

CONTINUING EDUCATION



SPRING/ SUMMER

TRAINING
TODAY'S
WORKFORCE

imagine what **you** can do!

For information: 225.216.8239
OUTSIDE LA 800.601.4558
FAX: 225-216-8446
www.mybrcc.edu



Continuing Education

Spring/Summer 2011 Schedule of Classes

ATTENTION ALL MILITARY PERSONNEL



Course dates are subject to change, see website for updates. Spouses of all active duty military members and activated members of the National Guard & Reserve units may be eligible for up to \$6,000 for training in high growth, high demand portable career fields. <https://aiportal.acc.af.mil/mycaa/default.aspx>.

ALL VOCATIONAL REHABILITATION AND WIA RECIPIENTS

Check www.laworks.net to see if you qualify for financial assistance through the WIA program. Other assistance may be available from **Louisiana Rehabilitation Services**. Funding for online programs may also be available via military.

Call 225.216.8239 for registration information or visit www.mybrcc.edu under the Continuing Education section for detailed course descriptions. You may also email desotom@mybrcc.edu.

ACCOUNTING SERIES

(NEW) Accounting 101

WCCE 2064 CRN: 23756 DATE: 2/21 - 3/19 (MW) 6p – 9p FEE: \$185

(NEW) Intermediate Accounting

WCCE 2065 CRN: 23746 DATE: 3/14 - 3/30 (MW) 6p – 9p FEE: \$185

ALLIED HEALTH/HEALTH CARE

ICD9 Courses

Medical Billing and Coding: Medical Terminology II

(Class #4 of 11 in Medical Billing and Coding Program) - 24 Contact Hours

WCCE 2131 CRN: 23219 DATE: 1/18 - 2/10 (TTH) 6p – 9p FEE: \$375

Medical Billing and Coding: Medical Coding Office Skills and Technology

(Class #5 of 11 in Medical Billing and Coding Program) - 24 Contact Hours

WCCE 2130 CRN: 23323 DATE: 2/22 - 3/17 (TTH) 6p – 9p FEE: \$375

Medical Billing and Coding: Legal Aspects of Medical Coding

(Class #6 of 11 in Medical Billing and Coding Program)- 24 Contact Hours

WCCE 2133 CRN: 23324 DATE: 3/29 - 4/21 (TTH) 6p – 9p FEE: \$375

Medical Billing and Coding: Anatomy and Physiology

(Class #7 of 11 in Medical Billing and Coding Program)- 24 Contact Hours

WCCE 2134 CRN: 23325 DATE: 5/3 - 5/26 (TTH) 6p – 9p FEE: \$375

(NEW) ICD 10 Bootcamp Training

WCCE: 2145 CRN: 23747 DATE: 3/7 - 5/11 (MW) 6p - 8p FEE: \$525

This class will training those already working in ICD9 on the new federally mandated system of ICD 10 which all agencies must migrate to by 2013. **Books Not Included.**

MEDICAL TRANSCRIPTION

(NEW) Medical Terminology and Basic Pathophysiology (COURSE #1 OF 3)

WCCE: 2147 CRN: 23752 DATE: 3/7 - 5/11 (MW) 6p - 8p FEE: \$525

A study of the meanings of medical terms and processes of diseases with an emphasis on diagnosis and treatment. 40/hrs./4.0 CEU's. **Books Not Included**

(NEW) Basic Anatomy (COURSE #2 OF 3)

WCCE: 2148 CRN: 23753 DATE: 5/2 - 6/22 (MW) 6p - 8p FEE: \$525

A course dealing with an introduction to the principles of anatomy and physiology. In association with each body system, common pathological conditions are also covered. 40/hrs./4.0 CEU's. **Books Not Included**

(NEW) Medical Transcription (COURSE #3 of 3)

WCCE: 2146 CRN: 23751 DATE: 4/18 - 6/22 (MW) 6p - 9p FEE: 525

This course will teach transcription of medical reports dictated by real physicians. Students will transcribe approximately (15) hours of dictation, which includes chart notes, history, and physical examination, consultations, operative reports, discharge summaries, radiology and pathology reports. This course will build upon the previous study of medical terminology, anatomy, and with in-depth coverage of English usage, editing, grammar, punctuation, spelling and formatting techniques for medical records. **(Must have taken course 1 and 2 before beginning course 3) 40/hrs/4.0 CEU's. Books NOT included..**

BUSINESS



In partnership with

(NEW) Bank Teller Training (ONLINE)

WCCE 6039 CRN: TBA DATES: (Coming online in 2011) FEE: \$595

This new online bank teller training course allows you to continue working in your present job while you train for a new career. Becoming a teller is one of the best entry level positions for opening the door to a world of career opportunities with a four-year college degree. This easy to follow online training will give you the training you need to begin a new and exciting career in the banking industry. Please call for the date classes will begin. (225)216-8439.

Grant Proposal Development (Introduction)

WCCE 401 CRN: 23105 DATES: 5/2 - 5/11 (MW) 6p – 9p FEE: \$145

This is a beginner's course where you learn how to find grants, learn the types of grants, the elements of a grant proposal, and a plan for proposal development. Great for new businesses, non-profits and Churches! Will not cover writing a business plan. 12 hours/1.2 CEU's.

QuickBooks Pro 10 (Five three-hour classes)

SBTC 3027 CRN: 23740 DATE: 1/13, 18, 20, 25, 27 (TTH) 9 a.m.—12 noon FEE: \$250

Learn how QB can assist you in your business processes, from entering sales receipts, tracking expenses, preparing and sending invoices, sales tax tracking and payment, preparation of basic financial statements and reports, purchase order processing, and inventory management. 12 hrs/1.2 CEU's

QuickBooks Pro 10 Advanced (Five three-hour classes)

SBTC3028 CRN: 23739 DATE: 2/9, 11, 16, 18, 23 (WF) 9 a.m.- 12 noon FEE: \$250

Would you like to learn the advanced features of QuickBooks? If you are currently using QB and would like to upgrade your skills join this workshop for hands-on activities as you explore the full potential of QB. Held in 5, three hour sessions. 12 hrs/1.2 CEU's

Certified Bookkeeper

WCCE 261 CRN: 23376 DATE: 3/7 - 5/25 (MW) 6p-9p FEE: \$995

Demand for bookkeepers is expected to increase, and those having accounting/bookkeeper certification are the best job prospects. Market yourself better and increase your importance to prospective companies/clients by taking the course. This is an intensive national certification preparation. 70 HOURS/7.0 CEU's. Course materials and testing fees included.

Writing Policy and Procedure Manuals for Businesses (Four hours)

SBTC 3030 CRN 23738 DATE: 2/25 (F) 8 a.m. – 12 a.m. FEE: \$150

Writing and updating your business standard operating procedure manuals is an important task for businesses. Learn how to approach the task, plan and execute the plan to accomplish the manual that is accurate and useful for your operations.

Fundamental Payroll Certification (American Payroll Association) (Class will NOT meet during Easter Weekend)

WCCE 266 CRN: 23506 DATE: 4/2 - 5/7 (S) 8a-2:30p FEE: \$685

FPC is a certification credential for payroll beginners and service and support. The FPC Exam will be administered at a local testing site. All APA modules included. Testing window March 27 - April 24 Books included. 30 hours 3 CEU's.

Using Microsoft Project (Four hours)

SBTC 3029 CRN 23737 DATE: 2/21 (M) 8 a.m. – 12 a.m. FEE: \$150

This hands-on workshop will explore the powerful tools in Microsoft Project which are beneficial in planning, organizing and implementing a small or large-scale project. 4 hrs./4 CEU's

Business Writing (Three hours)

SBTC 613 CRN 23741 DATE: 3/4 (F) 8 a.m. – 11 a.m. FEE: \$140

Enhance the skills of your office personnel and employees with this class that covers business writing basics, including reports, memos, emails, letters, and other written communications. 3 hrs./3 CEU's

Customer Service (Four hours)

SBTC 5002 CRN: 23743 DATES: 3/25 (F) 8a - 12a FEE: \$140

SBTC 5002 CRN: 23762 DATES: 4/15 (M), 8a - 12a FEE: \$140

SBTC 5002 CRN: 23763 DATES: 5/26 (TH) 8a – 12a FEE: \$140

This course is designed to help you enhance the level of customer satisfaction by meeting customer expectations. This is a highly interactive class with role playing, scenarios and group discussions.

Marketing Your Business (Two three-hour classes)

SBTC 5003 CRN 23744 DATES: 4/1 & 8 (F) 8a – 11a FEE: \$250

SBTC 5003 CRN 23764 DATES: 5/10 & 12 (TTH) 8a – 11a FEE: \$250

This course is designed to expose participants to the unique challenges of marketing your business in today's world. The course provides a thorough understanding of the fundamental principles of product and service strategies, pricing, marketing channels and supply chain management, integrated marketing communications – advertising, sales promotion, public relations, direct marketing, media strategy, personal selling and self promotion. Participants will consider the marketing issues and examine solutions that would be beneficial to their businesses. Through participation in class discussions, you are expected to gain an understanding of marketing and to develop insights about how to apply marketing principles in such an environment.

HR Professionals Don't Miss this IMPORTANT Lunch and Learn!

(NEW) Legal Ramifications of the Internet: What Every HR Professional Needs to Know

WCCE: 2071 CRN: 23761 DATE: 4/20 (W) 11:30a - 1:30p FEE: \$55

In this eye-opening session, participants will learn the legal liabilities of social media and how to craft comprehensive policies to minimize corporate liability. Social media opens up more opportunities for employers to be held legally liable for their employees' actions. Simple Facebook posts by employees asking for prayer for sick colleagues could be HIPPA or GINA violations.

- Managers could complicate a wrongful discharge action through unauthorized LinkedIn referrals of former employees or obligate the company contractually through online chats.
- The proactive use of social media to market products and services can bring into play advertising regulations and overtime issues. Defamation, harassment, hostile workplace, and other legal issues rear their ugly heads in the new online environment.
- Have you anticipated the potential scenarios and do your policies protect the company and set up clear expectations for employees?
- Lunch is Included



In partnership with

The Economic Development Division offers 40+ online tax education courses in partnership with The Income Tax School. The catalog of courses range from 3 hour Continuing Professional Education (CPE) seminars for EA's, CPA's, CFP's and un-enrolled tax preparers to 30-60 hour tax preparation courses used by tax, accounting and financial professionals to fill training needs. The Income Tax School will also offer an IRS competency test course (Spring 2011) to prepare tax professionals to meet new compliance standards. Check out the website at www.mybrcc.edu for more information.

CONSTRUCTION

Construction Site Safety Technician Course

WCCE 961	CRN: 23345	DATE: 2/5-3/26	(S)	7:30a -5:30p	FEE: \$550
WCCE 961	CRN: 23406	DATE: 4/2-5/21	(S)	7:30a -5:30p	FEE: \$550
WCCE 961	CRN: 23562	DATE: 5/28-7/16	(S)	7:30a -5:30p	FEE: \$550

Topics: hazard communication, work zone safety, personal protective equipment, fall protection, trenching safety, job safety analysis and task safety analysis, safety meetings, work permit policies, risk analysis and assessment, and OSHA inspection procedures. Complete the course and pass all examinations to receive certification as a construction site safety technician through the National Center for Construction Education and Research and OSHA 30 card. 100 hours/10.0 CEU's.

Planning and Scheduling Course

WCCE 962	CRN: 23347	DATE: 1/15-2/9	(S)	7:30a-5:30p	FEE: \$300
WCCE 962	CRN: 23408	DATE: 3/7-4/6	(MW)	6:00p-9:00p	FEE: \$300

Topics: stages of planning, plan implementation, planning resources, the work breakdown structure, and creating a performance based work environment as it relates to the construction industry. Includes related computer software exposure. 30 hours/3.0 CEU's.

General Contractor's Exam Prep Course

WCCE 963	CRN: 23348	DATE: 1/15-2/5	(S)	7:30a-5:30p	FEE: \$325
WCCE 963	CRN: 23405	DATE: 4/2-23	(S)	7:30a-5:30p	FEE: \$325

Blueprint Reading Course

WCCE 964	CRN: 23344	DATE: 1/24-2/28	(MW)	6p-9p	FEE: \$350
WCCE 964	CRN: 23407	DATE: 5/16-6/15	(MW)	6p-9p	FEE: \$350

Comprehensive course includes types of prints/plans and building structures to symbols/abbreviations. Learn to interpret standard residential and commercial drawings. 40 hours/4.0 CEU's.

Estimating Course

WCCE 965	CRN: 23349	DATE: 2/26-3/19	(S)	7:30a-5:30p	FEE: \$350
WCCE 965	CRN: 23570	DATE: 6/4-25	(S)	7:30a-5:30p	FEE: \$350

Utilize computer-based software and a textbook to learn the principles of estimating. Topics: cost control, defining elements of material, labor, and equipment, and cost analysis. 40 hours/4.0 CEU's.

Electrical Level 2 Course

WCCE 972 CRN: 23351 DATE: 5/24-8/11 (TTH) 6p-9p FEE: \$550

One hundred ten hour-course and hands-on training. Topics: alternating current, pull and junction boxes, conductor installations, circuit grounding and fuses, breaker systems, and fundamental concepts. Electrical 1 not required.

GO GREEN! New Solar Panel Design and Installation Course

WCCE 974 CRN: 23404 DATE: 1/22-2/19 (S) 7:30a-5:30p FEE: \$995

WCCE 974 CRN: 23455 DATE: 3/5-4/2 (S) 7:30a-5:30p FEE: \$995

WCCE 974 CRN: 23456 DATE: 4/30-5/28 (S) 7:30a-5:30p FEE: \$995

WCCE 974 CRN: 23572 DATE: 6/18-7/23 (S) 7:30a-5:30p FEE: \$995

Did you know home owners can receive federal and state income tax credits for the purchase and installation of solar energy systems of up to 80% of the costs of the system? Installation must be done by individuals who have received a certificate of training in the design and installation of solar energy systems. This course consists of classroom lecture and hands-on solar installation training utilizing training materials and information from Solar Energy International (SEI) and Florida Solar Energy Center (FSEC). Training topics are consistent with the North American Board of Certified Energy.

Practitioners (NABCEP) learning objectives for their PV Entry level Certificate of Knowledge program. BRCC is an authorized training provider for NABCEP. Textbooks are included. NABCEP certification exam given at the completion of course hours. 45hours/4.5 CEU's

Construction Business 101

WCCE 976 CRN: 23458 DATE: 3/15-4/19(TTH) 6p-9p (S) 7:30a-5:30p FEE: \$500

Do you want to start your own business? Statistics show that individuals who start their own business without some entrepreneurship training or business experience have a higher percentage of business failure. Don't be a statistic. Learn what you need to start your own business in terms of business plans, insurance/permitting, financial documents, marketing, technology and more.

40 hours/4.0 CEUs.

HAZWOPER Training

WCCE 980 CRN: 23462 DATE: 2/22-3/26(TTH) 6p-9p (S) 7:30a-5:30p FEE: \$500

WCCE 980 CRN: 23580 DATE: 5/11-6/13(TTH) 6p-9p (S) 7:30a-5:30p FEE: \$500

This course provides safety training for individuals who may be exposed to chemical hazards in the work site that follow 29 CFR 1910.120 of the OSHA Standards. Knowing how to work around and handle these materials is crucial, for worker safety. Individuals will spend 33 hours of classroom instruction and 8 hours of hands on lab practical. This course is a must for individuals working in the industrial or site clean up sector of the construction industry. 40 hours/4.0 CEUs.

Community First Aid and CPR

WCCE 959 CRN: 23430 DATE: 2/26 (S) 7:30a-5:30p FEE: \$70

10 hours/1.0 CEUs.

Blood Borne Pathogens

WCCE 975 CRN: 23429 DATE: 3/17 (W) 6p-9p FEE: \$50

Infectious disease exposure is a big concern in today's world whether at work or at home. Learn proper techniques to help prevent the spread of infectious disease. 3 hours/0.3 CEUs.

Primavera P6

WCCE 981 CRN: 23463 DATE: 2/19-3/12(S) 7:30a-5:30p FEE: \$1099.99
Learn how navigate the Primavera 6.0 interface to create detail schedules with the industry standard in scheduling software or just update your skills to the new format. 40 hours/40.0 CEUs.

Command Spanish for Construction

WCCE 982 CRN: 23464 DATE: 2/17, 19 (TH) 6p-9p, (S) 7:30a-5:30p FEE: \$175

WCCE 982 CRN: 23583 DATE: 5/14, 16 (TH) 6p-9p, (S) 7:30a-5:30p FEE: \$175

This is a comprehensive Spanish language program that provides immediate access to functional language skills for non-Spanish-speaking construction site supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and workers at construction sites. No prior knowledge of Spanish necessary. Being bilingual is a huge asset in the construction industry today. Learn the key Utilize computer-based software and a textbook to learn the principles of estimating. Topics: cost control, defining elements of material, labor, and equipment, and cost analysis. 10 hours/1.0 CEUs.

DESIGN and EVENT COURSES

Florist License Prep

WCCE 420 CRN: 23107 DATE: 4/9 - 5/21 (S) 8a-4p FEE: \$850

Assists students to successfully pass the State Florist Exam. Learn basic floral design, designing creating corsages, making wedding bouquets, funeral pieces, and other occasional arrangements. Wire cutters and a design knife are needed and may be purchased at Louisiana Wholesale under BRCC's discount. Course fee includes flowers/other materials needed in the course. 64 hours/6.4 CEU's.

Introduction to House Flipping

WCCE 427 CRN: 23346 DATE: 4/3 - 4/12 (TTH) 6p - 9p FEE: \$275

Learn the basics of buying a house, upgrading it, and selling it quickly. Topics include identifying a potential flip, outlining the risk involved, fixing the flip, and reviewing financing options. Great class for anyone who is interested in the process of flipping a house. No book required. 12 hours/1.2 CEU's.

Event Planning

WCCE 298 CRN: 23352 DATE: 3/21 - 4/11 (M) 9a - 4p FEE: \$450

Event planners create/organize special events, managing details of weddings, parties, award/fashion shows, fund raisers, business conferences, fairs/festivals, political functions, concerts, and other small/large events. Learn tools to successfully plan any event. 24 hours/2.4 CEU's.

Interior Decorating & Design Principles

WCCE 426 CRN: 23772 DATE: 3/9 - 6/15 (W) 6p - 9p FEE: \$475

Broad overview of the design profession/industry, including history of interior design, color theory, and furniture styles. Learn the appropriate use of wallpaper, textiles and floor coverings; the practical furniture placement, proportion and balance; and a summary of the placement of lighting and floral/accessories. 40 hours/4.0 CEU's.

REMEMBER TO REGISTER EARLY FOR THESE CLASSES

DIGITAL MEDIA COURSES - *Software Training - ADOBE CS5 Suite*

APPLE Final Cut Pro 101

WCCE: 2069 CRN: 23756 DATES: 1/28,29&30 (FSSu) FEE: \$995

This three-day, hands-on course teaches students to perform basic editing functions while becoming familiar with the Final Cut Pro user interface. In this course, you will cut a scene from the TNT television series "Leverage", create a promo for "Seaworld's Believe" documentary, as well as master filters and effects as you edit a segment of "Playing for Change", the international music-creation event. Start with basic video editing techniques and work all the way through Final Cut Pro's powerful advanced features. 24 hrs/2.4 CEU's

Adobe Flash I : Introduction to Flash

WCCE: 2042 CRN: 23369 DATES: 1/22&23 (S/Su) FEE: \$525

WCCE: 2042 CRN: 23369 DATES: 2/19&20 (S/Su) FEE: \$525

WCCE: 2042 CRN: 23369 DATES: 4/16&17 (S/Su) FEE: \$525

Flash I explores the basics of Adobe Flash, including interface, essential features and working with animation. The course covers Flash's drawing, animation and audio capabilities to create interactive content for the web and motion graphic projects. 16 hrs/1.6 CEU's

Adobe Flash II : Introduction to ActionScript 3.0

WCCE: 2070 CRN: 23759 DATES: 3/26&27 (S/Su) FEE: \$525

WCCE: 2070 CRN: 23760 DATES: 5/21&22 (S/Su) FEE: \$525

Flash II introduces experienced Flash developers to ActionScript 3.0 to create dynamic animation and interactive games with Flash. Course covers ActionScript 3.0 programming fundamentals. 16 hrs/1.6 CEU's

Photoshop I : Introduction to Photoshop

WCCE: 2037 CRN: 23368 DATES: 3/ 18-20 (FSSu) FEE: \$395

This course provides a thorough overview of the interface, the tools, the features, tricks, and tips for using Photoshop. The course is an ideal combination of instructor demonstration and hands-on practice.

Adobe Web Page Design

WCCE 133 CRN: 23366 DATE: 3/25 - 27 (FSSu) FEE: \$395

Focuses on use of the World Wide Web (WWW) and creation of a home page. Projects using Web browsers and Hypertext Markup Language (HTML) are demonstrated, with the overall objective of familiarizing students with the process of publishing a personal Web site. 12 hours/1.2 CEU's. Textbook not included in fee.

Adobe InDesign

WCCE 2038 CRN: 23367 DATE: 4/1 - 3 (FSSu) FEE: \$395

Covers methods of creating publications in *Adobe InDesign CS3*. Covers techniques and features such as the *InDesign* workspace, building documents, importing and editing text, styles, frames, page objects, graphics, tables, and special effects. Use *InDesign* to create *PDF* files and *HTML*. **Prerequisite: Basic understanding of CS2. 12 hours/1.2 CEU's. Textbook not included in fee.**

EDUCATION

Praxis I Preparatory Workshop - MATH, READING, WRITING

WCCE 319 CRN: 23451 DATE: 3/12 (SAT) 8a – 5p FEE: \$195

Full-day course to prepare students for the Praxis I Assessment Exam. 8 hours/.8 CEU's. Textbook included!

Praxis II Preparatory Workshop – ELEMENTARY EDUCATION

WCCE 300 CRN: 23378 DATE: 3/19 (SAT) 8a – 5p FEE: \$195

Full-day course to prepare students for the Praxis II Assessment Exam to earn a Louisiana Teacher Certificate. 8 hours/.8 CEU's. Textbook included!

Praxis II Preparatory Workshop – PRINCIPLES OF LEARNING & TEACHING (PLT)

WCCE 296 CRN: 23452 DATE: 3/26 (SAT) 8a – 5p FEE: \$195

Full-day course to prepare students for the Praxis II Assessment Exam to earn a Louisiana Teacher Certificate. 8 hours/.8 CEU's. Textbook included!

Civil Service Exam Prep- Professional Entry Test (PET)

WCCE 5285 CRN: 23101 DATE: 3/19 & 26 (S) 8a – 4:30p FEE: \$165

WCCE 5285 CRN: 23453 DATE: 5/7 & 14 (S) 8a – 4:30p FEE: \$165

A successful score on the PET exam opens the door to many state jobs. This 2 day class prepares you for the state civil service exam, Professional Entry Test (PET). Textbook required prior to class. Textbook is available at the BRCC Bookstore located in the Bienvenue Student Center, located at 201 Community College Drive, Baton Rouge for approximately \$45. 16 hours/1.6 CEU's.

Instant Piano for Hopelessly Busy People

WCCE: 4005 CRN: 23754 DATE: 4/20 (W) 6p-9:30p FEE: \$65

This is an absolutely beginning class in chord piano techniques that will have you playing your favorite songs soon after only one session. It's a proven, fun and relaxed approach to professional-style playing. Instructor David Hayes has taught music for over 35 years and enjoys inspiring thousands of people in his classes all over the eastern United States with his enthusiasm and love of music. There is a \$25 fee for the book and CD, which will be payable to the instructor. Enrollment is limited, pre-registration is required in order to estimate the number of books needed. 3.5 hours.

ENVIRONMENTAL

THERE WILL BE NO WATER CLASSES UNTIL FALL 2011

Water/Wastewater Classes and CEU hours will be scheduled throughout the year. Please call 225. 664.5161 for further information.

We will offer the following classes:

Water Production, Treatment and Distribution, Class 1 and 2	FEE: \$375
Water Production, Treatment and Distribution, Class 3 and 4	FEE: \$375
Wastewater Treatment and Collection, Class 1 and 2	FEE: \$375
Wastewater Treatment and Collection, Class 3 and 4	FEE: \$375
Water Math for the above	FEE: \$100
Computer Training	TBA

REMEMBER TO REGISTER EARLY FOR THESE CLASSES

HOSPITALITY & FOOD SERVICE

Hospitality Management and Guest Relations

WCCE: 9044 CRN: 23767 DATE: 2/28/11-5/9/11 (M) 6p-9p FEE: \$400

Learn the skills needed to work in the hospitality industry as a manager and/or in guest relations. Students will learn the foundational aspects. 40 hours/4.0 CEUs.

Human Resource Management

WCCE: 9046 CRN: 23768 DATE: 4/9-30/11 (S) 7:30a-5:30p FEE: \$300

Knowing the proper way of working with employees and handling employee related issues is a must for any manager or supervisor. Learn these skills and more in a class taught by industry professionals. 30 hours/3.0 CEUs.

Food and Beverage

WCCE: 9047 CRN: 23769 DATE: 3/1/11-5/3/11 (T) 6p-9p FEE: \$325

Introduction to food and beverage management principles and duties for hotels, food chains, schools, etc... Course includes marketing, production and service, sanitation and safety, and revenue control. Food safety certification exam included. 24 hours/2.4 CEUs.

Bartending 101

WCCE : 9048 CRN: 23770 DATE: 2/26/11-4/2/11 (S) 7:30a-5:30p FEE: \$400

Want to start a great career as a bartender? In this class you will learn the proper way of mixing beverages, proper proportions, tools of the trade, history of alcoholic beverages. Successful completers will receive their liquor license. 40 hours/4.0 CEUs.

(NEW) Command Spanish for Restaurant Staff

WCCE 357 CRN: 21692 DATE: 4/23 (F) 8a-5p FEE: \$195

Command Spanish is designed for those seeking a basic communication and understanding of Spanish used within the workplace. This short intensive training focuses on key words and phrases that are commonly used in specific industries and are taught in an easy to learn manner. These classes will help you to enhance communication to Spanish speaking customers. 12 hours/1.2 CEU's.

(NEW) Command Spanish for Hotel and Motel Staff

WCCE 358 CRN: 21693 DATE: 4/30 (Fri) 8a-5p FEE: \$195

Command Spanish is designed for those seeking a basic communication and understanding of Spanish used within the workplace. This short intensive training focuses on key words and phrases that are commonly used in specific industries and are taught in an easy to learn manner. These classes will help you to enhance communication to Spanish speaking customers to better serve their needs. 12 hours/1.2 CEU's.

Food Safety Certification (includes exam)

WCCE 238	CRN: 23070	DATE: 1/18 & 19	(TW)	8a – 5p	FEE: \$125
WCCE 238	CRN: 23419	DATE: 3/15 & 16	(TW)	8a – 5p	FEE: \$125
WCCE 238	CRN: 23749	DATE: 5/17 & 18	(TW)	8a – 5p	FEE: \$125

Don't Wait! In this 2 day class, learn about bacteria, viruses, parasites, contamination, food borne illness, proper food handling, HACCP system, cleaning/sanitizing, integrated pest management, regulations/standards, and employee food safety. Includes certification test that is given immediately following the course. Textbook required and available at the BRCC Bookstore in the Bienvenue Student Center located at 201 Community College Drive. Textbook is approximately \$115. 16 hours/1.6 CEU's.

Food Safety Certification - TEST ONLY

WCCE 258	CRN: 23062	DATE: 1/19	(W)	12 noon – 5p	FEE: \$65
WCCE 258	CRN: 23420	DATE: 3/16	(W)	12 noon – 5p	FEE: \$65
WCCE 258	CRN: 23750	DATE: 5/18	(W)	12 noon – 5p	FEE: \$65

Don't miss it! Designed for individuals who need to recertify or retake the examination. Book required and available at the BRCC Bookstore. Book is approximately \$115.

HUMAN RESOURCES MANAGEMENT

Human Resources (PHR, SPHR) Certification Preparation Course – SHRM

WCCE 7004	CRN: 23146	DATE: 2/1-4/26	(T)	6p – 9p	FEE: \$925
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Overviews key areas of HR management using the SHRM® Learning System Course.

Includes six modules that correspond to six functional areas defined by the Human Resource Certification Institute (HRCI). Offered in cooperation with the Society for Human Resource Management (SHRM) for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR). Certification examinations administered by HRCI. Includes software designed to increase performance and strategic thinking regarding HR issues while taking the exams. All SHRM Modules included. 36 hours/3.6 CEU's. **TEST WINDOW 5/1 - 6/30.**

Essentials of Human Resources Management

WCCE 7005	CRN: 23067	DATE: 6/8-17	(TH/F)	6p-9p	FEE: \$525
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Understand basic HR concepts prior to conducting any disciplinary actions. Overview outside the current specialty (for newcomers, the entire field). Not for seasoned HR professionals (unless updating credentials), but a must for those who manage people. All SHRM Modules included. 18 hours/1.8 CEU's.

INFORMATION TECHNOLOGY

Microsoft Office Suite for the Professional (2007)

WCCE 1007	CRN: 23765	DATE: 2/7 - 3/23	(M)	6p-9p	FEE: \$400
WCCE 1007	CRN: 23766	DATE: 4/4 - 5/18	(M)	6p-9p	FEE: \$400

Knowing how to utilize the Microsoft Office Suite is a must for today's business professional. Learn Word, Excel, Access, and Power Point by classroom and hands-on instruction. **College credit given for those who successfully pass exit exam.** 40 hours/4.0CEUs. **Books Included in fee.**

Learn How to Use to Data Phone

WCCE: 2072	CRN: 23774	DATE: 1/24 & 31	(M)	6p-9p	FEE: \$100
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So you bought a fantastic new phone and it can do everything! Stop and ask yourself are you getting the most out of your purchase? Chances are your not! Join us for this very enlightening class and the many apps and uses for your new data phone. You will leave wondering, why didn't I do this sooner?

Excel – Intermediate (Two three-hour classes)

SBTC 3006 CRN 23742 DATE: 3/14 &16 (MW) 8 a.m. – 11 a.m. FEE: \$195
Participants should have a beginning knowledge of Excel features. The course teaches how to work with worksheets and workbooks and to analyze data using Excel features. This course will explore the features needed in producing invoices, budgets, reports and charts.

Excel Advanced (Two three-hour classes)

SBTC 3007 CRN 23738 DATE: 3/21 & 23 (MW) 8 a.m. – 11 a.m. FEE: \$195
Have you explored the advanced features of Excel? Now is your chance to delve into all of the features of Excel for maximum benefits. Join us in this hands-on workshop to upgrade your Excel skills. Held in two-three hour sessions

INDUSTRIAL/MANUFACTURING

Instrumentation Level 1

WCCE 924 CRN: 23773 DATE: 2/22-6/30 (TTH) 6p – 9 p FEE:\$600
Key content includes Hand Tools for Instrumentation, Electrical Safety, Power Tools for Instrumentation, Electrical Systems for Instrumentation, Metallurgy for Instrumentation, Fasteners, Instrumentation Drawings and Documents, Part One, Gaskets and Packing, Lubricants, Sealants, and Cleaners, Flow, Pressure, Level, and Temperature, Tubing, Piping — 2" and under and Hoses. Follows the NCCER Curriculum. Book is included in the cost for this course. Instrumentation Level 2, Level 3 and Level 4 courses will follow in the summer and fall. Call for more information.

INFORMATION TECHNOLOGY CERTIFICATIONS

These classes are all instructor lead

AUTOCAD 2008 - Beginner

WCCE 2040 CRN: 23370 DATE: 3/28 - 5/11 (MTW) 6p-9p FEE: \$1895
Everything manufactured, constructed, or remodeled requires charts, and plans/drawings, created through the expertise of an AUTO CAD Drafter. The drafter creates designs that are used by managers, financiers, engineers, and manufacturers. More and more employers need workers skilled in using Auto CAD software. 63 hours/6.3 CEU's. *Textbooks not included.*

AUTOCAD Intermediate

WCCE 2047 CRN: 23503 DATE: 5/16 - 6/29 (MTW) 6p-9p FEE: \$1895
The drafter creates designs that are used by managers, financiers, engineers, and manufacturers. More and more employers need workers skilled in using Auto CAD software. In this course the student learns more advanced techniques and correct usages of tools to integrate into more advanced drawings. If desired, students may bring specific projects to work on in class if time permits. 63 hours/6.3 CEU's. *Textbooks not included.*

AUTOCAD Electrical Class

WCCE 2048 CRN: 23449 DATE: 3/19-4/16 (S) 8a - 4p FEE: \$995
Students will learn how to navigate the Auto CAD user interface, to create and build electric control systems such as intelligent ladder diagrams and panel layouts. Some print reading experience is required for this class. Blue Print reading course is recommended prior to taking this course. 40 hours/4.0 CEU's. *Textbooks not included.*

AUTOCAD Architectural Drawing

WCCE 2044 CRN: 23372 DATE: 5/2-6/22 (MW) 6p-9p FEE: \$995
Students will learn how to utilize Auto CAD in creation of architectural drawings such as section drawings, detail drawings, elevations and floor plans. Some print reading experience is required for this class. Blue Print reading course is recommended prior to taking this course. 40 hours/4.0 CEU's. ***Textbooks not included.***

AUTOCAD Piping Class

WCCE 2045 CRN: 23371 DATE: 4/30-5/24 (S) 8a-4p FEE: \$995
Students will learn how to utilize Auto CAD to create drawings such as isometrics and P & ID's. Some print reading experience is required for this class. Interpreting isometric drawings course is recommended prior to taking this course. 40 hours/4.0 CEU's. ***Textbooks not included.***

LEGAL/LAW ENFORCEMENT/INVESTIGATIONS

Notary Public Commission Preparation Part I-Theory

WCCE 310 CRN: 23379 DATE: 2/15 - 5/25 (T) 6p – 9p FEE: \$425
Prepare for the multiple choice and research portion of the Louisiana State Notary Examination. The course will provide an in-depth study of the Official Louisiana Study Guide. Learn methods to research the Louisiana Civil Code and the Louisiana Revised Statutes, Title 9. Some of the topics covered will be the preparation of acts, collateral mortgages (liens/privileges), incorporation, types of contracts, successions, tutorships, interdictions and notarial wills. Not too late to register! 45 hours/4.5 CEU's. Books not included.

Notary Public Commission Part II-Scenario & Research Preparation

WCCE 3006 CRN: 23382 DATE: 3/17 - 5/19 (TH) 6p – 9p FEE: \$285
Designed to prepare the student for the scenario and research portion of the Louisiana State Notary Examination. The course will provide case scenarios for all aspects of the notary's functions. Students will be instructed on the methods to determine the appropriate notarial act for each case scenario as well as drafting of numerous notarial acts. The research portion of this course will instruct the student on different methods of researching the Louisiana Civil Code and the Louisiana Revised Statutes, Title 9. 30 hours/3.0 CEU's. Books not included.

ALL NOTARY RETAKES WILL BE CHARGED \$65

Private Investigator Prep Course

WCCE 7017 CRN: 23109 DATE: 2/4 - 13 Fri: 6p-10p SAT & SUN 8a-5p FEE: \$385
Intensive course that teaches students basic investigative skills and discovery techniques. Become familiar with the Louisiana State Private Investigator Exam: state/federal investigator laws, undercover investigations, surveillance techniques, interview/statement methods, court record checks, subpoena procedures, computer database research, video/still photography techniques, locating witnesses and missing-persons, and testifying strategies. Required to take the state exam. Not too late to register! 40 hours/4.0 CEU's. Manual included.

Private Investigator Seminar

WCCE 7018 CRN: 23601 DATE: 2/11 (F) 8a – 5p FEE: \$125
Provides eight hours of continuing education necessary to maintain a Louisiana State Private Investigator's License. 8 hours/.8 CEU's.

Professional Development Academy (PDA)

PDA is a fast-track intensive training program to assist employers in achieving higher standards of professional excellence. Based on industry request, PDA concentrates on five critical pillars:

PDA Leadership Excellence
PDA Outstanding Customer Service
PDA Administrative Professional Skills
PDA Business Foundations
PDA Computer Excellence

Each pillar is customized and delivered in four-hour modules to accommodate the needs of the large and small employer. Employers can pick a series of courses to meet their training objectives and the varying needs and levels of their employees.

We are a premier training provider listed with the Louisiana Workforce Commission for writing and managing Incumbent Worker Training Program Grants. Training courses may also qualify under the Louisiana Workforce Commission Small Business Employee Training (SBET) grants for reimbursement of training costs to the company.

Course Offerings:

PDA Business Grammar	PDA Customer Service
PDA Business Writing	PDA Interpersonal Skills
PDA Call Center Etiquette	PDA Power Writing
PDA Coaching & Mentoring	PDA Performance Management
PDA Coaching Skills	PDA Problem Solving
PDA Conflict Management	PDA Professionalism
PDA Creative Thinking	PDA Project Management
PDA Dealing with Difficult Customers	PDA Leadership Styles
PDA Defining Customer Service	PDA Quality Management
PDA Defining Leadership	PDA Responsible Gaming
PDA Interpersonal Skills	PDA Stress Management
PDA Effective Business Presentations	PDA Team Building
PDA Effective Communication	PDA Telephone Etiquette
PDA Effective Meetings	PDA Time Management
PDA Communication Skills	PDA Listening Skills
PDA Email & Voice Mail Management	PDA Human Resources Management
PDA Influencing & Negotiation	

PDA Knowledge Management & Succession

For additional information please call 225-216-8239, e-mail us at

desotom@mybrcc.edu

or visit the BRCC Website under Corporate Training



YOUNG AT HEART/50 PLUS

(CE offers affordable courses for active 50+ students)

REMEMBER TO REGISTER EARLY FOR THESE CLASSES

Computer Basics

WCCE 102 CRN: 23357 DATE: 3/21 - 24 (T) 9a - 12p FEE: \$295
Learn computer basics. You will get an overview of email, word processing and spread sheets. 12 hrs/1.2 CEU's

Outlook Basics – Email

WCCE 617 CRN: 23359 DATE: 4/4-7 (T) 9a - 12p FEE: \$100
Learn e-mail basics: send/receive photos and messages to/from other users no matter where they are! 9 hrs/.9 CEU's

Financial Strategies For A Successful Retirement

WCCE 705 CRN: 23356 DATE: TBA (TH) 6:30p-8:30p FEE: \$75
Key money management concepts important to people at/near retirement. Learn to reduce pressures on retirement income; allocate assets, retirement income and use of income for the future; and make appropriate health care decisions. Explore transferring assets to family members. One set of textbooks included in fee. Class held at 4750 Sherwood Commons Blvd., Baton Rouge, LA 70816 (4 nights)

Florist Licensure Prep

WCCE 420 CRN: 23107 DATE: 4/10 - 5/29 (S) 8a-4p FEE: \$850
Assists students to successfully pass the State Florist Exam. Learn basic floral design, designing creating corsages, making wedding bouquets, funeral pieces, and other occasional arrangements. Wire cutters and a design knife are needed. Course fee includes flowers/other materials needed in the course. 64 hours/6.4 CEU's.

Drawing & Watercolor Painting

WCCE 6035 CRN: 23365 DATE: 4/3 – 5/15 (S) 9a – 12p FEE: \$200
Join us for a relaxing course in drawing and painting with watercolors. You will learn the basics and fundamentals of beginner art. *Supplies included in fee.* 24 hrs./2.4 CEU's

YOUTH PROGRAMS

5th Annual Entertainment Technology Camp (ETEC) (Grades 6-12)

WCCE: 1001 CRN: 23755 DATE: 5/30-6/24 (M-F) 8a – 5p FEE: \$650
This year our youth camp won national recognition at the NCCET Conference as a 2010 Exemplary Program Finalist. Join us for another year of this fun and educational camp. We will once again be offering classes in Art (will be done on the computer), Animation, Movie Making, Video Game Design, Photoshop and Digital Photography. Please check with WIA for tuition assistance. We will begin early registration in January for the ETEC camp this year. You will once again be able to make payments of \$250 at registration (non-refundable) and the remaining (2) payments in \$200 increments to be paid in full by May 1st. Spots are limited for this exciting camp so **REGISTER EARLY!**

Construction Camp (Grades 7-10)

WCCE: 987 CRN: 23771 DATE: 6/6-17, 2010 (M-F) 8a-5p FEE: \$350
Students will be recruited primarily from the East Baton Rouge and surrounding parishes' middle schools and high schools (preferably no later than sophomore year) to take part in a Construction Technology Camp where they will be exposed to the many areas of the construction industry showcasing the many career opportunities in the industry. For more information call 225-216-8436.



ATTENTION MILITARY PERSONNEL AND DEPENDENTS TRAINING ON DEMAND. ANYTIME. ANYWHERE.



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**Online Training Courses and
tuition information for US Military
personnel, spouses, and dependents**

Baton Rouge Community College, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

Below see a list of course fields that are eligible:

**Healthcare and Fitness
Business and Professional
IT and Software Development
Management and Corporate
Media and Design
Hospitality and Gaming
Skilled Trades and Industrial
Sustainable Energy and Going Green**

BRCC offers many online career training courses. Any active duty military member, veteran or dependants of military personnel interested in learning more about online certificate programs and military tuition assistance can contact us at 225-216-8239.

Learn
from the
comfort of
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> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/mybrcc.edu
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Baton Rouge Community College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Learn More...

- Expert Instructor
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- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin

monthly. Please visit our Online

Instruction Center to see exact

start dates for the courses that

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Visit our Online Instruction Center today!

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or call:

(225) 216-8239

Courses Start as Low as:

\$125

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/mybrcc.edu



Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College.

Baton Rouge Community College is accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: Associate of Applied Science in Business Technology and Associate of Science in Business.

Baton Rouge Community College is accredited by the Association of Technology, Management, and Applied Engineering to offer the following technology degree: Associate of Applied Science in Process Technology.

Educational opportunities are offered by the Baton Rouge Community College without regard to race, color, age, national origin, religion, gender, or disability.

The Director of Disability Services has been designated as the college's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Director at 225.216.8503. TDD 225.216.8702.

Baton Rouge Community College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Title IX Coordinator is Dr. Stephen Hilterbran, Vice Chancellor for Student Affairs, 201 Community College Drive, Baton Rouge, Louisiana, 70806 – 225.216.8068.

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.