adversity and bounce back. This course includes practical exercises to encourage trauma-informed approaches to working with people. Topics include:

- The original ACEs study and research on child adversity and resilience
- How ACEs impact brain development
- The signs of trauma and impact on lifelong health
- How trauma-informed and resilience-building practices help heal ACEs
- Secondary trauma and the importance of self-care
- Resilient behaviors to help people thrive and organizational barriers to building resilience
- Practical actions to build a culture of resilience in your organization

This course is relevant for educators, childcare providers, healthcare professionals, behavioral health professionals, social workers, child advocacy providers, pastoral care professionals and foster parents.

INSTRUCTOR: Anthony M. Zipple, ScD., MBA, a psychologist, is a leader in the Bounce® Coalition, which works to build resilience in children and families by improving knowledge about the impact of ACEs and the skills to help people bounce back from adversity. Anthony has expertise in positive psychology and its application to a wide range of special populations.

CEPR 650 / 2 Fridays / Oct. 11 & Nov. 1 / 8 a.m. - noon / \$149

Continuing Education Hours available for Social Workers and Psychologists

Nursing contact hours available – please see website for details at www.bellarmine.edu/ce/ACES.

**For workshop descriptions and presenter bios,
visit www.bellarmine.edu/ce/professional**

THE KENTUCKY CODE OF ETHICAL CONDUCT

CEPR 210 (01) / Friday / Sept. 27

8:30 - 11:30 a.m. / \$59

3.0 Social Work Ethics CEUs

CEPR 210 (02) / ONLINE / \$59

available 24/7 through Nov. 21

3.0 Social Work Ethics CEUs

INSTRUCTOR: Vern Rickert, LCSW, LMFT

DEATH, DYING AND BEREAVEMENT

CEPR 660 / Friday / Oct. 18

8:30 - 11:30 a.m. / \$59

3 CEUs approved for Licensed

Psychologists, LCSWS, LMFTs and LPCCs

INSTRUCTOR: Jacquelyn Casey, LCSW, FT

TREATING THE ELDERLY CLIENT: EVIDENCED-BASED THERAPIES

CEPR 640 / Friday / Oct. 25

8:30 - 11:30 a.m. / \$59

3.3 Social Work CEUs

INSTRUCTOR: William “Tony” Mathis,
MSSW, LCSW, LCADC



**REGISTER ONLINE
See page 10**

professional development

SHRM ESSENTIALS OF HUMAN RESOURCES

This course will give you a solid overview of the key aspects of HR and provide tools you can immediately put to use in your organization. The content is newly updated with the latest HR regulations, trends and best practices. Case study exercises provide opportunities to practice applying newly acquired HR skills.

Who can benefit from this course?

- New and junior HR practitioners
- Small business owners or office managers
- Business managers
- Job seekers who are investigating HR as a new career option

You will gain practical expertise that can immediately impact job performance, a strong foundation of HR knowledge and competencies to become a better business person, an understanding of the latest laws and regulations to help reduce the risk of costly litigation, recertification credit hours and a certificate upon completion.

INSTRUCTOR: Rebecca S. Wilson, PHR, has more than 20 years experience in HR, career counseling, organizational development, finance, business and information systems.

CEPR 150 / 5 Thursdays / Sept. 19 – Oct. 17
6 – 9 p.m. / \$319, plus \$230 materials fee

Register online.
See page 10.



2019 SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATION PREPARATION

Learn knowledge, skills and behavioral competencies that will help you be more effective in your HR role and build your confidence for passing the SHRM-CP/SHRM-SCP exam. **For complete information about the course, visit www.bellarmino.edu/ce/shrm.** For information on the SHRM credentials, visit www.SHRMcertification.org. Course materials include five comprehensive learning modules, innovative SmartStudy™ tools, and interactive online multi-media resources. You can access the SHRM Learning System via your PC, laptop, mobile device or e-reader.

CLASSROOM VERSION

- A structured environment that enhances learning
- An experienced, dynamic instructor explains and applies concepts
- Network and share experiences

CEPR 100 (01) / 12 Thursdays
Sept. 19 – Dec. 12 (except Nov. 28)
6 – 9 p.m. / \$799, plus \$499 materials fee

ONLINE VERSION

- Access the course 24/7
- High quality facilitation with an expert in the HR field
- Cost effective – no travel required
- Includes video presentations of course material

CEPR 100 (02) / ONLINE / Sept. 24 – Dec. 16
\$949, plus \$499 materials fee

INSTRUCTOR (BOTH FORMATS): Nancye M. Combs, SPHR, has 35 years of executive management experience. She has consulted with more than 500 clients worldwide and serves as an expert witness on issues related to employment practices.

To register for this course,
call 502.272.8166.

Deadline to register: September 11, 2019

professional development

WRITING FOR THE WEB

Have you considered writing for a web publication? Gain tips on what and where to write, how to keep readers' interest, basic Search Engine Optimization and how to get your blog/news story/creative piece published on the web. Be prepared to share your work and critique others' work in a friendly, but constructive, manner.

INSTRUCTOR: Taylor Riley, MFA, is an award-winning journalist and editor. She was a producer and lifestyle writer for the Courier Journal and is currently the editor of the Henry County Local.

CEPR 630 / 3 Wednesdays / Oct. 9 - 23
6:30 - 8 p.m. / \$109

GROW YOUR SMALL BUSINESS WITH SOCIAL MEDIA

Discover how to develop and implement social media strategies to help grow your small business. Learn how to communicate and engage with your prospects and customers through Facebook, Instagram, Twitter, and LinkedIn. We will also discuss content development, customer service, reputation management, and blogging. Prerequisite: basic experience with social media for business.

INSTRUCTOR: Jay Lane has 20 years of experience leading digital marketing and social media programs for businesses of all sizes.

CEPR 340 / 4 Wednesdays / Oct. 2 - 23
6:30 - 8 p.m. / \$149

CONSIDERING A JOB OR CAREER CHANGE?

Receive guidance from a certified career coach on performing a successful job search and making good career transition decisions. We'll explore: *career assessments, developing a job search action plan, determining career alternatives, using websites effectively, résumé and cover letter, career goals, networking, interviewing, applying online, using LinkedIn and more!*

CLASSROOM VERSION:

Learn in a group setting that includes peer discussions and networking opportunities.

CEPR 110 (01) / 4 Wednesdays / Sept. 25 - Oct. 16
6 - 8 p.m. / \$129, plus \$25 materials fee

INSTRUCTOR: Harry Hinkle, ECCP, CPM, SPHR, MBA. For information on background of the instructor, visit www.linkedin.com/in/harry-hinkle.

<CODE LOU> @ BU:

FRONT END WEB DEVELOPMENT

Every 90 days, there are about 100 unfilled junior software development opportunities open in the greater Louisville area, and those numbers are growing fast! If you are interested in pursuing a position as a software developer, Code Lou @ BU is the program for you!

20-30 hours of pre-work is required.

For course description, dates, price and answers to FAQs, visit www.bellarmino.edu/ce/codeLouisvilleBU.

ONLINE CAREER TRAINING

In partnership with Education2Go, Bellarmine offers online programs designed to provide the skills necessary to acquire professional level positions in many in-demand occupations. Program length and prices vary.

- Business – 77 programs
- Computer Applications – 43 programs
- Arts & Design – 11 programs
- Information Technology – 61 programs
- Health & Fitness – 46 programs
- Legal – 9 programs
- Hospitality – 14 programs
- Construction & Trades – 36 programs

For descriptions, prices and demos, visit careertraining.ed2go.com/Bellarmino.

Questions? Call 855.534.3690.

Contact instructor to discuss options: 502.807.3413 or hhinkle@twc.com

certificate programs

PROJECT MANAGEMENT PROFESSIONAL (PMP)[®] EXAM PREPARATION

Position yourself for a big career move with PMP[®] Certification.

Project Management Professional (PMP)[®] certification is a proven way to enhance your résumé, elevate your career potential and boost your earnings.

Why enroll in Bellarmine University's Prep Course?

- Learn from an experienced and certified instructor
- Meet the 35-hour project management education prerequisite
- Discuss topics and share experiences with peers from diverse backgrounds
- Study with premium quality reading materials and interactive online study tools and quizzes
- Stay on track and motivated to pass the PMP exam
- Take advantage of your employer's tuition reimbursement program

For info regarding curriculum, course materials, and PMP Exam materials, visit www.bellarmino.edu/ce/PMPEXamPrep

5 Saturdays / Sept. 21 - Oct. 19 / 9 a.m. - 4:30 p.m. / \$1,000 plus \$395 materials fee

Course materials include comprehensive printed reading materials and interactive online study tools to expand, apply and solidify your knowledge.

To register, call 502.272.8166.

Deadline to register: Sept. 6, 2019

PMP, PMI, PMBOK and the Registered Education Provider logo are registered marks of the Project Management Institute, Inc.

CERTIFICATE IN ADVANCED PSYCHOTHERAPY

The post-graduate, one-year Certificate in Advanced Psychotherapy program is designed for licensed mental health professionals who want to expand and update their clinical skills, enhance the level of care they provide clients, and take their careers to the next level. Program participants include mental health counselors, psychologists, psychiatrists, clinical social workers, marriage and family therapists, pastoral counselors, and educational counselors. The program employs a low-residency instructional model that emphasize interactive learning while minimizing students' time away from their clinical practices.

CURRICULUM:

- Three onsite residencies
- Distance-learning throughout the 12 months.

The program begins May 14, 2020.

For info regarding objectives and tuition, visit www.wayneinstitute.com.

CERTIFICATE IN PERIOPERATIVE NURSING

This program prepares registered nurses for basic entry into operating room practice. For objectives and info about location of course, visit www.bellarmino.edu/ce/professional.

Nursing contact hours available – please see website for details at www.bellarmino.edu/ce/professional

Enrollment limited to 20.

INSTRUCTORS: Michele Harbin, RN, BSN, MBA, CNOR, Norton Healthcare; Linda Boley, RN, MSN, CNOR, Perioperative Educator at Norton Women's and Children's Hospital.

**CEPR 120 / 8 Mondays / Sept. 9 - Oct. 28
4:30 - 8:30 p.m.**

Clinical hours TBD / \$399

Deadline to register: August 26, 2019

Register online: See page 10.

certificate programs

PROFESSIONAL CERTIFICATE IN GERONTOLOGY

The U.S. Census Bureau predicts that by 2030 more than 20 percent of Americans will be over age 65. Bellarmine's Professional Certificate in Gerontology will provide you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers.

WHO SHOULD ENROLL: The program is relevant for nurses, social workers, occupational therapists, recreation therapists, physical therapists and respiratory therapists.

CURRICULUM: The Professional Certificate in Gerontology is awarded for successful completion of EIGHT 6-hour workshops and a 12-hour field placement.

GERONTOLOGY WORKSHOPS:

- Sept. 13, 2019 – Age Related Changes and Issues
- Oct. 11, 2019 – Dementia
- Nov. 8, 2019 – Continuum of Care
- Dec. 13, 2019 – Legal Issues and Services for the Aged
- Jan. 10, 2020 – The Aging Woman (and Man)...Quality of Life and End of Life
- Feb. 14, 2020 – Health Care Leadership
- Mar. 13, 2020 – Program Planning
- Apr. 17, 2020 – Race, Ethnicity and Global Aging
- May 8, 2020 – MAKEUP workshop (for those who missed a workshop)

For objectives and info about instructors and field placement, visit www.bellarmine.edu/ce/gerontology.

CONTINUING EDUCATION HOURS:

Available for Social Workers

Nursing contact hours available – please see website for details at www.bellarmine.edu/ce/gerontology.

TUITION: \$999, includes all materials and field placement.

A payment plan is available. Call 502.272.8161.

To register, call 502.272.8166.

Deadline to register: August 23, 2019

CREDENTIALS THAT MATTER: CFP® CERTIFICATION

Revitalize your career by earning CFP® certification – the certification that consumers recognize, respect and demand.

Bellarmine's Accelerated Certificate in Financial Planning is registered with Certified Financial Planner Board of Standards Inc. Students who successfully complete the program will have met the prerequisite education requirement that allows them to apply for the CFP® certification exam. To learn about the requirements for earning CFP® Certification, visit www.cfp.net.

WHO SHOULD ENROLL: The Accelerated Certificate in Financial Planning program is designed for professionals in the brokerage, insurance, accounting, banking and related industries.

CURRICULUM - 6 COURSES:

- General Financial Planning Principles/ Risk Management/ Insurance/ Employee Benefits
- Investment Planning
- Retirement Planning
- Income Tax Planning
- Estate Planning
- Capstone Case Course in Financial Planning

CLASSES MEET EVERY OTHER WEEKEND

Sept. 13, 2019 – May 30, 2020

Visit bellarmine.edu/ce/certifinplanning to view the complete schedule.

TUITION: \$4,200 for six-course program.

A Payment Plan is available. \$100 discount if paid in full by August 16, 2019. Call 502.272.8161 for details.

Bellarmine offers this program in partnership with Kaplan Financial Education, a leading financial education provider.

To register, call 502.272.8161.

Deadline to register: August 23, 2019

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

enrichment

CONDOS, PATIO HOMES AND TOWNHOMES - BEST PRACTICES

Review the ‘technical issue’ basics that you need to know to be a good board member, including: long-range financial reserve studies, creating an annual budget, reading the month-end financial statements, understanding your master deed and bylaws, the most important state laws, preventive maintenance checks lists and emerging sustainability issues. Learn about rule enforcement and the planning, consensus building and communications ground work that precedes it; how to evaluate which rules matter most within your association; and the wisdom of choosing different forms of enforcement for different types of rule violation.

INSTRUCTOR: Patrick Hohman has been president of his condominium association for more than 20 years. He wrote the book *Condos Townhomes and Home Owner Associations: How to make your Investment Safer*. Guest speakers take your questions on condo law, insurance, finance and long-range engineering reserve studies.

CESP 100 / Saturday / Oct. 19 / 9 a.m. - 3:30 p.m. / \$109, plus \$10 lunch fee

ITALIAN FOR BEGINNERS AND TRAVELERS

Learn about Italian culture, as well as basic grammar, pronunciation and Italian expressions, through fun, interactive activities. By the end of the course you will be able to communicate well enough to ask for directions, shop at the local stores and markets, order in restaurants, interact with the locals, and enjoy watching Italian movies with subtitles.

INSTRUCTOR: Vesna Alac, M.A. has been teaching Italian for 12 years.

**CEHM 130 / 8 Tuesdays / Sept. 24 - Nov. 12
6 - 7:30 p.m. / \$179**

INTRO TO CREATIVE NONFICTION

Creative nonfiction is the fastest-growing genre in the literary and publishing communities. Learn the differences between literary nonfiction, personal essay, literary journalism, memoir, and narrative nonfiction. Explore how to put the “I” in your next writing piece. You will practice, practice, practice and may be able to finish the course with a publishable piece! Be prepared to share your work and critique others’ work in a friendly, but constructive, manner.

INSTRUCTOR: Taylor Riley, MFA, is an award-winning journalist and editor. She was a producer and lifestyle writer for the Courier Journal and is currently the editor of the Henry County Local.

**CEHM 220 / 3 Wednesdays / Sept. 11 - 25
6:30 - 8 p.m. / \$79**

THE WISDOM-BASED RETIREMENT

Learn about the major areas that impact finances during the retirement years, as well as other crucial planning issues. From the economy to markets and investments, and risk management to taxes and estate distribution, this course will move beyond the basics and into advanced, practical applications. Learn to avoid both fraud and fad while spotting legitimate opportunities.

INSTRUCTOR: Stephen L. Franklin, M.B.A., CFP®, CEP, CFS, specializes exclusively in issues that impact the retired. He brings a wealth of knowledge and experience into the classroom.

**CESP 120 / 6 Wednesdays / Oct. 2 - Nov. 6
1 - 3 p.m. / \$99**

THINK LIKE AN ECONOMIST

Gaining a better understanding of the current economic situation will help you make wiser investment and personal decisions. Learn a few “tricks of the trade” economists use to analyze the broad picture of the economy. We’ll delve into the three macroeconomic indicators commonly reported by the news media that are key to following the health of the U.S. economy: gross domestic product, consumer price index, and the unemployment rate.

INSTRUCTOR: Marie A. Bussing, Ph.D., an assistant professor of economics at the University of Southern Indiana, is the author of nine books in the field of business and economics.

**CESP 220 / Saturday / Sept. 21 / 1 - 4 p.m.
\$59**

ESPIONAGE AND SURVEILLANCE THROUGH THE AGES

The intelligence profession is one of the least understood disciplines in the world today. We'll explore the history of intelligence through the ages, from Sun Tzu's five kinds of spies through the impact of technology on information, collection, and analysis. Topics will include the roles and impact of military, political, and business intelligence in our personal and professional lives, as well as the different forms of intelligence used in making decisions in all walks of life.

INSTRUCTOR: Jon W. Glassford, M.S., has over 35 years of experience in U.S. military intelligence and special operations communities as an analyst and intelligence officer. He created, trained, and managed regional and national intelligence and security programs for the U.S. Army Reserve, the U.S. Army Special Operations Command, and national and international intelligence agencies.

CESP 210 / 8 Thursdays / Sept. 19 - Nov. 14
6:30 - 8 p.m. / \$159

WINES OF TUSCANY & PIEDMONT

Tuscany and Piedmont are Italy's most important wine regions and two of its most beautiful and historic areas. Learn about the major sub regions of Tuscany and Piedmont through a series of lively lectures and informative tasting sessions. Try the major grape varieties from these areas finest wine regions and wineries. Participants must be at least 21 years old. Classes will be held at Cuvée Wine Table, 3598 Springhurst Blvd.

INSTRUCTOR: Scott Harper is a Master Sommelier and Certified Wine Educator. He works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc. and Cuvée Wine Table.

CELE 100 (01) / 3 Tuesdays
Sept. 17 - Oct. 1 / 6:30 - 8:30 p.m.
\$99, plus \$40 materials fee

CELE 100 (02) / 3 Wednesdays
Sept. 18 - Oct. 2 / 6:30 - 8:30 p.m.
\$99, plus \$40 materials fee

EVENING WITH ROY: U.S. FOREIGN POLICY AND THE MIDDLE EAST

The Middle East continues to intrigue, confound, and dominate U.S. foreign policy. We will take a fresh look at the major players in the Middle East, our American foreign policy objectives, and how we got to this current point in time. We will look at how domestic political calculations often drive poor foreign policy decisions. We will consider the rise of autocracy, national ambition, and religious conflict throughout the region. Learn about the plight of our friends, the Kurds. We will pay special attention to ongoing foreign policy developments regarding Iran.

INSTRUCTOR: Roy M. Martin, MBA, MA is a foreign policy consultant. Roy is in his 18th year of teaching in Bellarmine's School of Continuing and Professional Studies.

CEHM 100 / 5 Tuesdays / Oct. 15 - Nov. 12
7 - 9 p.m. / \$129

MERTON: ECHOES OF PEACE WITHIN SILENCE

Thomas Merton believed that "*it is necessary that we find the silence of God not only in ourselves but also in one another.*" Practicing silence is not an internal withdrawal but is a way of actively engaging the world. Explore Merton's view of silence not only as an integral part of life but also a transformative catalyst for personal, cultural, and global change. Gain ideas and practices to integrate silence into the whole of your life.

INSTRUCTOR: Vanessa Hurst was the Executive Director of The Merton Institute for Contemplative Living. As a practicing contemplative for over 20 years, she follows Merton's maxim of living her everyday life as her spiritual life.

CEHM 110 / 4 Tuesdays / Oct. 1 - 22
6:30 - 8 p.m. / \$69



REGISTER ONLINE
See page 10

enrichment

PROTECTING YOUR ONLINE SECURITY AND PRIVACY

Protecting your On-Line Personal Security and Privacy are more important than ever. Millions of user IDs and passwords are stolen every year. Identity theft is rampant. And who hasn't had their credit card compromised at least once or multiple times. Fortunately, there are simple and easy techniques to make it very difficult for the "bad guys" to damage your personal security and security. Learn essential steps that will help protect you regardless of which digital devices you use, such as:

- Why everything you thought you knew about passwords is wrong
- Why library and hotel Wi-Fi are your worst enemy
- How everything you do on-line is tracked and how to easily stop it
- Why two step authentication and encryption are your best friend and how to easily use them
- Why you absolutely need two email addresses
- Why you should never click on links in emails you receive
- and many more.

INSTRUCTOR: Tom Cross, BA (Chemical Engineering), MBA, is a technology geek who has taught 25+ sessions on online security and attended 50+ seminars by Apple consultants. He has experience with iPhone, iPad and Mac devices and with Dell/IBM personal computers.

CESP 200 (01) / Mon., Oct. 14 & Tues., Oct. 15 / 1:30 - 3 p.m. / \$59

CESP 200 (02) / Wed., Oct. 16 & Thurs., Oct. 17 / 6:30 - 8 p.m. / \$59

lifelong learning for seniors

ROAD SCHOLAR

Road Scholar develops learning adventures for those who want a depth of perspective not found on standard travel excursions. Twice a year Bellarmine University, the official repository of Thomas Merton's work, offers a Road Scholar program that focuses on Merton. Lifelong learners come together from all over the United States to learn about Thomas Merton and visit Gethsemani during the six-day program.

To learn all the details, visit www.roadscholar.org and search for "Merton."

Invite your out-of-town friends and relatives to experience Road Scholar at Bellarmine University. Participants are housed at a local hotel.

MARCH 15 - 20, 2020

OCTOBER 18 - 23, 2020

Questions? Call 502.272.8161.



The Next Learning Experience

Since 1995, Bellarmine University's Veritas Society has offered the pre-eminent learning experience to people over 54 in the Louisville area. Our mission is to keep our minds active, open and growing.

Veritas members are retired or semi-retired lifelong learners. The Society is governed by a Board of Directors elected by the membership. Members participate in classes and discussion groups, field trips, community outreach and social events. Fall and spring memberships are priced at \$60 per 6-week term and each course costs \$15.

The Veritas FALL 2019 term begins the week of Sept. 30. For more information, visit www.bellarmine.edu/ce/veritas.

registration information

You must register before attending a class and payment must be received before your enrollment is confirmed. We reserve the right to cancel any class that does not have adequate enrollment. To avoid disappointment, register early!

Registration is ONLINE only*



www.bellarmino.edu/ce/register

If you have a Bellarmine username and password, click “One Login.”

If you do not have a Bellarmine username and password, click “Continue as a guest.”

There are TWO payment options when checking out:

- If you pay by **credit card/debit card**, you will be charged a **nonrefundable 2.75% convenience fee**.
- There is **no fee** if you pay by **e-Check** (money is electronically withdrawn from your checking account using your routing and account numbers). If you want to take advantage of the “no fee” option, have your checkbook with you when you register.

*Registration for the following four courses is by phone (502.272.8166) or mail:

- SHRM Learning System course
- PMP® Exam Prep
- Certificate in Financial Planning
- Certificate in Gerontology

Discounts

- Some courses/programs are exempt.
- Discounts subject to space availability.
- Discounts do not apply to materials fees.

Seniors age 60+: 10%

Veritas Society members: 15%

Bellarmino alumni: 15%

Part-time Bellarmine students: 25%

Full-time Bellarmine students: 50%

Part-time Bellarmine employees: 25%

Full-time Bellarmine employees: 50%

Refunds

To withdraw from a course and request a refund, call 502.272.8166.

- 100% if notification is received 7 or more days before first class.
- 50% if notification is received fewer than 7 days before first class.
- No refund after course begins.
- A \$20 administrative fee will be deducted from all refunds.



If you have accessibility questions or other disability-related needs, please contact the Disability Services Coordinator at 502.272.8490 at least two weeks prior.

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

Sean J. Ryan, Ed.D.
Senior Vice President
sryan@bellarmine.edu
502.272.8181

Linda S. Bailey
Director of Continuing Education
lbailey@bellarmine.edu
502.272.8161

Abigail Walsh
CE Enrollment Coordinator
awalsh03@bellarmine.edu
502.272.8166

this fall...

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www.bellarmine.edu/ce

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and Professional Studies
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