Train for a Job

Enhance Your Career

Jefferson College Workforce Development & Employment Services

Gain New Skills

Enrich Your Life!
Workforce Development & Employment Services at Jefferson College provides career training, professional development, and customized training solutions for individuals and businesses with a focus on building a stronger workforce, increasing business productivity, and advancing economic growth and development in our community.

**BENEFITS OF WORKFORCE DEVELOPMENT AND EMPLOYMENT SERVICES**

- Provides short-term career training for in-demand jobs
- Maintain or upgrade workforce skills
- Start out on a career pathway
- Affordable and accessible education

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 dss@jeffco.edu.
Medical Assistant (MA)*
MA prepares students for employment as a Certified Medical Assistant or Certified Medical Administrative Assistant with 400 hours of online instruction, twice monthly open labs, and 180 hours clinical. Finish in less than 1 year.

*By Arrangement- Call for Details $4600
Hybrid: online/in person $99 application fee

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

*By Arrangement- Call for Details $2800
Online and externship

Certified Medication Technician (CMT)*
CMT prepares individuals to dispense medication in an intermediate or skilled nursing facility. 60 hours of classroom instruction and 8 hours of clinical practice.

2/7 - 3/9 T/TH 5 - 9 pm $1150
5/23 - 7/25 T/TH 5 - 9 pm $1150
8/29 - 10/26 T/TH 5 - 9 pm $1150
Jefferson College (18 sessions)
$99 application fee

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

3/14 - 3/21 T/TH 5 - 9 pm $175
7/27 - 8/3 T/TH 5 - 9 pm $175
11/2 - 11/9 T/TH 5 - 9 pm $175
Jefferson College (2 sessions)
**Basic Life Support (BLS) for Healthcare Providers**
American Health Association CPR-Basic Life Support training. 2-year certification with successful course completion. Dates held monthly.
All classes 5 - 10 pm $85
Jefferson College, CTE 166

**Certified Nurse Assistant (CNA)**
CNA teaches students to perform basic nursing skills in a long term care facility under the direction of charge personnel.
1/23 - 4/25 M–TH, 5 - 9 pm $2287
Jefferson College (32 sessions)
$99 application fee

**Patient Care Technician (PCT)**
Prepares students to perform basic nursing skills in a hospital setting.
1/23 - 5/11 M–TH, 5 - 9 pm $2424
Jefferson College (42 sessions)
Classroom work, online and clinical
$99 application fee

**PATHWAY 1**
**CNA Only**
This pathway will consist of 75 hours of classroom instruction and 100 hours of clinicals in a long term care setting. Students will be prepared to test for their CNA certification at the end of the course.

**PATHWAY 2**
**PCT Only**
This pathway will complete 111 hours of classroom instruction and 100 hours of clinicals. The clinicals will consist of 64 hours in a long term care setting and 36 hours in a hospital setting. Students will be prepared to test for their PCT certification by the end of the course.

**PATHWAY 3**
**CNA & PCT**
This pathway allows students to complete both a PCT and CNA credential. Students will complete 111 hours of classroom instruction and 100 hours of clinicals. The clinicals will consist of 64 hours in a long term care setting and 36 hours in a hospital setting. Students will be prepared to test for both their CNA and PCT certifications at the end of the course.

**PATHWAY 4**
**PCT Bridge**
This program is appropriate for individuals who already hold a CNA or PCA credential. The program meets for 48 hours of classroom training and requires 36 hours of clinicals in a hospital setting.
4/26 - 5/11 M–TH, 5 - 9 pm $925
Jefferson College (10 sessions)
$99 application fee

**PCT/CNA**
This allows students to earn both a CNA and PCT credential.
1/23 - 5/11 M–TH, 5 - 9 pm $2900
Jefferson College (42 sessions)
$99 application fee

**Patient Care Technician (PCT) Bridge**
This program is appropriate for individuals who already hold a CNA or PCA credential. The program meets for 48 hours of classroom training and requires 36 hours of clinicals in a hospital setting.
4/26 - 5/11 M–TH, 5 - 9 pm $925
Jefferson College (10 sessions)
$99 application fee

*Tuition Assistance may be Available!"
<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Computer</strong></td>
<td>Learn the basic skills needed to use a computer including turning on a computer and using a mouse.</td>
<td>1/25 - 2/1 W 6:30-9:30 pm</td>
<td>$100</td>
<td></td>
<td>Jefferson College Arnold (3 sessions)</td>
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<tr>
<td><strong>Keyboarding</strong></td>
<td>An introductory course teaching the correct method for typing. Learn the keyboard and type without looking.</td>
<td>5/10 - 5/31 W 6:30-9:30 pm, 11/15 - 12/6 W 6:30-9:30 pm</td>
<td>$140</td>
<td></td>
<td>Jefferson College Arnold (4 sessions)</td>
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<tr>
<td><strong>Word Basic</strong></td>
<td>Basics of using Microsoft Word program.</td>
<td>6/14 - 6/28 W 6:30-9:30 pm</td>
<td>$100</td>
<td></td>
<td>Jefferson College Arnold (3 sessions)</td>
</tr>
<tr>
<td><strong>Intermediate Word</strong></td>
<td>Take your Word skills to the next level.</td>
<td>By Arrangement W 6:30-9:30 pm</td>
<td>$100</td>
<td></td>
<td>Jefferson College Arnold (3 sessions)</td>
</tr>
<tr>
<td><strong>Introduction to Excel</strong></td>
<td>Key areas of Excel 2016 including workbooks, editing, viewing, formatting, and formulas.</td>
<td>3/8 - 3/22 TH 6:30 - 9:30 pm, 9/13- 9/27 TH 6:30 - 9:30 pm</td>
<td>$120</td>
<td></td>
<td>Jefferson College Arnold (3 sessions)</td>
</tr>
</tbody>
</table>
**Intermediate Excel**
Take your Excel skills to the next level. Formatting cell contents, managing multiple sheet workbooks, applying advanced formulas, and performing data analytics.

*By Arrangement*  TH 6:30-9:30 pm  $120
Jefferson College Arnold (3 sessions)

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

4/5 - 4/26  W or TH 6:30 - 9:30 pm  $140
10/11 - 11/1  W or TH 6:30 - 9:30 pm  $140
Jefferson College Arnold (4 sessions)

**Beginning Access 2016**
An introductory course to start learning the basics of Excel.

2/8 - 2/22  W 2 - 5:00 pm  $140
8/9 - 8/23  W 2 - 5:00 pm  $140
Jefferson College Arnold (3 sessions)

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**FOR QUESTIONS OR MORE INFORMATION:**

636-481-3144  
workforce@jeffco.edu  
www.jeffco.edu/WES

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**Jefferson College Arnold**
1687 Missouri State Road • Arnold, MO 63010

JCA offers student services, wireless internet access, an open computer lab, Learning/Testing Center, Academic Support Center, bookstore, and student lounge area with vending machines.
Leadership Apprenticeship
Learn how to be an effective leader. Join other front line supervisors in this blended learning experience. Through sessions, coaching, and practice assignments you will apply experience to your learning.

3/2 - 5/25 TH $3235
Jefferson College Arnold

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.

2/7 9 am - 11:30 pm $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.

1/12 - 1/19 9 am - 4 pm $120
3/7 - 3/14 9 am - 4 pm $120
5/11 - 5/18 9 am - 4 pm $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.

By Arrangement $125
Jefferson College Hillsboro, SC-Viking Room

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

By Arrangement
OSHA 10 $99
OSHA 30 $389
Jefferson College Arnold

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.

10/10-10/19 TU/TH, 6 - 10 pm $299
S (10/14), 8 am - 5 pm
5 Sessions: (10/10, 10/12, 10/14, 10/17, 10/19)
Jefferson College, CTE 110

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

1/23 - 3/11 Online, 6 weeks $600
7/24 - 9/9 Online, 6 weeks $600

Cultivation Fundamentals
Educates about the cultivation and harvest of medical cannabis.

5/8 - 6/24 Online, 6 weeks $600
10/23 - 12/9 Online, 6 weeks $600

Industrial Maintenance*
This 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 on the job training hours. The unregistered option is available for incumbent workers or individuals who want to enter the field.

2/27 - 6/10 Hybrid, 15 weeks $250
130 hours of training, 2 certifications

Certified Logistics Technician (CLT)*
Prepares a person for entry level positions in logistics/ warehousing

By Arrangement Online $1500
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. An Jeff/Frank Office of Job Training grant will support qualified participants.

By Arrangement  3:30 - 6:30 pm  $2595
Jefferson College, CTE Building  (12 sessions)

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.

By Arrangement  T/TH, 3:30 - 6:30 pm  $2595
Jefferson College, ATS Building  (18 sessions)