Thank you for your interest in taking a certification/certification prep course at Bossier Parish Community college. The information provided here should help answer any questions you may have.

Please read the information carefully, then follow the steps listed to complete paperwork in order to take courses. Classes are starting soon so don't delay.

Due to space limitations maximum initial class sizes are 10 students (with the exception of CISSP which is not taught in a lab). If there is enough student interest, we will offer these courses again in the Spring semester 2012.

**Current Course Offerings and Times**

**CIT101 – Network Essentials, Network+ Certification – MF 3:30-6:30pm, Educ Bldg 101**

- October 17, 21, 24, 28, 31, November 4, 7, 11
- Certification Test – Monday Nov 14th 3:00pm

**CIT112 – Support of Emerging Technologies, A+ Certification – TR 3:30-6:30pm, Educ Bldg 101**

- October 18, 20, 25, 27, November 1, 3, 8, 10
- Certification Test (2 tests) -- Monday Nov14th 10:00am and noon


- October 18, 20, 25, 27, November 1, 3, 8, 10
- Certification Test – Monday Nov14th 5:00pm

**CIT220 – CISSP part 1 of 2, TR 2:00-4:50pm, Education Building, Room 218, 39 seats**

- October 18, 20, 25, 27, November 1, 3, 8, 10

**Course Cost**

The most often asked question is how much do these courses cost. If you pay out of pocket, the cost is 220 per credit hour, and this includes the fee for the certification exam at the end of the course. (220 per credit hour X 3 credit course = 660 dollars per course)
For the CISSP course, students must take BOTH courses in order for the course fees to pay for the cert. Because this is a more expensive certification, those student numbers must be higher for the class to make. CIT221 (CISSP-2) will be offered in the spring to complete the sequence, as long the minimum number of students sign up for it.

There are several opportunities in which you may be eligible to take the courses free of charge. If you are active duty you may use your TA certification money to cover the cost of these certs. Another option is to use GI bill money, which in most cases will cover all costs. In some cases, with approval from your superiors you can take these courses under DoD 8570.01-M Info Assurance Workforce Improvement program.

For courses using a book, it will be provided during the course, but must be returned BEFORE the student can take the certification exam. Failure to return a book will result in forfeit of the certification exam. Currently the students in the CISSP course will need to purchase the book for that course, but it will be theirs to keep and use in the second CISSP course.

Course Layout

These courses will be set up as 4 week courses. Class will meet twice per week for 3 hours during the four weeks, and then students will take the certification during the fifth week.

Students will be given access to an online study program that will help prepare them prepare to take the exam. Much of the work students will need to do in this program will be done outside of class hours. Students will therefore need access to a computer and an Internet connection during the course.

Procedures to Apply

Please pay attention to this section very carefully, and be sure you pick the appropriate application procedure:

All forms are located at http://www.bpcc.edu/bafb. Please go there to print and fill out the appropriate forms.
**Procedure for Students who wish to use TA/One time Certification:**

1. Apply to BPCC using the Admission Application form on the web site.

2. Print and complete the Immunization Compliance form. This is required by all students who enroll in any state school in Louisiana.

3. Look at the PROGRAMS OF STUDY form on the web site and select which cert package you will go with.

4. Print and complete the PLAN OF STUDY form. Fill out the top portion, be sure to write in the NAME OF PROGRAM from the PROGRAMS OF STUDY form above. Be sure to initial the statements at the end of the second page, then sign and date it.

5. Complete the Course Enrollment Coversheet. Put this on top of all your other paperwork. This will help us route the paperwork to the proper department for processing.

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**Procedure for Students wishing to use GI Bill Money:**

1. Apply to BPCC using the Admission Application form on the web site.

2. Print and complete the Immunization Compliance form. This is required by all students who enroll in any state school in Louisiana.

3. If you already have a letter of eligibility, please put a copy of it with your application packet.

4. If you do not have a letter of eligibility, go to [http://www.bpcc.edu/veteraneducationservices/index.html](http://www.bpcc.edu/veteraneducationservices/index.html) and select the section FORMS from the left menu.

5. Complete the BLUE VA form showing what classes you want to take. The form can be found at [http://www.bpcc.edu/veteraneducationservices/index.html](http://www.bpcc.edu/veteraneducationservices/index.html), by going to FORMS from the left menu.

6. Complete the Course Enrollment Coversheet. Put this on top of all your other paperwork. This will help us route the paperwork to the proper department for processing.
7. If you need assistance with anything GI BILL related, BPCC has an office dedicated to that. Please feel free to contact Susan Stakes at 318-678-6472 or see her in Building A, room 138 on BPCC's campus.

Procedure for Students who will pay out of pocket:

1. Apply to BPCC using the Admission Application form on the web site.

2. Print and complete the Immunization Compliance form. This is required by all students who enroll in any state school in Louisiana.

3. Complete the Course Enrollment Coversheet. Put this on top of your paperwork. This will help us route your paperwork to the proper department for processing.

4. You will need to go to BPCC’s business office, Building F and pay for your course. You will need to do this before class starts, but after we’ve had time to process your paperwork.

If you need to get access to the Base:

1. After you have completed all the paperwork above, go to the CIT office at BPCC. This is in building G on campus. Ask for Jennifer Parish. She will assist you in filling out the form for base access.

2. Bring your Drivers License and proof of insurance, we will need a copy.

3. Due to Security, you MUST be a US Citizen to take classes on base.

4. Processing takes 3 to 5 business days.

5. When your pass is ready, go to the base entrance on Industrial Drive. They will direct you to the office right inside the gate where you ID will be issues.

6. Your base pass will only be good 15 minutes before your course starts, and 15 minutes after it is over.

Once All paperwork is completed: ALL STUDENTS——

1. Please submit your paperwork in one of the following ways:
   a. You may deliver it to the CIT office at BPCC. Inside Building G, to the secretaries. They will put it in my (Eddie Horton’s) box for processing.
b. You may deliver it to the BPCC Testing center on base. Education Center room 101. Currently this lab is only open on Wednesdays, so you’ll need to come by then or push it under the door Tuesday (if you do this be sure you staple it all together). I (Eddie Horton) will also swing by on Monday's to collect any paperwork you leave for room 101 over the weekend.

c. You may mail it to BPCC: Bossier Parish Community College, BAFB at BPCC, Att: Eddie Horton, 6620 East Texas Street, Bossier City LA 71111.

d. You may fill out all forms (including signatures), scan the documents in PDF or TIFF format, and email to ehorton@bpcc.edu. I'll print them and send them to the appropriate place for processing.

2. Once you have submitted your paperwork, the last step is go to the COURSE SELECTION FORM on the http://www.bpcc.edu/bafb website. This will tell us you’ve completed the paperwork and are ready to take a class. Once you’ve completed this form and we’ve processed your paperwork, you will be ready to go! Be sure the email you put on this form is one you check often, as we will email you here with any questions or when things are completed.

Eddie Horton, M.Ed., A+ N+ SEC+
Faculty
Bossier Parish Community College
Department of Cyber Information Technology
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