ENRICH your life

GAIN new skills

TRAIN for a job

ENHANCE your career

Sign up today!
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SYMBOL LEGEND

SUMMER 2016
Session Dates:
June 1-August 31
Office Hours:
Monday-Friday
7:30 AM - 4:30 PM
No Classes - Office Closed:
Monday, July 4
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.

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.


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”.

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

Each registration comes with a Camp Cavs t-shirt. If you would like to purchase additional t-shirts at a cost of $10, please see Jasmine Horton in Building D, Room 134. Children and grandchildren of BPCC faculty and staff receive a 15% discount on Camp Cavs.

LEARN MORE information about each camps’ description, location, and requirements on the following pages.

2016 LIST OF CAMPS

**NEW! BEGINNING SEWING CAMP FOR MIDDLE SCHOOLERS • $149**
Ages 11-14 • June 20-24 • 9:00 AM-12:00 PM
Ages 11-14 • June 20-24 • 1:00 AM-4:00 PM

**CAVALIER BOYS BASKETBALL CAMP • $109**
Ages 6-9 • June 27-30 • 9:00 AM-12:00 PM
Ages 10-15 • June 27-30 • 1:00 PM-4:00 PM

**CAVALIER CHEER CAMP • $109**
Ages 5-12 • June 13-17 • 9:00 AM-12:00 PM

**CAVALIER DANCE LINE CAMP • $109**
Ages 5-12 • June 6-9 • 9:00 AM-12:00 PM

**CAVALIER SOFTBALL CAMP • $79**
Girls Ages 6-15 • June 13-15 • 9:00 AM-12:00 PM

**CAVALIER YOUNG CHEFS CAMP • $169**
Ages 10-17 • June 13-17 • 2:00 PM-5:00 PM

**CAVALIER DRAMA FUN FEST • $129**
Ages 8-14 • June 13-17 • 8:00 AM-12:00 PM
Ages 8-14 • June 20-24 • 8:00 PM-12:00 PM

**GUITAR CAMP FOR BEGINNERS • $129**
Ages 10-14 • June 6-10 • 8:00 AM-12:00 PM

**NEW! FIBER ARTS CAMP • $129**
Ages 8-10 • June 6-10 • 9:00 AM-12:00 PM
Ages 11-14 • June 6-10 • 1:00 PM-4:00 PM

**NEW! FLOWER POWER KIDS CAMP • $129**
Ages 11-14 • June 20-24 • 9:00 AM-12:00 PM

**NEW! WILD ABOUT PRINTMAKING • $109**
Ages 5-9 • June 13-17 • 9:00 AM-12:00 PM
Ages 5-9 • July 11-15 • 9:00 AM-12:00 PM
Ages 10-13 • June 13-17 • 1:00 PM-4:00 PM
Ages 10-13 • July 11-15 • 1:00 PM-4:00 PM
## NEW! BEGINNING SEWING CAMP • $149 (Ages 11-14)

Students will learn how to operate a sewing machine and use sewing tools. They will make a book cover, beach hat and tote bag. Machines will be provided. Student will purchase supplies from instructor first day of camp.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Age Range</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>KKID3104A</td>
<td>11-14</td>
<td>6/20-6/24</td>
<td>9:00 AM-12:00 PM</td>
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<tr>
<td>M-F D-226</td>
<td>Ann Chandler</td>
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<tr>
<td>KKID3104B</td>
<td>11-14</td>
<td>6/20-6/24</td>
<td>1:00 PM-4:00 PM</td>
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<tr>
<td>M-F D-226</td>
<td>Ann Chandler</td>
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## CAVALIER BOYS BASKETBALL CAMP • $109 (Ages 6-15)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Age Range</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>KKID3040A</td>
<td>6-9</td>
<td>6/27-6/30</td>
<td>9:00 AM-12:00 PM</td>
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<tr>
<td>M-Th Gym</td>
<td>Willie Jackson</td>
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<td></td>
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<tr>
<td>KKID3092A</td>
<td>10-15</td>
<td>6/27-6/30</td>
<td>1:00 PM-4:00 PM</td>
</tr>
<tr>
<td>M-Th Gym</td>
<td>Willie Jackson</td>
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</table>

## CAVALIER CHEER CAMP • $109 (Ages 5-12)

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!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Age Range</th>
<th>Dates</th>
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<tr>
<td>KKID3037A</td>
<td>5-12</td>
<td>6/13-6/17</td>
<td>9:00 AM-12:00 PM</td>
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<tr>
<td>M-F F-203</td>
<td>Rachel Pickett Randolph</td>
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</table>
CAVALIER DANCE LINE CAMP • $99 (Ages 5-12)
Campers will learn various high kicks and the latest dance line moves from BPCC Dance Line members. Campers will have a performance on the camp’s last day.

KKID3039A 6/6-9 9:00 AM-12:00 PM  M-Th  Gym Lobby  Shelby Cooper

CAVALIER SOFTBALL CAMP • $79 (Ages 6-15)
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.

KKID3036A 6/13-15 9:00 AM-12:00 PM  M-W  Softball Field  Amanda Norberg

CAVALIER YOUNG CHEFS CAMP • $169 (Ages 10-17)
Looking to unleash you inner chef? Roll up your sleeves and join us in our state-of-the-art kitchen for hands-on cooking and baking. You’ll dive in and get cooking with personalized instruction from one of our experienced chef instructors, and create a variety of meals. Whether you’d like to learn basic cooking techniques, create exotic meals for a dinner party, or sharpen your knife skills, BPCC cooking classes has you covered. This cooking camp is for ages 10 - 17 and recommended for those who already love to cook and are looking for a challenge.

KKID3068A 6/13-17 2:00 PM-5:00 PM  M-F  F-204  Mark Starrett

CAVALIER DRAMA FUN FEST CAMP • $129 (Ages 8-14)
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 life time! 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.

KKID3006A 6/13-17 8:00 AM-12:00 PM  M-F  Theater  Lari Leber
KKID3006B 6/20-24 8:00 AM-12:00 PM  M-F  Theater  Lari Leber
GUITAR CAMP FOR BEGINNERS • $129 (Ages 10-14)

Learn how to play the guitar! Ages 10-14 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.

KKID3048A 6/6-10 8:00 AM-12:00 PM M-F D-226 Bill Allen

NEW! FIBER ARTS CAMP • $129 (Ages 8-14)

Elementary camp that focuses on keeping an art journal and exploring fiber arts. Students will learn to keep an art journal to be used to create and plan projects. Students will learn to weave, macramé, zentangle and sketch.

KKID3103A 6/6-10 9:00 AM-12:00 PM M-F D-207 Ann Chandler
KKID3103B 6/6-10 1:00 PM-4:00 PM M-F D-207 Ann Chandler

NEW! FLOWER POWER KIDS CAMP • $129 (Ages 11-14)

Are you looking for something new for your kids to do this summer? This camp will showcase your child’s creativity while teaching them how to make bows and arrange flowers like a pro.

KKID3102A 6/20-24 9:00 AM-12:00 PM M-F D-207 Lori Bias-Clark

NEW! WILD ABOUT PRINTMAKING • $109 (Ages 5-13)

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

KKID3100A Ages 5-9 6/13-17 9:00 AM-12:00 PM M-F D-118 Morgan Oliver
KKID3100B Ages 5-9 7/11-15 9:00 AM-12:00 PM M-F D-207 Morgan Oliver
KKID3101A Ages 10-13 6/13-17 1:00 PM-4:00 PM M-F D-207 Morgan Oliver
KKID3101B Ages 10-13 7/11-15 1:00 PM-4:00 PM M-F D-207 Morgan Oliver
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.

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.

Contact Sean Downing at 318.678.6551 to learn more.

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
INCUMBENT WORKER TRAINING PROGRAM

Think of us as a branch of your training department.

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.

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

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

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

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

Two ways employers can apply for IWTP funding:

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

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

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

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

Most all of BPCC's Professional Continuing Education courses qualify for SBET. If you are interested in applying for this program, contact the Louisiana Workforce Commission at 1.866.725.IWTP (4987) or visit their website: http://www.laworks.net/workforcedev/iwtp/iwtp_smallbusiness.asp.
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NEW! NCER CARPENTRY LEVEL 2
NCER (National Center for Construction Education and Research) Craft Training is offered at BPCC. NCER is a nationally recognized, standardized craft skill training program that provides students with industry-recognized credentials and national portability of skills. Carpentry Level 2 Modules include Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window, Door, Floor and Ceiling Trim, Cabinet Installation and Cabinet Fabrication. Students must successfully complete Performance Tasks at the end of each Module. Steel-toed shoes and long sturdy pants are required in class. Appropriate PPE will be provided. NCER certifications can be applied to specific academic courses to help meet the course requirements. These courses are part of certificates and degrees. *Split payment available with $600 due at registration ($580 registration fee and $20 processing fee), 2nd payment of $500 due by Monday, October 3, 2016, and the final payment of $500 due by December 9, 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. $1,580

PTEC1115A 7/12/16 – 1/16/2017 5:00 PM-9:00 PM
Tu,Th L138 Tim Anderson

LIFE AND HEALTH INSURANCE PRE-LICENSE
This course is designed to prepare individuals for the Life & Health exam and to provide a good education for a career in insurance. Topics include sales, basic terminology, concepts, the fundamentals of insurance law, and agent’s responsibility. Course cost includes the textbook. $279

PGN1569A 6/10-6/18 8:00 AM - 6:00 PM
F,Sa D219 Ardie Cesario

PGN1569B 6/24-6/25 8:00 AM - 5:00 PM
F,Sa D219 Ardie Cesario

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 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

PROPERTY & CASUALTY INSURANCE PRE-LICENSE
This course is designed to prepare individuals for the Property & Casualty exam and to provide a good education for a career in insurance. Topics include sales, basic terminology, concepts, the fundamentals of insurance law, and agent’s responsibility. Course cost includes the textbook. $279

PGN1568A 7/15-7/23 8:00 AM - 6:00 PM
F,Sa D219 Ardie Cesario

PROPERTY & CASUALTY 102
If you are a newly licensed in Property & Casualty Insurance, this course is for you! This 2 day/10 hour seminar will provide proper orientation in how to question prospective clients in gathering information for a quote, how to properly complete a Property & Casualty Insurance application to satisfy the underwriter, and how to formulate a check list of applicable coverage’s. This course also covers the importance of certificates of insurance, additional insured’s, and waivers as well as give a complete review of the Accord Application for all coverages. $129

PGN1566A 6/24-6/25 8:00 AM - 5:00 PM
F,Sa D227 Ardie Cesario

ACCOUNTING & TAX PREPARATION

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

15-HOUR CONTINUING EDUCATION PACKAGE THAT MEETS IRS REQUIREMENTS: $149
Includes 2 CE seminars:
• Ethics & Responsibilities of Tax Professionals (3 CEs)
• 2012 and 2013 (when available) Tax Law
Updates (3 CEs)
Also includes your choice of three additional 3-hour CE seminars.

INDIVIDUAL CE SEMINARS: $39 EACH
COMPREHENSIVE TAX COURSE WITH 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”. 
ARE YOU AN EMPLOYER NEEDING SAFETY TRAINING?
We offer safety classes upon request at your location or in one of our classrooms.

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

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

PGEN1567A  6/14  7:00 PM - 9:00 PM
T   ONLINE    Lisa Levine, Such a Voice
PGEN1567B  7/12  7:00 PM - 9:00 PM
Th  ONLINE    Lisa Levine, Such a Voice

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.
• 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 to view courses offered online.

ARE YOU AN EMPLOYER LOOKING FOR TRAINING FOR YOUR TEAM?
We’ll customize training and bring it to your door!
Call us at 318.678.6551.

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

COMPUTER TRAINING

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

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

COMPUTER BASICS

LEARNING TO USE YOUR 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

CBA52113A  6/11   9:00 AM-1:00 PM
Sa   D 118  Cheryl Wieser
ADOBE ILLUSTRATOR®®, BEGINNER
Adobe Illustrator® is a powerful drawing software and is vector-based rather than raster. This program is very useful for small projects, like flyers, or intricate projects, like art pieces and large print. Regardless of artistic or computer ability, anyone can use Illustrator to draw shapes and lines, create text, or import graphics and pictures. Illustrator can be used for web page graphics, print, or multi-document projects. This BEGINNER course is designed to teach users the basics of Illustrator and visual design. The beginning of the class will show you around the program and teaching you how to do the most basic functions. There will be small projects throughout the course like flyers, ads, and other graphics. There is a minimum age of 17. $159
CAPP2329A 8/2-8/10 5:30 PM-7:30 PM
Tu,W, D309 Jenny Lazarus

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 6/13-6/27 6:00 PM- 9:00 PM
M,W  D127 Stacie Slabaugh

MICROSOFT POWERPOINT® 2013, BEGINNER
Learn how to create impressive visual presentations by incorporating slides, charts, and animations using Microsoft PowerPoint 2013. 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
CAPP2364A 7/9-8/6 9:00 AM- 12:00 PM
S  D118 Stacie Slabaugh

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. There is a minimum age of 16. $99
CAPP2362A 6/13-6/27 11:00 AM- 1:00 PM
M,W D118 Stacie Slabaugh

QUICKBOOKS® 2014 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
CAPP2311A 6/21-7/26 6:00 PM- 9:00 PM
Tu D118 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. There is a minimum age of 16. $149
CAPP2332A 8/6-9/13 6:00 PM- 9:00 PM
Tu 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
- AND MORE!

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

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

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

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

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

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
ARE YOU PREPARING TO ENTER COLLEGE?

We have ACT® Prep Bootcamps and Individual Subject ACT® Prep Workshops scheduled all throughout the Fall 2016 and Spring 2017 semesters. All courses are 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? UTILIZE BPCC’S 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)

ONLINE POST-GRADUATE ENTRANCE EXAM PREPARATION & PROGRAMS FOR:
GRE, GMAT, LSAT, AND PRAXIS

IN PARTNERSHIP WITH:

ed2go

FOR MORE INFORMATION AND TO REGISTER VISIT
http://www.ed2go.com/bpcc/
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.
NEW! 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 collage with prints. No art experience required, just a desire to create and PLAY! There is a minimum age of 12. $89

LART4080A 6/18-7/16 9:00 AM-12:00 PM
S D207  Melissa Jordan

BOWS FOR BEGINNERS

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

LCFT4533A 6/21 1:00 PM-4:00 PM
Tu D207 Lori Bias-Clark

NEW! SILK FLORAL SPRAYS & CEMETERY PIECES

Learn how to make classy headstone sprays, arrangements and cemetery vases. Incorporate inexpensive personalized enhancements that will make your pieces memorable. Instructor will provide supplies the first night of class. Afterwards students will bring supplies. $40 supply fee to the instructor will cover everything needed to make your wreath. There is a minimum age of 16. $69

LCFT4590A 6/23-7/7 5:30 PM-8:30 PM
Th D207 Lori Bias-Clark

INTRODUCTION TO HORSEMANSHIP & STABLE MANAGEMENT

This class is designed to provide the novice with the practical aspects and basic information to establish good basic stable management skills and a working knowledge of horsemanship across the disciplines. There is a minimum age of 16. $199

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

LGEN4570A 6/13-7/30 5:30 PM-8:30 PM
M TBA Michelle Barr

Class will meet Mondays 6/13 – 7/25 at BPCC and on 7/30 at the Right Lead Equestrian Center in Minden, LA for hands-on demonstrations.

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/commandspanish/ for more information.

VOICE-OVERS...NOW IS YOUR TIME!

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

PGEN1567A 6/14 7:00 PM - 9:00 PM
T ONLINE Lisa Levine, Such a Voice

PGEN1567B 7/12 7:00 PM - 9:00 PM
Th ONLINE Lisa Levine, Such a Voice

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 6/21-8/2 1:00 PM-4:00 PM
Tu, Th D207 Lori Bias-Clark
NEW! LEARNING TO SEW A CAPSULE WARDROBE

Students will learn how to use their machine, shop for supplies, read a pattern and construct a basic wardrobe that could consist of a top, skirt, pants, wrap and accessories. A pattern will be selected that will include all of the pieces to create the above mentioned projects. Students will be responsible for bringing their personal sewing machine and purchasing supplies from instructor. Samples will be available at the first class meeting. There is a minimum age of 21. $169

LSEW5163A 6/7-7/19 6:00 PM - 8:00 PM
T D207 Ann Chandler

SEWING BASICS

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

LSEW5150A 6/13-6/16 6:00 PM - 9:00 PM
M, Th D207 Salinda Barnard

GOLF INSTRUCTION (BEGINNER-INTERMEDIATE)

Great opportunity to learn how to play golf from Pete Lockwood, 1 of the Top 5 instructors in the Gulf States of PGA of America for the past 5 years! This class will cover all aspects of the golf game including golf course etiquette, equipment, full swing fundamentals (grip, posture, and alignment), and short game (putting, pitching, chipping, and bunker shots). Students are responsible for bringing their own equipment. There is a minimum age of 6. $79

Lessons held at Querbes Golf Course, 3500 Beverly Place Shreveport, LA 71104.

LSPT5202A 6/11-7/2 9:00 AM - 10:00 AM
Sa Querbes Golf Course Peter Lockwood

LSPT5202B 7/13-8/3 4:00 PM - 5:00 PM
W Querbes Golf Course Peter Lockwood
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
**CAMP CAVS REGISTRATION FORM**

**NAME OF STUDENT:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**SOCIAL SECURITY #: XXX-XX-XXXX**

**DATE OF BIRTH (MM/DD/YYYY):**

**STUDENT AGE:**

**STUDENT AGE:**

**ADULT**

**MEDIUM**

**LARGE**

**X-LARGE**

**OTHER, PLEASE INDICATE SIZE:___**

**CAMP T-SHIRT SIZE - CHECK ONE**

**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**

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**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).

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<th>Name of Camper</th>
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<td>Home Number</td>
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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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CREDIT/DEBIT CARD INFORMATION

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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

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- CASH  
- CHECK #  
- CREDIT/DEBIT CARD

- FAX  
- WALK IN  
- PHONE IN  
- MAIL  
- ONLINE

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.