



“If you really look closely, most overnight successes took a long time.”

-- Steve Jobs



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A MESSAGE FROM OUR CHANCELLOR



Big things are happening in the Bayou Region, and Fletcher is excited to be a part of them. As needs change in the industries our region is known for, we respond by enhancing our existing programs and creating new ones. The mission of our Corporate College is to provide individuals and businesses with the most advanced, customized and relevant education and training for economic growth. In addition, we provide affordable non-credit courses that address the professional, recreational, and cultural needs of the community.

Fletcher is proud to offer customized training to businesses in our region. If there is a need for all employees to learn Microsoft Excel, for example, Fletcher can help.

In addition to addressing the needs of our region's workforce, we continue to be a conduit to success for individuals seeking new certifications, new careers, and new degrees. Regardless of a person's goals and aspirations or a business's goals, Fletcher can help. We currently offer "courses" and "programs." Courses are stand-alone classes (such as First Aid/CPR for Healthcare Providers), while programs are a series of courses that prepare individuals for employment (The Certified Line Worker Training Program).

Our Corporate College keeps our community competitive and our economy strong by providing the most advanced, flexible, and applicable education and training for business and industry in Louisiana. Fletcher's Corporate College has partnered with businesses, chambers of commerce, and other agencies to create initiatives that address local workforce needs. We are energized about future programming which includes Drone Technology and Coastal Engineering.

On behalf of my colleagues, I wish you all the best as you work to make your dreams a reality.

Dr. Kristine Strickland

WHAT IS CORPORATE COLLEGE?

Customized Training for Employers

Incumbent Worker Training Program

Continuing Education
Non-Credit Courses

Professional Development and
Job Training

Testing Center

Industry-Based Certifications and
Licensure Exams

Proctoring Services

WorkKeys

Online Programs

“Fletcher’s Corporate College keeps our community competitive and our economy strong by providing Louisiana-based business and industry the most advanced, flexible, and applicable education and training. Fletcher’s Corporate College partners with businesses, chambers of commerce, and other agencies to create initiatives that address local workforce needs.”

– Dr. Kristine Strickland



Fletcher's Corporate College offers grant writing and management services for Louisiana's Incumbent Worker Training Program.

The Incumbent Worker Training Program (IWTP) provides qualifying employers with grant funding to train their workforce. The Incumbent Worker Training Program (IWTP), a partnership between the Louisiana Workforce Commission, business and industry and training providers, benefits business and industry by assisting in the skill development of existing employees, thereby increasing employee productivity and growth of the company.

Funding comes from the interest earned on overpayment of federal unemployment insurance and is returned to the employers who pay into the system.

Improvements through training result in creation of new jobs, retention of jobs that otherwise may have been eliminated, and an increase in wages for trained employees.

Who is eligible for IWTP Funds?

- Any business who has operated in Louisiana AND contributed to the state's Unemployment Insurance System for at least three years
- Employers with at least 15 employees to be trained OR could join with other employees in a consortium for similar training
- Employers who exhibit a long-range commitment to employee training



CONTINUING EDUCATION

Continuing Education offers non-credit courses that address the educational, recreational, and cultural needs of the community.

Non-credit courses include professional development and job skills training, certification and license prep courses, and computer training. Fletcher Technical Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

These programs are designed by a team of professionals from each respective field, providing students with effective web-based learning programs. Instructors/mentors are actively involved in the online learning experience, responding to any questions or concerns, as well as encouraging and motivating students to succeed. Support is offered via phone, email, or live chat seven days a week.

Some courses may include the cost of an industry based certification exam or the possibility of an externship for real-world experience.



CORPORATE COLLEGE BUSINESS COURSES



STEPPING INTO LEADERSHIP

This course is designed for first time Team Leaders and Supervisors but can benefit anyone. Prior to the start of the course each participant will be given a Knowledge Check Handout. This handout will also be given at the end of the course to gauge learning. The course discusses supervisor pitfalls such as micromanagement and handling difficult situations and how to avoid or deal with them. Many supervisors wonder how they ended up in a leadership role once they are there and realize the responsibility. This course discusses qualities of a leader and enhancing leadership qualities. They will learn how to communicate their expectations, how to give employee feedback and establish boundaries for employees. Case histories will be read and discussed.

Hours: 4 Cost: \$125.00

“Do not go where the path may lead, go instead where there is no path and leave a trail.”

**– Ralph Waldo Emerson,
poet and essayist**

CONFLICT MANAGEMENT

This course is designed for Managers, front line leaders, supervisors, team leaders, group leaders and others who are responsible for maximizing the performance of others. Prior to the start of the course each participant will be given a Knowledge Check Handout. This handout will also be given at the end of the course to gauge learning. Video vignettes will show workplace conflict and the resolution of that conflict. A workbook is provided allowing participants to take notes during the vignettes and engage in healthy class discussion afterwards. It will also present case studies and the group will participate in role play activities. It will explain the five steps of the conflict management process and how to apply it. Conflict will happen in every workplace. This course allows you to learn the process of handling it, thereby reducing your stress level and making the workplace a healthier and happier place to be.

Hours: 6 Cost: \$188.00

TEAM BUILDING

This course is designed to aid participants in identifying and enhancing interpersonal skills needed to support more effective team interactions. Participants will be given the tools to create an outcome that will exceed what they could have achieved individually, by having many team building exercises and discussions. Throughout the course, participants will explore how to develop skills, such as building a strong team that has good communication, and positive reinforcement. All aspects of this course address the challenges of working with different personalities to make a cohesive team and enjoy the professional success with personal enrichment that teams can bring.

Hours: 6 Cost: \$188.00

CUSTOMER SERVICE

This course provides instruction on today's customer service, its challenges and its impact on business. Today, everyone in an organization provides service. Today's customers expect more and have less tolerance for inferior service. In today's economy, an organization's health may be predicted by its customer satisfaction level. This course gives participants the knowledge, tools, and skills to satisfy each customer in each transaction. Retention of material is enhanced by the use of a wide variety of instructional methodologies, including exercises, activities and role play.

This course prepares the student to take the National Retailers Foundation Customer Service Certification Exam. This class meets face-to-face for two days for a total of 9 hours and tests on a third day for 2 hours.

Hours: 11 Cost: \$700.00 (Grants available! Apply to learn more.)

Includes course materials and National Retailer Foundation certification exam voucher.

TIME MANAGEMENT

Time Management is designed to improve employee performance by providing an enhanced awareness of organizational values and to develop a high performing employee who can set priorities that benefit the company. Employees who are able to set goals and achieve them are a valuable asset to a company. The course talks about time wasters that cut into profit margins. Identifying priorities and establishing a plan of action will create an employee with good work ethic and aid in the company's success. SMART Goals and planning tools are discussed with employees. All of these aspects of the course will re-create the employee's thought process on how to get things accomplished successfully. When an employee feels like they are getting things accomplished, they feel better about themselves and become a better employee.

Hours: 6 Cost: \$188.00



LOUISIANA NOTARY EXAM PREPARATORY COURSE

This 13-week course is designed to prepare you for the Notary Public Examination. The course follows the “Fundamentals of Louisiana Notarial Law and Practice” handbook. Concepts covered to prepare you for the exam are The Notary at Civil Law, The System, Civil Code Concepts, and Notarial Practice. Students must purchase The Louisiana Notary Public Examination Official Study Guide available from the Office of the LA Secretary of State for approximately \$100 at: www.sos.la.gov/NotaryAndCertifications/PrepareForTheNotaryExam

Hours: 39 Cost: \$500.00

LOUISIANA CONTRACTOR’S ACCREDITATION INSTITUTE (LCAI) - GENERAL CONTRACTORS SEMINAR

This course offers small and emerging construction businesses foundational knowledge relating to a general contractor that is essential to sustaining and growing a business. Topics include print reading, building calculations, structural loads, safety codes and more. The program is a partnership between Louisiana Economic Development, Louisiana Community & Technical College System and the Louisiana State licensing Board for Contractors. Courses are available at participating LCTCS colleges across the state.

Hours: 40 Cost: \$350.00

LOUISIANA CONTRACTOR’S ACCREDITATION INSTITUTE (LCAI) - RESIDENTIAL CONTRACTORS SEMINAR

This course provides foundational technical knowledge that is essential to a residential contractor in order to take advantage of business opportunities within the residential construction industry. The program is a partnership between Louisiana Economic Development, Louisiana Community & Technical College System and the Louisiana State licensing Board for Contractors. Courses are available at participating LCTCS colleges across the state.

Hours: 40 Cost: \$350.00

WORKING IN A DIVERSE ORGANIZATION

This course helps prepare individuals for diversity in today’s workforce. Through self, cultural and corporate exploration, attendees will discover highly effective strategies to work together as a team despite differences in age, ethnicity and personality. Experiential activities are an integral part of this course in order for participants to learn through reflection, critical analysis and synthesis.

Hours: 8 Cost: \$245.00

LOUISIANA CONTRACTOR'S ACCREDITATION INSTITUTE (LCAI) - BUSINESS LAW SEMINAR

This course offers small and emerging construction businesses the opportunity to enhance their knowledge of construction management and assist in preparing for the General Contractors State Licensing Exam. Students who complete the training will receive a certificate of completion and will be able to apply for bonding assistance through LED. The course includes the following topics:

Bid Processes

Scheduling

Bonding/Access to Capital

Contract Management

Occupational Safety

Certifications

Estimating

Risk Management

Entrepreneurship Training

Equipment & Business Management

Financial Management

Louisiana Contractor Licensing Exam Review

The program is a partnership between Louisiana Economic Development, Louisiana Community & Technical College System and the Louisiana State licensing Board for Contractors. Courses are available at participating LCTCS colleges across the state.

Hours: 24 Cost: \$200.00



COMPUTER SKILLS CORE CLASSES

MICROSOFT WORD CORE ESSENTIALS

The learner will create and edit documents; format characters and paragraphs; format and enhance documents; and format a document with special features.

Hours: 6 Cost: \$188.00

MICROSOFT EXCEL CORE ESSENTIALS

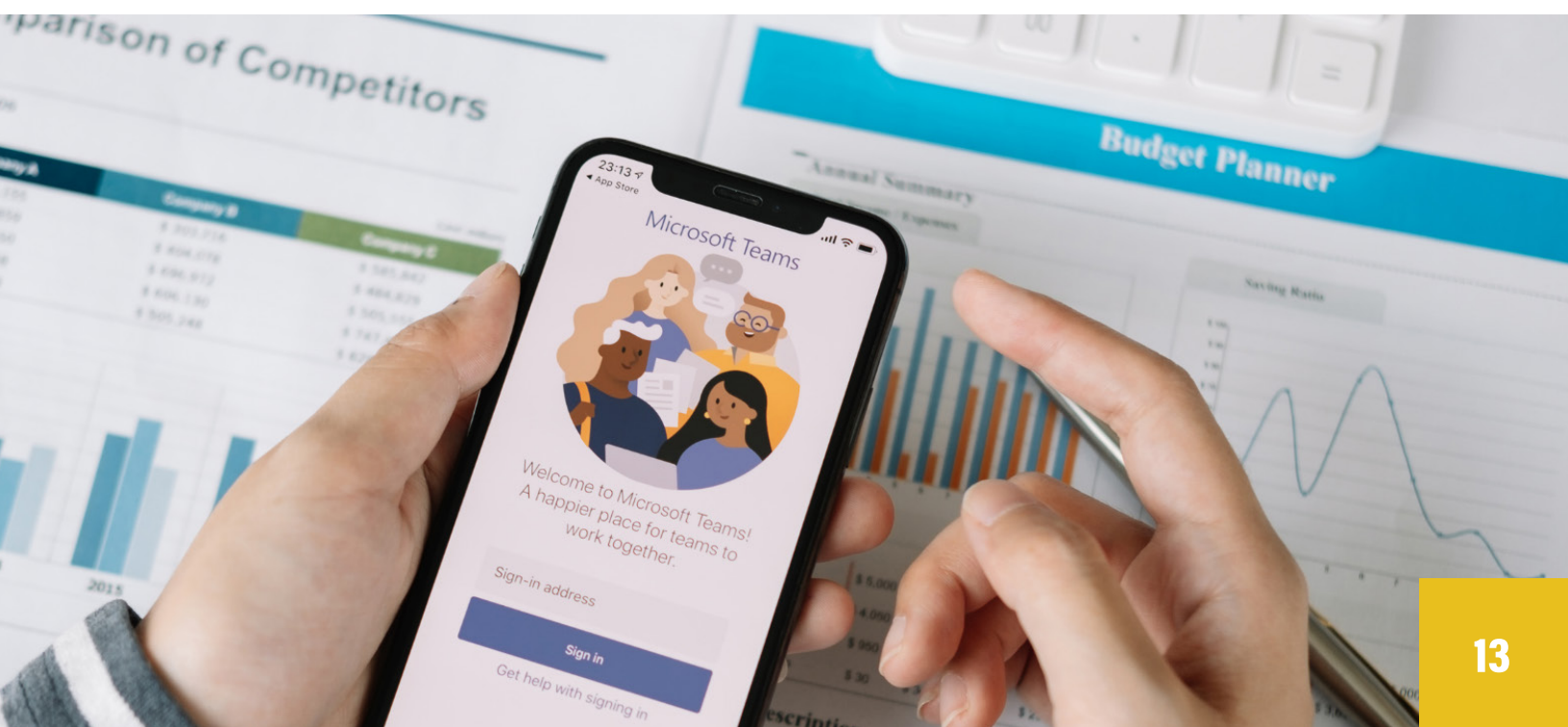
The learner will analyze data using Excel; edit and format worksheets; use functions and set print options; work with multiple worksheets, tabs and other file formats.

Hours: 6 Cost: \$188.00

MICROSOFT POWERPOINT CORE ESSENTIALS

This one-level PowerPoint training course covers how to create, customize, and present an interactive slide show. Highlights of the course include using templates and variants; adding images, video, and audio to a slide show; organizing slides into sections; presenting a slide show online; and customizing the PowerPoint interface.

Hours: 5 Cost: \$153.00



COMPUTER SKILLS INTERMEDIATE CLASSES

MICROSOFT WORD INTERMEDIATE

This course will provide the concepts and skills to use some more advanced features of Microsoft Word, including advanced formatting features, document management, references, data fields and sources, macros, and forms.

Hours: 6 Cost: \$188.00

MICROSOFT EXCEL INTERMEDIATE

This course builds on the basic concepts and skills of our core course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel; how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

Hours: 6 Cost: \$188.00

MICROSOFT WORD ADVANCED

This course provides training on advanced formatting features, document management, references, data fields and sources, macros, and forms.

Hours: 6 Cost: \$188.00

MICROSOFT EXCEL ADVANCED

This advanced course covers a wide range of topics, including advanced formula tasks, working with named ranges, using advanced functions, resolving formula errors, managing data, outlining and grouping data, working with scenarios, using Solver, the Analysis ToolPak, PivotTable features, using PowerPivot, and developing macros. (Customization available for your office staff to fit your time frame and educational needs.)

Hours: 6 Cost: \$188.00



IT FUNDAMENTALS+

The IT Fundamentals+ course helps professionals to decide if a career in IT is right for them or to develop a broader understanding of IT. It is designed for students who are interested in Information Technology but have limited technical knowledge of computing systems. This course prepares you for the CompTIA IT Fundamentals (FC0-U61) exam and the TestOut IT Fundamentals Pro exam. You will explore foundational concepts related to computer hardware and software, networking, databases, programming, Information Systems, and data security. The course includes over 100 hands-on labs to reinforce important concepts. As you perform real-world tasks associated with various IT fields, you'll gain a broad understanding of career options that will help you refine your interests and make vocational choices. This course is a good first step for those wanting to pursue the CompTIA A+ certification or Cloud computing certifications.

Classes begin November 1, 2021 and end on November 26, 2021 (4wks/55 hours)

Classes meet 100% online asynchronous with live instructor assistance.

Learning Management System: Canvas

Hours: 55 **Cost: \$659.00** (Grants available! Apply to learn more.)

Includes 18 months access to course materials and TestOut Certification voucher.

AWS CLOUD COMPUTING FOUNDATIONS

AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

Pre-requisite recommendation: IT Fundamentals+ is strongly recommended

Class begins December 13, 2021 and end on January 7, 2022 (4wks/20 hours)

Class meets 100% online asynchronous with live instructor assistance.

Learning Management System: Canvas

Hours: 20 **Cost: \$2195.00** (Grants available! Apply to learn more.)

Includes certification exam voucher.

COMPTIA A+

This course is designed to prepare you to pass the TestOut PC Pro and CompTIA A+ certifications. The TestOut PC Pro certification is the first exam of the TestOut Pro certifications. This certification measures not just what you know, but what you can do. It measures your ability to install, manage, repair, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems.

Pre-requisite recommendation: Before you take this course, you should have a basic understanding of computers. You should be familiar with how to:

- Use a mouse and keyboard
- Install and run programs
- Use basic productivity software, including word processing applications
- Save files created by common applications
- Browse the Internet

Class meets 100% online asynchronous with live instructor assistance.

Learning Management System: Canvas

Hours: 55 Cost: \$659.00 (Grants available! Apply to learn more.)

Includes 18 months access to course materials and TestOut Certification voucher.

COMPTIA NETWORK+

This course prepares you for IT support jobs and related IT certifications. You will gain the knowledge and skills you need to install, configure, and maintain a network for a small business.

Pre-requisite Recommendation: IT Fundamentals+ or CompTIA A+ certification and have 9 months of networking experience before beginning this course. If you haven't completed these things, you can still take this course. Just be prepared to have a slightly steeper learning curve than students who have more knowledge and experience from which to draw.

Class meets 100% online asynchronous with live instructor assistance.

Learning Management System: Canvas

Hours: 67 Cost: \$747.00 (Grants available! Apply to learn more.)

Includes 18 months access to course materials and TestOut Certification voucher.

COMPTIA SECURITY+

This course is designed to help you understand the Information security landscape and will prepare you to become a security professional. It will prepare you to pass the TestOut Security Pro and CompTIA Security+ Certifications.

Class meets 100% online asynchronous with live instructor assistance.

Learning Management System: Canvas

Hours:72 Cost: \$829.00 (Grants available! Apply to learn more.)

Includes 18 months access to course materials and TestOut Certification voucher.

SKILLED TRADE/ INDUSTRIAL COURSES



AWS WELDING BASICS

In this course, students will be introduced to the fundamental skills needed to exhibit proficiency in American Welding Society (AWS) welding applications. This course consists primarily of hands-on training with some classroom theory and safety.

Students will be exposed to shielded metal arc welding (SMAW), flux-cored arc welding (FCAW), and gas metal arc welding (GMAW) based on their ability level.

Those students who show mastery in required skill sets will be referred to weld testing labs for AWS certifications.

Hours: 100 Cost: \$1,200.00

FLUX CORE ARC WELDING

This course prepares students to weld in fabrication shops and other industrial settings. This course consists primarily of hands-on training with some classroom theory.

Students will be trained to weld t-joints and groove welds in multiple positions. Training will also include cutting and preparing plates according to weld procedures; basic troubleshooting of weld machines and equipment; and identification of welding symbols.

Those students who show mastery in required skill sets will be referred to weld testing labs for AWS certifications.

Hours: 160 Cost: \$1,200.00

MARITIME STRUCTURAL FITTING

This course provides students the training and certifications needed to obtain employment as a structural fitter. Structural fitters put metal parts together to create a finished sheet or structural metal project.

Structural fitters use jacks, pry bars, hammers, saws, welding equipment or torches, and files or grinders to fit the parts exactly. They work in construction or in shipyards, where they are known as ship fitters, to assemble the metal parts that become a ship, a building, or any other assembled machine or structure. Upon successful completion of this course, students will earn nationally recognized certifications in NCCER Core, Maritime Structural Fitter Level 1 and Level 2.

Hours: 360 Cost: \$5,000.00

Those students who show mastery in required skill sets will be referred to weld testing labs for AWS certifications.



FORKLIFT OPERATOR

This course prepares students to operate a forklift. It is designed for beginners or can serve as a refresher course for experienced forklift operators.

Classroom theory and hands-on training is provided covering topics such as forklift safety; types of forklifts; pre-operational inspections; forklift operating procedures; and forklift maintenance.

Upon successful completion of this course, students will have the knowledge of key safety and operational practices to meet OSHA forklift training requirements of 29 CFR Section 1910.178(l) and will be issued a wallet card.

Hours: 4 Cost: \$150.00

CERTIFIED LINE WORKER

Classroom theory and hands-on training, including extensive climbing training, is provided. Upon successful completion of this course, students will earn nationally recognized certifications in NCCER Core and Power Line Worker; CPR, AED, and First Aid; and OSHA 10-Construction Industry. Students will also receive job placement assistance.

Enrollment and successful completion of Fletcher's Commercial Driving License (CDL) course is highly encouraged to increase employment opportunities.

To be eligible for this course, students MUST achieve a minimum score of Silver on the WorkKeys assessment test; pass a background check; pass a Department of Transportation physical and drug screen; and obtain their Class A CDL Permit through the LA Office of Motor Vehicles prior to the start of the course.

Hours: 840 Cost: \$8,225



AIRBOAT TRAINING

Classroom lectures and hands on training will help students learn to safely operate a vessel in shallow waters.

Hours: 25 Cost: \$499.00

DRONE TRAINING – FAA PART 107 (HYBRID)

This course prepares someone for the FAA Part 107 UAS test through online self-study, in-classroom lectures and hands on drone flying. Anyone looking to fly drones commercially MUST pass the Part 107 Aeronautical Knowledge Test for UAS operators test and receive their license.

Hours: 25 Cost: \$499.00

ELECTRICIAN - NCCER

Electricians install electrical systems in structures; install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures; and follow blueprints, the National Electrical Code®, and state and local codes.

This course utilizes the standardized curriculum and assessments developed by the National Center for Construction Education and Research (NCCER). Every NCCER Level 1 craft course begins with NCCER's Core curriculum which is a prerequisite to all other craft courses. The modules covered in CORE include topics such as basic safety, construction math, hand tools, power tools, blueprint reading, basic rigging, basic communication skills and basic employability skills.

Students will also be entered into NCCER's online Automated National Registry (ANR). These industry credentials allow students to provide easy verification of training for current or potential employers.

NCCER Core course gives students the basic skills needed to continue education in any craft area. Students will receive an NCCER transcript, certificate and an initial wallet card upon completion of Core and any other full level of a craft.

Hours: 80 Cost: \$1,000

NCCER Electrical Level 1 course topics include electrical safety; electrical circuits; device boxes; hand bending; conductors and cables; basic electrical drawings; and introduction to the National Electrical Code®.

Hours: 100 Cost: \$1,000

NCCER Electrical Level 2 course topics include alternating current; motors electric lighting; conduit bending; pull and junction boxes; conductor installations; grounding and bonding; circuit breakers and fuses; and control systems.

Hours: 145 Cost: \$1,000

Due to the accelerated format, students must complete mandatory assignments outside of the scheduled classroom time and have access to a computer with internet access.

OSHA 10 CONSTRUCTION (ONLINE)

The 10-hour class is intended to provide workers with awareness of common job-related safety and health hazards in general industry.

Hours: 10 Cost: \$75.00

OSHA 30-HOUR CONSTRUCTION (ONLINE)

The 30-hour class is more appropriate for supervisors or workers with some safety responsibility. It provides training on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry workplaces.

Hours: 30 Cost: \$200.00

OSHA 10 GENERAL INDUSTRY (ONLINE)

The 10-hour class is intended to provide workers with awareness of common job-related safety and health hazards in general industry.

Hours: 10 Cost: \$75.00

HAZMAT (ONLINE)

This course covers 12 units of instruction on the safety and compliance regulations required for the Entry-Level Driver Training Hazardous Materials Endorsement as mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon the successful completion of this course, results will be submitted to the FMCSA Training Provider Registry which is used by each state's Office of Motor Vehicles to verify training requirements have been met in order to sit for the Hazardous Materials Endorsement knowledge test.

Hours: 40 Cost: \$125.00

AGRICULTURE TECHNOLOGY (ONLINE)

This online course will focus on the basic systems that make up agricultural equipment. Students will take participate in guided and interactive lessons on electrical systems, diesel power systems, hydraulic systems, precision agriculture technology and occupational safety. Students will also be expected to read lesson material and fill out guided notes.

Hours: 45 Cost: \$300

MOTOR VEHICLE INSPECTION - GENERAL (MVI)

This course prepares students to perform motor vehicle inspections at a Louisiana authorized inspection station. Training covers passenger vehicles, light trucks, trailers under 10,000 GVWR, and RVs.

Hours: 8 Cost: \$100.00

MOTOR VEHICLE INSPECTION - COMMERCIAL (MVI)

This course prepares students to perform motor vehicle inspections at a Louisiana authorized inspection station. Training covers school buses, trucks, trailers and vehicles over 10,000 GVWR.

LA State Police requires that all commercial motor vehicle inspectors have current ASE certifications in Diesel and/or school bus repairs or at least five years of experience. Proof of certifications must be provided to the LA State Police for review upon application to become a commercial motor vehicle inspector before the application is approved. Successful completion of the Motor Vehicle Inspection-General course is a pre-requisite for this course.

Hours: 8 Cost: \$100.00

COMMERCIAL VEHICLE OPERATIONS

This course prepares students for employment as professional commercial drivers and follows all Department of Transportation (DOT) and Federal Motor Carrier Safety Administration rules, regulations, and guidelines.

Classroom theory and behind-the-wheel training is provided covering topics such as DOT rules and regulations; pre and post trip inspections; backing and maneuvering; driving on rural, urban, and interstate highways; handling cargo; hours of service; and defensive driving.

Upon successful completion of this course, students will be eligible to test for one of the following licenses: CDL Class A-tractor-trailer; CDL Class B-straight truck; or CDL Class B-passenger/school bus. This final skills test is administered by Fletcher's state-approved examiners.

To be eligible for this course, students MUST be at least 18 years of age; have a valid LA Driver's License with no flags/blocks; pass a Department of Transportation physical and drug screen; and obtain their Class A or B Permit through the LA Office of Motor Vehicles prior to the start of the course.

Hours: 240 Cost: \$5,500.00

DEFENSIVE DRIVING

This course presents defensive driving techniques that can be applied to light and medium duty fleet vehicles such as cars, pickup trucks, utility vans, step vans, straight trucks, and non-CMV regulated vehicles. Topics covered include defensive driving techniques; seeing and being seen; preparation; hazard perception; speed and space management; driver attitude; distracted driving; and adverse weather conditions.

Hours: 4 Cost: \$110.00

HEALTH & MEDICAL COURSES



MEDIC FIRST AID BASIC PLUS CPR, AED AND FIRST AID

Combines adult CPR, AED, and first aid training in a program designed for the occupational first aid provider. This comprehensive program will help employers meet OSHA and other federal and state regulatory requirements for training employees how to respond and care for medical emergencies at work.

Hours: 6 Cost: \$120.00

LPN REFRESHER (ONLINE)

Courses: YHET 0300

The LPN Refresher curriculum is a maximum 6-month program approved by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) for LPNs requiring completion of the theory component of a refresher course. To determine eligibility status for licensure reinstatement/renewal, nurses must contact LSBPNE prior to enrolling into the course. The course is self-paced, online and covers all topics of the LPN in Louisiana including law, nursing process, documentation, infection control, pharmacology, basic and advanced skills, geriatrics, medical surgical, obstetrics, and pediatric nursing. The course consists of twelve modules with an exam for each. After completion of the theory portion of the course, student is responsible to contact the LSBPNE for a temporary permit prior to setting up the clinical aspect.

Hours: Self-paced over 6-month max period Cost: \$600.00

PHARMACY TECHNICIAN (HYBRID)

This program prepares students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's (PTCB) exam. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings.

Hours: 400 over 12 months Cost: \$2,495.00



IV THERAPY (HYBRID)

Courses: YHET 0310

Pursuant to the Louisiana State Board of Practical Nurse Examiners (LSBPNE), this is a required education for LPNs in the State of Louisiana. This curriculum, approved by the state board, is designed as a hybrid course to be completed in an 8-week time period for Licensed Practical Nurses desiring education in IV therapy. The course is mainly online with a face to face check off on campus. The implications for intravenous therapy (IV Therapy) including equipment/ devices used, anatomy/ physiology, methods and techniques, infection control measures, safety, complications, and related issues are discussed. The role of the practical nurse related to legal and ethical considerations of intravenous therapy and supervised lab performance are integral parts of this course.

Classes can begin:

- When student is successfully admitted into Fletcher Technical Community College

Classes meet:

- Check off to be scheduled with instructor after didactic information is completed
- Class location for check-off: Fletcher's Schriever Main Campus (1407 Hwy. 311, Schriever), Room 129

Hours: Self-paced over 8-week max period Cost: \$600.00

CERTIFIED MEDICAL ASSISTANT (HYBRID)

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office.

This course trains students in a variety of topics, including but not limited to:

- Clinical responsibilities of the medical office - assisting the physician with patient related care
- Preparing patients for examination and treatment, routine procedures and diagnostic testing
- HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues
- Recording and taking of vital signs, blood pressure, and other patient care items

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. This program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Hours: 540 over 12 months Cost: \$2,795

NURSING ASSISTANT

Courses: YHET 0200, YHET 0210

The Nurse Assistant program is an 8-week program that prepares students to perform basic care services to patients including checking vital signs, grooming, and nutrition. The program includes an introduction to health care, basic nursing skills, body structure and function, and infection control. Students participate in clinical activities in long term care facilities and local hospitals under the supervisor of the instructor.

Hours: 116 Cost: \$900.00

TRAIN THE TRAINER

Courses: YPRO 0300

Louisiana Department of Health (LDH) approved program to instruct individuals on LDH regulations, nurse aide training, and the knowledge needed to prepare a nurse aide or MAC training class.

This 8-hour course can be completed in person or virtually dependent upon instructor and student availability.

Hours: 8 Cost: \$200.00

ELECTROCARDIOGRAPH TECHNICIAN

Course: YHET 0100

The Electrocardiograph Technician program prepares individuals, under the supervision of physicians and nurses, to administer ECG diagnostic examinations and report results to the treatment team. You will learn about basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.

Hours: 135 Cost: \$900.00

AHA BASIC LIFE SUPPORT (BLS) PROVIDER (IN-PERSON)

Course: YHET 0610

CPR BLS course is for the Healthcare Career Professional that needs to know how to perform adult, child and infant CPR, Foreign Body Object (FBO) and other lifesaving skills. This course is taught in person over 4-6 hrs.

Hours: 4-6 Cost: \$50.00



ONLINE CAREER TRAINING PROGRAMS

Fletcher Technical Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. ed2go.com/fletcher

These programs are designed by a team of professionals from each respective field, providing students with effective web based learning programs. Instructors/mentors are actively involved in the online learning experience, responding to any questions or concerns, as well as encouraging and motivating students to succeed. Support is offered via phone, email, or live chat 7 days a week.

Some courses may include the cost of an industry based certification exam or the possibility of an externship for real-world experience.

Programs are offered in the areas of:

- | | | |
|----------------------|------------------------|----------------------------------|
| Arts and Design | Construction and Trade | Language |
| Business | Health and Fitness | Legal |
| Computer Application | Hospitality | Teacher Professional Development |
| Computer science | Information Technology | |

TESTING

The Fletcher Technical Community College Testing Center is the home of a comprehensive testing and assessment center designed to meet the needs of our students, community members, and business affiliates throughout the region.

Testing Center Location:

Student Success Center
1407 Highway 311
Schriever, LA 70395

Testing Policy

- If you are more than 30 minutes late for an exam, you will not be allowed to test. For Fletcher Technical Community College instructor exams, you are responsible for coordinating a make-up exam with your instructor. For non-Fletcher Technical Community College instructor exams, you will forfeit your exam fee.
- If for any reason you have decided not to take an exam, you are responsible for notifying the Testing Center to ensure that we have space for another examinee.
- If you cannot take an exam at the scheduled time, due to illness, scheduling conflicts, etc., you must obtain written permission from your instructor in order to reschedule your exam. The Testing Center has no authority to excuse students from taking an exam.
- No food or drinks are allowed in the testing center.
- No personal belongings are allowed in the testing room, such as backpacks, purses, cell phones, iWatch, etc.
- You are not permitted to leave the Testing Center once you have begun an exam, except for bathroom breaks.
- For Fletcher Technical Community College instructor exams, arrive at least 10 minutes prior to your scheduled test time and check in with the Testing Coordinator. For non-Fletcher Technical Community College instructor exams, arrive at least 30 minutes prior to your scheduled test time and check in with the Testing Coordinator.
- At the exam start time, you must begin the exam. Studying in the waiting area instead of taking the exam is not allowed.

Confidentiality

The Fletcher Technical Community College Testing Center maintains confidentiality of documentation and test scores. This office will not release or discuss any part of the student's documentation and/or test scores without the student's consent. Test scores will not be given over the telephone. Students must come to the Testing Center with picture identification (driver's license) to get a copy of their scores.

Testing Refund Policy

Fletcher Technical Community College has a no refund policy on testing fees. If you are unable to attend a scheduled test and contact the Testing Coordinator at least 24 business hours prior to your scheduled test, you can reschedule your test on a date and time when the Testing Coordinator is available.

Fletcher Technical Community College offers the following testing opportunities:

- Accuplacer
- Accuplacer ATB (Adult Education Students Only)
- National Institute for Automotive Service Excellence (ASE)
- Certiport – Microsoft Office Systems
- The Health Education Systems, Inc., Admission Assessment (HESI A2)
- HiSET
- Louisiana State Licensing Board for Contractors
- NIMS
- ParaPro Assessment
- Proctoring Services (Non-Fletcher College Students)
- Psychological Services Bureau (PSB)
- WorkKeys

Additional tests may be available upon request.

WE PROVIDE THE ABOVE TESTS ON SITE

Proctoring Services:

Fletcher Technical Community College offers proctoring services for non-Fletcher students. Students are responsible for coordinating test delivery with their instructor. Students are required to make an appointment by calling 985-448-7912. All testing takes place in the Student Success Center at 1407 Highway 311, Schriever, LA. The proctoring fee is \$40, which is paid on test day.

Third-Party Examination for Commercial Vehicle License

Fletcher is approved by the Louisiana Office of Motor Vehicles as an Authorized Third Party Tester site. Fletcher is able to administer the road skills test for Class A, B, C, Passenger and School Bus licenses – Tractor/Trailer and Truck/Bus Rentals are available. Please call 985-448-5933 to schedule.



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(985) 448-7900
Fletcher.edu

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Title IX Coordinator: (985) 448-5904. Information and pricing subject to change. Prices are listed as general guidelines. Please contact Enrollment Services for most updated information and to secure an official quote.