

Summer 2017 CATALOG

**Workforce Development &
Continuing Education**

Division of Economic &
Workforce Development

Check out pages 3 and 4
for our **SUMMER CAMP** listings!

Classes beginning in June!



A new summer
with new *opportunities*



bossier parish
community college

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

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SYMBOL LEGEND



SCHOLARSHIP



NEW COURSE



**TEXTBOOK/SUPPLIES
REQUIRED**



MINIMUM AGE

SUMMER 2017

Session Dates:
June 5 - July 31

Office Hours:
Monday-Friday
7:30 AM - 4:30 PM

No Classes - Office Closed:
Tuesday, July 4

**Campus map is provided
on last page.**

Visit www.BPCC.edu
for more information or call
318.678.6015.

6220 East Texas Street
Bossier City, LA 71111

WELCOME TO BOSSIER PARISH COMMUNITY COLLEGE



WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

We provide a wide range of professional and personal enrichment opportunities designed with you in mind. Classes are conveniently scheduled, affordable, and taught by talented professionals and experts. Regardless of your age or educational goal, we have a class to help keep you current with today's trends and technologies, to help you get ahead in life and career, or to just have fun! For a current listing of courses offered, schedules, and descriptions, please visit us online at <http://registration.xenegrade.com/bpcccontinuinged>.



CONTACT US
Bossier Parish Community College
Workforce Development and Continuing Education
6220 E. Texas Street, D-134
Bossier City, LA 71111
Telephone: 318.678.6015
Fax: 318.678.6406
Website: www.bpcc.edu/continuingeducation
E-mail: continuinged@bpcc.edu

INSTRUCTOR OPPORTUNITIES:

If you are a subject matter expert and a dynamic presenter we welcome new course proposals.

Go to www.bpcc.edu/continuingeducation and click on "Part-time Instructor Job Openings".

FINANCIAL ASSISTANCE:

Please note payment is due in full at the time of registration unless otherwise noted. Programs are generally not eligible for financial aid.

- Scholarship opportunities are now available for students pursuing non-credit certificate programs or training leading to certification or licensure.
 - Look for scholarship eligible courses marked with a  throughout the catalog.
 - For information regarding eligibility criteria and the application process, please visit bpcc.edu/continuingeducation; then click on "scholarships".
- Some of our online training partners offer loans and payment plans.
- You may qualify for tax deductions available for work-related education. Visit www.irs.gov or consult with your tax preparer for more information.

CAMP CAVS SUMMER PROGRAMS



Register today!

Registration in a Camp CAVS Summer Camp course requires completion of the Camp CAVS Summer Camp Release and Waiver of Liability. This signed form must be turned in with registration form. If registering online, you need to print, sign, and fax to (318) 678-6406. Both of these forms can be found at the back of this catalog.

Each registration comes with a Camp CAVS T-shirt. If you would like to purchase additional T-shirts at a cost of \$10, please see Jasmine Horton in D-134.

NEW! ART AROUND THE WORLD

This session is a mixed-media drawing and painting class that focuses on aspects of cultures from around the globe. Art projects will be inspired by culture, animals, nature, landscapes, and architecture from around the world. All skill levels welcome! Campers will need to bring a sack lunch. \$49

KKID3107A Ages 7-12 6/30 8:00 AM-3:00 PM
F D207 Morgan Oliver

KKID3107B Ages 7-12 7/21 8:00 AM-3:00 PM
F D207 Morgan Oliver

CAVALIER BOYS BASKETBALL CAMP

Learn the fundamentals of basketball at Camp CAVS Basketball Camp. This youth camp teaches the essential skills such as ball handling, passing, shooting, defensive positioning and footwork. \$109

KKID3040A Ages 6-9 6/12-6/15 9:00 AM-12:00 PM
M-Th Gym Willie Jackson

KKID3092A Ages 10-15 6/12-6/15 1:00 PM-4:00 PM
M-Th Gym Willie Jackson

CAVALIER CHEER CAMP



Interested in becoming a cheerleader? This camp will be a perfect opportunity to learn what the sport is all about! BPCC Lady Cavalier Cheer sponsor will teach campers the fundamentals of cheering and a variety of cheers and chants. On the last day of camp, campers will also perform a spirit dance! (Ages 5-12) \$109

KKID3037A Ages 5-12 6/26-6/30 9:00 AM-12:00 PM
M-F F203 Rachel Pickett Randolph

CAVALIER DRAMA FUN FEST



Don't be shy! Discover the joy of theater and acting. Gain a sense of confidence and poise that will help you feel at ease in any social situation for a lifetime! Learn how to use your voice and body effectively to portray a character through improvisations, games, scene studies and short sketches. Uncover behind the scenes secrets about make-up techniques, lighting, sound, set construction and dressing, props and more. An all-star presentation will be presented on the last day of camp. (Ages 10-18) \$129

KKID3006A 6/19-6/23 8:00 AM-12:00 PM
M-F Theater Connor Snow

KKID3006B 6/26-6/30 8:00 AM-12:00 PM
M-F Theater Connor Snow

GUITAR CAMP FOR BEGINNERS



Learn how to play the guitar! Ages 10-16 will learn about different types of guitars and styles, basic open chord, first position notes, bar chords, reading TAB notation and chord symbols. Students will need to bring a music stand and guitar (acoustic, non-electric guitar preferred). If bringing an electric guitar, please bring a small amplifier. \$129

KKID3048A 6/19-6/23 8:00 AM-12:00 PM
M-F D226 Bill Allen

CAMP CAVS SUMMER PROGRAMS



NEW! POP ART FRENZY

A mixed-media art class that focuses on artwork inspired by the pop-art movement. Fun projects will be made using inspiration from bright colors, repetition, ordinary objects, and artists such as Andy Warhol, Jasper Johns, Jim Dine, and Roy Lichtenstein. This camp will incorporate drawing, painting, printmaking and collaging. Campers will need to bring a sack lunch. \$49

KKID3106A Ages 7-12 6/26 8:00 AM-3:00 PM
M D207 Morgan Oliver

KKID3106B Ages 7-12 7/19 8:00 AM-3:00 PM
W D207 Morgan Oliver

CAVALIER YOUNG CHEFS CAMP



Looking to unleash your inner chef? Roll up your sleeves and join us in our state-of-the-art kitchen for hands-on cooking and baking. You'll dive in and get cooking with personalized instruction from one of our experienced chef instructors, and create a variety of meals. Whether you'd like to learn basic cooking techniques, create exotic meals for a dinner party, or sharpen your knife skills, BPCC cooking classes have you covered. This cooking camp is for ages 7 - 13 and recommended for those who already love to cook and are looking for a challenge. \$169

KKID3068A Ages 7-10 7/24-7/28 8:00 AM-12:00 PM
M-F F204 Chef Julie Dupont and Chef Mark Starrett

KKID3068B Ages 11-13 7/24-7/28 1:00 PM-5:00 PM
M-F F204 Chef Julie Dupont and Chef Mark Starrett

WILD ABOUT PRINTMAKING

In this fun, hands-on course, children will learn about different types of printmaking and painting techniques. They will create unique prints and projects while embracing creativity and strengthening fine motor skills. Children will explore mark making and texture through painting, drawing, scraping, resist, and stamping. A variety of traditional art materials will be used as well as everyday objects and recycled materials. This class encourages student choice while learning about the unique media of printmaking. Campers will need to bring a sack lunch. \$49

KKID3105A Ages 7-12 6/28 8:00 AM-3:00 PM
W D207 Morgan Oliver

KKID3105B Ages 7-12 7/17 8:00 AM-3:00 PM
M D207 Morgan Oliver

NEW! YOUTH JEWELRY MAKING CAMP

The campers will learn how to use jewelry tools and basic stringing using simple jewelry techniques. \$109

KKID3052A Ages 10-16 6/12-6/16 9:00 AM-12:00 PM
M-F D226 Connie Stephens-Eaton

NEW! YOUTH WATERCOLOR CAMP



The campers will learn simple watercolor techniques, understand values of watercolor painting and how to complete a simple painting. \$109

KKID3080A Ages 10-16 6/19-6/23 9:00 AM-12:00 PM
M-F D207 Connie Stephens-Eaton

Join us
this summer!



SPECIALIZED TRAINING SERVICES FOR BUSINESS & INDUSTRY



INCUMBENT WORKER TRAINING PROGRAM

Think of us as a branch of your training department.



“ We are very pleased with all the work that BPCC has done and continues to do as our Grant Administrator. We would not ever consider using anyone else. Lisa Wargo goes above and beyond to help us in every way. We are very pleased with the instructors and the job being done for our classes. They are all very flexible with our working schedules in order for us to make this a success and keep our plant running. We are looking forward to another great year with BPCC and the IWTP. ”

-Marianne Welton, HR Manager, Ternium USA

ARE YOU INTERESTED IN FUNDING THAT WILL PAY TO TRAIN YOUR EMPLOYEES?

Louisiana's Incumbent Worker Training Program (IWTP) provides qualifying employers with grant funding through a partnership with the Louisiana Workforce Commission and training providers such as Bossier Parish Community College (BPCC).

Employers benefit from the program through skill development of existing employees which increases employee productivity and company growth, creates new jobs, retains jobs that have been eliminated, and increases wages.

To learn about the eligibility requirements for the Incumbent Worker Training Program, visit the Louisiana Workforce Commission's website www.laworks.net.

Two ways employers can apply for IWTP funding:

1) If you are an organization with 15 or more employees with a wide range of training needs and you need customized training delivered on-site, then IWTP's Customized Training Program can benefit you.

BPCC's Workforce Development and Continuing Education department has a 100% success rate with customized IWTP grant approvals and has written and managed more than \$20 million in grant awards. Our experts will assist your company with the entire process from start to finish.

Call us at 318.678.6551 if you are interested in Customized Training through IWTP.

2) If you are an organization with 50 employees or less and you are looking for high-quality training that offers a quick turnaround from application to approval, then the Small Business Employee Training (SBET) program is perfect for you. SBET is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the-shelf) training.

Most all of BPCC's Professional Continuing Education courses qualify for SBET. If you are interested in applying for this program, contact the Louisiana Workforce Commission at 1.866.725.IWTP (4987) or visit their website: http://www.laworks.net/workforcedev/iwtp/iwtp_smallbusiness.asp.



CERTIFICATIONS & PRE-LICENSING EDUCATION/EXAM REVIEW

BASIC FLORAL DESIGN



This class is suitable for the basic hobbyist or those who want to become a Licensed Florist. You will be provided with everything you need to know to create magnificent floral arrangements with ease. Make several versions of bridal, corsage, funeral, holiday and party pieces. Take home beautiful arrangements after every class. Students will bring \$125 the first day of class for supply tool kit and first two classes of flowers. Afterwards, students will be responsible for their own flowers and additional supplies if needed. This course will prepare you for the state floral exam. *There is a minimum age of 16.* \$299

PGEN1009B 6/7-6/28 1:00 PM-4:30 PM
Tu, W, Th D207 Lori Bias-Clark

CERTIFIED NURSE ASSISTANT



This Certified Nurse Assistant program prepares one to work with long-term care patients such as those in nursing homes and home health care. Instruction includes medical terminology, health care safety, patient care lecture, patient care studies, practice lab situations, and on-site clinical. Applicants are required to provide the following prior to enrollment: copy of high school diploma or GED certificate; a Criminal History Record through the Louisiana State Police; Background

Check Policy Consent Agreement. Upon successful completion of the program, the student will receive a certificate of completion and be recognized as a Certified Nurse Assistant in Louisiana. The student must complete all coursework with a grade C or better and score at least 70% on the final exam to successfully complete the program. Students will receive CNA certificate after all fees have been paid. *Split payment available with \$470 due at registration (\$450 registration fee and \$20 processing fee) and \$399 due by Thursday, July 27, 2017. Those who wish to utilize the split payment option must stop by our office in Building D, Suite 134. Split payment option not available online. *There is a minimum age of 17.* \$849

PLEASE NOTE: A BACKGROUND CHECK IS REQUIRED PRIOR TO ENTERING THE COURSE. THIS TAKES ANYWHERE FROM 28-35 BUSINESS DAYS. START PLANNING EARLY IF YOU WANT TO ENROLL IN THIS COURSE.

PMED1011B 6/7-8/24 8:00 AM-12:00 PM
M-Th D228 Shaunda Burns

NEW!

CHANGING THE FACE OF INSURANCE Customer Service Representative Training Program



No one ever thinks about insurance as a career choice but in a few short weeks, job seekers can learn the beginning skills of an insurance professional earning an above average hourly wage.

The IFSA program begins with an orientation period geared towards introducing students to the many career and entrepreneurial opportunities in the insurance industry. Students will learn basic insurance concepts and undergo career assessments to help determine which career path in insurance best fits their short and/or long term goals. In a controlled and supportive environment, our staff will reinforce basic soft skills and work ethic principles such as punctuality, professional dress, good manners, effective communication, teamwork, leadership, sociability and conflict resolution.

A high school diploma or GED is preferred, but not required. Participants should note that agencies that offer employment will conduct background tests and drug tests. Convicted felons are not eligible for employment in the insurance industry. Students who successfully complete the program may qualify for a \$250 scholarship reimbursement for course tuition provided by the Independent Agents and Brokers of Shreveport-Bossier. \$499

PEDU1004A 6/6-8/29 5:30 PM-8:30 PM
Tu, Th D229 Ardie Cesario

FOOD SAFETY CERTIFICATION



Our National Restaurant Association approved Food Safety Certification course provides the preparation and exam for the State Food Safety Certificate with ServSafe® Certification. ServSafe® is a national certification program of the National Restaurant Association Educational Foundation. Instruction focuses on food handling techniques, preventing food-borne illnesses, maintaining sanitary facilities and equipment, reducing liability, and training and supervising employees in safe food handling. At the end of the class participants take the ServSafe® Examination. With a passing grade of 75% or greater, participants will receive a certificate verifying completion of the program and the ServSafe® certification. The answer sheet needed for the exam is found in the required textbook, so students will need a new book. *There is a minimum age of 18.* \$99

Beginning May 7, 2015, BPC will no longer mail certificates or score analysis. Students will receive their certificate and score analysis via email from ServSafe®.

PHSP0201G • 6/10 • 8:00 AM-5:00 PM • Sa • D207 • John Shaw
PHSP0201H • 6/15 • 8:00 AM-5:00 PM • Th • D229 • John Shaw
PHSP0201I • 6/24 • 8:00 AM-5:00 PM • Sa • D229 • John Shaw
PHSP0201J • 7/15 • 8:00 AM-5:00 PM • Sa • D229 • John Shaw
PHSP0201K • 7/27 • 8:00 AM-5:00 PM • Th • D207 • John Shaw
PHSP0201L • 8/5 • 8:00 AM-5:00 PM • Sa • D207 • John Shaw
PHSP0201M • 8/19 • 8:00 AM-5:00 PM • Sa • D207 • John Shaw



CERTIFICATIONS & PRE-LICENSING EDUCATION/EXAM REVIEW CONT'D



HOME INSPECTION DISTANCE LEARNING MASTER COURSE



100% ONLINE distance learning offered by the American Home Inspectors Training Institute. Learn the fundamentals of inspecting structure, exteriors, roofing, electrical, plumbing, heating/cooling systems, insulation/ventilation systems, report writing, business development and marketing strategies. Learn to identify and properly document defects of a residential property within the standards of the industry; essential skills in working with realtors, mortgage brokers, attorneys and financial institutions which play a key role in real estate transactions; how to make better purchasing decisions or start a business as a licensed home inspector. This course is approved by the Louisiana State Board of Home Inspectors (LSBHI) for the 90 hours of classroom education required to apply for a license. Over 90% of the students who have taken this course pass the licensing exam. Please see LSBHI's website for exam information. Student materials are included with tuition. *There is a minimum age of 17.* \$925

Participants will be given access to the online portion of training upon registration in the course. Online coursework is self-paced.

For additional information and to register, please call AHIT at 877.838.0959 and tell them you are enrolling in the course offered by BPCC.

IAHI1002 Online
American Home Inspectors Training Institute

LIFE AND HEALTH INSURANCE PRE-LICENSE



This course is designed to prepare individuals for the Life & Health exam and to provide a good education for a career in insurance. Topics include sales, basic terminology, concepts, the fundamentals of insurance law and agent's responsibility. Course cost includes the textbook. *There is a minimum age of 18.* \$279

PGEN1569C 6/16 - 6/24 8:00 AM - 6:00 PM
F,Sa D219 Ardie Cesario

PGEN1569A 8/18 - 8/26 8:00 AM - 6:00 PM
F,Sa D219 Ardie Cesario

PROPERTY & CASUALTY INSURANCE PRE-LICENSE



This course is designed to prepare individuals for the Property & Casualty exam and to provide a good education for a career in insurance. Topics include sales, basic terminology, concepts, the fundamentals of insurance law, and agent's responsibility. Course cost includes the textbook. *There is a minimum age of 18.* \$279

PGEN1568D 7/14 - 7/22 8:00 AM - 6:00 PM
F,Sa D219 Ardie Cesario

OSHA TRAINING FOR 10 HOUR CARD



GENERAL INDUSTRY

The two-day course will help you understand and avoid the top 10 most cited OSHA violations. The course offers open discussions about interpretations of the Standards and how they affect each participant's industry. Course learning objectives: general understanding of OSHA; procedures and priorities of an OSHA Compliance Inspection; describe the rights and responsibilities of employees and employers under the OSHA Act. The participants will learn the skills and knowledge to identify and control hazards in the workplace. *There is a minimum age of 17.* \$149

PSAF1012C 6/12 - 6/13 8:00 AM- 3:00 PM
M,Tu D229 Michael Farris

PSAF1012A 7/10 - 7/11 8:00 AM- 1:00 PM
M,Tu D226 Sherwood Young

PSAF1012B 8/7 - 8/8 8:00 AM- 1:00 PM
M,Tu D226 Sherwood Young

OSHA TRAINING FOR 30 HOUR CARD



GENERAL INDUSTRY

This course provides information needed to apply OSHA Standards 29 CFR 1910 to hazards in the workplace. Topics include Introduction to OSHA, Walking and Working Surfaces, Exit Routes, Emergency Action Plans, Fire Prevention and Protection, Electrical Safety, PPE, Hazard Communication, Hazardous Materials, Material Handling, Industrial Hygiene, Machine Guarding, Inspections, Citations and Penalties, General Safety and Health, OSHA 800, Lock Out/Tag Out, Fall Protection and Powered Industrial Vehicles. *There is a minimum age of 17.* \$449

PSAF1013A 7/17 - 7/21 9:00 AM- 4:00 PM
M-F D226 Sherwood Young

PSAF1013B 8/21 - 8/25 9:00 AM- 4:00 PM
M-F D226 Sherwood Young

PARALEGAL CERTIFICATION ONLINE

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. All materials are included! This online career training program is offered in partnership between BPCC, Ed2Go/Gatlin Education and the National Association of Legal Assistants (NALA) Campus. Tuition includes free access to the seven preparatory exam courses offered at NALA Campus. Regardless of whether or not you're eligible for certification or plan to take the exam, the NALA Campus preparatory courses are a value-added addition to your paralegal education. \$1,995

Register online at
<http://www.gatlineducation.com/bpcc/business.htm>
(GES 209) 300 hours



PERSONAL FITNESS TRAINER CERTIFICATION (HYBRID-BLENDED)

Live Your Passion As a Certified Personal Trainer! Hybrid/Blended Certified Personal Trainer. Two Certification Levels for one price (Test Vouchers included.)

Level 1 CPT: Pass both Written Exam & Practical Skills Exam
Level 2 CPT: Obtain a Level 1 CPT and complete the 30-Hour Internship

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. We have over 5,000 internship employers waiting to hire our graduates. We do what a written test alone cannot do for you to become a successful Certified Personal Trainer. Our unique employer internship walks many of our graduates into better paying jobs! This challenging course is for candidates wanting CONVENIENT, ONLINE information with in-depth instruction and hands-on practical labs on video to understand how it all comes together. Your key bonus option is to experience and master the essential career hands on skills at a local fitness center near you as part of this collegiate program. This is a special feature that only W.I.T.S. offers.

Unique variety of options to guide your success in the W.I.T.S. online hybrid/blended program:

- Mentored online SELF PACED lessons for optimal learning. Included in all packages.
- Online interactive video lectures, practical video labs, discussion boards, quizzes.
- Bonus to attend an instructor led LIVE practical skills lab review at a fitness center near your college site.
- Exam vouchers included to earn Level 1 Certified Personal Trainer.
- Bonus - Get a Level 2 Certified Personal Trainer by completing an employer mentored 30-hour internship at over 5,000 health clubs.
- 200 page student workbook, Powerpoints & other study tools (included).
- Student study guide with sample quiz questions (included).

Fitness Professional's Handbook-7th Edition with Web Resource (ISBN-13: 9781492523376) or the e-book version (ISBN-13: 9781492535935) is available for purchase online at www.witseducation.com or by calling W.I.T.S at 1-888-330-9487. This textbook is required and not included in the course fee. *There is a minimum age of 18. \$699*

PGEN1574A 7/8 - 8/19 9:00 AM- 4:00 PM
Sa Online W.I.T.S. Instructor

REAL ESTATE 101: PRE-LICENSING EDUCATION COURSE

Are you ready for an exciting career change? Get the training you need to become a licensed real estate professional! This Louisiana Real Estate Commission approved course prepares individuals pursuing a career in real estate for the Louisiana State licensing exam and satisfies the 90 hour education requirement to sit for the exam. It covers principles and practices of real estate, the Louisiana Real Estate License Law, the Law of Agency, Commission Rules and Regulations, and Civil Law as it pertains to real estate in Louisiana.

Bossier Parish Community College is a State Certified Real Estate School with a certified instructor (BPCC Certificate No. 0220). *There is a minimum age of 18. \$549*

**Split payment possible with \$320 due at registration (\$300 registration fee plus \$20 processing fee) and \$249 due by Monday, July 24, 2017. Those who wish to utilize the split payment option must come by our office in Building D, Suite 134. Split payment option is not available online.*

PGEN1001B 6/5 - 8/23 5:30 PM- 9:15 PM
M, W D226 Glenda McCraw

ACCOUNTING & TAX PREPARATION



100% ONLINE Income Tax Preparation Career Training & Continuing Education for Accountants & Tax Preparers: *The Income Tax School is the national standard for tax preparation and teaches practical application with real life scenarios.*

15-HOUR CONTINUING EDUCATION PACKAGE THAT MEETS IRS REQUIREMENTS: \$149

This class meets IRS requirements.

Includes 3 CE seminars:

- Ethics & Responsibilities of Tax Professionals (3 CEs)
- 2012 and 2013 (when available) Tax Law Updates (3 CEs)

Also includes your choice of three additional 3-hour CE seminars.

INDIVIDUAL CE SEMINARS: \$39 EACH

COMPREHENSIVE TAX COURSE W/ RTRP CAREER PACKAGE \$447

This course will enable you to prepare individual tax returns for the general public, including individual taxpayers who operate sole-proprietor businesses, most individual non-business and small business (self employed/schedule C) tax returns, and research tax issues. No entrance requirements. Student materials included.

ADDITIONAL PROGRAMS:

- Advanced Level I & II Individual Income Tax Preparation
- Small Business Level I & II Income Tax Preparation
- Individual & Small Business Tax Returns

Please visit our website for complete list of course offerings, descriptions, bundle packages, and to register. Visit www.bpcc.edu/continuingeducation & then click on "The Income Tax School".



BANKING



Teller Training and Continuing Education for Banking offered in partnership with Banker's Academy

All courses are online, interactive, self-paced learning. CEUs indicated are approved by the American Banker's Association (ABA) towards achieving or renewing CBT, CLBB, CCSR, CPB, and CRCM certifications.

FOCUS ON COMPLIANCE

IBAN 0003 (10 CEUs): \$695

ACHIEVING COMMERCIAL LENDING EXCELLENCE

IBAN 0004 (7 CEUs): \$695

ACHIEVING CONSUMER LENDING EXCELLENCE

IBAN 0005 (7 CEUs): \$695

ACHIEVING TELLER EXCELLENCE

IBAN 0006 (7 CEUs): \$595

ACHIEVING BRANCHWIDE SECURITY

IBAN 0007: \$595

ACHIEVING BANKING EXCELLENCE

IBAN 0008: \$595

ACHIEVING PLATFORM EXCELLENCE

IBAN 0009 (7 CEUs): \$595

ACHIEVING SALES AND SERVICE EXCELLENCE

IBAN 0010 (4 CEUs): \$595

Take More Classes and Save!

ACHIEVING TELLER EXCELLENCE BUNDLE

IBAN 0001 (7 CEUs): \$1,295

ACHIEVING HEAD TELLER EXCELLENCE BUNDLE

IBAN 0002 (18 CEUs): \$1,695

Students will need access to a computer with a high-speed, reliable internet connection and an email account. Students will need to provide their email address when registering. A link with log-in information for the course will be emailed to students following registration.

For additional course offerings with Banker's Academy, call us at 318.678.6015 or visit our website www.bpcc.edu/continuingeducation.

COMMUNICATION, LANGUAGES, & WRITING

VOICE-OVERS...NOW IS YOUR TIME!

In what could be one of the most enlightening two hours you've ever spent, this LIVE webinar will show you how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. In this webinar, you will learn about a unique way to cash in on one of the most lucrative full- or part-time careers out there! This is a

business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun LIVE webinar, complete with Live Q&A with the instructor, could be the game changer you've been looking for! All you need is a computer and a phone to attend. *There is a minimum age of 16.* \$25

PGEN1567C 6/13 8:00 PM - 10:00 PM
Tu ONLINE Lisa Levine, Such a Voice

PGEN1567D 7/25 7:00 PM - 9:00 PM
Tu ONLINE Lisa Levine, Such a Voice



Do you have a business or organization that employs non-Spanish speaking employees who need to interact with Spanish-speaking employees or customers?

BPCC's Workforce Development and Continuing Education Department offers a program that can be customized for your specific business or industry. Command Spanish, Inc. is the country's leading provider of customized Spanish language and cross-cultural programs and products for non-Spanish speakers who interact with Spanish-speakers in the workplace.

The objective of Command Spanish, Inc. is to provide learner-friendly language materials and workshops that require NO PRIOR KNOWLEDGE OF SPANISH. These programs eliminate the tedious grammar instruction found in most other language programs.

CUSTOMIZE FOR YOUR WORKPLACE

We can customize Command Spanish®, Inc. language programs for professionals in the following fields:

•Dental & Medical

- Spanish for Dental Staff
- Spanish for the Physician's Office
- Spanish for Nursing
- Spanish for Eye Care Providers
- Spanish for the Pharmacy

•Criminal Justice

- Survival Spanish for Law Enforcement Officers
- Survival Spanish for Correctional Officers
- Survival Spanish for Probation Officers

•Public Safety

- Emergency Spanish for Firefighters
- Survival Spanish for Paramedics and EMTs

•Education

- Survival Spanish for School Administrators, Teachers, and Support Staff
- Spanish for Child Care Facilities
- Spanish for Library Staff

•Business & Commerce

- Spanish for Office Personnel
- Spanish for Retail Sales
- Spanish for Banking



- Spanish for Requesting Personal Information & Data
- Spanish for Real Estate Agents
- **Industry & Manufacturing**
 - Spanish for Industry, Manufacturing, and Warehousing
 - Spanish for Construction Sites
- **Hospitality**
 - Spanish for Hotel and Motel Staff
 - Spanish for Restaurant Staff
- **General Interest**
 - Community Spanish: A Survival Guide for English-Speakers
 - Ingles Minimo/Minimum English (A Survival Guide for Spanish Speakers)

ONLINE OFFERINGS

Command Spanish® can also be offered online. Go to <http://tinyurl.com/lgpnucl> to view courses offered online.

ARE YOU AN EMPLOYER NEEDING SAFETY TRAINING?

We offer safety classes upon request at your location or in one of our classrooms.

- 10/30 Hour for General Industry & Construction
- Fall Protection Hazard Communication
- Electrical Safety
- Lock-Out/Tag-Out, PPE Compliance
- Confined Space Awareness
- Scaffold Safety
- Hazardous Communication & Recognition
- Hazardous Waste Awareness
- Incident Investigation
- Emergency Procedures
- Trench Safety
- Sit-Down & Extended Reach Forklift
- Skid Steer Loader
- Aerial Lift
- HAZWOPER (8, 24, 40)
- Access to Medical Records
- American Petroleum Industry Recommended Practice 2D
- Crane Operations & Rigging
- Medic CPR/First Aid
- Beginner's Well Control Practices
- H2S Safety & Respiratory Protection
- Intro to Upstream Oil & Gas Exploration and Production Operations
- Intro to Field Processing of Oil & Gas
- Water Survival Skills
- Equipment & Techniques

ARE YOU AN EMPLOYER LOOKING FOR TRAINING FOR YOUR TEAM?

We'll customize training and bring it to your door!
Call us at 678-6551.

Some of our training topics include:

- Occupational Spanish (Command Spanish®)
- Computer Training
- Personality Profiling System
- Delegating
- Influential & Situational Leadership
- Supervisory Skills
- Performance Management
- Conflict & Stress Resolution
- Sales Cycle
- Enhanced Sales Skills & Strategies
- Marketing Fundamentals
- Customer Service Excellence
- Communication & Presentation Skills
- Business Writing & Electronic Correspondence

COMPUTER TRAINING



BPCC is the place to go for computer skills training! Whether you're just starting your career or upgrading your computer skills, we have a class to fit your needs. We offer a wide variety of instructor-led classes and provide one computer per student, emphasizing a hands-on learning experience.

A 1GB flash drive is required for all computer classes.

COMPUTER BASICS

LEARNING TO USE YOUR IPAD

Do you have an iPad but need some help using all of its great features? Come learn the basics and functionality of your device. Please note: Universal functions of the iPad will be taught and that specific "apps" may vary by model. Students must bring their own iPad. *There is a minimum age of 15. \$39*

CBAS2114B 7/18 9:00 AM-1:00 PM
Tu D118 Cheryl Wieser



LEARNING TO USE YOUR IPHONE

Do you have an iPhone but need some help using all of its great features? Come learn the basics and functionality of your device. Please note: universal functions of the iPhone platform will be taught and that specific "apps" may vary by phone and carrier. Students must bring their own iPhone to class. *There is a minimum age of 15.* \$39

CBAS2113B 6/6 9:00 AM-1:00 PM
Tu D 118 Cheryl Wieser

COMPUTER SOFTWARE APPLICATIONS



ADOBE PHOTOSHOP

YOU MUST CALL 318-678-6015 TO REGISTER FOR THIS COURSE. ONLINE REGISTRATION IS NOT AVAILABLE.

Intensive semester-long course teaching the pixel-based Photoshop interface, how to customize it, and use tools for selecting parts of images. Learn to use layers and to apply layer effects and filters for creating special effects. Learn how to use the painting tools and blending modes to enhance the appearance of your designs.

This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. If you have questions about whether this course is appropriate for you, please call 678-6038. Price includes fees associated with the course. Required textbook is available for purchase in the BPC Bookstore. \$250

COMM216175 6/20-7/18 8:00 AM-10:45 AM
M, Th D309 Jonathan Elmore



MICROSOFT EXCEL® 2016, BASIC

This introductory course to Microsoft Excel® 2016 will teach students to create dynamic spreadsheets using formulas, functions and how to format spreadsheets to represent statistical data using impressive charts and graphs. *There is a minimum age of 17.* \$99

CAPP2419A 7/11 - 7/19 5:45 PM- 8:00 PM
Tu, W, Th D118 Jameshia Smith



MICROSOFT WORD® 2016, BASIC

Learn about the basic features of Word 2016 and use them to create, save and edit text, browse documents, use tables, adjust page layout, work with graphics, and print documents. Students will use the formatting facilities to enhance the presentation of documents produced to look professional with a minimum effort. *There is a minimum age of 17.* \$99

CAPP2454A 6/20 - 6/28 5:45 PM-8:00 PM
Tu, W, Th D118 Jameshia Smith



QUICKBOOKS® 2015 FOR BEGINNERS

Put the power of QuickBooks to work for you. We will teach you the basics of setting up accounts, paying bills, reconciling bank statements, creating invoices, tracking inventory, and generating reports.

Ideal course for the small business owner or homeowner. Accounting knowledge is helpful but not necessary. *There is a minimum age of 16.* \$149

CAPP2409B 6/5-7/17 6:00 PM- 9:00 PM
M D118 Barbara Cox



QUICKBOOKS® '15, INTERMEDIATE

This course is a continuation of QuickBooks for Beginners. We will take you through setting up payroll and taxes; creating estimates, invoices, sales receipts, payments and deposits; writing checks and paying

employees. Ideal course for the small business owner or homeowner. *There is a minimum age of 16.* \$149

CAPP2410B 8/7-9/18 6:00 PM- 9:00 PM
M D118 Barbara Cox

VIDEO EDITING

YOU MUST CALL 318-678-6015 TO REGISTER FOR THIS COURSE. ONLINE REGISTRATION IS NOT AVAILABLE.

This course includes historical editing techniques along with the introduction of editing systems such as Adobe Premier Pro and Avid.

This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. Price includes fees associated with the course. If you have questions about whether this course is appropriate for you, please call 318-678-6038. Price includes fees associated with the course. Required textbook is available for purchase in the BPC Bookstore. *There is a minimum age of 17.* \$250 plus a \$20 Academic Supply Fee

COMM202175 6/20-7/18 11:00 AM-1:45 PM
M-Th D309 Jonathan Elmore



LEADERSHIP

NEW! EMPOWERING HIGH ENERGY TEAMS

Working with and developing high energy teams and supporting the professionals on the team is critical to the success of any leader. This is even more the case today. This course is a conversation on empowered teams and how to improve quality, productivity, and employee satisfaction. The course is for any leader in industry, business, government, churches, athletics, or education that requires performance from teams. The Facilitator is David Burroughs who admits after a successful 39 year career the greatest outcomes were from the performance of his teams. His greatest pride is seeing the development and accomplishments of professionals from his teams.

The course is designed as a 4-hour conversation led by Mr. Burroughs where we use the framework of the book by William C. Byham, Zapp! The Lightning of Empowerment. We learn from the fable so well presented by Dr. Byham, from Mr. Burroughs' experiences, and from all in the class. Come join us and find the 12th Dimension. \$129

PWFD1290A 6/27 8:00 AM-12:00 PM
Tu D226 David Burroughs

PWFD1290B 7/12 8:00 AM-12:00 PM
W D226 David Burroughs

SAFETY

OVERHEAD CRANE AND RIGGER TRAINING

The Overhead Operator & Rigger Training module is designed to provide the participants with the knowledge to safely operate overhead crane equipment in an industrial environment. This 24-hour training course has been developed in accordance with the regulations set forth in the OSHA 29 CFR 1910.19 Overhead & Gantry Cranes, & Part 1910.184, Slings, & is in alignment with the Crane Institute of American's training program & methodologies of facilitation/delivery. \$720

PSAF1046A 6/14-6/16 8:00 AM-5:00 PM
W-F L108 Mike Prince

PSAF1046B 7/12-7/14 8:00 AM-5:00 PM
W-F L108 Mike Prince

PSAF1046C 7/26-28 8:00 AM-5:00 PM
W-F L108 Mike Prince

POWER INDUSTRIAL TRUCK OPERATOR

The purpose of this module is to train individuals to be qualified Powered Industrial Truck Operators. The company will be responsible for all documentation and performance evaluation of a Powered Industrial Truck Operator. The content in this module is designed to comply with the intent of the OSHA s Powered Industrial Truck requirements 29 CFR 1910.178 and industry best practices. \$220

PSAF1063A 6/2 8:00 AM-5:00 PM
F L108 Mike Prince

PSAF1063B 6/23 8:00 AM-5:00 PM
F L108 Mike Prince

PSAF1063C 7/7 8:00 AM-5:00 PM
F L108 Mike Prince

PSAF1063D 7/21 8:00 AM-5:00 PM
F L108 Mike Prince



ONLINE COURSE OFFERINGS IN PARTNERSHIP WITH ED2GO®

Ed2Go® offers loans, payment plans, and tuition assistance. Please contact Ed2Go® Customer Service for more information at 877.221.5151.

ED2GO® 6 WEEK PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT COURSES

- Tuition begins at \$95
- Sessions start monthly
- Interactive learning environment

Visit <http://www.ed2go.com/bpcc/> for all course offerings and to register.

Hundreds of course opportunities for professional and personal enrichment including but not limited to:

- Accounting & Business
- Fundamentals & Software
- Personal Finance & Investments
- Nonprofit & Grant Writing
- Management & Leadership/Project Management
- Sales & Marketing
- Start Your Own Business
- College Readiness
- Computer Applications:
 - Adobe®
 - Microsoft Office®
 - QuickBooks®
 - Crystal Reports®
 - CorelDraw®
 - Peachtree®
 - AND MORE!
- Digital Photography
- Graphic Design, Multimedia & Web Design
- Alternative Medicine
- EMS & Firefighters
- Medical Ethics, Law, & Compliance
- Health Information Management
- Veterinary
- Creative Writing, Languages, & Publishing
- Legal (Business, Corporate, Criminal & General Law)
- LSAT Preparation
- Paralegal
- Personal Development
- Arts
- Children, Parents, & Family
- Health & Wellness
- Job Search
- Teaching & Education:
 - Classroom Computing
 - Languages
 - Mathematics
 - Reading & Writing
 - Science
 - Test Prep
 - Tools for Teachers
- Computer Fundamentals & Programming
- Database Management
- Networking & Communications
- Computer Security
- Web Technology

ED2GO® CAREER TRAINING PROGRAMS

- Learn in-demand job skills
- Start anytime & set your own pace
- Tuition and program hours vary by program

Visit <http://careertraining.ed2go.com/bpcc/> for all course offerings and to register.

IT & SOFTWARE DEVELOPMENT/MEDIA & DESIGN

- AutoCAD®
- Computer & Networking certification training
- Microsoft® certification training
- Video Game Design
- Web Design
- Mobile Web Developer
- Search Engine Optimization & Marketing
- Web Applications
- iPhone/iPad Application Development
- AND MORE!

SKILLED TRADES/INDUSTRIAL/SUSTAINABLE ENERGY

- HVAC
- Green Energy & Sustainability
- Oil & Gas & Biofuel Operations
- Purchasing & Supply Chain Management
- AND MORE!

HOSPITALITY & SERVICE INDUSTRY

- Gaming
- Child Development
- Wedding Planning
- Personal Fitness Trainer
- Travel Agent
- Emergency Management for First Responders
- AND MORE!

BUSINESS & PROFESSIONAL DEVELOPMENT

- Microsoft Office® Administrative Professional
- Office Specialist & Master Certification Training
- Certified Bookkeeper
- Physical Therapy Aide
- Lean Mastery
- Project Management
- Six Sigma Green and Black Belt
- Legal Secretary
- Paralegal
- Certified Pharmaceutical Representative
- Professional Interpreter
- Technical Writing
- Non-Profit Management
- Human Resources
- Certified Interior Designer
- AND MORE!



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For more information about courses available and to register call 1.800.441.9411 extension: 5933



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IN PARTNERSHIP WITH Ed2Go®



For more information to and to register visit,
<http://www.ed2go.com/bpcc/>



OPEN 
CAMPUS

PREPARE FOR PLACEMENT TESTING
BRUSH-UP PROFESSIONAL SKILLS
STUDY/PRACTICE



FREE ONLINE COURSES!
Sign up today!

You can self-enroll and **work at your own pace** to brush up on

- BASIC MATHEMATICS (MATH 097)
- BEGINNING ALGEBRA (MATH 098)
- INTERMEDIATE ALGEBRA (MATH 099)
- COLLEGE ALGEBRA (MATH 102)
- COLLEGE SUCCESS SKILLS
- DEVELOPMENTAL READING (READ 099)
- FUNDAMENTALS OF GRAMMAR (ENGLISH 098)
- FUNDAMENTALS OF WRITING (ENGLISH 099)
- INTRODUCTORY SCIENCE
- MEDICAL TERMINOLOGY
- INTRODUCTION TO PROGRAMMING
- INTRODUCTION TO NETWORKING

LOOK FOR THESE NEW COURSES COMING SOON:

- INTRODUCTION TO ONLINE LEARNING
- SOFT SKILLS

These are free, no-strings-attached, online, non-credit developmental courses/tutorials, and anyone can sign up. Courses are set up in “module” form so that you can target your weaknesses by watching lecture videos and taking quizzes as many times as you wish. Quizzes are graded immediately, so there is no lag-time for you to discover your scores. You’ll find the same basic information in OPEN CAMPUS™ courses/refreshers as in “for-credit” offerings with these exceptions: no textbooks are used and courses are self-contained with no direct interaction between instructors/students.



GET STARTED NOW!

- 1 Go to www.bpcc.edu/opencampus
- 2 Choose your course
- 3 Complete the simple enrollment
- 4 After you enroll once, all you have to do is log in

HAVING TROUBLE SIGNING UP?

Try upgrading your browser to Internet Explorer (IE) 11, Firefox, or Google Chrome, or contact Allison Martin at amartin@bpcc.edu.

Note: Open Campus™ courses are non-credit reviews and tutorials cannot be used to satisfy requirements in any curriculum at Bossier Parish Community College.



BPCC TESTING CENTER

BPCC's Testing Center provides a wide range of test services for BPCC students, students attending other colleges, our military, and members of the workforce. If you need additional information, please contact us:

LOCATIONS:

BPCC's Testing Center

BPCC Campus - Building D, Room 203
318-678-6002
Email: testingcenter@bpcc.edu

BPCC's BAFB National Test Center

BAFB - Education Building, Room 101
318-678-6002
Email: testingcenter@bpcc.edu

HIGH SCHOOL EQUIVALENCY TEST (HiSET®):

- For information about HiSET® classes offered by BPCC's College Transition Programs, contact Cathy Weaver at 318-678-6326 or through email at cweaver@bpcc.edu or Justin Tison at 318.678.6405 or by email at jtison@bpcc.edu.
- To register for HiSET® tests, visit <http://www.hiset.ets.org/>
- For more information about HiSET® tests, contact BPCC's Testing Center at 318.678.6002 or email testing@bpcc.edu.

BAFB NATIONAL TEST CENTER: DANTES-funded CLEP and DSST exams, Distance Education Proctoring, Pearson VUE® Test Center

CREDIT BY EXAMINATION: College Board CLEP, Prometric DSST, Excelsior College

DISTANCE EDUCATION PROCTORING: For online courses requiring proctored exams.

WORKFORCE TEST SERVICES: WorkKeys® Manufacturing Skills Standards Council, NOCTI, Louisiana State Board of Contractors, Castle WorldWide®, Certiport®, ServSafe®, Pearson VUE® (including CompTIA®, Microsoft®, Cisco®) and many others.

NATIONAL TEST SERVICES: GRE Subject Exams, Law School Admission Test, Multistate Professional Responsibility, Examination

WORKKEYS®-ACT NATIONAL CAREER READINESS CERTIFICATE: Complete three WorkKeys® assessments (Applied Mathematics, Locating Information, and Reading for Information) to earn a Bronze, Silver, Gold or Platinum National Career Readiness Certificate.

BPCC STUDENT EXAM CENTER: For BPCC students who need to makeup tests - Building E, Room 121. Email studentexams@bpcc.edu for questions.

PERSONAL ENRICHMENT



CRAFTS

BOWS FOR BEGINNERS

All thumbs when it comes to making bows? It's actually fun and easy! Learn how to make various types of unique bows from a variety of ribbons. You will be able to wrap beautiful packages and even make bows for weddings, etc. Bring an inexpensive pair of scissors. Textbook and/or supplies required. *There is a minimum age of 16.* \$29

LCFT4533B 6/7 1:00 PM-4:30 PM
W D207 Lori Bias-Clark

DANCE

BEGINNER COUNTRY DANCE

See how FUN and EASY it is to learn Country dancing for yourself with lessons for singles and couples. Use your Country dance steps everywhere from nightclubs to weddings, special events and parties. Grab your boots and come on down! Steps such as the 2 Step, 3 Step, Progressive steps, and Cha Cha will be covered in this fun class. *There is a minimum age of 16.* \$69

LDAN4343A 6/5-6/26 7:00 PM-8:00 PM
M F203 Ivon Bean

BEGINNER LINE DANCE

This Line Dance class is a great way to get fit, socialize and have fun. No partner necessary. Consider this class as aerobics to music. *There is a minimum age of 16.* \$69

LDAN4305A 6/5-6/26 6:00 PM-7:00 PM
M F203 Ivon Bean

GENERAL

BASIC FLORAL DESIGN

This class is suitable for the basic hobbyist or those who want to become a Licensed Florist. You will be provided with everything you need to know to create magnificent floral arrangements with ease. Make several versions of bridal, corsage, funeral, holiday and party pieces. Take home beautiful arrangements after every class. Students will bring \$125 the first day of class for supply tool kit and first two classes of flowers. Afterwards students will be responsible for their own flowers and additional supplies if needed. This course will prepare you for the state floral exam. *There is a minimum age of 16.* \$299

PGEN1009B 6/7-6/28 1:00 PM-4:30 PM
Tu,W,Th D207 Lori Bias-Clark

INTRODUCTION TO HORSEMANSHIP & STABLE MANAGEMENT

This class is designed to provide the novice with the practical aspects and basic information to establish good basic stable management skills and a working knowledge of horsemanship across the disciplines. \$139

Topics to be covered:

- Basic care, feeding & handling of horses
- Physiological and psychological factors affecting care and handling of horses
- Basic anatomy - including the hoof
- Breeds/colors/markings
- Tack - including bits

LGEN4570A 6/12-8/5 5:30 PM-8:30 PM
M TBA Michelle Barr

Class will meet Mondays 6/12 – 7/31 at BPPCC and on 8/5 at the Right Lead Equestrian Center in Minden, LA for hands-on demonstrations.

LANGUAGES

ENGLISH LANGUAGE SERVICES

English Language Services classes are available, free of charge, to area residents needing instructional support for the English language, both written and oral. For more information, please contact Mark Hux at 318-678-6104 or e-mail mhux@bpcc.edu

Online Spanish courses available!

Visit www.bpcc.edu/continuingeducation

VOICE-OVERS...NOW IS YOUR TIME!

In what could be one of the most enlightening 2 hours you've ever spent, this LIVE webinar will show you how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. In this webinar, you will learn about a unique, outside-of-the-box way to cash in on one of the most lucrative full- or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun LIVE webinar, compete with Live Q&A with the instructor, could be the game changer you've been looking for! All you need is a computer and a phone to attend. *There is a minimum age of 16.* \$25

PGEN1567C 6/13 8:00 PM - 10:00 PM
Tu ONLINE Lisa Levine, Such a Voice

PGEN1567D 7/25 7:00 PM - 9:00 PM
Tu ONLINE Lisa Levine, Such a Voice

PERSONAL ENRICHMENT



PHOTOGRAPHY

ADOBE PHOTOSHOP

YOU MUST CALL 318-678-6015 TO REGISTER FOR THIS COURSE. ONLINE REGISTRATION IS NOT AVAILABLE.

Intensive semester-long course teaching the pixel-based Photoshop interface, how to customize it, and use tools for selecting parts of images. Learn to use layers and to apply layer effects and filters for creating special effects. Learn how to use the painting tools and blending modes to enhance the appearance of your designs.

This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. If you have questions about whether this course is appropriate for you, please call 678-6038. Price includes fees associated with the course. Required textbook is available for purchase in the BPCC Bookstore. \$250

COMM216175 6/20-7/18 8:00 AM-10:45 AM
M-Th D309 Jonathan Elmore

SEWING

SEWING BASICS

Learn how to thread your sewing machine, fill a bobbin, balance the tension, sew a straight seam. Then use your machine's setting and presser feet to create topstitching, finished edges, gathers, ruffles and pleats. You'll create a pillowcase and a small tote bag. STUDENTS MUST BRING SEWING MACHINE. *There is a minimum age of 15.* \$49

LSEW5150C 6/12 9:00 AM- 4:00 PM
M D227 Salinda Barnard

LSEW5150D 6/26 9:00 AM- 4:00 PM
M D227 Salinda Barnard

SPORTS

TOURNAMENT FISHING TIPS & TECHNIQUES (INCLUDING HOW TO KEEP FISH ALIVE)

This course is for any angler who has the desire to learn and improve his or her skills and will provide anglers with Tournament Fishing Tips and Techniques and instructions on how to keep fish alive through "best practices" related to livewell use. General techniques for fall and winter fishing will be included along with tips on handling "controllables" and avoiding getting "spun out." \$49

LSPT5332A 9/14 7:00 PM-9:00 PM
Th Margaritaville Resort Casino Theatre Nick LeBrun

GOLF INSTRUCTION (BEGINNER-INTERMEDIATE)

Great opportunity to learn how to play golf from Pete Lockwood, one of the Top 5 instructors in the Gulf States of PGA of America for the past 5 years! This class will cover all aspects of the golf game including golf course etiquette, equipment, full swing fundamentals (grip, posture, and alignment), and short game (putting, pitching, chipping, and bunker shots). Students are responsible for bringing their own equipment.

Lessons held at Querbes Golf Course, 3500 Beverly Place Shreveport, LA 71104. *There is a minimum age of 6.* \$79

LSPT5202A 6/7-6/28 5:30 PM- 6:30 PM
W Querbes Golf Course Peter Lockwood

LSPT5202B 7/5-7/26 5:30 PM- 6:30 PM
W Querbes Golf Course Peter Lockwood

LSPT5202C 8/2-8/23 5:30 PM- 6:30 PM
W Querbes Golf Course Peter Lockwood

VIDEO

VIDEO EDITING

YOU MUST CALL 318-678-6015 TO REGISTER FOR THIS COURSE. ONLINE REGISTRATION IS NOT AVAILABLE.

This course includes historical editing techniques along with the introduction of editing systems such as Adobe Premier Pro and Avid.

This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. Price includes fees associated with the course. Required textbook available for purchase at the BPCC Bookstore. If you have questions about whether this course is appropriate for you, please call 678-6038. Price includes fees associated with the course. *There is a minimum age of 17.* \$250 plus a \$20 Academic Supply Fee

COMM202175 6/20-7/18 11:00 AM-1:45 PM
M-Th D309 Jonathan Elmore



PAYMENT

Full payment of the course fee is expected at the time of registration. Acceptable methods of payment are cash, checks, and the following credit cards: MasterCard, Visa, Discover, and American Express. Service charge on check returned NSP is \$25.

CANCELLATION POLICY

Courses with insufficient enrollment are subject to cancellation. Notification of changes and cancellations will be made by email or telephone before the first class meeting. Therefore, it is critical for us to obtain a daytime phone number where you can be reached or where a message can be left for you or a current e-mail address.

REFUND POLICY

Ninety percent (90%) refund is granted if a request is made three business days prior to the start of a class. Refunds cannot be made after the class begins. Full refund is granted when the Continuing Education Division cancels classes. Please allow at least four weeks for a refund check to arrive.

NONDISCRIMINATION STATEMENT

Bossier Parish Community College (BPCC) does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. BPCC does not discriminate in its hiring or employment practices.

DISCLAIMER

Bossier Parish Community College (BPCC) is committed to protecting the privacy rights of students; even so, students must be cognizant of the limits to privacy protection inherent in the design of interest communication technology. BPCC is a member of the Louisiana Community and Technical College System (LCTCS).

Coordinator for Title VI, Section 504 & ADA Sarah Culpepper, Manager

Career Services/Disability Services, Building D, 112
Office Hours: 8:00 AM-4:30 PM, Monday-Friday
Closed Holidays and Weekends
(318) 678-6539

Equity/Compliance Coordinator Teri Bashara, Director of Human Resources

Human Resources Office, Building A
Office Hours: 8:00 AM-4:30 PM, Monday-Friday
Closed Holidays & Weekends
(318) 678-6040

CAMP CAVS REGISTRATION FORM

NAME OF STUDENT PHONE

ADDRESS

CITY STATE ZIP

SOCIAL SECURITY #: XXX-XX-XXXX DATE OF BIRTH (MM/DD/YYYY) STUDENT AGE

CAMP T-SHIRT SIZE - CHECK ONE

YOUTH SM (5-6) YOUTH MED (8-10) YOUTH LG (12-14)
 ADULT SMALL ADULT MEDIUM ADULT LARGE ADULT X-LARGE
 OTHER, PLEASE INDICATE SIZE _____

| CAMP NUMBER | CAMP NAME | GRADE LEVEL | CAMP FEE |
|--------------|-----------|-------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

PARENT / GUARDIAN INITIAL each box below.

| | |
|--|---|
| | <p>RELEASE AND LIABILITY WAIVER I have read and fully understand the Release and Waiver of Liability Agreement and release BPCC of all claims.</p> |
| | <p>CAMPER'S CODE OF CONDUCT We, the participant and the parent/guardian, understand and agree to abide by the Camper's Code of Conduct. I acknowledge that we are fully aware of the consequences resulting from the violation of any of the guidelines.</p> |
| | <p>PUBLICITY/PHOTOGRAPHY RELEASE I have read and fully understand the Publicity/Photography Release and give permission to use this participant in either photographic or video taped production materials.</p> |
| | <p>TREATMENT AUTHORIZATION AND PERMISSION I authorize BPCC staff to administer immediate and emergency medical treatment, including (1) transporting your child to a hospital emergency room or (2) calling the local rescue squad or ambulance.</p> |

Signature of Parent/Guardian _____ Date _____

CREDIT/DEBIT CARD INFORMATION

FOR OFFICE USE ONLY

| | | | |
|---|--|------------------------------|--|
| Card Type <input type="text"/> | <input type="checkbox"/> Cash | Amount: <input type="text"/> | |
| Card Number <input type="text"/> | <input type="checkbox"/> Check # | Amount: <input type="text"/> | |
| Name on Card <input type="text"/> | <input type="checkbox"/> Credit/Debit Card | Amount: <input type="text"/> | |
| Expiration Date <input type="text"/> CVV # <input type="text"/> | <input type="checkbox"/> Phone In <input type="checkbox"/> FAX <input type="checkbox"/> Mail <input type="checkbox"/> Walk In <input type="checkbox"/> On-line | | |

MAKE CHECKS PAYABLE TO BPCC. Check Enclosed

REFUND POLICY: 90% REFUND IF REQUESTED AT LEAST THREE DAYS PRIOR TO CAMP START DATE. REFUNDS WILL NOT BE MADE AFTER THE CAMP BEGINS. PLEASE ALLOW THREE WEEKS FOR REFUND TO ARRIVE.

HOW DID YOU FIND OUT ABOUT CAMP CAVS?

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Continuing Education Catalog | <input type="checkbox"/> BPCC Website | <input type="checkbox"/> Bossier Business Monthly |
| <input type="checkbox"/> Forum News | <input type="checkbox"/> Friend | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Radio | <input type="checkbox"/> SB Magazine | <input type="checkbox"/> Other |

CAMP CAVS

SUMMER CAMP RELEASE AND WAIVER OF LIABILITY

RELEASE AND LIABILITY WAIVER

This is a legally binding Consent Form and Release of Liability made voluntarily by me, the undersigned Releasor, on my own behalf, and on the behalf of my heirs, executors, administrators, legal representatives and assigns to the Louisiana Community and Technical College System and its institutions, Bossier Parish Community College (hereinafter "BPCC").

By the execution of this waiver of liability form, I acknowledge that the student listed above is capable of participating in the activities. I also assume all risks of the student participating in the activities, whether such risks are known or unknown to me at this time. I release and hold harmless this organization, leaders, volunteers, and any agents from any claim the student or I may have due to the result of any injury or illness incurred during participation in the BPCC Camp Cavs' camps. I accept and assume full responsibility for any and all injuries, damages, and losses that may occur to the student from any participation in the camp activities.

It is my understanding that the student participating in Camp Cavs through the BPCC Workforce Development and Continuing Ed is a privilege. I acknowledge that participation in these activities may inherent certain risks, including physical injury due to activity related accidents, illness, or even death. I also understand that there may be other risks due to these activities that I may not be aware of at this time.

In an emergency, I acknowledge that I am solely responsible for all medical and other costs arising out of bodily injury or any loss sustained through participation in this activity. I authorize program staff to secure any licensed hospital, physician and/or medical personnel for any treatment deemed necessary for the participant's immediate care.

EMERGENCY CONTACT PERSON

Name of emergency contact person(s) authorized to pick up participant (in case a parent/guardian is unavailable).

| | | | |
|-----------------|-------------|-------------|--|
| Name of Camper | | | |
| Parent/Guardian | | | |
| Home Number | Work Number | Cell Number | |
| Other | | | |
| Home Number | Work Number | Cell Number | |

Please list specific medical allergies, chronic illnesses, or other conditions that will impact participation in camp.

Does the participant take any medication on a regular basis. Yes No

If yes, list medication.

CAMPER'S CODE OF CONDUCT

Disciplinary action may be imposed whenever a student commits or attempts to commit any act of misconduct on the BPCC campus, or at any activity, function, or event sponsored or supervised by BPCC, including but not limited to:

1. Possession, use or distribution of an illegal or controlled substance, or look-alike drug.
2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Possession of a weapon.
7. Conduct which constitutes harassment or abuse that threatens the mental well-being, health, or safety of an individual.

Consequences include, but are not limited to, time out, notifying parents, and removal from the program for the safety and well-being of other campers.

*Disciplinary action may also be imposed whenever a student commits any acts of misconduct during an off-site event or activity.

PUBLICITY/PHOTOGRAPHY RELEASE

I give permission to use the student in either photographs or video materials for future promotion of the summer activities.

Signature of Parent/Guardian _____ Date _____



bossier parish
community college

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

USE THIS FORM TO REGISTER!

REGISTER ONLINE @
WWW.BPCC.EDU/CONTINUINGEDUCATION

CONTINUING EDUCATION REGISTRATION FORM

LAST NAME FIRST NAME MI DOB SSN HOME PHONE WORK PHONE CELL PHONE

ADDRESS CITY STATE ZIP GENDER AGE E-MAIL ADDRESS

ETHNIC ORIGIN INFORMATION IS USED FOR FEDERAL & STATE REPORTING ONLY!

ETHNIC ORIGIN ARE YOU HISPANIC/LATINO? IF NO, CHECK ONE OF THE FOLLOWING:

YES NO AMERICAN INDIAN/ALASKAN NATIVE

WHITE BLACK/AFRICAN AMERICAN NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER FOREIGN/NON-RESIDENT

ASIAN

COURSE NUMBER

COURSE NAME

COURSE FEE

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CREDIT/DEBIT CARD INFORMATION

CARD TYPE CARD NUMBER

NAME ON CARD EXP DATE CVV#

HOW DID YOU FIND OUT ABOUT THIS COURSE?

CONTINUING ED CATALOG BPCC WEBSITE

EMPLOYER FRIEND

OTHER

FOR OFFICE USE ONLY

CASH AMOUNT

CHECK # AMOUNT

CREDIT/DEBIT CARD AMOUNT

FAX MAIL WALK IN PHONE IN ONLINE

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College. • Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. Coordinator for Section 504 and ADA: Brian Campbell, Manager, Disability Services Coordinator: Ashley Smith, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m. - 4:30 p.m., Monday - Friday, excluding holidays and weekends. • Equal Opportunity Officer: Terri Beckwith, Director of Human Resources, Office: 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m. - 4:30 p.m., M-F, excluding holidays and weekends.

REFUND POLICY:

90% REFUND IF REQUESTED AT LEAST 3 DAYS PRIOR TO FIRST CLASS MEETING. REFUNDS WILL NOT BE MADE AFTER THE CLASS BEGINS. PLEASE ALLOW 3 WEEKS FOR REFUND FOR CASH OR CHECK PAYMENTS. CREDIT CARD PAYMENTS WILL BE REFUNDED TO CREDIT CARD.

EMPLOYMENT STATUS:

FULL-TIME PART-TIME

UNEMPLOYED RETIRED

MAKE CHECKS PAYABLE TO BPCC:

CHECK ENCLOSED

BUILDING A
 Administration
 Donna Service Gallery
 Human Resources
 Innovative Learning
 Institutional Research & Grants
 Library
 Public Relations
 Recruiting
 Technology Resource Center
 The Learning Center

BUILDING B
 Science, Nursing, & Allied Health

BUILDING C
 Performing Arts Theatre
 Music

BUILDING D
 BPC Testing Center
 Communication & Performing Arts
 Educational Technology
 Science, Nursing, & Allied Health
 Workforce Development & Continuing Education

BUILDING E
 Behavioral - Social Sciences & College Transition Programs
 Technonology, Engineering, & Mathematics

**BUILDING F — EMMETT E. COPE
 STUDENT SERVICES BUILDING**
 Academic Advising Center
 Admissions
 Bookstore
 Business Office
 Career Services Center
 Culinary Arts
 Financial Aid
 Security
 Student Life

BUILDING G
 Business
 Liberal Arts
 Technology, Engineering, & Mathematics

BUILDING I
 Health & Physical Education Complex

BUILDING J
 Plant Maintenance
 Purchasing

BUILDING L
 Center for Advanced Manufacturing & Engineering Technologies

HWY 80

bpc CAMPUS MAP

