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 BPCC 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 BPCC 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 BPCC 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.

CERTIFIED FIBER TO THE HOME SPECIALIST
COURSE # YINF130

This 2-day Fiber to the Home Specialist course is a comprehensive program to introduce the fiber optics technician to the Fiber to the Home architectures being utilized, advantages and disadvantages of each and types of components necessary to complete a FTTH
Upon completion of this course, the student will be familiar with why FTTH is being implemented today, including technical, marketing, and financial justifications. The student will further be familiar with the technical details and attributes of specialized FTTH components such as: splitters/couplers and wavelength division multiplexers and the requirements for cables, connectors, splices, and associated hardware. FTTH design and installation requirements will be discussed in detail.

CERTIFIED FIBER OPTICS SPECIALIST OUTSIDE PLANT COURSE # YINF129

This program prepares the student to take the Fiber Optics Specialist Outside Plant (OSP) Certification Exam (written and hands-on) given at the end of the class. Student will be able to effectively and efficiently troubleshoot, test, identify, and repair OSP fiber network cabling, and provide QA (Quality Assurance) procedures to minimize or eliminated future network outages.

CERTIFIED FIBER OPTICS SPECIALIST SPLICING COURSE # YINF128

This Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor’s discretion during these hands-on sessions along with fiber optics enclosures and splice trays.

CERTIFIED FIBER OPTICS SPECIALIST COURSE # YINF127

This program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands on course explores the overall spectrum of testing and maintenance of single mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance.

CERTIFIED FIBER OPTICS TECHNICIAN COURSE # YINF126

Program prepares the student to take the CFOT (Certified Fiber Optics Technician) exam given and graded at the end of class. Student will be able to effectively and efficiently install, terminate, and test multimode or single mode fiber optic networks to existing standards.

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.

MAXIMIZING COMMUNICATION EFFECTIVENESS IN MANUFACTURING COURSE # YMAU127

This course is intended for all levels in a manufacturing organization, from shop floor to management. Clear and impactful communication is necessary in order to impact organizational culture, productivity, service, quality and the bottom line. Today’s manufacturing requires teamwork that focuses on key critical priorities for the organization to deliver results. This training will be delivered by industry professionals using the DISC methodology.
WELDING FUNDAMENTALS-SMAW PLATE/STRUCTURE COURSE # YMAU128

This course is intended to be training for those who have never done ARC welding or who consider themselves beginners looking to enhance their basic skills. The anticipated outcome will be fundamental proficiency for Shielded Metal ARC Welding for plate and simple structure.

WELDING FUNDAMENTALS-SMAW PIPE COURSE # YMAU129

This is intended to be training for those who have basic ARC welding skills and have completed the Plate and Light Structural course or equivalent experience. The anticipated outcome will be fundamental proficiency or skill enhancement for Shielded Metal ARC Welding for pipe and piping systems.

WELDING INTERMEDIATE-GTAW/TIG COURSE # YMAU138

This is intended to be training for those who have basic ARC welding skills and have never used the TIG welding process or consider themselves to be beginners looking to enhance their basic skills. The anticipated outcome will be fundamental proficiency for Gas Tungsten Arc Welding.

WELDING INTERMEDIATE-GTAW/MIG COURSE # YMAU139

This is intended to be training for those who have basic ARC welding skills and have completed the Plate and Light Structural course or equivalent experience, who have never used the MIG welding process or consider themselves to be beginners looking to enhance their basic skills. The anticipated outcome will be a fundamental proficiency for Gas Metal Arc Welding.

WELDING INTERMEDIATE-OXY-ACETYLENE CUTTING/BRAZING COURSE # YMAU147

This is intended to be training for those who have never used Oxy-Acetylene equipment to cut metal or to join metal by brazing or consider themselves to be beginners looking to enhance their basic skills. The anticipated outcome will be a fundamental proficiency for cutting metal and brazing with Oxy-Acetylene equipment.

LEAN 6S FOR MANUFACTURING COURSE # YMAU148

This course is intended for all levels in a manufacturing organization, from shop floor to management. In addition to the normal 5 S techniques, this training included Safety and emphasizes the fact that a well-organized work area creates a safe and efficient work area. This is an industry proven methodology that gets real results. This training will be delivered by industry professionals and focuses on having visual order, organization, cleanliness and standardization in the workplace. Participants will gain valuable insights to impact their place of business using both theoretical and hands-on training.

TOTAL PRODUCTIVE MAINTENANCE IN MANUFACTURING COURSE # YMAU149

This course is intended for all levels in a manufacturing organization, from shop floor to management. TPM is a team-based effort to improve output and quality through improved equipment care and overall effectiveness.

LEAN SIX SIGMA OVERVIEW MANAGEMENT WHITE BELT COURSE # YMAU150

This course is intended for managers working in a Manufacturing or Industrial environment. This will create a greater understanding of the LEAN Six Sigma (LSS) concepts and practical application delivered from a Master Black Belt with over 35 years’ experience in government as well as private industry.

LEAN SIX SIGMA YELLOW BELT TRAINING COURSE # YMAU151

This course is intended for managers, engineers, trainers and technicians working in a Manufacturing or Industrial environment. This will create a greater understanding of the LEAN Six Sigma (LSS) concepts and practical application delivered from a Master Black Belt with over 35 years’ experience in government as well as private industry. This course will provide an in-depth understanding of LSS concepts and enable the student to implement projects using these tools.

WELDING FUNDAMENTALS-SMAW P/S HOBBYIST COURSE # YMAU152
This course is intended to be training for those who have never done ARC welding or consider themselves beginners looking to enhance their basic skills. The anticipated outcome will be fundamental proficiency for Shielded Metal Arc Welding for plate and simple structural.

**WELDING SKILL ENHANCEMENT COURSE # YMAU153**

This is intended to be training for those who have basic ARC welding skills and have completed the Plate and Light Structural course or equivalent experience. The anticipated outcome will be fundamental proficiency or skill enhancement for one of three types of welding: ARC welding; Pipe welding, or MIG welding. Individuals can take this class multiple times to continue to build their skills and capabilities.

**ARC FLASH TRAINING FOR TECHNICIANS/MAINTENANCE COURSE # YMAU154**

Designed for Electricians, Engineers, Maintenance Supervisors and Managers to provide a basic understanding of the hazards of Arc Flash, the legal requirements for compliance, establishing safe work boundaries and needed Personal Protective Equipment.

**OSHA 30 – General Industry COURSE # YMAU155**

The OSHA 30-hour training course for general industry is designed to help foremen, supervisors, managers, safety committee members, safety staff, and others with responsibility for workplace safety get up to speed on the basics of OSHA health and safety regulations for their workplace. The OSHA 30-hour general industry training course also provides students with an overview of how the Occupational Safety and Health Administration (OSHA) operates.

**OSHA 10 – General Industry COURSE # YMAU156**

Minimum topic requirements set by OSHA for entry-level employees who must complete 10 hours of construction or general industry training. Some industry-specific topics are required, while others are optional.

**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.

**LIFE INSURANCE PRE-LICENSE COURSE # YPRO150**

This course is designed to prepare individuals for the Life Insurance exam and to provide a good education for a career in insurance. Topics include sales, policy provisions, options and riders, annuities, federal tax considerations, the fundamentals of insurance law, and agent’s responsibility.
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.

*If you do not pass the ServSafe® exam retesting is available. Registration not available online, must contact Workforce Solutions Office to register for retest.

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, took kits and other supplies needed. (Estimated cost of flowers: $300-$350).

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.

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/.