THE BENEFITS OF WORKFORCE DEVELOPMENT AND EMPLOYMENT SERVICES

- Quality training that is customized to the needs of your business.
- Use of many instructional formats including in person, online, and hybrid training.
- Increase quality and productivity
- Maximize employee engagement and performance.

HIGHLIGHTED PARTNERSHIPS

- COM TREA Health Center
- EDGE Manufacturing
- H & J Enterprises, Inc.
- LMC Industries
- HEIZER
- Mercy +
- Missouri Jobcenter
HEALTHCARE PROGRAMS

**Medical Assistant***
MA prepares students for employment as a Certified Medical Assistant or Certified Medical Administrative Assistant. 500 online instruction 40 hours of a preclinical academy, 180 hours clinical. Finish in less than 1 year.

**Date:** By arrangement, call 636-481-3144  
**Format:** Hybrid: online/ in person  
**Cost:** $4600

**Pharmacy Technician***
Instructs students to accurately and efficiently prepare prescription orders, verify information, enter patient information, process insurance claims. 400 hours of instruction and externship.

**Date:** By arrangement, call 636-481-3144  
**Format:** Online & externship  
**Cost:** $2600

**Certified Medication Technician***
CMT prepares individuals for employment in an intermediate or skilled nursing facility. 60 hours of classroom instruction and 8 hours of clinical practice.

**Date:** Tuesdays & Thursdays, 5/10 - 7/7, 5 - 9 pm  
**Sessions:** 18  
**Format:** In person  
**Cost:** $969

**Insulin Administration***
Insulin administration and infection control practices for long term care facilities.

**Date:** Tuesdays & Thursdays, 7/12 - 7/14, 5 - 9 pm  
**Sessions:** 2  
**Format:** In person  
**Cost:** $125

**Certified Nurse Assistant***
CNA teaches students to perform basic nursing skills in a long term care facility under the direction of charge personnel.

**Date:** 6/6 - 7/29  
**Class:** Mondays & Wednesdays, 8 am - 2:30 pm  
**Clinical:** Thursdays & Fridays, 6:30 am - 3:00 pm  
**Sessions:** 32  
**Location:** Hillsboro  
**Cost:** $2287

**Patient Care Technician***
Prepares students to assist nursing staff with patient care in a hospital setting. Call about August cohort.

**Phase 1:** 6/6 - 7/29  
**Class:** Mondays & Wednesdays, 8 am - 2:30 pm  
**Clinical:** Thursdays & Fridays, 6:30 am - 3:00 pm  
**Phase 2:** 7/25 - 8/8, Monday - Thursday; 8/8 36 hours of clinicals  
**Format:** 10 weeks, In person  
**Cost:** $2424

**PCT Bridge***
This program is to help current PCAs or CNAs to gain the skills to become a Patient Care Technician.

**Date:** Monday - Thursdays, 7/25 - 8/4; 8/8 36 hours of clinicals  
**Sessions:** 8  
**Location:** Hillsboro  
**Cost:** $925

**BLS for Healthcare Providers***
American Health Association CPR-Basic Life Support training. 2-year certification with successful course completion.

**Date:** 6/14, 7/12, 7/26, 8/16 - 5 - 10 pm  
**Sessions:** 1  
**Location:** Hillsboro CTE 166  
**Cost:** $85

**Healthcare Heroes***
This healthcare career exploration program will give participants an overview of healthcare career fields including nursing, MA, OTA, PTA, Rad Tech and more. They will also earn their BLS, HIPAA, and Workkeys Certifications. A Jeff/Frank Office of Job Training grant will support qualified participants.

**Date:** Contact us for fall start 636-481-3144  
**3:30 - 6:30 pm**  
**Sessions:** 14  
**Location:** Hillsboro CTE  
**Cost:** $2595
Introduction to Voiceovers
Explore types of voiceovers and receive voiceover evaluation.

Date: By arrangement, call 636-481-3144
90 minutes introductory class.
Format: Online
Cost: $49

OSHA Training
10 hour or 30 hour Safety training certification for construction workers.

Date: By arrangement, call 636-481-3144
Location: Jefferson College Arnold
Cost: OSHA 10 $99
       OSHA 30 $389

XCore: Leadership Training
The 100X System is designed to help you become a leader worth following. The XCORE Approach helps you as an individual leader take your performance and leadership to the next level by equipping you with specific 100X System tools and experiences.

Date: By arrangement, call 636-481-3144
Location: Jefferson College Arnold
Cost: $465

Basic Sanitation
Provides basic sanitation information for all food handlers. This course is taught by the Jefferson County Health Department and meets the Jefferson County Food Service requirements for food establishment employees. Successful completion provides a certificate good for 3 years.

Date: 6/8, 9:00 am - 11:30 pm
Cost: $20

ServSafe Certification for Managers
Provides accurate, up-to-date information for all levels of employees on all aspects of handling food. This course is taught by Jefferson County Health Department staff and meets the Jefferson County Food Service Sanitation order requirements for managers or operators of food establishments. Successful completion provides a certificate good for 5 years.

Date: 6/7 & 6/14, 8/9 & 8/16, 9:00 am - 4:00 pm
Cost: $120

Drinking Water Operator Program
Certified drinking water operators can receive renewal training credit from the Missouri Department of Natural Resources. This course is offered in cooperation with the Missouri Water and Wastewater Conference. Blue drinking vouchers accepted.

Date: 5/24
Location: Hillsboro - Student Center Viking Room
Cost: $125

HVAC: Mechanical Code
This course covers mechanical code and meets the requirement for professional development for HVAC Contractors. Topics covered include Mechanical code overview and administration, basic installation, ventilation code, boiler code and more.
* A textbook not included in the course fee must be purchased for this course.

Date: By arrangement, call 636-481-3144
Location: CTE 110
Cost: $299

HVAC: Fuel Gas Code & Pipe Sizing
The Fuel Gas Codes and Piping Size course is based on the International Fuel Gas Code and is intended for HVAC Professionals who install and service heating systems. The course is approved through the Jefferson County Building Code Enforcement Office for PEU (professional education units) credit, which will count toward the required 12 PEUs per licensing cycle.

Date: By arrangement, call 636-481-3144
Location: CTE 110
Cost: $159

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accommodations for a disability are needed contact Disability Support Services, TC101, (636) 481-3158 or 797-3000, ext. 3158 or dss@jeffco.edu.
**Construction & Mechanical Occupations (CAMO) Academy**

Career exploration program giving participants exposure to a variety of careers in construction and manufacturing. The Missouri Apprenticeships in Manufacturing Program grant funding will support qualified participants.

**Date:** Contact for fall dates 636-481-3144
- Tuesdays & Thursdays, 3:30 - 6:30 pm

**Sessions:** 24

**Location:** ATS Hillsboro

**Cost:** $2595

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**COMPUTER PROGRAMS**

Courses taught on PC, students must supply flash drive.

**Introduction to Computers**

Learn the basic skills needed to use a computer including turning on a computer and using a mouse.

**Date:** By arrangement, call 636-481-3144
- Wednesdays, 6:30 - 9:30 pm

**Sessions:** 3

**Location:** JC Arnold

**Cost:** $50

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**Word Basic**

Basics of using Microsoft Word program.

**Date:** By arrangement, call 636-481-3144
- Wednesdays, 6:30 - 9:30 pm

**Sessions:** 3

**Location:** JC Arnold or JC Hillsboro

**Cost:** $50

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**Dispensary Agent Fundamentals**

Prepares students for entry-level employment as a medical cannabis dispensary agent in the state of Missouri.

**SECTION 1**
- **Date:** 6 weeks, 6/13 - 7/22

**SECTION 2**
- **Date:** 6 weeks, 7/25 - 9/2

**Format:** Online

**Cost:** $600

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**Cultivation Fundamentals**

Educates about the cultivation and harvest of medical cannabis.

**SECTION 1**
- **Date:** 6 weeks, 6/13 - 7/22

**SECTION 2**
- **Date:** 6 weeks, 7/25 - 9/2

**Format:** Online

**Cost:** $600

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**Intermediate Word**

Take your Word skills to the next level.

**Date:** By arrangement, call 636-481-3144
- Wednesdays, 6:30 - 9:30 pm

**Sessions:** 3

**Cost:** $50

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**Intermediate Excel**

Take your Excel skills to the next level.

Formatting cell contents, managing multiple sheet workbooks, applying advanced formulas, and performing data analytics.

**Date:** By arrangement, call 636-481-3144
- Thursdays, 6:30 - 9:30 pm

**Sessions:** 3

**Location:** JC Arnold or JC Hillsboro

**Cost:** $105

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**Beginning QuickBooks**

An introductory course about QuickBooks Pro accounting software including setting up a new company, charts of accounts, recording transactions, and customizing reports.

**Date:** By arrangement, call 636-481-3144
- Wednesdays or Thursdays, 6:30 - 9:30 pm

**Sessions:** 4

**Location:** JC Arnold or JC Hillsboro

**Cost:** $125

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**Industrial Maintenance Apprenticeship**

This 10 week program will prepare participants for work as an Industrial Maintenance Technician. Topics include: Safety, lockout tagout, electricity, hydraulics, pneumatics, motor controls, PLC & more.

The registered apprenticeship option requires the employer of an incumbent worker register the apprenticeship with the Department of Labor and track the job training hours. The unregistered option is available for incumbent workers or individuals who want to enter the field.

**Date:** Tuesdays, Thursdays, Saturdays, 6/28 - 9/10; 5:30-7:30 pm; 8 am - 5 pm

**Format:** 10 weeks, in-person

**Cost:** $250

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**Certified Logistics Technician (CLT)**

Prepares a person for entry level positions in logistics warehousing.

**Date:** By arrangement, call 636-481-3144

**Format:** Online

**Cost:** $1500

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**Funding is available for individuals who receive SNAP benefits. For more information call 636-481-3456.**

**Potential funding is available for training and education. To determine eligibility, call 636-865-6060.**

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**Tuition Assistance May Be Available!**

www.jeffco.edu/WES  workforce@jeffco.edu  (636) 481-3144 or 797-3000, ext. 3144