



**WORKFORCE  
SOLUTIONS**



# **COURSE CATALOG 2021**



# CONSTRUCTION

## JOURNEYMAN ELECTRICIAN EXAM PREP Course # YCOS101

This course is primarily a National Electrical Code (NEC) class that will prepare students for a journeyman electrician's examination. The course will cover how the NEC is formatted, structured and should be approached to obtain successful examination results. In detail, the course subjects will also cover electrical load calculations, motors, transformers, ampacity corrections, box/raceway fill and voltage drop calculations, to name a few. The overall objective is to take the student to a new level of understanding the NEC to serve as a pathway to acquire a journeyman electrician's license. \*Students are required to bring a scientific calculator and latest edition of the National Electrical Code.

## NCCER CORE CURRICULUM Course # YCOS102

NCCER (National Center for Construction Education and Research) Craft Training is offered at BPC. NCCER is a nationally recognized, standardized craft skill training program that provides students with industry-recognized credentials and national portability of skills. All Craft Training begins with the NCCER Core Curriculum class. NCCER Core includes Safety, Construction Math, Hand and Power Tools, Construction Drawing, Material Handling, Communication and Employability Skills. Upon completion, students will receive an NCCER certificate and wallet card and be included in NCCER's National Registry. Students completing the NCCER Core Curriculum can then take either NCCER Electric Level 1 and 2 or NCCER Carpentry Level 1 and 2. NCCER certifications can be applied to specific academic courses to help meet the course requirements. These courses are part of certificates and degrees. Textbook will be provided. This course is a hybrid course. The face-to-face time will be 24 hours. Students will complete assignments on a computer and work online in between the face-to-face meetings. On the days scheduled for face-to-face, steel toed shoes and long sturdy pants are required in class. PPE equipment will be provided.

# HEALTH CARE

## CERTIFIED NURSE ASSISTANT Course # YHET111

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 DOCUMENTS IN PERSON BEFORE THE START OF THE COURSE:

1. GED/HiSET Certificate, TABE test, High School Diploma or Official Transcript (Originals)
  - Proof of educational background must be submitted to BPC Continuing Education Department when registering for program.
  - Original documents must be presented at the time of registration.
2. Criminal History Records Information (Criminal Background Check Agreement & Authorization to Obtain Consumer Report)
  - A Criminal Background Check is REQUIRED and must be completed by BPC Continuing Education department prior to attending the course. NO EXCEPTIONS. Background check results could take 3-4 days.
3. Proof of Current Health Insurance Coverage

All required documents must be submitted in person at BPC Workforce Solutions Office in Building D.

In order to successfully complete the program and be recognized as a Certified Nurse Assistant in Louisiana, the student must complete all coursework with a grade C or better and score at least 70% on the final exam to successfully complete the program. Students must also pass the written and clinical skills portion on the state test.

All students who successfully complete the lab, lecture & clinical portions must register and submit \$125 State Certification Exam Fee near the end of the course (date to be provided during beginning week of the class).

\*Split payment available, a \$20 processing fee is applicable. Split payment option not available online, must be done in person at Workforce Solutions Office.

# INFORMATION TECHNOLOGY

## **MICROSOFT WORD, BASIC COURSE # YINF102**

Learn about the basic features of Microsoft Word 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.

## **MICROSOFT EXCEL, BASIC COURSE # YINF104**

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

## **QUICKBOOKS, BEGINNING COURSE # YINF103**

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.

## **QUICKBOOKS, INTERMEDIATE COURSE # YINF111**

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.

## **CYBER ESSENTIALS WORKSHOP COURSE # YINF112**

The Louisiana Cyber Education Center's (LACEC) CYBERSECURITY ESSENTIALS WORKSHOP, powered by Cybint, is designed to tackle human error by providing learners with an advanced understanding and the skills to protect themselves and your organization against the

most common cyber threats. You can expect to cover topics such as: Intro Cybersecurity, Accounts & Credentials, Remote Security (Wi-Fi & VPN), Social Engineering, Mobile Security, and Multiple Online Assessments. In addition to the workshop session, learners will have ongoing access to Cybint's online training platform for a calendar year. Once payment is received, you will be contacted with login instructions.

# MANUFACTURING

## **INDUSTRIAL READINESS TRAINING COURSE # YMAU101**

Designed to prepare students for entry level positions as line operators or line mechanics in the industrial and manufacturing industries. Training includes topics related to technical and interpersonal knowledge and skills which have been identified by local industry leaders as critical skills to long-term employee success.

## **POWER INDUSTRIAL TRUCK OPERATOR COURSE # YTRA101**

Designed to prepare students for entry level positions as line operators or line mechanics in the industrial and manufacturing industries. Training includes topics related to technical and interpersonal knowledge and skills which have been identified by local industry leaders as critical skills to long-term employee success.

# TRANSPORTATION

## **COMMERCIAL VEHICLE OPERATIONS COURSE # YTRA105**

This non-credit, 240-hour (80 hours of lecture/160 hours of lab) course prepares the learner for the knowledge exam and the three portions of the skills test to obtain a Commercial Driver's License (CDL). Enrollment in the course is contingent upon clearance of health and safety checks. CDL exam is included in the cost of the course. DOT physical, DOT drug screen, background check, and CLP application fee are not included in cost of course. Upon completion of the course and passing of both parts of the CDL exam, the learner must apply with the State Office of Motor Vehicles to obtain the CDL. The following documents must be turned in to the BPCC Workforce Solutions Office prior to the start of the course: copy of Louisiana driver's license and social security card, completed DOT

physical, CDL Class A Permit, and DOT Drug Screen (do **not** take drug screen test any earlier than 30 days before the course starts).

# PROFESSIONAL

## **REAL ESTATE 101: PRE-LICENSE COURSE # YPRO115**

This Louisiana Real Estate Commission-approved course prepares individuals pursuing a career in real estate for the Louisiana State licensing exam and satisfies the 90-hour education requirement to sit for the exam. It covers principles and practices of real estate, the Louisiana Real Estate License Law, the Law of Agency, Commission Rules and Regulations, and Civil Law as it pertains to real estate in Louisiana.

\*Split payment available, a \$20 processing fee is applicable. Split payment option not available online, must be done in person at Workforce Solutions Office.

## **LAUNCH A REAL ESTATE BUSINESS COURSE # YPRO113**

This course will cover topics like listing packets and selling packets, inputting listings, investigating number and daily task to assist you in developing a successful business.

Participants must have an active real estate license and a member in good standing of the Northwest Louisiana Association of Realtors. Also, students need a basic understanding of computers.

## **PROPERTY & CASUALTY INSURANCE PRE LICENSE COURSE # YPRO102**

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.

## **SERVSAFE FOOD SAFETY CERTIFICATION COURSE # YPRO107**

Our National Restaurant Association-approved Food Safety Certification course provides the preparation and exam for the State Food Safety Certificate with

ServSafe® Certification. ServSafe® is a national certification program of the National Restaurant Association Educational Foundation. Instruction focuses on food handling techniques, preventing food-borne illnesses, maintaining sanitary facilities and equipment, reducing liability, and 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. Students must obtain their score analysis and certificates by visiting [www.ServSafe.com](http://www.ServSafe.com).

## **NOTARY PUBLIC EXAM PREP COURSE # YPRO105**

This study course provides up to date content geared towards the current exam format and questions to best prepare individuals for the challenging Louisiana Notary Public exam. Students must bring the most current version of the LA NOTARY PUBLIC EXAMINATION OFFICIAL STUDY GUIDE available from the Office of the LA Secretary of State (<https://www.sos.la.gov/NotaryAndCertifications/PrepAreForTheNotaryExam>) for approximately \$100. Refer to the Secretary of State website to determine which book editions match your planned exam date. For up-to-date information on how to become a Notary and exam information and dates, visit <https://www.sos.la.gov/NotaryAndCertifications/BecomeALouisianaNotary>.

\*Split payment available, a \$20 processing fee is applicable. Split payment option not available online, must be done in person at Workforce Solutions Office.

## **NATIONAL RETAIL FEDERATION CUSTOMER SERVICE CERTIFICATION COURSE # YPRO101**

This professional certification teaches participants how to:

- Discover the value of quality customer service
- Improve their knowledge of different type of customers' needs
- Master effective communication skills
- Design a sales plan and apply effective upselling strategies
- Acquire advanced retail skills

This course is perfect for anyone interested in or currently working in customer facing role, whether in retail or another industry.

## LEISURE/HOBBIES

### **BASIC FLORAL DESIGN COURSE # YPRO117**

This class is suitable for the basic hobbyist or those who want to become a Licensed Florist. This course will prepare you for the state floral exam. 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 need to pay supply fee of \$425.00 the first day of class. This fee covers cost of flowers, tool kits and other supplies needed. (Estimated cost of flowers: \$300-\$350).

### **ADVANCED FLORAL COURSE # YPRO118**

Take your basic floral skills to the next level by learning to use exotic flowers in upscale designs. Get in on special short cuts and tricks of the trade. A prerequisite of Basic Floral Design is required. (Estimated cost of flowers: \$300-\$350)

### **EAST & WEST COAST SWING DANCE COURSE # YPRO116**

Swing is the thing! Get in on the craze and meet new friends while you burn a few calories. This class teaches the basic rhythm, timing, and beginner/intermediate steps to the East and West Coast Swing. No partner needed.

### **LINE DANCE – BEGINNER/IMPROVER COURSE # YPRO114**

Learn fun line dances to fun, energetic music. Line Dances are useful at weddings, reunions & dances, as well as other social events. Great exercise to fun music!

### **BEGINNER COUNTRY DANCE COURSE # YPRO112**

See how FUN and EASY it is to learn Country dancing for yourself with lessons for singles and couples. Use your

Country dance steps everywhere from nightclubs to weddings, special events and parties. Steps such as the 2 Step, 3 Step, Progressive steps, and nightclub will be covered in this fun class. Partner preferable but not necessary.

## EDUCATION

### **ACT PREP BOOTCAMP COURSE # YPRO106**

ATTENTION ALL HIGH SCHOOL STUDENTS!! Are you intimidated by the ACT test? Let us help you!!! Bossier Parish Community College will offer an ACT prep course covering all sections of the ACT including English, Math, Reading, Science, optional writing section, and test-taking strategies.

## ED2GO ONLINE COURSES

### **ONLINE PROFESSIONAL SKILLS AND ENRICHMENT COURSES**

Bossier Parish Community College, in partnership with ed2go, offers affordable and convenient short courses online designed to help you build personal and professional skills. Our instructor-led courses start monthly and allow you to study and interact with a cohort over a six-week schedule. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete. Topics include accounting, computer applications, writing, and more. Areas of Study and Popular Courses can be found at <https://www.ed2go.com/bpcc/>.

### **ONLINE CAREER, PROFESSIONAL AND CERTIFICATION TRAINING**

Bossier Parish Community College, in partnership with ed2go, offers flexible, self-paced certificate programs to help you start a new career or advance within your current job. Each course is developed by a team of experts and comes with dedicated student advisor to support you as you learn new skills and prepare for nationally recognized certifications. Topics include business, healthcare, IT, industry certifications, and more. View all Online Career Training and Certificate Programs at <https://careertraining.ed2go.com/bpcc/>.