SO MANY ROADS TO TAKE!
WHICH WILL YOU CHOOSE?

PROFESSIONAL
Get your certification, learn Accounting & Tax Preparation, or learn a new language! So many classes offered!

ONLINE LEARNING
Start anytime and set your own pace. Offered in partnership with Ed2Go®.

COLLEGE PREP
Start your preparation for the ACT and review your knowledge with BPCC’s free online, non-credit classes.

SPECIALIZED TRAINING SERVICES
Think of us as a branch of your training department.

PERSONAL ENRICHMENT
It’s time to do something for you! Learn a new hobby or strengthen your skills in art, sewing, languages, and sports.
INTRODUCTION

About Workforce Development and Continuing Education......................2
Financial Assistance.......................................................................................2
Instructor Opportunites..................................................................................2

PROFESSIONAL

Certifications, Pre-Licensing Education/Exam Review.........................3-5
Accounting & Tax Preparation.................................................................5
Banking.........................................................................................................5
Communication, Languages, & Writing......................................................6
Medical........................................................................................................6
Computer Training......................................................................................7-8

ONLINE LEARNING

Ed2Go®...................................................................................................9
OnCourse Learning®..................................................................................9

COLLEGE PREPARATION

ACT® Prep Classes....................................................................................10
Online Post Graduate Entrance Exam Preparation & Programs.......10

OPEN CAMPUS™....................................................................................11

TESTING CENTER.....................................................................................12

PERSONAL ENRICHMENT CLASSES..............................................13-14

REGISTER..............................................................................................15

FORMS

Continuing Education Registration Form.............................................16
BPCC Campus Map..................................................................................17

SYMBOL LEGEND

SCHOLARSHIP
NEW COURSE
TEXTBOOK/SUPPLIES
REQUIRED
MINIMUM AGE

FALL 2016
Session Dates:
August 15-December 9

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

No Classes - Office Closed:
Monday, September 5:
Labor Day
Thursday, November 24-
Friday, November 25:
Thanksgiving Break
December 20-January 2:
Christmas/New Year’s Break

Campus map is provided on last page.

Visit www.BPCC.edu
for more information or call
318.678.6000.

6220 East Texas Street
Bossier City, LA  71111
Welcome to Bossier Parish Community College

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.
PROFESSIONAL

CERTIFICATIONS & PRE-LICENSING
EDUCATION/EXAM REVIEW

2016 CPB MEDICAL BILLING TRAINING
The Advanced Reimbursement course helps prepare individuals for the Certified Professional Billing certification through the American Academy of Professional Coders. This course will cover types of insurance plans, reimbursement, collections, billing regulations AR reports, RA's LCDs, NCDs, appeal letters and claims follow-up reports. This course prepares you to take the CPB Exam. There is a minimum age of 18. $588
PMED1114A 10/5-11/16 5:30 PM-8:30 PM M,W D227 Michelle Harris

CPC EXAM PREP
Preparing to take the Certified Professional Coder Certification Exam with AAPC? In this course students will review coding guidelines for ICD-10, CPT and HCPCS, medical terminology, anatomy reimbursement issues as well as provide students with test taking tips and practice exams. Prior medical coding coursework OR at least 2 years medical coding experience required. There is a minimum age of 18. $599
PMED1098A 8/15-10/3 5:30 PM-8:30 PM M,W D227 Michelle Harris

BASIC FLORAL DESIGN
This class is suitable for the basic hobbyist or those who want to become 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
PGEN1009A 9/13-12/6 1:00 PM-4:00 PM Tu 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, October 20, 2016. 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 18. $849
PMED1011A 9/7-11/17 8:00 AM-12:00 PM M-Th D228 Shaunda Burns

SERVSAFE® 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, 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, BPCC will no longer mail certificates or score analysis. Students will receive their certificate and score analysis via email from ServSafe®.
NOTARY PUBLIC EXAM PREPARATION

This study course provides up to date content geared towards the current exam format and questions to best prepare individuals for the challenging Louisiana Notary Public exam. Students must bring the LA NOTARY PUBLIC EXAMINATION OFFICIAL STUDY GUIDE available from the Office of the LA Secretary of State (http://www.sos.la.gov/NotaryAndCertifications/PrepareForTheNotaryExam) for approximately $100. There is a minimum age of 18.

The exam is given twice a year on the first Saturday in June and December. The LA Secretary of State website provides detailed information on how to become a Notary. Refer to the Secretary of State website to determine which book editions match your planned exam date. $309 There is a minimum age of 18.

PARA1111A 8/30 - 11/15 6:00 PM- 9:00 PM Tu D226 Rita Bacot

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. Register online at http://www.gatlineducation.com/bpcc/business.htm (GES 209) 300 hours $1,995

PERSONAL FITNESS TRAINER CERTIFICATION

Become a certified personal trainer! W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. This challenging course is taught over a nine-week period for better retention and skill competency, with the national exam given on the sixth week. It includes 16 hours of lecture and 16 hours of hands-on practical training, followed by a 30-hour internship. The course covers biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. Students must be CPR/AED certified. View the frequently asked questions available on our website. (Because this course is self-supporting, no tuition waivers or exemptions are allowed.) Textbook is required and not included in course fees; it can be ordered by calling 888-330-9487 or going to witseducation.com. There is a minimum age of 18. $699

PGEN1570A 10/1 - 12/3 9:00 AM- 2:00 PM 5 D226 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. Class will not meet 11/23 and 11/25 due to holidays. 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

PGEN1001A 9/12 - 12/7 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: $69.97
Includes 2 CE seminars:
• Ethics & Responsibilities of Tax Professionals (3 CEs)
• 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**

**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/lgpnucf](http://tinyurl.com/lgpnucf) 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

**MEDICAL**

**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, October 20, 2016. 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 18. $849

**PMED1011A** 9/7-11/17 8:00 AM-12:00 PM
M-Th D228 Shaunda Burns
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

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.

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.

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

COMPUTER TRAINING

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 16. $39

CBAS2114A  9/13   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 16. $39

CBAS2113A  10/4   9:00 AM-1:00 PM
Tu   D 118  Cheryl Wieser

WINDOWS 10
Get started using Windows 10 by learning how to navigate the Windows 10 interface, as well as use its features and apps. Work with tiles, search with Cortana, check out the new browser Edge and more. There is a minimum age of 16. $109

CBAS2301A  10/18-11/8   8:30 AM-11:30 AM
T   D118  Cheryl Wieser

MICROSOFT EXCEL® 2013, BASIC
This introductory course to Microsoft Excel® 2013 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 16. $99

CAPP2365A  9/20-9/29  6:00 PM- 9:00 PM
Tu,Th   D127   Stacie Slabaugh

CAPP2412A  10/25-11/2  5:45 PM- 8:00 PM
Tu,W   D127   Jameshia Smith
MICROSOFT WORD® 2013, BASIC
Learn about the basic features of Word 2013 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. $99 There is a minimum age of 16. $99
CAPP2362A 9/19-9/22 9:00 AM-12:00 PM
M-Th  D118  Stacie Slabaugh
CAPP2411A 10/11-10/19 5:45 PM- 8:00 PM
Tu, W  D127  Jameshia Smith

MICROSOFT POWERPOINT® 2013, BEGINNER
Students will learn to work with graphics and diagrams, produce a mail merge, and to enhance the appearance of multi-page documents using styles and templates. This course is a natural progression from the Microsoft Word, Basic course. There is a minimum age of 16. $99
CAPP2413A 8/20-9/24 10:30 AM- 1:00 PM
Sa  D118  Karen Weaver
CAPP2364A 9/26-9/29 9:00 AM-12:00 PM
M-Th  D118  Stacie Slabaugh
CAPP2413B 12/6-12/14 5:45 PM- 8:00 PM
Tu, W  D127  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
CAPP2409A 9/12-10/17 6:00 PM- 9:00 PM
M  D118  Barbara Cox

QUICKBOOKS® 2015, 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
CAPP2410A 10/31-12/12 6:00 PM- 9:00 PM
M  D118  Barbara Cox
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!

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!

SKILLED TRADES/INDUSTRIAL/SUSTAINABLE ENERGY
• HVAC
• Green Energy & Sustainability
• Oil & Gas & Biofuel Operations
• Purchasing & Supply Chain Management
• AND MORE!

Insurance · Mortgage · Home Inspection & Energy
Online courses offered in partnership with OnCourse Learning® include National and Louisiana courses for pre-licensing and continuing education. Curriculum varies by individual state regulations.

For more information about courses available and to register call 1.800.441.9411 extension: 5933
ACT PREP BOOTCAMP
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, Math, Reading, Science, optional writing section, and test-taking strategies. Registration for the course does not include registration for the exam. Book is included with course. $249

LEDU4429A 9/13-10/8 5:00 PM-8:00 PM
Tu, Th, Sa  D 227 Instructor varies by subject covered
Class meets Tuesdays and Thursdays 9/13 – 10/6 from 5:00 p.m. to 8:00 p.m. and on Saturday 10/8 from 9:00 am - 1:00 pm.

LEDU4429B 10/25-11/19 5:00 PM-8:00 PM
Tu, Th, Sa  D 227 Instructor varies by subject covered
Class meets Tuesdays and Thursdays 10/25 – 11/17 from 5:00 p.m. to 8:00 p.m. and on Saturday 11/19 from 9:00 am - 1:00 pm.

INDIVIDUAL WORKSHOPS OFFERED FOR $59 EACH!

SCIENCE
LEDU4434A 12/3 9:00 AM - 1:00 PM
Sa D227 Christy McKay

READING
LEDU4433A 9/24 9:00 AM - 1:00 PM
Sa D227 Christy McKay
LEDU4433B 11/12 9:00 AM - 1:00 PM
Sa D227 Christy McKay

MATH
LEDU4432A 9/17 9:00 AM - 1:00 PM
Sa D227 Tifarah Dial
LEDU4432B 11/5 9:00 AM - 1:00 PM
Sa D227 Tifarah Dial

ENGLISH
LEDU4430A 8/27 9:00 AM - 1:00 PM
Sa D227 Christy McKay
LEDU4430B 10/22 9:00 AM - 1:00 PM
Sa D227 Christy McKay

Online Post-Graduate Entrance Exam Preparation & Programs for:
GRE, GMAT, LSAT, AND PRAXIS

In Partnership with Ed2Go®

For more information to and to register visit, http://www.ed2go.com/bpcc/
OPEN CAMPUS™ - FREE TRAINING

OPEN CAMPUS™ - FREE TRAINING

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

Need assistance? Contact Allison Martin at amartin@bpcc.edu or click here to learn more:
http://www.bpcc.edu/opencampus/

FREE ONLINE COURSES!

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 TiYonda McCoy at 318.678.6197 or through email at tmccoy@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 make-up tests-Building E, Room 121. Email studentexams@bpcc.edu for questions.
CHRISTMAS GRAPEVINE DOOR PIECE
Create a wonderfully unique Christmas door piece out of grapevines. Embellish with elegant ornaments and ribbons. 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. $29
LCFT4592A  11/28  5:30 PM-8:00 PM
M   D207  Lori Bias-Clark

MONOPRINTING THE GELLI PLATE WAY
Monoprinting is easy, exciting and FUN! Create beautiful layered prints with the new, inexpensive printing plate called the Gelli Plate. Simple acrylic craft paint and stencils make each print an unique, surprise reveal. Learn the use and care of the Gelli Plate along with the type of paper and paints. Create cards, banner art journals, and collages with prints. No art experience required, just a desire to create and PLAY! $79
LART4080A  9/10 – 9/17  10:00 AM-1:00 PM
Sat   D207  Melissa Jordan
LART4080B  10/1 – 10/8  10:00 AM-1:00 PM
Sat   D207  Melissa Jordan

NATURES ESSENCE FALL WREATH
In this fun hand-on class, students will create a beautiful fall grapevine wreath using various elements of nature, silk flowers and ornamental vegetables. $29
LCFT4591A  9/19  5:30 PM-8:00 PM
M   D207  Lori Bias-Clark

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 to enroll. $69
LDAN4305A  10/3-10/24  6:00 PM-7:00 PM
M   F203  Ivon Bean

LET’S DANCE THE EAST AND WEST COAST SWING
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 and West Coast Swing. No partner needed. There is a minimum age of 16 to enroll. $69
LDAN4332A  10/3-10/24  7:00 PM-8:00 PM
M   F203  Ivon Bean

AMERICAN SIGN LANGUAGE II
This course teaches the development of expressive and receptive skills. Emphasis upon whole and phrase recognition and reading of fingerspelling and numbering embedded in signed sentences. 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. Online registration is not available. To enroll, contact the Continuing Education Department at (318) 678-6015. $488
INTR104501   8/12-12/7   6:30 PM - 9:30 PM
Th  G304   Jeff Rivers

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, 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. $25 (Classes listed on the next page.)
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

SEWING

SEWING BASICS ʼ ʼ
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

LSEW5150A 9/19-9/22 9:00 AM- 12:00 PM
M, TH  D207   Salinda Barnard

LSEW5150B 10/13 - 10/20 6:00 PM- 9:00 PM
Th  D207   Salinda Barnard

BEGINNER PATTERN SEWING ʼ ʼ
Learn how to read a pattern! Grainlines, tissue patterns, notches and dots. Put all of these things together to create a pair of pajama pants. Will discuss casings, hems and elastic. STUDENTS MUST BRING SEWING MACHINE and have a basic knowledge of it. $49

LSEW5152A 11/29-12/1 6:00 PM- 8:00 PM
Tu,Th  D207   Salinda Barnard
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 F
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
## CONTINUING EDUCATION REGISTRATION FORM

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>DOB</th>
<th>SSN</th>
<th>HOME PHONE</th>
<th>WORK PHONE</th>
<th>CELL PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>GENDER</th>
<th>AGE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ETHNIC ORIGIN</th>
<th>ARE YOU HISPANIC/LATINO?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES ○ NO ○</td>
</tr>
</tbody>
</table>

**IF NO, CHECK ONE OF THE FOLLOWING:**

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

### COURSE NUMBER

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>COURSE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CREDIT/DEBIT CARD INFORMATION

<table>
<thead>
<tr>
<th>CARD TYPE</th>
<th>CARD NUMBER</th>
<th>NAME ON CARD</th>
<th>EXP DATE</th>
<th>CVV#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HOW DID YOU FIND OUT ABOUT THIS COURSE?**

- CONTINUING ED CATALOG
- BPCC WEBSITE
- EMPLOYER ______________
- FRIEND
- OTHER ____________________

**EMPLOYMENT STATUS:**

- FULL-TIME
- PART-TIME
- UNEMPLOYED
- RETIRED

MAKE CHECKS PAYABLE TO BPCC: **CHECK ENCLOSED**

### FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>AMOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>CHECK #</td>
<td>CREDIT/DEBIT CARD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.
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
BPCC Testing Center
Communication & Performing Arts
Educational Technology
Science, Nursing, & Allied Health
Workforce Development & Continuing Education

BUILDING E
Behavioral - Social Sciences & College Transition Programs
Technology, 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