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REGISTER NOW
ONLINE
www.bpcc.edu/continuingeducation
MAIL
6220 E. Texas St, D-134,
Bossier City, LA 71111
TELEPHONE
(318) 678-6015
FAX
(318) 678-6406
IN PERSON
BPCC, Building D-134

Payment
Full payment of the course fee is expected at time of registration. Acceptable methods of payment are cash, checks, and the following credit cards: MasterCard, Visa, Discover and American Express. Service charge on checks returned NSF 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 email address.

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

Senior Citizen Discount
Senior citizens age 60 and older receive a 10% discount on all classes except professional and online courses. The discount applies to fees only, not to books or supplies. Discounts must be requested at time of registration.

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 their operations.

Bossier Parish Community College does not discriminate in its hiring or employment practices.

Disclaimer
Bossier Parish Community College 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 internet communication technology.

Bossier Parish Community College is a member of the Louisiana Community and Technical College System (LCTCS).

Coordinator for Title VI, Section 504 and ADA
Morris Robinson, Counselor
Office Address: Advising Center, Bldg. F
Phone: (318) 678-6315

Equity/Compliance Coordinator
Tori Bashara, Director of Human Resources
Office Address: Human Resources Office, Bldg. A
Office hours: 8 am-4:30 pm, Mon-Fri, closed holidays & weekends
Phone: (318) 678-6040

Bossier Parish Community College
6220 East Texas
Bossier City, LA 71111
318-678-6000 • www.bpcc.edu
**DRAWING WITH PENCILS & CHARCOAL** $129.00
Learn how to handle pencils and produce a controlled variety of lines, tones and textures. Students will develop basic skills for drawing portraits, landscapes and animals. Supplies $20.00.
LART 4046A June 3-July 22 5:20 pm-7:20 pm Th D207
Florence Cagle

**STAINED GLASS, BEGINNING** $119.00
Enjoy the lasting beauty of stained glass. Learn cutting, grinding, foiling, and soldering techniques and procedures. Supplies can cost up to $200.00, depending on personal involvement in this hobby. Textbook $20.00.
LART 4008A June 1-July 20 6:00 pm-9:00 pm Tu D207
Anita Goodson

**CRAFTS**

**BOWS, BEGINNERS** $29.00
Learn how to make several kinds of bows from a variety of ribbons. You’ll be able to wrap beautiful packages, make bows for weddings and much more! Supplies $15.00
LCFT 4533A June 2 3:00 pm-5:30 pm W D207
Lori Bias-Clark

**HAIR RIBBONS AND BOWS** $29.00
Make bows, barrettes and pony tail holders out of a variety of materials. Use your own imagination to create new designs to share with the class. Prerequisite: Beginning Bows. Supplies approx. $20.00
LCFT 4253A June 2 6:00 pm-8:30 pm W D207
Lori Bias-Clark

**PATIO PARTY FLORAL DESIGN** $29.00
Instructor will demonstrate arrangements using fresh flowers from his yard. Students may bring a special container if they would like the instructor to help them with certain arrangements.
LCFT 4297A June 16 5:20 pm-7:20 pm W D229
David Kelly

**SILK FLORAL DESIGN:**

**BEAUTIFUL BLOSSOMS** $69.00
Learn how to arrange stargazer lilies, freesia, statice, trailing ivy and more using shapes, colors and textures. Supplies $30.00
LCFT 4280A June 1-22 5:20 pm-7:20 pm Tu D227
James Davis

**SILK FLORAL DESIGN:**

**GORGEOUS FLOWERS** $69.00
Learn how to arrange unusual, natural, romantic flowers. Supplies $30.00
LCFT 4281A June 29-July 20 5:20 pm-7:20 pm Tu D227
James Davis

**DANCE**

**LET’S DANCE COUNTRY WESTERN TWO-STEP**

**BEGINNER TO INTERMEDIATE** $69.00
Whether you are a beginner or intermediate dancer, learn to dance the Two Step. Join the fun, meet people and gain confidence in your dancing ability.
LDAN 4307A June 7-July 26 6:30 pm-7:30 pm M D215
Ivon Bean

**LET’S DANCE THE EAST AND WEST COAST SWING**

**BEGINNER TO INTERMEDIATE** $69.00
Swing is the thing! From the turn of the last century until the present, swing dancing is the answer to having fun and relieving stress! Get in on the craze, and meet new friends while you burn a few calories. This class teaches the basic rhythm, timing, and beginner/intermediate steps to the East & West Coast Swing.
LDAN 4332A June 7 – July 26 7:40 pm-8:40 pm M D215
Ivon Bean

**MUSIC**

**INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE** $59.00
To experience the joy of playing piano without years of weekly lessons, come to this beginning workshop in chord piano. Learn chords, not notes, to play any pop song, any style, any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll. If not, send a self-addressed, stamped envelope for a free pamphlet to Music Masters, 90 Molly Lane, Ringgold, LA 30736. Then register with confidence. Instructor will collect $25.00 for book and CD in class.
LMUS 4904A July 27 5:30 pm - 9:00 pm Tu D229
David Hayes

**NEW!**

**SUMMER CAMPS FOR YOUTH!**

Check them out on page 8-9!
**CAKE DECORATING:**
**LADYBUGS AND FLOWERS $29.00**

Come and make a cute ladybug on a bed of flowers. Ladybugs are fun to make and eat! Supplies approx. $30.00

LCG 4119A June 6 6:00 pm-8:00 pm Tu D227
Peggy Anderson

**CUPCAKE SHEET CHARACTERS $29.00**

Easy-to-decorate and easy-to-serve, cupcakes are a versatile option for creating shaped designs. Create turkeys, Christmas trees, santas, Valentine’s, bunnies, or fireworks. Your creation will be based on the season. You will decorate the most creative cupcakes imaginable, and learn to add delicious filling to your cupcakes. BRING PREPARED CUPCAKES-NO BAKING IN CLASS. Supplies approx. $30.00

LCG 4104A June 29 6:30 pm-8:30 pm Tu D116
Peggy Anderson

**ZUMBA FITNESS $69.00**

Zumba is a dynamic aerobic workout system, fused with hypnotic Latin rhythms and easy to follow moves. Create long term health benefits by decreasing body fat, reducing stress levels, and toning muscles in a friendly party environment.

LHTH 4656A June 1 – July 20 6:00 pm - 7:00 pm Tu D215
Cindy Kelley
LHTH 4656B June 3 – July 22 6:00 pm - 7:00 pm Th D215
Cindy Kelley

**WINES AROUND THE WORLD: BURGUNDY REGION $29.00**

Class held at Winestyles, 6030 Line Ave. #230, Shreveport. Taste and explore great wines of the best wine regions. Supplies $25.00—to be paid to instructor. MINIMUM AGE 21–IDs checked upon arrival.

LGEN 4561A June 29 6:00 pm-8:00 pm Tu Winestyles Mary Prejean-McGovern
LGEN 4561B July 27 6:00 pm-8:00 pm Tu Winestyles Mary Prejean-McGovern

**DOG AGILITY, BEGINNING $110.00**

Teach your dog tunnels, dog walks, jumps (single and double bar), tire jumps, table stays, and confidence. Dogs must be six months or older. Proof of rabies shots required from vet (tags not accepted). Supplies approx. $15.00

LGEN 4547A June 1- July 20 7:00 pm-7:45 pm Tu Susan Dyer
Oak Grove Training, 112 Bellevue Farm Dr, Haughton, LA

**GOLF INSTRUCTION ALL LEVELS $149.00**

The class will cover all areas of the golf game throughout the duration of the course including golf course etiquette, equipment, full swing fundamentals (grip, posture, and alignment), and short game (putting, pitching, chipping, and bunker shots). Towards the end of the class we will be playing holes on the golf course to test your newly learned skills. The class is designed to have fun and to also gain knowledge of the game of golf. Instruction by Pete Lockwood, one of the Top 5 Instructors in the Gulf States of PGA of America for the past five years. Students are responsible for bringing their own equipment.

LSPT 5202A June 1-July 20 5:00 pm – 6:00 pm Tu Peter Lockwood The Golf Club at Stonebridge

**DOG OBEDIENCE, BEGINNING $90.00**

Teach your dog to heel on a leash (walk with handler without pulling), sit, stand and stay. Dogs must be six months or older. Proof of rabies shots required from vet (tags not accepted). Supplies $15.00

LGEN 4501A June 1-July 20 6:00 pm-6:45 pm Tu Paula Barras
Oak Grove Training, 112 Bellevue Farm Dr, Haughton, LA

**WINE 101: INTRODUCTION TO WINE $29.00**

Class held at Winestyles, 6030 Line Ave. #230, Shreveport

A fun class to introduce the most important building blocks of wine knowledge. Come with an open mind, because we will dispel many common wine myths! Taste and compare flavor profiles of Sauvignon Blanc, Chardonnay, Merlot and Cabernet Sauvignon. Supplies $5.00—to be paid to instructor. MINIMUM AGE 21–IDs checked upon arrival.

LGEN 4560A June 15 6:00 pm-8:00 pm Tu Winestyles
Mary Prejean-McGovern
LGEN 4560B July 13 6:00 pm-8:00 pm Tu Winestyles
Mary Prejean- McGovern

**HEALTH AND FITNESS**

Please consult your physician before registering for a Health & Fitness course.

**WINSCH CERGEALY**

**LEISURE**

**ZUMBA ALSO OFFERED FOR KIDS! SEE PAGE 9**
DECORATE A ROOM IN FOUR EASY STEPS  $29.00

That’s right! You will learn the four key elements that a room needs to be beautiful and complete. You will also receive basic decorating tips and learn about the use of balance, scale & unity in a room. Decorating trends and colors will be discussed. Ask questions, get advice and get prepared to give your room a new look!

LHMG 4723A June 8 6:30 pm-9:30 pm Tu D229 Janie Stork

GET ORGANIZED! SAVE TIME & MONEY  $29.00

Need more time & money? Who wouldn’t! This course will provide you with many organizational skills and methods that will help you get organized and save time and money. The ideas taught will help you at home or work. Also learn to help your children become more organized.

LHMG 4722A June 29 6:30 pm-9:00 pm Tu D229 Janie Stork

PERSONAL FINANCE

BUYING AND SELLING A HOME AND AVOIDING LANDMINES  $49.00

This course will discuss the “largest financial purpose” for most consumers. Included in the analysis will be the process of buying/selling a home, types of loans, legal process and avoiding landmines and unnecessary costs.

LFIN 5045A June 15 6:00 pm–9:00 pm Tu TBA Duke Griffey

HOW TO BUILD A DIRECT SALES BUSINESS  $49.00

Learn the basics of building your direct sales business. Book, sell, and recruit your way to the top! Get organized, stay connected, and focus on growing your business.

LFIN 5043A July 20 6:30 pm–9:30 pm Tu D229 Janie Stork

HOW TO USE COUPONS  $29.00

Learn how to use coupons properly, legally, and for maximum savings. You will learn where to find coupons, how to match them with sales, how to read your sales ads, how to get organized, and where to shop! $10 optional packet may be purchased from instructor.

LFIN 5036A June 15 6:00 pm–8:00 pm Tu D229 Jennifer Richardson

LFIN 5036B July 22 6:00 pm–8:00 pm Th D229 Jennifer Richardson

IT ALL ADDS UP: FINANCES FOR TEENS & YOUNG ADULTS  $49.00

This course, for ages 16-21, will cover venues critically important for preparing a financial foundation and lifestyles for success. Included will be setting financial goals, understanding statements, paystubs, credit reports, and identity theft.

LFIN 5046A June 22 6:00 pm–9:00 pm Tu TBA Duke Griffey

LFIN 5046B June 24 2:00 pm–5:00 pm Th TBA Duke Griffey

PLASTIC PRISON: THE WORLD OF CREDIT/DEBIT CARDS  $49.00

This course will discuss the history of credit and debit cards and their relationship to economic decisions coupled with the many traps and pitfalls of a credit card lifestyle.

LFIN 5044A June 8 6:00 pm–9:00 pm Tu TBA Duke Griffey

CROCHET, BEGINNING  $59.00

An old favorite is making a comeback both in fashion and home accessories. Learn the basic stitches needed to create a scarf, hat and many other items. This class will also cover reading patterns. Instructor is left-handed and is able to teach both lefties and righties! Supplies approx. $ 15.00.

LSEW 5123A June 9-30 6:30 pm-8:30 pm W D227 Cathy Stone

CROCHET, INTERMEDIATE  $49.00

You know the basic stitches and have even made a few items, but patterns are still Greek. Or, maybe your mom taught you to crochet but you’re not sure what the stitches are called. This class is for you. Learn how the stitches work together and how to read patterns. Teacher is left-handed. Supplies approx. $ 15.00.

LSEW 5129A July 7-21 6:30 pm-8:30 pm W D227 Cathy Stone

MACHINE QUILTING, BEGINNING  $39.00

What does it mean when the directions say, “Quilt as desired?” Learn basic machine quilting in order to finish your quilt project. Supplies approx. $ 30.00.

LSEW 5125A July 17 9:00 am-4:00 pm Sa D116 Nina Taylor

RAG/DENIM QUILT  $39.00

Recycle old jeans to make a warm, sturdy quilt. Flannel or homespun fabrics also work to make this super easy quilt. This is a quilt-as-you-go project and can be finished in a very short time. Students must bring their own sewing machine. Supplies approx. $25.00 (One hour for lunch.)

LSEW 5124A June 5 9:00 am-4:00 pm Sa D116 Nina Taylor

SEWING, BEGINNING  $59.00

Make a simple skirt while learning the basic operation of a sewing machine. You will also learn common sewing terminology, how to read a pattern and understand layouts. Supplies approx. $20.00.

LSEW 5103A June 23-July 21 6:30 pm-8:30 pm W D207 Janine Dreckman

T-SHIRT QUILTING  $69.00

Take treasured t-shirts and make a memory quilt. Children under the age of 16 must be accompanied by a paying adult. Supplies approx. $35.00.

LSEW 5126A June 7-28 6:00 pm-9:00 pm M D207 Nina Taylor
Computers, Beginning $129.00

Learn computer terminology, the parts of a computer, how to use the mouse, taskbar, menus, toolbars, dialog boxes and “Help.” Work with Windows Vista like a pro as you learn to manage and customize files and folders. Supplies approx. $10.00 Textbook approx. $38.00

- CBAS 2105A Rosalie McCain June 1-8 6:00 pm - 9:00 pm Tu & Th D127
- CBAS 2105B Loretta Harris June 14-21 1:00 pm - 4:00 pm M & W D127
- CBAS 2105C Loretta Harris June 15-22 9:00 am - 12 noon Tu & Th D127
- CBAS 2105D Loretta Harris July 6-13 1:00 pm - 4:00 pm Tu & Th D127
- CBAS 2105E Loretta Harris July 7-14 9:00 am - 12 noon M & W D127
- CBAS 2105F Rosalie McCain July 7-14 6:00 pm - 9:00 pm M & W D127

Computers, Intermediate $129.00

Use the Control Panel in Windows Vista to change the appearance of your windows, desktop, screensaver and more. Learn to use word processing and graphic programs. Discover how to protect your computer with maintenance, back-up files, and anti-virus programs. Same textbook as Computers, Beginning. Prerequisite: Computers, Beginning or instructor approval. Supplies approx. $10.00 Textbook approx. $38.00

- CBAS 2106A Rosalie McCain June 10-17 6:00 pm - 9:00 pm Tu & Th D127
- CBAS 2106B Loretta Harris June 23-30 1:00 pm - 4:00pm M & W D127
- CBAS 2106C Loretta Harris June 24-7/1 9:00 am - 12 noon Tu & Th D127
- CBAS 2106D Loretta Harris July 15-22 1:00 pm - 4:00 pm Tu & Th D127
- CBAS 2106E Loretta Harris July 19-26 9:00 am - 12 noon M & W D127
- CBAS 2106F Rosalie McCain July 19-26 6:00 pm - 9:00 pm M & W D127

Applications

MS Word, Basic $129.00

Beginning computer users need word processing skills. Learn basic terminology as you create, save, print, edit and format documents. Discover how to add tables and format columns. Prerequisite: Computers, Beginning or must be computer literate. Supplies approx. $10.00 Textbook approx. $38.00

- CAPP 2305A Rosalie McCain June 22-29 6:00 pm - 9:00 pm Tu & Th D127
- CAPP 2305B Loretta Harris July 6-13 9:00 am - 12 noon Tu & Th D127

Looking for an Online Class? Check out page 14!

Internet, Beginning $129.00

Locate unlimited information using various search engines. Learn to email, attach files and download attachments. Get the scoop on Internet etiquette and master the terminology.

CINT 2401A Rosalie McCain June 14-21 6:00 pm - 9:00 pm M & W D127

Job Search on the Internet $129.00

Locate information using employment search engines. Learn to post your resume in a job database, to email your resume as an attachment file and download attachments. Prerequisite: Internet etiquette and an understanding of the terminology related to using the Internet. Supplies $10.00 Age 16+

CINT 2411A Loretta Harris June 14-21 9:00 am - 12 noon M & W D127

Buying & Selling on eBay $129.00

More than 1.3 million people earn a primary or secondary source of income on eBay alone. Selling online can supplement your income or become your main livelihood. This course will show you how to sell and be successful on eBay! Supplies approx. $14.00

CINT 0034A Rosalie McCain June 2-9 6:00 pm - 9:00 pm M & W D127

Quickbooks 2010 for Beginners $179.00

For the homeowner or small business owner. Learn the basics of setting up accounts, paying bills, reconciling bank statements, creating invoices, tracking inventory and generating reports. Accounting knowledge is helpful but not necessary. Supplies approx. $10.00 Textbook approx. $50.00

CAPP 2345A Barbara Cox June 22-29 1:00 pm - 4:00 pm Tu & Th D127

BASICS

MS Excel, Basic $129.00

Simplify your life! Let Excel help you keep your checkbook, track expenses, and project earnings. Using the essentials of Excel, you will build, edit, and format a spreadsheet and work with charts, formulas, and functions. Prerequisite: Computers, Beginning or must be computer literate. Supplies approx. $10.00 Textbook approx. $38.00

CAPP 2308A Loretta Harris July 20-27 9:00 am - 12 noon Tu & Th D127
- CAPP 2308B Rosalie McCain July 20-27 6:00 pm - 9:00 pm Tu & Th D127

Personal Finance Using Excel $129.00

Use Microsoft Excel templates to manage your budget. You will build, edit, and format a spreadsheet and work with formulas, and functions. Prerequisite: Computers, Beginning or must be computer literate. Supplies approx. $10.00 Age 16+

CAPP 2308B Rosalie McCain July 20-27 6:00 pm - 9:00 pm Tu & Th D127
CREATIVE WRITING FOR TEENS AND TWEENS $49.00

Young writers, ages 12-18, will learn the art of poetry, short stories, screen plays and novels as well as the realities of publication by local published author Connie Cox. Supplies approx. $15.

LKD 3027A June 21-24 1:00 pm-2:30 pm M-Th D207
Connie Cox

JOURNALING FOR TEENS AND TWEENS $29.00

Learn how to journal for problem solving, creativity, stress release, gratitude and fun. Journaling provides a life coping practice that can be carried into adulthood. No writing skills or expertise necessary. Taught by local published author Connie Cox who uses journaling in her own personal and professional life. Supplies approx. $5.00. Ages 12-18.

LKD 3028A June 21-24 2:45 pm-3:45 pm M-Th D229
Connie Cox

ACT® PREP CLASS $200.00

Attention high school students: Are you intimidated by the ACT® test? Let us help. Bossier Parish Community College will offer an ACT® prep course covering all sections of the ACT® including English, reading, math, science, optional writing section, and test-taking strategies. Class space is limited, registration deadline Friday, May 14, 2010. Ages 15+

Registration for this course does not include registration for the exam. Registration deadline for the June 12, 2010 ACT® test is May 7, 2010. Register online for the ACT® test at www.actstudent.org.

KKD 4429A June 1-June 11 9:00 am-12 noon M-F D116
KKD 4429B July 12-July 23 9:00 am-12 noon M-F D118
Becky Turbeville

CAREER DEVELOPMENT INSTITUTE $200.00

High School 10th and 11th grade students are invited to participate in Bossier Parish Community College’s first annual Career Development Institute. Students will attend a two-week class focusing on career exploration and personal development increasing their confidence and ability to decide their future. Space is limited. Registration deadline Wednesday, June 30. Supplies $30.

KKD 3044A July 26-August 6 9:00 am-12 noon M-F D118
Becky Turbeville

IT ALL ADDS UP: FINANCES FOR TEENS AND YOUNG ADULTS $49.00

This course, for ages 16-21, will cover venues critically important for preparing a financial foundation and lifestyles for success. Included will be setting financial goals, understanding statements, paystubs, credit reports, and identity theft.

LFIN 5046A June 22 6:00 pm-9:00 pm Tu TBA
LFIN 5046B June 24 2:00 pm-5:00 pm Th TBA
Duke Griffey

CAVALIER BASEBALL SHOWCASE
June 22 · 8:30 am $99.00
BOYS Graduation dates:
2010-2013

Show your skills to the next level!
This one-day showcase will give participants the ability to show their baseball skills to PRO SCOUTS and REGIONAL 4-year schools.

Register in advance at BPCC Continuing Education at (318) 678-6015.

WANTED

PART-TIME INSTRUCTORS FOR WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

HIRING NOW
Certified Manufacturing Specialist™ Instructors

If you have work experience and expertise in the manufacturing industry, excellent presentation and facilitation skills, and experience delivering interactive, performance-based training, contact Madeline Priest at 318-678-6119 or mpriest@bpcc.edu today!

If you have a specialty in a business, industry or a hobby and would love to teach others, please contact us at 318-678-6119.

CHECK OUT OUR PERSONAL FINANCE CLASSES FOR ADULTS ON PAGE 5

REGISTER ONLINE!

View our online catalog @ www.bpcc.edu/continuingeducation
### ART SERIES I: PAINTING $139.00

Painting, painting, & more painting! Campers 8-12 will explore color, shape and design to create realistic and abstract works of art on canvas and various surfaces. Learn about famous painters and their styles and create your own style! Supplies $25.00  
**KKID 3021A**  
June 21-25  
8:00 am-12 noon  
M-F  
D207  
Florence Eagle

### ART SERIES II: DRAWING $139.00

Campers ages 8-12 will be introduced to a variety of drawing techniques! With a focus on shapes, light & shadow and proportion concepts, campers will be able to add a realistic look to their finished works. Supplies approx. $25.00  
**KKID 3007A**  
June 28-July 2  
8:00 am-12 noon  
M-F  
D207  
Florence Eagle

### ART SERIES III: MIXED MEDIA $279.00

Art is COOL! Campers ages 8-12 will be introduced to a variety of art forms and techniques including drawing, watercolor, sculpture and printing. Supplies $30.00.  
**KKID 3011A**  
July 12-23  
8:00 am-12 noon  
M-F  
D207  
Florence Eagle

### CAVALIER BASKETBALL $139.00

Learn the fundamentals of basketball at Camp Cavs Basketball camp. This youth camp, designed for players ages 6-14, teaches the essential skills such as ball handling, passing, shooting, defensive positioning and footwork. Campers will be grouped by age.  
**KKID 3040A**  
July 26-30  
8:00 am-12 noon  
M-F  
Gym  
John Unger

### CAVALIER SOFTBALL $139.00

Brush up on your skills or try out softball for the first time. BPCC Lady Cavs softball team will teach campers, ages 6-17, every facet of the game--hitting, base running, fielding, pitching/catching and team play. Dress in gym clothing and bring bat, helmet, batting gloves, glove and tennis shoes. Campers will be grouped by age.  
**KKID 3036A**  
July 12-16  
8:00 am-12 noon  
M-F  
Ballfield  
Ashley Grisham

### CAVALIER CHEER $139.00

Interested in becoming a cheerleader? This camp will be a perfect opportunity to learn what the sport is all about! BPCC Lady Cavalier Cheerleaders will teach campers, ages 5-12, the fundamentals of cheering and a variety of cheers and chants. On the last day of camp, campers will also perform a spirit dance! Campers will be grouped by age.  
**KKID 3037A**  
June 14-18  
8:00 am-12 noon  
M-F  
Gym  
Rachel Pickett

### CAVALIER DANCeline $139.00

Learn high kicks and the latest danceline moves with the BPCC Ladies in Gold danceline. Campers ages 5-12 will have a performance on the camp’s last day. Campers will be grouped by age.  
**KKID 3039A**  
June 14-18  
1:00 pm-5:00 pm  
M-F  
Gym  
Carla Jenkins

### CAVALIER DRAMA FUN FEST $139.00

Discover your creative nature. Campers ages 8-12 will explore acting, make-up, and costuming. An all-star presentation will be presented on the last day of camp. Supplies approx.$ 15.00.  
**KKID 3006A**  
June 7-11  
8:00 am-12 noon  
M-F  
Theater-Bldg C  
Melanie Birck

### CAVALIER MUSICAL THEATER WORKSHOP FOR TEENS $139.00

Campers, ages 13-18, will explore the art of bringing song and dance to life on stage. Topics to be explored include: auditioning for the musical and learning, rehearsing, and performing the song and dance number for stage presentation. Instruction will include singing and dancing techniques for stage. The weeklong workshop will end with a Broadway Musical Tribute, to be performed by the participants.  
**KKID 3032A**  
June 14-18  
12:30 pm-4:30 pm  
M-F  
Theater-Bldg C  
Laura Beeman & Liz West

### MUSIC EXPLORATIONS $159.00

If you are interested in singing and playing the piano, then this is the camp for you! Campers ages 11-14 will explore music through group piano, music theory and singing. The camp will culminate in a music production. The camp will have three sessions per day with a 30-minute break mid-morning. Bring your own snack. Books are included in the fee.  
**KKID 3030A**  
June 21-25  
8:00 am-12 noon  
M-F  
Theater-Bldg C  
Guyla Chandler, Michael Hart, Janice Aiken

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**CANCELLATION POLICY FOR CAMP CAVS: 90% REFUND WILL BE ISSUED IF CANCELLATION IS MADE THREE (3) BUSINESS DAYS PRIOR TO START OF CAMP. NO REFUNDS GIVEN IF CANCELLATION IS LESS THAN THREE (3) BUSINESS DAYS. FULL REFUND IS GRANTED WHEN CLASS IS CANCELLED BY BPCC.**
CAVALIER SPANISH FOR KIDS $139.00

Have fun while learning a new language! Campers, ages 8-12, will learn basic greetings, color, numbers, the alphabet, occupations, how to tell time and more! Supplies $25.00
KKID 3004A June 28-July 2 1:00 pm-5:00 pm  M-F  D116
Mark Hux

ALICE: CREATE YOUR OWN WONDERLAND $139.00

Alice is an innovative 3-D programming environment that makes it easy to create an animation for telling a story, playing an interactive game, or a video to share on the web. Campers, ages 8-11, will learn introductory programming concepts in a fun, interactive environment using 3D graphics and a drag-and-drop interface.
KKID 3033A June 7-11 8:00 am-12 noon  M-F  G216  Lili Kassae

DESIGN IT: BASIC WEB DESIGN FOR TEENS $139.00

How do you make a webpage? Campers will be able to create their very own website! Campers, ages 14-18, will use HTML coding and then be introduced to Adobe Dreamweaver, a top web design program. Add images and even a little animation to make the website shine!
KKID 3034A June 14-18 8:00 am-12 noon  M-F  G216  Chris Rondeau

LEGO® ROBOTICS $139.00

Enjoy building with LEGO® kits?? Take it to the next level with LEGO® Robotics! Campers, ages 11-14, will use BPCC’s LEGO® MINDSTORMS® toolkits to build and program robots. Using sensory input, campers will be able to accomplish exciting missions.
KKID 3038A June 21-25 1:00 pm-5:00 pm  M-F  D118  Jason Cooper
KKID 3038B June 28-July 2 1:00 pm-5:00 pm  M-F  D118  Jason Cooper

CAVALIER/MILOSHOW WALTZING $139.00

Great for kids! Learn to dance the waltz in a friendly party environment. Ages 6-12.
LKID 3035A June 1-July 22 2:00 pm-3:00 pm  Tu Th  D215  Cindy Kelley

SEE NEXT PAGE FOR REGISTRATION FORM OR VISIT WWW.BPCC.EDU/CONTINUING EDUCATION

EACH CAMPER IS REQUIRED TO COMPLETE A RELEASE FORM PRIOR TO CAMP. FORMS AVAILABLE ON WWW.BPCC.EDU/CONTINUINGEDUCATION OR BPCC WORKFORCE AND CONTINUING EDUCATION OFFICE, D-134.
Camp CAVS T-SHIRT IS INCLUDED WITH REGISTRATION. INDICATE SIZE ON REGISTRATION FORM.

VIEW OUR ONLINE CATALOG @ WWW.BPCC.EDU/CONTINUING EDUCATION
CAMP CAVS registration form

SUMMER CAMP REGISTRATION FORM

NAME OF STUDENT __________________________ PHONE __________________________

ADDRESS ____________________________________________________________

CITY __________________________ STATE __________________________ ZIP ________

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

□ 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 __________________________

REGISTER FOR MORE THAN 1 CAMP AND RECEIVE A $10.00 DISCOUNT OFF THE TOTAL
AMOUNT PER CHILD. TOTAL __________________________

PARENT / GUARDIAN INITIAL each box below.

RELEASE AND LIABILITY WAIVER
I have read and fully understand the Release and Waiver of Liability Agreement and release BPCC of all claims.

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.

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.

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.

Signature of Parent/Guardian __________________________ Date __________

CREDIT/DEBIT CARD INFORMATION

Card Type __________________________ Amount: __________________________

Cash

Card Number __________________________ Check #: __________________________ Amount: __________________________

Check #

Name on Card __________________________ Credit/Debit Card: __________________________ Amount: __________________________

Credit/Debit Card

Expiration Date __________________________ Phone In __________________________

□ Check Enclosed □ FAX □ Mail □ Walk In □ On-line

MAKE CHECKS PAYABLE TO BPCC.

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?

□ Newspaper - Catalog Insert □ BPCC Online □ Red River Moms Magazine

□ Newspaper - Print Ad □ Friend □ KTB5.com

□ Catalog Mailing □ Forum News □ Bassier Chamber of Commerce

Register @ (318) 678-6015

Remember to visit www.bpcc.edu/continuingeducation to complete release form. This must accompany registration form. For more information, contact (318) 678-6015.
**FILM & ENTERTAINMENT**

**FILM PRODUCTION AND DESIGN** $270.00

The theory and practice of designing a film or video production; including script analysis, budgeting, equipment deployment and other logistics for preparing a well coordinated production shoot. *This course is open to both credit and non-credit students.*

PGEN 1515A  
June 1-24  
Time TBA  
M-F  
D303  
Paula Kaszuba

**MEDIA SEMINAR** $270.00

This course offers students opportunities to develop associations with the working media. Each class meeting includes a presentation by local media personalities followed by discussion and a question and answer period. Topics include lighting, make-up, news productions, weather, news anchor, announcing, sportscasting, movie productions, and management.

PGEN 1551A  
June 1-24  
Time TBA  
M-F  
D303  
Paula Kaszuba

**TV DIRECTING** $270.00

Principles of organizing and directing a video production. Theory and practice of aesthetic and practical skills will be developed as students analyze and plan a video program for in-class presentation. *This course is open to both credit and non-credit students.*

PGEN 1505A  
June 1-24  
Time TBA  
M-F  
D303  
Paula Kaszuba

**VOICE AND DICTION** $270.00

This is a non-technical approach to developing correct, expressive speech. Specific emphasis is placed upon pronunciation, dialect, study of the IPA, and the development of General American Speech. It includes the mechanics of vocal production and an examination of performance technique. Textbook approx. $98. *This course is open to both credit and non-credit students.*

PGEN 1509A  
June 1-24  
8:00 am-10:45 am  
M-Th  
D303  
Peggy Byers

**YOU'RE ON THE AIR...HOW TO REALLY MAKE IT IN VOICE-OVERS** $29.00

Voice-overs are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would next be impossible to break into this field. Not so! In this class you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Sheryl Powers, a successful voice-over artist (Mattress Giant, American Gold and Silver Exchange, Funjet Vacations, etc.), will introduce students to the voice-over business as a whole. She will talk about the numerous opportunities; discuss voice-over technique, the income potential, and the all-important demo and how to have it produced. You’ll step up to the microphone to do some practice recording, and best of all, hear the results!

PGEN 1064A  
July 17  
3:00 pm-5:00 pm  
Sa  
D227  
Sheryl Powers

**FILM & ENTERTAINMENT ONLINE**

**AMERICAN CINEMA** $270.00

Through American Cinema, students will acquire a working knowledge of American film history; recognize and use basic technical and critical vocabulary; understand how technology of the cinema relates to film art; gain a fundamental background in the economic structure of the film industry; enhance their ability to think, speak, and write critically in an increasingly visual and technological culture. Textbook approx. $82

PGEN 1552A  
June 1-July 22  
Internet  
Paula Kaszuba

**COPYWRITING** $270.00

This course provides practice in preparing marketable scripts for local stations where beginning jobs are generally available. Students will sharpen specific copywriting skills using realistic situations. Textbook approx. $92

PGEN1553A  
June 1-July 22  
Internet  
Peggy Byers

**PHOTOGRAPHY, INTRODUCTION** $270.00

This is an introductory course in digital photography which approaches the medium as an art form. This is a technical skill providing a unique means of human communication. The student is introduced to basic mechanical principles of the camera. The student learns how photography has influenced human perception and communication. The student is provided with techniques for responding to the content and structure of photographs. An adjustable digital camera is required. Textbook approx. $120.00 *This course is open to credit and non-credit students.*

PGEN 1554A  
June 1-24  
Internet  
Peggy Byers

View our online catalog @ www.bpcc.edu/continuingeducation
HOW MAY I HELP YOU?

CUSTOMER SERVICE
FOR THE RETAIL INDUSTRY
$99.00

Learn to be more effective and successful in your sales and service career. This course is designed to provide the fundamentals of providing customer service in a retail environment.

PWFD 1004A       June 22-24               9:00 am -11:00 am     Tu Th        D229    Donald Jagot
PWFD 1004B       June 22-24               6:00 pm- 8:00 pm       Tu Th        D229    Donald Jagot

SELLING CUSTOMER SERVICE
TO YOUR TEAM
$99.00

Perfect for team leaders, supervisors and managers of customer service representatives. This course will help leaders close the gaps in providing customer service. Course topics include: Recognizing the role of employee loyalty, empowering employees to succeed, teamwork, understanding and dealing with employee turnoffs.

PWFD 1011A       July 13-15               9:00 am–11:00 am     Tu Th        D229    Donald Jagot
PWFD 1011B       July 13-15               6:00 pm–8:00 pm       Tu Th        D229    Donald Jagot

CUSTOMER SERVICE
Seminar
AUGUST 3
8:00AM-12:30PM
$99.00

Providing customer service is a critical component of any business. The Fundamentals of Excellent Customer Service Seminar will focus on providing the foundation of skills necessary to build lasting customer relationships. Topics include:

- Listening to your Customer and Meeting their Needs
- The Importance of First Impressions and Appearances
- Building Customer Relationships
- Resolving Customer Complaints
- How your Attitude Affects your Customers Behavior
- Telephone Etiquette and Body Language

PWFD 1001A       August 3               8:00 am-12:30 pm       Tu        D215    Donald Jagot

OPENING A CHILD CARE CENTER
$49.00

Would you love to have a career that affects children in a positive way? You will be provided valuable information regarding location, building requirements and design, staffing, training, funding sources, and licensing requirements to open a child care center. Question and answer time will be provided.

PGEN 1089A       July 19-21             5:20 pm-7:20 pm     M & W        TBA    Tim Cain

TABLE CONTINUING EDUCATION:
INVESTIGATIVE TECHNIQUES
& RESOURCES
$99.00

Successful investigation can be grouped in the following three categories: locating information, conducting investigative interviews, and conducting effective surveillance. This course will cover all three techniques and will include live demonstrations and hands on examination of equipment used during investigations.

PGEN 1059A       June 1                8:00 am-5:00 pm       Tu        D207    Jerry DeFatta

TRAIN THE TRAINER
$99.00

DHH APPROVED - This train-the-trainer workshop covers the fundamentals of providing good training and instruction: effective presentations, learning environments, instruction methods, learning styles, visual aids, evaluation and assessment. This course is for those who provide training in the workplace as well as beginning trainers and project leaders.

PGEN 0005A       June 5                8:00 am-5:00 pm       Sa        D228    Marilyn Wright

FOOD SAFETY
CERTIFICATION
$99.00

This course and examination prepares the student to apply for the state Food Safety Certificate. Instruction focuses on food handling techniques, preventing food-borne illnesses, maintaining sanitary facilities and equipment, reducing liability, training and supervising employees in safe food handling. Senior Citizen discount does not apply. New textbook is required approx. $76.00; used book does not include the necessary answer sheet for the exam.

PHSP 0201A       June 5                8:00 am – 5:00 pm       Sa        D207    Marilyn Johnston
PHSP 0201B       June 26               8:00 am – 5:00 pm       Sa        D207    John Shaw
PHSP 0201C       July 17               8:00 am – 5:00 pm       Sa        D207    John Shaw
**MEDICAL**

**CERTIFIED NURSE ASSISTANT PROGRAM**  $795.00

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 clinicals. 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. Textbook approx. $96.00 Senior citizen discount does not apply. Students will receive CNA certificate after all fees have been paid.

**Orientation:** 6/1, 9 am-12 noon

**Graduation:** 8/13, 1 pm

PMED 1011A  June 1-Aug 12  8:30 am-12:30 pm  M-Th  D228

PMED 1011B  June 1-Aug 12  5:00 pm-9:00 pm  M-Th  D228

Marilyn Wright

**MEDICAL TERMINOLOGY MADE EASY**  $99.00

Translate the language of medicine by using this easy programmed learning, word-building system. Organized by body systems, it explores prefixes, suffixes, root words, combining forms, abbreviations, and symbols that comprise most medical terms. Good course for those going into medical coding. Textbook/audiocassette approx. $82.00.

PMED 1021A  June 7-July 19  6:30 pm - 9:30 pm  M  D227

Cheri McManus

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**SPANISH FOR THE WORKPLACE**

**SURVIVAL SPANISH FOR APARTMENT MANAGEMENT**  $179.00

Spanish for Apartment Management is designed to aid apartment managers communicate essential information to their Spanish speaking tenants. Topics include: obtaining applicant’s information, background checks, explaining general housing information (A/C, laundry facilities, etc.), rules and regulations, lease issues, and more. No previous knowledge of Spanish required. Textbook approx. $19

PWFD 1075A  July 6-22  6:30 pm-8:30 pm  Tu & Th  D116

Mark Hux

**SURVIVAL SPANISH FOR CONSTRUCTION SITES**  $179.00

Spanish for Construction Sites is designed for those in need of basic Spanish on the work site. No previous knowledge of Spanish required. Topics include: employment issues, time and work schedule issues, medical emergencies, safety issues, and general construction commands. Textbook approx. $19

PWFD 1074A  July 1-22  6:30 pm-8:30 pm  M & W  D116

Mark Hux

**SURVIVAL SPANISH FOR EMT’S AND PARAMEDICS**  $259.00

Survival Spanish for EMT’s and Paramedics is an intensive course designed to equip emergency medical response personnel with emergency Spanish commands, questions and statements that may be used in emergency medical situations. Special emphasis is placed on arrival on the scene, assessment of chief complaint, initial treatment and body commands. Participants will engage in role-playing and simulations. In addition, responders are introduced to a wide variety of cross-cultural issues that may aid them in better understanding and/or communicating with Spanish-speaking individuals. Previous knowledge of Spanish not a requirement. Textbook approx. $26

1.5 CEUs

PWFD 1072A  June 7-28  6:30 pm - 8:30 pm  M & W  D116

Mark Hux  (Wed, June 28, 6:30 pm-9:45 pm)

**SURVIVAL SPANISH FOR NURSES**  $259.00

Survival Spanish for Nurses is designed for those seeking a basic communication of Spanish used within the workplace. Participants will engage in role-playing and simulations. Topics covered include: positioning of the patient for treatment, techniques to calm and reassure the patient, conducting a basic interview, diagnostic and assessment questions, and how to explain basic routine treatment procedures. Previous knowledge of Spanish not a requirement. Textbook approx. $26

1.5 CEUs

PWFD 1073A  June 1-22  6:30 pm - 8:30 pm  Tu & Th  D116

Mark Hux  (Thurs, June 22, 6:30 pm-9:45 pm)

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**MANUFACTURING**

**Certified Manufacturing Specialist™ Training**  166 hours

**FREE TUITION!**

Next class July-August 2010!

*Must pass free work skills assessment

The Certified Manufacturing Specialist™ Training Program provides workers the training to obtain a job with Louisiana’s manufacturing companies. Students completing this course will have a strong advantage when applying for jobs.

Designed by industry-training professionals, this program provides the practical, up-to-date skills a manufacturing team needs—from precision measurement and critical thinking to computer technology and plant safety, along with interpersonal skills such as decision-making and managing change.

For more information contact Jasmine Horton 318-678-6221 or email at jhorton@bpcc.edu
**BANKING**

**FOCUS ON COMPLIANCE**  $695

The #1 reason cited for lowered compliance ratings by bank examiners is lack of adequate compliance training for appropriate personnel. The #2 reason is outdated or inaccessible policies and procedures regarding banking regulations. This course addresses every regulation an organization needs—guaranteed!

*IBAN 0003 (10 CEUs)*

**ACIEHING COMMERICAL LENDING EXCELLENCE**  $695

This comprehensive commercial lending training program is designed to teach you how to meet your sales goals while following your commercial loan policy and proper procedures. Provides an overview of commercial lending, commercial loan products, communication and sales skills, and business and financial analysis training.

*IBAN 0004 (7 CEUs)*

**ACIEHING CONSUMER LENDING EXCELLENCE**  $695

Learn the importance of a lender's role at the bank, types of loans and borrowers, how to accurately complete an application, what happens to the application after you submit it. Learn how to communicate lending decisions and sell additional products and services following bank policy and procedures.

*IBAN 0005 (7 CEUs)*

**ACIEHING TELLER EXCELLENCE**  $595

Tellers are the heart of any Bank's retail operation. To customers, they are the Bank. Without excellence on the teller line, no branch can maximize its financial success. Banks from coast to coast are looking for tellers who are professional and prepared. This comprehensive program teaches you the knowledge, skills and attitude to make you the best teller you can be. Over 300,000 tellers around the world trained!

*IBAN 0006 (7 CEUs)*

**ACIEHING BRANCHWIDE SECURITY**  $595

Learn the importance of security with specific emphasis on opening and closing procedures, robberies, bomb threats, kidnappings, fires, medical emergencies, and various types of cons and frauds you may encounter. Learn how to be on the lookout for internal fraud. You'll be trained to recognize information theft and identity theft, two of the most frequently perpetrated frauds today.

*IBAN 0007*

**ACHIEVING BANKING EXCELLENCE**  $595

Learn the history of banking, your role in the bank and the overall banking industry culture, giving you a true feeling of pride as well as a sense of responsibility for the Bank's bottom line. You will also learn how to sell and service the Bank's products while following bank policy and procedures.

*IBAN 0008*

**ACHIEVING PLATFORM EXCELLENCE**  $595

Achieving Platform Excellence starts at the beginning, because some platform professionals know a lot about the bank and others know very little. Begin with an overview of the industry, and then address the tasks and responsibilities of the platform personnel. Learn how to sell and service the Bank's products while following bank policy and procedures.

*IBAN 0009 (7 CEUs)*

**ACHIEVING SALES AND SERVICE EXCELLENCE**  $595

This course begins with an overview of the industry, and addresses the tasks and responsibilities of sales and service team members. Learn a model for successfully communicating with customers while providing outstanding sales and service. Also learn how to sell products following proper policy and procedures.

*IBAN 0010 (4 CEUs)*

**TAKE MORE CLASSES & SAVE**

**ACHIEVING TELLER EXCELLENCE BUNDLE**  $1,295


*IBAN 0001 (7 CEUs)*

**ACHIEVING HEAD TELLER EXCELLENCE BUNDLE**  $1,695

Includes: 3 courses above PLUS Achieving Platform Excellence and Achieving Sales and Service Excellence

*IBAN 0002 (18 CEUs)*

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**iCapstone Leadership ONLINE**  $399

Core modules include:
- Leadership
- Performance Management
- Communication
- Effective Teams

Approved for CEUs by the Louisiana Society of CPAs (LCPA) and Louisiana Hospital Association (LHA)

Self-paced course will help participants become more effective managers and improve the performance of their team. Online assessment at the beginning of the course enables the training to be personally-based to your own leadership style. Includes unlimited access to training course for one calendar year.

To register, complete registration form or go to www.bpcc.edu/continuingeducation. Include email address on registration form. Link with log-in information for course will be emailed to each participant.

**COURSE CODE: ISSA 0001**
ENROLL NOW! VISIT WWW.ED2GO.COM/BPCC OR CALL (318) 678-6015. ALL COURSES REQUIRE INTERNET ACCESS, EMAIL AND WEB BROWSER. SOME COURSES MAY HAVE ADDITIONAL REQUIREMENTS.

CAREER TRAINING PROGRAM COURSE LIST

BUSINESS AND MANAGEMENT
- Administrative Professional with Microsoft Office 2007 Master
- Administrative Professional with Microsoft Specialist
- Certified Bookkeeper
- Certified National Pharmaceutical Representative
- Event Management and Design
- Fitness Business Management
- Lean Mastery
- Management for IT Professionals
- Non-Profit Management
- Six Sigma Black Belt
- Six Sigma Green Belt

COMPUTERS AND TECHNOLOGY
- .NET Training
- AutoCAD 2007
- AutoCAD 2009
- Cisco CCNA Certification Training
- Comp TIA A+ Certification Training
- Comp TIA Network+ Certification Training
- Comp TIA Security+ Certification Training
- Help Desk Analyst: Tier 1 Support Specialist
- Microsoft Certified Application Specialist
- Microsoft Certified Application Specialist: Office 2007 and Windows Vista
- Microsoft Certified Desktop Support Technician (MCSD)
- Microsoft Certified System Administrator 2003 (MCSA)
- Microsoft Certified System Administrator Plus 2003
- Microsoft Certified System Engineer 2003
- Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)

GRAPHIC AND MULTIMEDIA DESIGN
- Interior Design
- Webmaster
- Web Design Certificate

HEALTHCARE AND FITNESS
- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology
- Advanced Coding for the Physician’s Office
- Advanced Hospital Coding and CCS Prep
- Advanced Personal Fitness Trainer 95
- Certified National Pharmaceutical Representative

ED2GO ONLINE

Clinical Dental Assistant
Emergency Management Training for First Responders
Medical Terminology
Medical Transcription
Pharmacy Technician

SKILLED TRADES AND INDUSTRIAL
- Certified Indoor Air Quality Manager (CIAQM)
- Chemical Plant Operations
- Home Inspection Certificate
- HVAC Technician
- Modern Automotive Service Technician
- Oil Refinery Operations
- Paper Mill Operations
- Power Plant Operations
- Natural Gas Plant Operations

COURSES IN SUSTAINABLE ENERGY AND GOING GREEN

ED2GO COURSES START AS LOW AS $95

ACCOUNTING
- Accounting Fundamentals (US)
- Accounting Fundamentals II (US)
- Performing Payroll in QuickBooks 2007 (US)
- Performing Payroll in QuickBooks 2009 (US)

BUSINESS AND MANAGEMENT
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Employment Law Fundamentals (US)
- Fundamentals of Supervision and Management
- Fundamentals of Technical Writing
- Going Green at the Workplace
- Interpersonal Communication
- Keys to Effective Communication
- Principles of Sales Management
- Project Management Applications
- Project Management Fundamentals
- Six Sigma: Total Quality Applications
- Six Sigma: Total Quality Fundamentals
- Understanding the Human Resources Function

BUSINESS WRITING
- Business and Marketing Writing
- Effective Business Writing

CHILDREN, PARENTS AND FAMILY
- Enhancing Language Development in Childhood
- Everyday Math
- Genealogy Basics (US)

COMPUTER APPLICATIONS
- MS Office Applications for 2003-2007

GRANT WRITING
- A to Z Grant Writing (US)
- Advanced Grant Proposal Writing (US)
- Get Grants! (US)

GRANT WRITING & NONPROFIT
- Introduction to Nonprofit Management

HEALTH CARE
- Become a Physical Therapy Aide
- Become an Optical Assistant (US)
- Certificate in Legal & Ethical Issues in Nursing
- Certificate in Pain Assessment and Management
- HIPAA Compliance

JOB SEARCH
- Resume Writing Workshop

LANGUAGES
- Beginning Conversational French
- Conversational Japanese
- Grammar Refresher (US)
- Instant Italian

LAW AND LEGAL
- Business Law for the Small Business Owner (US)

PERSONAL FINANCE
- Introduction to Stock Options (US)

START YOUR OWN BUSINESS
- Creating a Successful Business Plan

VETERINARY
- Become a Veterinary Assistant

MORE COURSES AVAILABLE AT WWW.ED2GO.COM/BPCC

New course sessions begin 3rd Wednesday of each month!
CONTINUING EDUCATION REGISTRATION FORM

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<th>Last Name</th>
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<th>Social Security #</th>
<th>Date of Birth</th>
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Ethnic Origin Information is used for federal and state reporting only:
- Hispanic/Latino: Yes ☐ No ☐
- If no, check one or more of the following:
  - White ☐
  - Black/African American ☐
  - American Indian/Alaskan Native ☐
  - Asian ☐
  - Native Hawaiian or Other Pacific Islander ☐
  - Foreign/Non-Resident ☐

COURSE NUMBER | COURSE NAME | FEE
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Senior Citizen Discount: Age 60 and older receive a 10% discount on all classes except Professional and On-Line courses. The discount applies to fees only, not to books or supplies, and must be requested at time of registration.

Credit/Debit Card Information
- Card Type
- Card Number
- Name on Card
- Expiration Date

Make checks payable to BPCC. ☐ Check Enclosed.
- Cash Amount:
- Check # Amount:
- Credit/Debit Card Amount:

Phone In ☐ FAX ☐ Mail ☐ Walk In ☐ Online ☐

Refund Policy: 90% refund if requested at least three days prior to first class meeting. Refunds will not be made after the class begins. Please allow three weeks for refund to arrive.

How did you find out about this course?
- Newspaper - Catalog Insert
- Newspaper - Print Ad
- Catalog Mailing
- BPCC Online
- Friend
- Forum News
- Red River Mans Magazine
- KTBS.com
- Bossier Chamber of Commerce