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**SUMMER 2014 SESSIONS DATES:**
**JUNE 2 – AUGUST 29**

**OFFICE HOURS:**
**MONDAY – FRIDAY 7:30 A.M. – 4:30 P.M.**

**NO CLASSES - OFFICE CLOSED:**
**FRIDAY, JULY 4**
**Workforce Development & Continuing Education**

We provide a wide range of professional and personal enrichment opportunities designed with you in mind. Classes are conveniently scheduled, affordable, and taught by talented professionals and experts. Regardless of your age or educational goal, we have a class to help keep you current with today’s trends and technologies, help you get ahead in life and career, or just have fun! For an up-to-date listing of courses offered, schedules and descriptions, please visit us online.

**Bossier Parish Community College**  
Workforce Development & 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

**FINANCIAL ASSISTANCE:**

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

- Some of our online training partners offer loans and payment plans.
- You may qualify for tax deductions available for work related education. Visit irs.gov or consult with your tax preparer for more information.

**INSTRUCTOR OPPORTUNITIES!**

- Microsoft Office & Adobe Software Applications with daytime availability.
- American Red Cross Babysitting Course Instructor
- Certified Hazardous Materials Management Exam Prep
- Employment Law
- Health Insurance Portability and Accountability Act (HIPAA)
- 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”.

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FRIDAY, JULY 4
Workforce Development and Continuing Education
extends the resources of the College to companies, organizations and groups by providing a staff of trained professionals to assist in determining both short and long-term training needs. Our department is highly proactive in the delivery of non-credit courses and programs. Each individually tailored course and/or program is practical, up-to-date, competitively priced and delivered by experienced subject matter experts at the location and time of the customer’s choice.

OUR SPECIALIZED SERVICES FOR EMPLOYERS INCLUDE:

Computer Training
Leadership and Management
Team Development
Command Spanish® Occupational Spanish
Food Safety Certification
Customer Service Excellence
Communication Skills & Business Correspondence
Sales and Marketing
Lean
Safety
Mechanical Aptitude Assessments
WorkKeys® Assessments

NEW FOR EMPLOYERS!
Mechanical Skills Assessment using the Standard Timing Model (STM)

Lower the Risk & Cost of Hiring and Drive Performance by Identifying Skills Prior to Hire.

- Improved Performance & Profitability
- Identify Problem Solving Skills
- Measure Competencies & Instinct
- Identify Troubleshooting Ability
- Identify Trainability
- Separate Candidates by Skill Level
- Match the Right Person with the Right Job
- Reduce Employee Turnover

The Standard Timing Model is our mechanical skills assessment tool used to identify “mechanical instinct” skills and competencies when hiring machine operators, maintenance mechanics, electro-mechanical personnel, assemblers, or technicians. The process identifies skills such as troubleshooting ability, spatial perception, quality differentiation, hand-eye coordination, qualitative and quantitative reasoning ability, the understanding of different mechanical components, and the understanding of mechanical Stroke, Timing, and Position. To learn more please contact Sean Downing at 678-6551.
INCUMBENT WORKER TRAINING PROGRAM

“Think of us as a branch of your training department.”

Are you interested in funding that will pay to train your employees?

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

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

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

Two ways employers can apply for IWTP funding:

1) If you are a medium to large organization with a wide range of training needs and you need customized training delivered on-site, then IWTP’s Customized Training program may be right for you.

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

Call us at 678-6551 if you are interested in Customized Training through IWTP.

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

Most all of BPCC’s Professional Continuing Education courses qualify for SBET. If you are interested in applying for this program, contact the Louisiana Workforce Commission at 1-866-725-IWTP (4987) or visit their website:

www.laworks.net/WorkforceDev/IWTP/IWTP_SmallBusiness.asp

“As our IWTP grant administrator, BPCC did an outstanding job of staying in contact and ensuring we were on target to meet our goals. BPCC also provided excellent support with training; their instructors were very professional and knowledgeable.

Richard Smith, HR Administrator, Southland Printing Company, Inc.
Whether you are a BPCC student, a student attending another college, enlisted in the military, or a member of the workforce, BPCC’s Testing Centers provide test services to help you meet your academic and professional testing needs.

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

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 Contracts  
• Castle WorldWide  
• Pearson VUE  
• Certiport

National Test Services:

• GRE Subject Exams  
• Law School Admission Test  
• Multistate Professional Responsibility  
• Examination

High School Equivalency Test (HiSET):

• For information about HiSET classes offered by BPCC’s College Transition Programs, contact Amanda Reese, 318-742-6783, areece@bpcc.edu  
• To register for HiSET tests, http://www.hiset.etc.org/  
• For more information about HiSET tests, contact BPCC’s Testing Center, 318-678-6002, or email testing@bpcc.edu
Certifications, Pre-Licensing Education/Exam Review

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. $299

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.

Certified Nurse Assistant in Building D, Suite 134. Split payment option due by Monday, August 4, 2014. Those who wish to receive CNA certificate after all fees have been paid. 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 bring $125 the first day of class for required textbook so students will need a new book. $99

PMED1011A 7/22-7/31 9:30 AM-3:30 PM
Tu, W, Th D 207 Lori Bias-Clark

Certified Nurse Assistant Online

Food Safety Certification
Our National Restaurant Association approved Food Safety Certification course prepares the participant 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. $99

PHSP0201A 6/21 8:00 AM-5:00 PM Sa D 226 John Shaw
PHSP0201B 7/12 8:00 AM-5:00 PM Sa D 207 John Shaw
PHSP0201C 8/9 8:00 AM-5:00 PM Sa D 226 John Shaw

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

Network Essentials: Network+ Certification Course
Develop fundamental networking skills including an understanding of network hardware, installation, security and troubleshooting in a corporate environment. Through classroom and hands-on activities, learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ certification exam. This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. Certification Exam will be given at the end of the course. Price includes fees and exam associated with the course. Required textbook available for purchase at the BPCC Bookstore.

Support of Emerging Technologies: A+ Certification Course
This course prepares students to take the CompTIA A+ Certification exam. Combination of classroom lecture and online instruction. CompTIA A+ Certification Exam will be given at the end of the course. This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. Price includes fees and exam associated with the course. Required textbook available for purchase at the BPCC Bookstore. $689

CIT112801 5/28-7/21 8:00 AM-9:15 AM
M, W G315 Tom Hopkins

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, CSSR, 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

**Introduction to Broadcasting**
This course is taught with a combination of online and classroom instruction. Students will receive schedule and assignments upon enrollment in course. An overview of the various forms of telecommunications devices, techniques, and utilizatons such as basic video production, editing, camera usage, terminology, reception and various forms of communication media. This course is open to both credit and non-credit students. Price includes fees associated with the course. $349

**COMM170150** 5/28-6/24 8:00 AM-10:45 AM M-Th D 311 Peggy Byers

**Voice and Diction**
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. The course includes the mechanics of vocal production and an examination of performance technique. 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. $349

**COMM213150** 5/28-6/24 11:00 AM-1:45 PM M-Th D 311 Peggy Byers

**Industry/Technology Education & Safety**

**Home Inspection Distance Learning Master Course**

100% ONLINE distance learning offered by the American Home Inspectors Training Institute. Learn the fundamentals of inspecting structure, exteriors, roofing, electrical, plumbing, heating/cooling systems, insulation/ventilation systems, report writing, business development and marketing strategies. Learn to identify and properly document defects of a residential property within the standards of the industry, essential skills in working with realtors, mortgage brokers, attorneys and financial institutions which play a key role in real estate transactions, how to make better purchasing decisions or start a business as a licensed home inspector. This course is approved by the Louisiana State Board of Home Inspectors (LSBHI) for the 90 hours of classroom education required to apply for a license. Over 90% of the students who have taken this course pass the licensing exam. Please see LSBHI’s website for exam information. Student materials are included with tuition. $895

IAH11002 Online
American Home Inspectors Training Institute

**PEC Premier Safeland/SafeGulf USA Certification**
The basics of the requirements, regulations, processes and practices of basic safety currently in place in the oil and gas industry; applicable regulations; hazard identification and assessments; specialized work procedures; typical field equipment and their inspections; accident and incident reporting, recording, and investigation requirements; contractor safety evaluations and approval criteria. Meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing his/her assigned work duties. The Safeland USA certification will be awarded upon completion of the course and certification test. This course is open to both credit and non-credit students. Before registering, non-credit students must submit verification of High School Diploma or GED and a signed letter from your employer on company letterhead verifying your employment in the oil and gas industry and your readiness for this instruction. This information must be submitted to BPCC’s Technology, Engineering and Mathematics Department at 6220 E. Texas St. Bossier City, LA 71111, Building E-129. Attn: Linda Sonnier, lsonnier@bpcc.edu. Once you have received approval for this course, please register by bringing your approval notice to D-134 or faxing the approval notice along with your registration form to 318-678-6406. Price includes fees associated with course. Required textbook is available for purchase in the BPCC Bookstore. Steel toed shoes and long sturdy pants are required in class. PPE equipment will be provided. $469

**ISAF109101** 5/28-7/21 8:00 AM – 5:00 PM Sat E145 Larry Cooper

**Leadership & Management**

**Leadership Seminar:**

**Using Personality Profiles to Lead Different People in the Best Ways**

Using the DiSC® self-assessment tool to better understand yourself and others, learn the dimensions and personality profile patterns that drive behavior. Learn how to delegate and empower employees effectively and appropriately by matching responsibilities and tasks to those with the best suited behavioral tendencies. Understand differences in attitudes, personality and behavior to improve communication and performance feedback. Use the personality profile system as a powerful tool to reinforce desirable performance, correct and prevent poor performance, reduce employees’ objections and resistance, and create a happy, motivated team. Learn the fundamentals of leadership influence and how to use situational leadership to adapt your style to each individual and situation to achieve optimal employee and organizational performance. Tuition includes the DiSC® self-assessment profile. (Class will take a break for you to enjoy lunch on your own.) This program has been pre-approved for 7 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. $99

**PWFD1122A** 6/17 8:30 AM-4:30 PM Tu D 118 James Woodham

**Building Successful Teams**

There are teams everywhere you look, sports teams, work teams, school teams…The success of every organization relies on the performance of its members. Understanding what makes a team as well as what it takes for a team to be effective, is important for managers, supervisors and team leaders at any organization. Learn about group dynamics, the stages of developing a team and its impact on organizational performance. $59

**PWFD1112A** 7/15 1:00 PM-5:00 PM Tu D 118 James Woodham

**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 & Production Operations
Intro to Field Processing of Oil & Gas • Water Survival Skills
Equipment & Techniques

Participants will be given access to the online portion of training upon registration in the course. Online coursework is self-paced. For additional information and to register, please call AHT at 877-438-0599 and tell them you are enrolling in the course offered by BPCC.
Conflict and Stress Management

Workplace conflict and stress can have a negative impact on people and organizations, so conflict and stress management must be a priority for all leaders. Learn what causes conflict and stress in the workplace and how to identify strategies to eliminate non-productive results. $59

PWFD1115A  8/13   8:30 AM-12:30 PM
Tu  D 118  James Woodham

iCapstone Leadership ONLINE

This 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.bfcc.edu/continuingeducation Include email address on registration form. Link with log-in information for course will be emailed to each participant. $399

ISSA 0001 ONLINE

The 4 Functions of Management

Every good manager plans, organizes, leads and controls whether they realize it or not. All four of these functions are equally important parts in achieving a manager’s vision and goals. Learn how mastering them can improve the effectiveness of your management skills. $59

PWFD1116A  7/15   8:00 AM-12:00 PM
Tu  D 118  James Woodham

ARE YOU AN EMPLOYER LOOKING FOR TRAINING FOR YOUR TEAM?

We’ll customize training and bring it to your door!
Call us at 678-6015.

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

9
**Adobe Photoshop**

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

Intensive semester-long course teaching the pixel-based Photoshop interface, how to customize it, and use tools for selecting parts of images. Learn to use layers and to apply layer effects and filters for creating special effects. Learn how to use the painting tools and blending modes to enhance the appearance of your designs. This is a credit course open to non-credit students. Students registering through Continuing Education will not receive academic credit hours. If you have questions about whether this course is appropriate for you, please call 678-6038. Price includes fees associated with the course. Required textbook is available for purchase in the BPCC Bookstore. **$349**

**COMM216175  6/25-7/22  9:30 AM-10:45 AM**
**M-Th, D 309 Staff**

**Adobe Lightroom 5**

An in depth look at how to use Lightroom 5 in your photo imaging workflow. Topics include: advanced healing brush, radial gradient, upright tool, smart previews and more. **$99**

**CAPP2361A  7/8-7/14  6:30 PM-9:00 PM**
**Tu,W,Th D 118 Steve Lott-Smith**

**Basic Computer Skills**

Learn basic computer terminology and how to use the mouse, taskbar, menus, toolbars, and ‘Help’ facility. Explore the basics of word processing and graphics. Work with Windows 7 like a pro as you learn to manage and customize files and folders. **$119**

**CBAS2105A  6/3-6/19  5:30 PM-8:30 PM**
**Tu, Th D 127 Rosalie McCain**

**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 to class. **$39**

**CBAS2114A  7/26  9:00 AM-1:00 PM**
**Sa D 118 Cheryl Wieser**

**Microsoft Excel 2010, Basic**

This introductory course to Microsoft Excel 2010 will teach students to create dynamic spreadsheets using formulas, functions and how to format spreadsheets to represent statistical data using impressive charts and graphs. **$99**

**CAPP2308A  7/15-7/22  5:30 PM-8:30 PM**
**Tu, Th D 127 Rosalie McCain**

**Microsoft Excel 2010, Intermediate**

Learn to use more advanced spreadsheet features in Microsoft Excel 2010 Intermediate. Students will master complex functions such customizing workbooks, inserting hyperlinks, automating worksheet tasks using macros, enhanced charts and analyzing data. **$99**

**CAPP2309A  7/24-7/31  5:30 PM-8:30 PM**
**Tu, Th D 127 Rosalie McCain**

**Microsoft PowerPoint 2010, Basic**

Learn how to create impressive visual presentations by incorporating slides, charts, and animations using Microsoft PowerPoint 2010. Have an edge over the competition by learning how to use PowerPoint to produce professional notes and handouts. As a prerequisite, students will be expected to be familiar with the use of Windows, keyboard and mouse. **$99**

**CAPP2307A  6/24-7/3  5:30 PM-8:00 PM**
**Tu, Th D 127 Catherine Gregorio**

**Microsoft PowerPoint 2010, Advanced**

This Advanced Microsoft PowerPoint training is for users who want to build upon their basic skills. Students will use advanced techniques such as working with Special Effects within their presentations. **$99**

**CAPP2360A  7/14-7/23  5:30 PM-8:00 PM**
**M, W D 127 Catherine Gregorio**

**QuickBooks 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. **$149**

**CAPP2311A  6/2-7/7  6:00 PM-9:00 PM**
**M D 118 Barbara Cox**

**QuickBooks, 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. **$149**

**CAPP2332A  7/21-8/25  6:00 PM-9:00 PM**
**M D 118 Barbara Cox**

**Excel®, Outlook®, Word®, PowerPoint®, OneNote®**

- **Excel®**: When rows and columns of information mean only a spreadsheet will do.
- **Outlook®**: Send and receive mail, organize your address book & calendar!
- **Word®**: Creating great documents that are mainly text.
- **PowerPoint®**: The best tool for creating presentations.
- **OneNote®**: Simplify how you take, organize, and share your notes with OneNote.
ONLINE COURSE OFFERINGS IN PARTNERSHIP WITH ED2GO®
Ed2Go offers loans, payment plans and tuition assistance. Please contact Ed2Go® Customer Service for more information. (877) 221-5151

ED2GO® 6 WEEK PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT COURSES

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

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

Accounting & Business Fundamentals & Software • Personal Finance and Investments • Nonprofit & Grant Writing
Management and Leadership, Project Management • Sales and 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 and Firefighters • Medical Ethics, Law, and Compliance
Health Information Management • Veterinary • Creative Writing, Languages, Publishing • Legal (Business, Corporate, Criminal & General Law)
LSAT Preparation • Paralegal • Personal Development • Arts • Children, Parents, and Family • Health and Wellness • Job Search
Teaching and Education: (Classroom Computing, Languages, Mathematics, Reading and Writing, Science, Test Prep, Tools for Teachers)
Computer Fundamentals & Programming • Database Management • Networking and Communications • Computer Security • Web Technology

Visit www.ed2go.com/bpcc for all course offerings and to register.

ED2GO® CAREER TRAINING PROGRAMS

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

IT & Software Development/Media & Design
AutoCAD, Computer & Networking certification training, Microsoft certification training, Video Game Design, Mobile Web Developer, Web Design, Search Engine Optimization & Marketing, Web Applications, IPhone/iPad Application Development
AND MORE!

Skilled Trades/Industrial/Sustainable Energy
HVAC, Green Energy & Sustainability, Oil & Gas & Biofuel Operations, Purchasing & Supply Chain Management AND MORE!

Hospitality & Service Industry
Gaming, Child Development, Wedding Planning, Personal Fitness Trainer, Travel Agent, Emergency Management for First Responders
AND MORE!

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

Visit www.careertraining.ed2go.com/bpcc for all course offerings and to register.

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.

- Insurance
- Mortgage
- Home Inspection and Energy

For more information about courses available and to register call 1-800-441-9411 x 5933
ACT Prep Bootcamp
Are you preparing to enter college? We have ACT® Prep Bootcamps and Individual Subject ACT® Prep Workshops scheduled all throughout the Fall and Spring semesters. All courses designed to conclude prior to an ACT® Prep exam date.

To register for a class, go online to: www.bpcc.edu/continuingeducation.

BPCC OPEN CAMPUS
Looking for a convenient way to improve your skills?

Free Online Non-credit Courses!

• Prepare for Placement Testing
• Study/Practice
• Brush-up Professional Skills

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

Beginning Algebra (Math 098)
Fundamentals of Grammar (English 098)
Developmental Reading (Read 099)
To enroll in a Camp Cavs Summer course a completed Camp CAVS Summer Camp Release and Waiver of Liability must be signed and turned in with registration form. If registering online, print, sign, and fax to (318) 678-6406. Registration for camps is not complete until the waiver has been submitted!

All Campers will receive a T-shirt for participating!!

**Art Escapes Collage**

Kids will discover their creativity with art assemblage collage using their inspiring ideas. Fun! Fun! Fun! Supply Fee $25 paid to instructor. $109

KKID3078A Ages 6-11 7/7-7/11 1:00 PM-5:00 PM M-F D 207 Anita Goodson

**Art Journals and Sketchbook**

Ideas and inspirations for art journals and sketchbooks. Come and be inspired! $109

KKID3081A Ages 11-16 7/14-7/18 8:00 AM-12:00 PM M-F D 207 Anita Goodson

**Bricks 4 Kidz - Emmett's Amusement Park Adventure**

Get your ticket to ride at Bricks 4 Kidz® very own Amusement Park! Campers will build a new ride each day, learning how to make things spin, roll, turn and rock. Then they will take what they have learned to design their own thrills and challenges. Motorized models maximize the action and the fun. Each camp day includes carnival-themed games, group challenges, model building and more. $154

KKID3091A Ages 6-12 6/23-6/27 9:00 AM-12:00 PM M-F D 226 Bricks 4 Kidz® instructors

**Bricks 4 Kidz - Remote Control Mania**

Making it move is the name of the game at this exciting Bricks 4 Kidz® camp! Kids will love to see their creations in motion using LEGO® wireless remote controls. Each day, campers will use fascinating LEGO® components to create dynamic vehicles, inventions, and more. At the end, all campers will go home with a custom LEGO® Minifigure! $154

KKID3089A Ages 6-12 6/9-6/13 1:00 PM-4:00 PM M-F D 226 Bricks 4 Kidz® instructors

**Bricks 4 Kidz - Space Adventures**

Inspired by NASA and Star Wars™, our Space Adventures Camp is packed full of models that will make your imagination blast off! Each day, campers will learn about real-life space exploration and build models related to the NASA space program. At the end of the week, all campers will go home with a custom LEGO® Minifigure! $154

KKID3090A Ages 6-12 6/16-6/20 9:00 AM-12:00 PM M-F D 226 Bricks 4 Kidz® instructors

**Bricks 4 Kidz - Super Hero Camp**

Building Super Heroes with LEGO® bricks! Explore all the caped crusaders and discover their super powers. Create a fantasy world and protect it against evil archenemies with contraptions made with LEGO® bricks. At the end, all SUPER HERO CAMPERS will go home with a custom LEGO® Minifigure! $154

KKID3088A Ages 6-12 6/9-6/13 9:00 AM-12:00 PM M-F D 226 Bricks 4 Kidz® instructors

**Cavalier Cheer Camp**

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

KKID3037A Ages 5-12 6/16-6/20 9:00 AM-12:00 PM M-F F 203 Rachel Pickett Randolph

**Cavalier Softball Camp**

Catch all the action this summer at the Camp Cavs Softball Camp hosted by the BPCC Lady Cavs softball team. Open to all skill levels for girls ages 6-15, participants will be assigned to a group by age and/or skill level. This will be a fun week to brush-up on your skills or try out softball for the first time. The schedule is flexible, and the college athletes and coaches will do their best to work with all of the participant’s individual needs. Every facet of the game of softball is covered—including hitting, base running, outfield, infield, pitching/catching, and team play. Campers should dress in gym clothing and bring their own gear such as bat, helmet, batting gloves, tennis shoes, and glove. $79

KKID3036A Ages 5-12 6/2-6/4 9:00 AM-12:00 PM M-W Softball Field Ashley Grisham

**Cavalier Young Chefs Camp**

Looking for a great kid’s summer camp program? Bring in your future chefs for five fun-filled days of cooking! In this hands-on class, our instructor will teach your teens how to caramelize onions to make a delicious gratin, roast and carve a whole chicken. They will also work with yeast dough to create focaccia, make a béchamel sauce, and assemble lasagna with spinach pasta dough from scratch. This cooking camp is for ages 10 - 17 and recommended for those who already love to cook and are looking for a challenge. Chef camp classes are designed to allow creativity to mesh with culinary techniques for exciting results! $169

KKID3068A Ages 10-17 6/16-6/20 1:00 PM-5:00 PM M-F F 204 Julie Toennesen

**Bricks 4 Kidz - Angry Birdies & Bad Piggies**

Enter into a world of Angry Birds and Bad Piggies...the Bricks 4 Kidz® way! Campers will be challenged to physically build and destroy a level from the popular game of Angry Birds. Set your birds to flight by launching them on catapults and slingshots to destroy pigs. At the end of the week, all campers will go home with a custom LEGO® Minifigure! $154

KKID3087A Ages 6-12 6/2-6/6 1:00 PM-4:00 PM M-F D 226 Bricks 4 Kidz® instructors

**Bricks 4 Kidz - Super Hero Camp**

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

KKID3040A Ages 6-9 7/15-7/18 1:00 PM-4:00 PM KKID3092A Ages 10-15 7/29-8/1 9:00 AM-12:00 PM Tu-F GYM Willie Jackson
Cavalier Young Chefs Camp - Cake Decoration & Pastries
Looking for a great kid's summer camp program? Are your children always "helping" in the kitchen, asking to bake cookies or a cake? Bring in your future pastry chefs for 5 fun-filled days of baking! In this hands-on class, we will teach each camper how to turn versatile Pâté Choux into Éclairs, Profiteroles, and Gougeres. We will make puff pastry from scratch to enjoy Palmiers and a delicious seasonal Berry Pie. Our instructor will also teach your teens the fundamentals of piping, creating pastry cream, and glazing pastries. This cooking camp is for ages 10 - 17 and recommended for those who already love to bake and are looking for a challenge. Chef camp classes are designed to allow creativity to mesh with culinary techniques for exciting results. $169

KKID3074A  Ages 10-17  6/9-6/13  1:00 PM-5:00 PM  M-F  F204  Julie Toennesen

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

KKID3006A  Ages 8-14  6/2-6/6  8:00 AM-12:00 PM  M-F  Theater  Lari Leber

Clay Sculpture
Kids will use air dry clay to create creatures that they will then paint with watercolors. Supply Fee of $25 paid to instructor. $109

KKID3077A  Ages 7-9  7/7-7/11  8:00 AM-12:00 PM  M-F  D 207  Anita Goodson

Guitar Camp for Beginners
Learn how to play the guitar! Ages10-14 will learn about different types of guitars and styles, basic open chord, first position notes, bar chords, reading TAB notation and chord symbols. Students will need to bring a music stand and guitar (acoustic, non-electric guitar preferred). If bringing an electric guitar, please bring a small amplifier. $129

KKID3048A  Ages 10-14  7/28-8/1  8:00 AM-12:00 PM  M-F  D 226  Bill Allen

Rubber Stamp Madness
Rubber stamping is all the rage! Students will work with mixed media (pins, clips, etc.) rubber stamping creating notebooks and crafts. Supply Fee $20 paid to instructor. $109

KKID3076A  Ages 7-9  6/16-6/20  1:00 PM-5:00 PM  M-F  D 207  Anita Goodson

Self Defense/Martial Arts
This course will include basic self-defense techniques and concepts such as awareness of one's surroundings and escaping from wrist grabs. Also taught are the basic techniques from Half-Circle Jiu Jitsu including the four mount positions and the guard position as well as a few techniques from Isshinryu Karate, such as proper way to make a fist and proper way to throw a punch. Students need to wear lightweight exercise or athletic clothes. Shoes and socks will not work in class. $109

KKID3083A  Ages 8-12  6/9-6/13  1:00 PM-4:00 PM  M-F  GYM  Kimberly Middleton

Still Life in Pencil
Kids will learn basic drawing techniques. Those with previous drawing experience will also gain knowledge. Class will focus on shading, value scale, pencil strokes, and pencil points. Students are asked to bring fruit, vegetable, bottle, cup, shell, shoe, stuffed animal, doll or toy to class. Supply Fee of $25 paid to instructor. $109

KKID3082A  Ages 11-16  7/14-7/18  1:00 PM-5:00 PM  M-F  D 207  Anita Goodson

Twisted Critters
Kids will learn to bend, twist, clip, swirl and connect pipe cleaners into fruit, bugs and bracelets. Supply Fee $20 paid to instructor. $109

KKID3075A  Ages 5-7  6/16-6/20  8:00 AM-12:00 PM  M-F  D 207  Anita Goodson

Watercolor Workshop
Kids will learn to sketch and paint with watercolors. Supply Fee of $25 paid to instructor. $109

KKID3080A  Ages 9-12  6/23-6/27  8:00 AM-12:00 PM  M-F  D 207  Anita Goodson

Cavalier Danceline Camp
Campers will learn various high kicks and the latest danceline moves. Campers ages 5-12 will have a performance on the camp's last day. $109

KKID3039A  Ages 5-12  6/16-6/20  1:00 PM-4:00 PM  M-F  GYM  Cori Jenkins

Sketchbook Drawing & Painting
Art is for everybody! Unleash the artist inside and expand your creativity. Record your life in a sketchbook. Supply Fee of $25 paid to instructor. $109

KKID3079A  Ages 9-12  6/23-6/27  1:00 PM-5:00 PM  M-F  D 207  Anita Goodson
Education

Adult CPR & First Aid
Would you know what to do in an emergency? Bring a family member and come learn how to save a life! Participants will earn an American Red Cross® certification. Tuition includes all student materials. (Class will take a break for you to enjoy lunch on your own.) $89
LTH4600A 6/14 8:00 AM - 12:00 PM
S, D228 Maria Gilden

Infant & Child CPR & First Aid
Would you know what to do in an emergency with an infant or child? Bring a family member and come learn how to save a little one’s life! Participants will earn an American Red Cross® certification. Tuition includes all student materials. (Class will take a break for you to enjoy lunch on your own.) $89
LTH4601A 6/7 8:00 AM - 12:00 PM
S, D228 Maria Gilden

Languages

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

Hobbies & Special Interest

Painting I
Introduction to painting principles, composition, and color. Explores the twodimensional surface with basic problems, lectures, critiques, and visual presentations. 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. $349
ART203150 5/28-6/24 11:00 AM - 1:45 PM
M-Th G 303 John Wagoner

Painting II
Continuation of Painting I with an emphasis on independent investigation of the two-dimensional surface and materials. Emphasis on problem solving with critiques and lectures. 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. $349
ART204150 5/28-6/24 11:00 AM - 1:45 PM
MTWTh G 303 John Wagoner

Crafts

Sketchbooks – Engaging Creativity
Students will prepare pages in a sketchbook in a variety of creative ways. Paint washes on pages, collaging, writing, cutting holes. This is just to alter the pages before we begin any sketchbook assignments or observational drawing. The list will be open to interpretation thereby challenging you to use your imagination. Students can get to know one another with the no pressure assignments. $119
LART4075A 6/14-6/28 10:00 AM - 2:00 PM
Sat D 207 Anita Goodson

Patriotic Spiral Mesh Wreath
This class focuses on designing your own Patriotic Spiral Mesh Wreath just in time for the 4th of July. Once you learn the techniques, your creativity and designs are endless. $29
LCTFT4586A 6/16-6/24 6:00 PM - 9:00 PM
M D 207 Shannon Gilbert

Saints or LSU Mesh Wreath
Calling all Saints and LSU fans. Bring a friend and learn how to make your own personal Saints or LSU mesh wreath to show off on your front door! Shannon Gilbert of Down South Decorations will show you how to construct the wreath. $35 supply fee to the instructor will cover everything needed to make your wreath. $29
LCTFT4587A 7/21 6:00 PM - 9:00 PM
M D 207 Shannon Gilbert

Cooking

Cake Decorating for Beginners
In this course, BPCC’s very own Chef Julie Toennesen will cover a broad set of buttercream techniques. Such as making icing the right consistency to decorate, filling and using a decorating bag, icing and decorating cupcakes, as well as making simple borders, letters and shapes on your cake. Students will also make 5 different buttercream flowers including the ribbon rose as well as transferring images to a cake. $39
LCKG4127A 6/7 9:00 AM - 2:00 PM
Sa F 204 Julie Toennesen

Advanced Cake Decorating: Sculpting and Fondant
So you have the basics down, now it’s time to expand your decorating talents. In this class you will learn how to prepare and color gum paste and fondant as well as how to cover a cake with fondant. But that’s not all, you will learn how to cut, shape and form a thrilling 3-D party cake from a basic sheet cake, as well as crumb coat cakes and apply fondant to irregular shapes. Subjects also discussed are shading and highlighting with airbrush and buttercream details and accents. $39
LCKG4129A 6/14 9:00 AM - 2:00 PM
Sa F 204 Julie Toennesen

Dance

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. $69
LDAN4305A 6/2-6/30 7:00 PM - 8:00 PM M GYM Ivon Bean

General

Paranormal Investigating
Ever want to explore the mysteries of the paranormal while having fun being spooked by the unknown? Here is your chance! Join “Louisiana Spirits” Paranormal Investigators as they take you through three sessions: a classroom presentation at BPCC for the first from 6:00 - 8:00 p.m., then a hands on investigation of a reportedly haunted location on Saturday from 7:00 - 11:00 p.m., and finally a third class meeting at BPCC from 6:00 - 8:00 p.m. to discuss your findings. Participate in the actual investigation as much as you would like or just observe, you are not required to stay at the site the entire time. There will be indoor and outdoor areas to explore and places to stop and take a break if needed. Participants will need their own transportation. $69
LGEN4567A 6/26-7/3 6:00 PM - 8:00 PM Th, Sat D 226 John Combs

Media & Film

Acting I
The study and application of basic acting theories and principles for the beginning actor. 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. $349
THTR153175 6/25-7/22 11:00 AM - 1:45 PM M-Th C 113 Ray Crawford

Introduction to Theater
A survey of the components, the basic elements, and the participating artists in the live theatrical experience to enhance the viewer’s appreciation. 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. $349
THTR101150 5/28-6/24 11:00 AM - 1:45 PM M-Th D 303 Jonathon Offutt
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 check 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 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 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 cancel classes. Please allow at least four week for refund check to arrive.

NONDISCRIMINATION STATEMENT
Bossier Parish Community College does not discriminate on the basis of race, color, national orgin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation in admission to its programs, services, or activites, 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 commited 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. Bossier Parish Community College is a member of the Louisiana Community and Technical College System (LCTCS).

Coordinator for Title VI, Section 504 & ADA
Morris Robinson, Counselor
Office Address: Advising Center, Bldg. F
Office hours: 9:00am - 5:30pm, Mon-Fri, closed holidays & weekends
Phone: 318-678-6325

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Office Address: Human Resources Office, Bldg. A
Office hours: 8:00am- 4:30pm; Mon-Fri, closed holidays & weekends
Phone: 318-678-6040
NAME OF STUDENT

ADDRESS

CITY

SOCIAL SECURITY #: XXX-XX-XXXX

STUDENT AGE

DATE OF BIRTH (MM/DD/YYYY)

CAMP T-SHIRT SIZE - CHECK ONE

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

CAMP NUMBER

CAMP NAME

GRADE LEVEL

CAMP FEE

TOTAL

PARENT / GUARDIAN INITIAL each box below.

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

Cash

Amount:

Check

Check #

Amount:

Credit/Debit Card

Amount:

Expiration Date

CVV #

Phone In

FAX

Mail

Walk In

On-line

MAKE CHECKS PAYABLE TO BPCC.

Check Enclosed

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

HOW DID YOU FIND OUT ABOUT CAMP CAVS?

- Continuing Education Catalog
- BPCC Website
- Bossier Business Monthly
- Forum News
- Friend
- Newspaper
- Radio
- SB Magazine
- Other
CAMP CAVS
SUMMER CAMP RELEASE AND WAIVER OF LIABILITY

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

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

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

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

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

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

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

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

If yes, list medication.

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

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

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

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

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

Signature of Parent/Guardian ____________________________ Date ____________________________
**CONTINUING EDUCATION REGISTRATION FORM**

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

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**COURSE NUMBER | COURSE NAME | COURSE FEE**

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

- ○ CONTINUING ED CATALOG
- ○ BPCC WEBSITE
- ○ EMPLOYER________________________
- ○ FRIEND
- ○ OTHER___________________________

**FOR OFFICE USE ONLY**

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**REFUND POLICY:**

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

**EMPLOYMENT STATUS:**

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

MAKE CHECKS PAYABLE TO BPCC: ○ CHECK ENCLOSED