Jefferson College Workforce Development & Continuing Education

Fall 2019 Schedule of Courses

Workforce Development and Continuing Education

Train for a Career in the Healthcare Field!

CNA Certified Nurse Assistant
CMT Certified Medication Technician
MA Medical Assistant
# TABLE OF CONTENTS

Course Schedule & Description
- Jefferson College Arnold (JCA) .................................................. 3
- Jefferson College Hillsboro (JCH) ............................................. 10
- De Soto ...................................................................................... 16
- Basic Life Support for Healthcare Providers ............................. 17
- Certified Nurse Assistant (CNA) Program ................................. 18
- Certified Medication Technician (CMT) Program ....................... 19
- Medical Assistant (MA) Program .............................................. 20
- CareerStep Programs ................................................................ 21
- Manufacturing Technician ......................................................... 22
- Pharmacy Technician ................................................................ 23
- Plumbing Backflow Prevention Training & Certification Program ................................................................................. 24
- Construction and Mechanical Occupations Training Academy (CAMO) .............................................................................. 25
- Certified Logistics Technician (CLT) Program ............................ 26
- Industrial Safety & OSHA Training ............................................. 27
- Construction Trades .................................................................. 28
- Missouri Customized Training Program ........................................ 29
- Ed2go General Online Courses .................................................. 30
- Online Courses for Healthcare Professionals ............................. 32
- Online Courses for Teachers ...................................................... 33
- Adult Education & Literacy Classes/ HiSET ............................... 34
- Community Partners .................................................................. 36
- General Information .................................................................... 38
- Registration Form ........................................................................ 39

## Online Courses

Over 300+ Online courses are now available from Education To Go, in addition to the ones listed in this schedule.

**How to register:**

1. Go to [www.ed2go.com/jeffce](http://www.ed2go.com/jeffce) and start the registration process.
2. Call Jefferson College Hillsboro (636) 481-3144 or 797-3000, ext. 3144.
3. Attend the required **Online Orientation** for your course. Once at the website, click on the link ‘orientation’.
4. The day your course begins, click the ‘classroom’ link, and then log in with the information you provided in the Online Orientation.

For more information and to view our complete online catalog, go to: [www.ed2go.com/jeffce](http://www.ed2go.com/jeffce)
Arnold

DIRECTIONS (from I-270):
The Jefferson College-Arnold center is located at 1687 Missouri State Road near the intersection of Highway 141 and Astra Way.

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636) 287-9084
• BY MAIL: Fill out registration form (page 31) and mail to: ENROLL, Jefferson College / 1000 Viking Drive / Hillsboro, MO 63050
• IN PERSON: Jefferson College Arnold, Room 330 (Main office)
  Business & Workforce Development Center: Mon – Thurs, 8 AM – 4:30 PM; Fri., 8 AM – 11:30 AM
• BY E-MAIL: MasterCard/VISA/Discover only, lrobart@jeffco.edu

In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time.

Days of the Week Key: M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday, U-Sunday

COMPUTER

Beginning QuickBooks
(CP1906)
An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors, and employees; managing lists, running and customizing reports; changing forms and generating letters. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

SECTION 0
DAY/DATE/TIME: R, September 19 – October 10
6:30 – 9:30 p.m.
LOCATION: JCA 101
SESSIONS: 4
INSTRUCTOR: Teresa Dorshorst
FEE: $125.00
REFERENCE # 12366

Beginning Access 2016
(CP1930)
Students will learn the basics of this powerhouse database system. Topics include Getting Started with Tables; Working with Forms; Querying a Database; and Using Reports to Display Information. Excellent course for anyone interested in organizing, sorting, and creating reports for large data projects. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

SECTION 0
DAY/DATE/TIME: M, October 7-21, 5:30 – 8:30 p.m.
LOCATION: JCA 313
SESSIONS: 4
INSTRUCTOR: Staff
FEE: $125.00

Beginning Excel 2016
(CP1916)
This course will cover a number of key areas of Excel 2016 to help you hit the ground running with the most current version of Excel. Topics include: workbooks, editing, viewing, printing, working with formulas and functions, formatting the contents of the cells and changing the appearance of worksheets. This course is taught on an IBM/PC compatible computer. For maximum benefit, students should have access to one. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

SECTION 0
DAY/DATE/TIME: R, October 17-31, 6:30 – 9:30 p.m.
LOCATION: JCA 313
SESSIONS: 3
INSTRUCTOR: Staff
FEE: $125.00
FAST COURSE
Intermediate Excel 2016
(CMP974)
Take your Excel skills to the next level! Course covers formatting cell contents, managing multiple sheet workbooks, applying advanced functions, and performing data analysis. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have access to one. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

SECTION 0
DAY/DATE/TIME: R, November 7-21,
6:30 – 9:30 p.m.
LOCATION: JCA 313
SESSIONS: 3
INSTRUCTOR: Teresa Dorshorst
FEE: $105.00

BEGINNING COMPUTERS: ENTER THE 21ST CENTURY AND LEARN THE BASICS
(CP1921)
This course is for the beginner and will teach the basics of computer usage including turning the computer on, using a mouse, saving documents on a flash drive and much more! Course is taught on an IBM/PC compatible computer; for maximum benefit, students should have access to one. A book is included within this fee.

IMPORTANT: Students must furnish own flash drive to save classroom assignments!

SECTION 0
DAY/DATE/TIME: TBD
FEE: $0
INSTRUCTOR: Staff
SESSIONS: 10
LOCATION: TBD

PROFESSIONAL DEVELOPMENT

DIVERSITY AWARENESS
(PD3-943)
This Instructor-Led course explores diversity in the workplace. It begins by examining the various aspects of diversity, defining diversity and guiding students through a look at the components of diversity that they personally bring with them. The impact of perception is also examined. Stereotypes are identified and defused through an experiential exercise. Techniques to manage conflict successfully, communicate with respect, confront others who do not appreciate a diverse workplace and handling sensitive situations are examined. Participants will take a Diversity Awareness Profile (DAP) as part of the course.

SECTION 0
DAY/DATE/TIME: TBD
FEE: $119 (Includes DAP Diversity Awareness Profile Assessment and instructional materials.)
INSTRUCTOR: Mr. Gary Underwood
SESSIONS: 1 (4 hours)
LOCATION: Room 325

LEAN SIX SIGMA OVERVIEW
(MGT-902)
Lean Six Sigma business strategies combine the use of Lean Enterprise tools and the DMAIC (Define-Measure-Analyze-Improve-Control) problem solving process to eliminate waste and resolve problems that were previously considered unsolvable. The primary benefit of this overview is to provide a clear understanding of both Lean and Six Sigma disciplines in order to provide clarity in their similarities and differences. This is a four hour instructor led interactive workshop designed for business owners, managers, and decision makers.

SECTION: 0
DAY/DATE/TIME: TBD
FEE: $50.00
INSTRUCTOR: Staff
LOCATION: JCA 313
SESSIONS: 3

SIX SIGMA GREEN BELT
The Six Sigma Green Belt training program blends classroom instruction and exercises with real life project mentoring and problem solving. During the training, each participant will be assigned to a Six Sigma project team to solve a problem within their organization. Problem solving exercises, project mentoring, and presentation of project finding follow each day’s instruction. Training attendees typically come from operations, quality and engineering staff functions. Whatever the student’s background, the Green Belt training is based on the building blocks to bring the novice and journeyman to a similar level of effectiveness as a Six Sigma practitioner. The training is also designed to prepare the participants to pass the ASQ CSSGB exam.

SECTION 0
DAY/DATE/TIME: TBD
FEE: $12369
INSTRUCTOR: Staff
SESSIONS: 2
LOCATION: Online

INTRODUCTION TO VOICEOVERS
(PD2)
Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved. You’ll learn about different types of voiceovers and tools you’ll need to find success. Your instructor, a professional voice actor from Voices All Over, will take notes as you read script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. One-time, 90 minute introductory class. Learn more at http://www.voicesforall.com/ooo. Ages 18 and over.

SECTION 0
DAY/DATE/TIME: TBD
FEE: $49.00
REFERENCE #: 12369
INSTRUCTOR: The QL Group
LOCATION: Room 325
SESSIONS: 1

(636) 481-3144 / 797-3000, ext. 3144
www.jeffco.edu/jcce
BLS for Healthcare Providers
(PD2 998)
This course is designed for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a variety of in-hospital and out-of-hospital settings. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include one rescuer adult/child/infant CPR AED, two rescuer adult/child/infant CPR AED, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, and relief of choking adult/child/infant. Written and practical skills (hands on mannequin simulation) evaluation and testing are required for course completion. Upon successful completion, participants will receive a BLS for Healthcare Provider course completion card, valid for 2 years.

SECTION 1
DAY/DATE/TIME: W, September 25, 5:00 – 10:00 p.m.
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Richard Stephenson
FEE: $65.00
REFERENCE #: 27173

SECTION 3
DAY/DATE/TIME: M, October 28, 5:00 – 10:00 p.m.
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Richard Stephenson
FEE: $65.00
REFERENCE #: 27178

SECTION 5
DAY/DATE/TIME: M, December 2, 5:00 – 10:00 p.m.
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Richard Stephenson
FEE: $65.00
REFERENCE #: 27180

Basic Sanitation
(PRO 945)
This course will provide basic sanitation information for all food handlers. Anyone preparing, serving, transporting, warehousing, stocking, or handling food in any manner should complete this course. After successful completion, participants will be given a certificate of completion good for 3 years. This course is taught by the Jefferson County Health Department staff, and meets the Jefferson County Food Service requirements for food establishment employees.

SECTION 1
DAY/DATE/TIME: T, October 8, 9:00 a.m. – 11:30 a.m.
LOCATION: JCA323
SESSIONS: 1
INSTRUCTOR: Health Department Staff
FEE: $20.00
REFERENCE #: 27182

Medical Assistant Program
(PD4921)
This hybrid, innovative course prepares students for employment as a Certified Clinical Medical Assistant or a Certified Medical Administrative Assistant. Course consists of 515 hours of online instruction, 40 hours of instructor led Pre-Clinical Academy, and 130 to 180 hours of on-site clinical experience. Upon completion of all components, the student will take the certification test for CCMA or CMAA. Cost of the certification test is included in this course. Orientation is held once per month followed by onboarding into program two weeks after orientation. It is anticipated student will complete training program in 12 months or less. Note: Tuition assistance may be available. Student will be required to meet with program coordinator once a month to discuss progress.

SECTION 1
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: Online
INSTRUCTOR: Career Step
FEE: $5524.00

Pharmacy Technician with ASHP/ACPE
(HEA984)
This 400 hour online training program instructs students on accurately and efficiently preparing prescription orders, verifying prescription information, entering patient and order information into the pharmacy system, processing and submitting insurance claims, and providing quality customer service to patients and other healthcare providers. Program offers externship with Walgreens or CVS. Student must complete application process and complete WorkKeys testing prior to admittance. Student must have access to computer and internet service. Student must complete an arranged orientation prior to enrollment. Student will be required to meet with program coordinator once a month after enrollment to discuss the program progress and any academic/program concerns. Course prepares student for Pharmacy Technician Certification Board (PTCB) exam. Tuition assistance may be available.

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: Online
INSTRUCTOR: Career Step
FEE: $2999.00
Certified Medication Technician (CMT)
Orientation/Application Fee
This is an application fee for the CMT Program and covers the cost of the required alcohol/drug screening and other associated costs.

SECTION: 0
DAY/DATE/TIME: Arranged
SESSIONS: 1
INSTRUCTOR: Sandy Nappier
FEE: $99.00
REFERENCE #: 1

Certified Medication Technician (CMT)
(HEA960) The Certified Medication Technician program prepares individuals for employment as a CMT in an intermediate or skilled care nursing facility. This program consists of 60 classroom hours of instruction and a minimum of 8 hours of clinical practice under the direct supervision of an instructor. The class consists of instruction in: basic review of body systems and medication effect on each system; medical terminology, infection control; and medication classifications.

* Mandatory 8 hour clinical at a facility is required to complete the program. Instructor will arrange the clinical. Must successfully complete a written examination and final practicum exam before a certificate can be issued.

PREREQUISITE: Must be a Certified Nurse’s Aide for at least 6 months prior to admission and maintain CNA employment throughout the training. Must complete WorkKeys testing in Applied Math, Graphic Literacy, and Workplace Documents through Missouri Division of Workforce Development prior to admission.

DAY/DATE/TIME: TR, September 24 - November 14
LOCATION: JCA325
SESSIONS: 16
INSTRUCTOR: Ginger Hand
FEE: $870.00

Insulin Administration
(HEA966) Course will present information on diabetes, including symptoms, medications, and treatment. In addition, insulin administration, infection control practices, and observation techniques will also be taught in order to qualify students to perform this procedure at long-term care facilities in Missouri. This course includes 4 hours classroom instruction with a written test, and a separate 2 hour practicum session to be scheduled with instruction.

SECTION
DAY/DATE/TIME: TWR, November 19-21, 5:00 – 9:00 p.m.
LOCATION: JCA325
SESSIONS: 3
INSTRUCTOR: Ginger Hand
FEE: $125.00

Certified Logistics Technician (CLT)
The purpose of the Certified Logistics Technician (CLT) program is to recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics technicians both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and competitiveness. The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate. The CLT Certification addresses the core technical competencies of higher skilled, frontline material handling workers in all supply chain facilities: in factories, warehouses, distribution centers and transportation companies. MSSC awards the foundational-level Certified Logistics Associate (CLA) certificate and the mid-level CLT certification. CLA is a prerequisite for CLT.

FOUNDATION-LEVEL
Certified Logistics Associate (CLA)
• Demonstrate an understanding of the various roles in global supply chain logistics life cycle
• Demonstrate an understanding of the logistics environment
• Operate and use equipment
• Practice safety principles
• Practice safety principles in the handling of materials and operation of equipment
• Practice quality control principles
• Employ work communication practices
• Practice teamwork and good workplace behavior to solve problems
• Use relevant computer systems and applications to increase productivity

Certified Logistics Technician (CLT)
• Receive products
• Stock products
• Process product orders
• Prepare packages for shipment and ship products
• Maintain control of inventory
• Handle hazardous materials in a safe manner
• Evaluate transportation modes
• Perform dispatch, routing and tracking operations
• Understand U.S. measurements and metric system conversions

SECTION: 1
DAY/DATE/TIME: Wed./Thur. Evening and day classes
LOCATION: Jefferson College Arnold
SESSIONS: TBD
INSTRUCTOR: Kevin Davault
FEE: $1,475 Funding for the training may be available for the program from several job training programs.

The Program Includes:
• 70 hours of Instruction
• Student Registration Fee
• CLA (MSSC) Assessment
• CLT Online Course Supplement with Textbook
• CLT Online Course Supplement with Textbook
• CLT (MSSC) Assessment

(636) 481-3144 / 797-3000, ext. 3144
www.jeffco.edu/jcce
CONSTRUCTION TRADES

Fire Service: Instructor 1

This course addresses NFPA 1041, Standard for Fire Instructor Professional Qualifications, Chapter 4, 2012 edition competencies at the fire service instructor I level. This course focuses on the presentation skills needed by new instructors delivering prepared lesson plans. Students will cover lesson plan preparation, presentation skills, using audiovisual equipment, identifying lesson objectives, questions, tests, and evaluation instruments. Students will be eligible to take the State of Missouri Certification test for Instructor 1 upon the successful conclusion of all course work.

This is an intensive course, which requires the participants to complete nightly activities and prepare for a final presentation at conclusion of class.

SECTION 0
DAY/DATE/TIME: TBD (call 636-481-3144 for details)
LOCATION: JCA 325
SESSIONS: 4 (32 hrs)
INSTRUCTOR: Captain Aaron Bockhorst
FEE: $295
TEXTBOOK NEEDED: IFSTA Fire and Emergency Services Instructor 8th Edition
SUGGESTED MATERIALS: Student study guide, binder, notebook, and or laptop

Business of Plumbing

(PD4 989)
This course will focus on the requirements to start a plumbing company and how to choose the area of work that you want to do, such as; commercial or residential. Also, how to understand a profit and loss statement, and how to negotiate with vendors will be covered. In addition, the course will discuss whether to buy, lease, or rent equipment; as well as marketing and advertising for your company, and processing collections. This course has been approved by the Jefferson County Code Enforcement Board as an ELECTIVE course worth 2.0 PEU credits toward the current cycle for Plumbers, Drain layers, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA 325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Estimation

(PD4 982)
This course will explain how to successfully estimate drain, waste, and vent water systems. This course will also focus on obtaining material takeoff and how to put together a successful bid proposal and prepare a contract. This course has been approved by the Jefferson County Code Enforcement Board as an ELECTIVE course worth 2 PEU’s toward the current cycle for Plumbers, Drain layers, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Math

(PD4988)
We will learn how to use the formulas for computing pipe angle measurements. We will compute decimals, fractions, water pressure, melting points, pipe and pipefitting data and threaded pipe take off and cutting. Students will need to bring a small calculator, paper and pencils for working on math calculations. This course has been approved by the Jefferson County Code Enforcement Commission for 2 PEU credits toward the license training requirement for Jefferson and St. Louis County.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Estimation

(PD4 981)
This course will explain how to successfully interpret plumbing drainage and water distribution systems with a focus on material take-off and how to make and understand isometric drawings. This course has been approved by the Jefferson County Code Enforcement Board for 2 PEU’s toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Code Part 1

(PD4980)
This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations. This course has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Code Part 2

(PD5940)
This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations. This course has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Code Part 3

(PD5941)
This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations. This course has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
(call 636-481-3144 for details)
LOCATION: JCA325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

(636) 481-3144 / 797-3000, ext. 3144
www.jeffco.edu/jcce
Plumbing: Backflow Prevention
(PD4987)
We will discuss the degree of hazards per prevention class. We will explain the operation of the vacuum breaker, pressure vacuum, and double check and reduced principle backflow preventer. We will study the State of Missouri Backflow Regulations, and explain the American Society of Sanitary Engineers (ASSE) regulations and requirements for backflow design and installation. This course does not include any hands-on; theory understanding only. This course is has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the county licensing requirement.

SECTION 0
DAY/DATE/TIME: TBD, 5:00 – 9:00 p.m.
,LOCATION: JCA 325
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $59.00

Plumbing Backflow Prevention Training and Certification Program:

Backflow Prevention Assembly Tester Training and Certification Examination (ASSE)

At this forty (40) hour training class, participants will be presented with the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will also learn the principles of cross-connection control and the methods devices, and assemblies used to protect the potable water system. The training and knowledge provided will prepare the student for the jurisdiction’s recognized examination. On the final day of the training, the ASSE 5110 tester certification examination will be administered. The written exam for an initial tester certification consists of 100 questions (and) certification candidate must demonstrate the field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly, and spill resistant vacuum breaker assembly.

SECTION 1
DAY/DATE/TIME: TBD (call 636-481-3144 for details)
LENGTH: 40 hours
,LOCATION: Hillsboro ATS Building Repair Classroom
SESSIONS: 9
INSTRUCTOR: Charles Redecker
FEE: $649
*The Backflow Prevention Reference Manual (Third Edition) is the required text for this course.

Backflow Prevention Assembly Tester Recertification Training & Examination (ASSE 5110)

During this eight (8) hour training, participants will review the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will receive the information and skills to help them pass the American Society of Sanitary Engineering (ASSE) Recertification Examination. At the end of the course the recertification examination will be administered. This consists of a written and a hands-on examination. This training is mandatory in order for the tester to re-certify under ASSE program guidelines.

The written exam for the tester recertification consists of 25 questions. In the practical examination the candidate must demonstrate the proper field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly. This class is to re-certify those who were previously certified to perform the inspection of cross connection control and backflow prevention systems. Certification cannot be more than 6 months expired. Provide a copy of your certification card which will be submitted to ASSE upon completion of the course and exam.

SECTION 1
DAY/DATE/TIME: TBD (call 636-481-3144 for details)
LENGTH: 8 hours
,LOCATION: Hillsboro ATS Building Repair Classroom
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $395

Arc Flash (NFPA-70E 2015)
Electrical Safe Work Practices
(PD3-979)
This course is designed to give students knowledge to understand different Electrical Safety Qualifications for a worker to work on or near energized parts or equipment. Students will be instructed on the Prevention of Electrical Hazards, Protection from Electrical Hazards, and how to implement Electrical Best Safe Work Practices. The content in this course is based on the NFPA 70E guidelines.

**It is recommended that students bring a copy of the 2015 NFPA-70E manual.

SECTION 0
DAY/DATE/TIME: TBD (call 636-481-3144 for details)
,LOCATION: JCA 325
SESSIONS: 2 (4 hours per session)
INSTRUCTOR: Larry Berry
FEE: $75.00

(636) 481-3144 / 797-3000, ext. 3144  www.jeffco.edu/jcce
OSHA 10-Hour Safety:
General Industry
(PRO 994)
This course is designed for the entry-level, general worker. Course topics include: Introduction to OSHA and the OSHA Act, General Safety and Health Provisions, Health Hazards including Hazard Communication and Materials, Focus Four- Electrical Safety, Struck By and Caught In-Between, Fall Protection, Personal Protective Equipment, Hand and Power Tools; and Scaffolds, Stairways and Ladders. Participants will receive a certification card upon successful course completion. Course is taught by Larry Berry, an OSHA- Approved Instructor.

SECTION 0
DAY/DATE/TIME: TBD (please call for details)
SESSIONS: 2
INSTRUCTOR: Larry Berry
FEE: $99

OSHA 30-Hour Safety:
Construction Industry
This course is designed for Construction Workers and Management to educate them on the basic knowledge of Job Site Safety and Health. This training also informs the student of employees’ rights and employers’ responsibilities under the OSHA Act. This Course focus on constitution hazards that includes Falls, Struck By, Caught In/ Between, Electrical, and Health Hazards.

SECTION 0
DAY/DATE/TIME: TBD (please call for details)
SESSIONS: 4
INSTRUCTOR: Larry Berry
FEE: $389

OSHA 10-Hour Safety:
Construction Industry
This course is designed for Construction Workers and Management to educate them on the basic knowledge of Job Site Safety and Health. This training also informs the student of employees’ rights and employers’ responsibilities under the OSHA Act. This Course focus on constitution hazards that includes Falls, Struck By, Caught In/ Between, Electrical, and Health Hazards.

SECTION 0
DAY/DATE/TIME: TBD (please call for details)
SESSIONS: 2
INSTRUCTOR: Larry Berry
FEE: $99

OSHA 30-Hour:
General Industry
(PRO 996)
The OSHA-30 Hour course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 30-hour course completion card.

SECTION 0
DAY/DATE/TIME: TBD (please call for details)
SESSIONS: 4
INSTRUCTOR: Larry Berry
FEE: $389

Call (636) 481-3144 for more information
HEALTHCARE

BLS for Healthcare Providers

(PD2 998)

This course is designed for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a variety of in-hospital and out-of-hospital settings. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include one rescuer adult/child/infant CPR AED, two rescuer adult/child/infant CPR AED, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, and relief of choking adult/child/infant. Written and practical skills (hands on mannequin simulation) evaluation and testing are required for course completion. Upon successful completion, participants will receive a BLS for Healthcare Provider course completion card, valid for 2 years.

SECTION 2
DAY/DATE/TIME: W, October 16, 5:00 – 10:00 p.m.
LOCATION: CTE166
SESSIONS: 1
INSTRUCTOR: Richard Stephenson
FEE: $65.00
REFERENCE #: 27174

SECTION 2
DAY/DATE/TIME: W, November 13, 5:00 – 10:00 p.m.
LOCATION: CTE166
SESSIONS: 1
INSTRUCTOR: Richard Stephenson
FEE: $65.00
REFERENCE #: 27179
Medical Assistant Program (PD4921)
This hybrid, innovative course prepares students for employment as a Certified Clinical Medical Assistant or a Certified Medical Administrative Assistant. Course consists of 515 hours of online instruction, 40 hours of instructor led Pre-Clinical Academy, and 130 to 180 hours of on-site clinical experience. Upon completion of all components, the student will take the certification test for CCMA or CMAA. Cost of the certification test is included in this course. Orientation is held once per month followed by onboarding into program two weeks after orientation. It is anticipated student will complete training program in 12 months or less. Note: Tuition assistance may be available.

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: Online
INSTRUCTOR: Career Step
FEE: $5524.00
Orientation Dates: Monthly Basis- Please call the office at (636) 481-3144 for more information.

Certified Nurse Assistant Orientation/Application Fee (HEA955)
Required Orientation to prepare students for CNA class. Must pay $125.00 application fee and successfully complete WorkKeys testing prior to orientation. Student must bring unexpired Driver’s License or State I.D. to orientation. Students will participate in mandatory Basic Life Support class at 5:00 p.m., after orientation.

SECTION 0
DAY/DATE/TIME: September 4, 3:00 – 4:30 p.m.
LOCATION: CTE166
SESSIONS: 1
INSTRUCTOR: Sandy Nappier
FEE: $125.00

Pharmacy Technician with ASHP/ACPE (HEA984)
This 400 hour online training program instructs students on accurately and efficiently preparing prescription orders, verifying prescription information, entering patient and order information into the pharmacy system, processing and submitting insurance claims, and providing quality customer service to patients and other healthcare providers. Program offers externship with Walgreens or CVS. Student must complete application process and complete WorkKeys testing prior to admittance. Student must have access to computer and internet service. Student must complete an arranged orientation prior to enrollment. Student will be required to meet with program coordinator once a month after enrollment to discuss the program progress and any academic/program concerns. Course prepares student for Pharmacy Technician Certification Board (PTCB) exam. Tuition assistance may be available.

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: Online
INSTRUCTOR: Career Step
FEE: $2999.00
Note: Acceptance into the CNA Program is conditional upon meeting specific pre-determined criteria. Additional fees for books and course supplies are not included in the listed price. Tuition assistance may be available.

Pharmacy Technician with ASHP/ACPE (NEW!)
This 400 hour online training program instructs students on accurately and efficiently preparing prescription orders, verifying prescription information, entering patient and order information into the pharmacy system, processing and submitting insurance claims, and providing quality customer service to patients and other healthcare providers. Program offers externship with Walgreens or CVS. Student must complete application process and complete WorkKeys testing prior to admittance. Student must have access to computer and internet service. Student must complete an arranged orientation prior to enrollment. Student will be required to meet with program coordinator once a month after enrollment to discuss the program progress and any academic/program concerns. Course prepares student for Pharmacy Technician Certification Board (PTCB) exam. Tuition assistance may be available.

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: Online
INSTRUCTOR: Career Step
FEE: $2999.00
Note: Acceptance into the CNA Program is conditional upon meeting specific pre-determined criteria. Additional fees for books and course supplies are not included in the listed price. Tuition assistance may be available.

Certified Nurse Assistant (Day) (HEA954)
The Certified Nurse Assistant (CNA) Program is designed to teach students how to perform basic nursing skills for residents in a long-term care facility under the supervision of Charge personnel. Successful completion of this course enables student to take the State written and practicum examination for Certified Nurse Assistant. This eight-week course meets the required 75 hours of classroom training and 100 hours of supervised on-the-job training in an approved long-term care facility, as mandated by the Missouri Department of Health and Senior Services.

Note: Tuition assistance may be available.

SECTION 0
DAY/DATE/TIME: September 9, 8:00 a.m. – 2:30 p.m.
LOCATION: JCH Lecture Clinical- Arranged
SESSIONS: 32
INSTRUCTOR: Karen Amsden/Lori Casteel
FEE: $1800.00

(636) 481-3144 / 797-3000, ext. 3144
www.jeffco.edu/jcce
MANUFACTURING

Manufacturing Technician Program

The Manufacturing Technician Program is based on the MSSC (Manufacturing Skills Standards Council) model with a focus on the following areas: Safety, Quality, Industrial Math, Blueprint Reading and Interpretation, Dimensional Metrology, and Machining. Instruction will focus on manufacturing concepts and actions that can produce higher quality products, increase productivity, achieve greater customer satisfaction, and assure a safe and healthy work environment. 100 hrs

Program Overview:

- Safety
- Quality
- Industrial Math
- Blueprint Reading and Interpretation
- Dimensional Metrology
- Machining

SECTION 0

DAY/DATE/TIME: TBD (call 636-481-3144 for details)

LOCATION: TC, Rooms 104 & 106

SESSIONS: 100 Class Contact Hours

INSTRUCTOR: Mike McKinney/Matt West

FEE: No Cost- Grant Funded

Construction & Mechanical Occupation (CAMO) Academy

(PD5944)

This course is designed to provide participants with a quality pre-apprenticeship and occupational exploration experience leading to acceptance into a skilled apprenticeship program, enrollment in career technical training program, and/or related employment. Program will include career assessment, work readiness assessment/instruction, OSHA safety training, job search skills training, and career technical training. Student may choose one of two pathways: Construction Trades or Mechanical Trades.

DAY/DATE/TIME: TBD (call 636-481-3144 for details)

LOCATION: Area Technical School

SESSIONS: 24

INSTRUCTOR: Staff

FEE: $2595.00 (*Grant funding & tuition assistance available)

Insulin Administration

(HEA 966)

Course will present information on diabetes, including symptoms, medications, and treatment. In addition, insulin administration, infection control practices, and observation techniques will also be taught in order to qualify students to perform this procedure at long-term care facilities in Missouri. This course includes 4 hours classroom instruction with a written test, and a separate 2 hour practicum session to be scheduled with instruction.

SECTION 0

DAY/DATE/TIME: TWR, September 17 - 19, 4:15 p.m. – 9:15 p.m.

LOCATION: CTE166

SESSIONS: 3

INSTRUCTOR: Ginger Hand

FEE: $125.00

REFERENCE #: 27183
CONSTRUCTION TRADES

HVAC Mechanical Code

(PD3 967)
This course is designed for HVAC professionals with an emphasis on the mechanical code and meets the requirement for professional development for HVAC contractors. Many municipalities require licensed professionals to install equipment; which requires advanced skills, knowledge and experience to ensure correct installations. Permits are required and only a licensed HVAC or Electrical master can apply for permits in some jurisdictions. The following is an overview of the what will be covered in the HVAC Mechanical Code Course: Mechanical Code Overview; Mechanical Code Administration, and Basic Installation of Mechanical Equipment. Ventilation Code Overview-Ventilation; Exhaust Systems, Duct Systems, Combustion Air, Chimneys and Vents, and Special Appliances, Fireplaces, and Solid Fuel Burning Appliances. Boiler Code Overview-Boilers, Water Heaters, and Pressure Vessels; Refrigeration Overview- Refrigeration; Hydronic Piping, Fuel Oil Piping and Storage, and Solar Systems will also be covered. Note: A textbook, not included in the course fee, must be purchased for this course.

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: CTE 110
SESSIONS: 6
FEE: $299
INSTRUCTOR: William Kaune

Fuel Gas Codes & Pipe Sizing

(PD3 986)
The Fuel Gas Codes and Pipe Sizing course is based on the International Fuel Gas Code and is intended for HVAC professionals who install and service heating systems. The course will cover administration and code enforcement, general regulations, sizing, installations, chimneys, vents, specific appliances, and gaseous hydrogen systems. The course will cover the most current code updates. This course is approved by the Jefferson County Building Code Enforcement Office for PEU (Professional Education Units) credit, which will count toward the required 12 PEUs per licensing cycle.

REQUIRED COURSE MATERIALS:

SECTION 0
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LOCATION: CTE 110
SESSIONS: 3
FEE: $159
INSTRUCTOR: William Kaune
PLUMBING BACKFLOW PREVENTION TRAINING & CERTIFICATION PROGRAM

Backflow Prevention Assembly Tester Training & Certification Examination (ASSE)

At this forty (40) hour training class, participants will be presented with the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will also learn the principles of cross-connection control and the methods devices, and assemblies used to protect the potable water system. The training and knowledge provided will prepare the student for the jurisdiction’s recognized examination. On the final day of the training, the ASSE 5110 tester certification examination will be administered. The written exam for an initial tester certification consists of 100 questions (and) certification candidate must demonstrate the field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly, and spill resistant vacuum breaker assembly.

SECTION 1
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LENGTH: 40 hours
LOCATION: Hillsboro ATS Building Repair Classroom
SESSIONS: 9
INSTRUCTOR: Charles Redecker
FEE: $649

*The Backflow Prevention Reference Manual (Third Edition) is the required text for this course.

Backflow Prevention Assembly Tester Recertification Training & Examination (ASSE 5110)

During this eight (8) hour training, participants will review the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will receive the information and skills to help them pass the American Society of Sanitary Engineering (ASSE) Recertification Examination. At the end of the course the recertification examination will be administered. This consists of a written and a hands-on examination. This training is mandatory in order for the tester to re-certify under ASSE program guidelines. The written exam for the tester recertification consists of 25 questions. In the practical examination the candidate must demonstrate the proper field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly. This class is to re-certify those who were previously certified to perform the inspection of cross connection control and backflow prevention systems. Certification cannot be more than 6 months expired. Provide a copy of your certification card which will be submitted to ASSE upon completion of the course and exam.

SECTION 1
DAY/DATE/TIME: Arranged (call 636-481-3144 for details)
LENGTH: 8 hours
LOCATION: Hillsboro ATS Building Repair Classroom
SESSIONS: 1
INSTRUCTOR: Charles Redecker
FEE: $395

PROFESSIONAL DEVELOPMENT

Drinking Water Operator Program

(PRO902)
If you are a certified drinking water operator, you can receive renewal training credit from the Missouri Department of Natural Resources for attending this program. This course is offered in cooperation with the Missouri Water and Wastewater Conference.

SECTION 0
DAY/DATE/TIME: W, October 2, 8:00 a.m. – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 1
INSTRUCTOR: MWCC
FEE: $100.00
REFERENCE #: 27184

Wastewater Operator Program

(PRO908)
If you are a certified wastewater operator, you can receive renewal training credit from the Missouri Department of Natural Resources for attending this program. This course is offered in cooperation with the Missouri Water and Wastewater Conference.

SECTION 0
DAY/DATE/TIME: W, December 4, 8:00 a.m. – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 1
INSTRUCTOR: MWCC
FEE: $100.00
REFERENCE #: 27185
Servsafe Certification for Managers
(PRO946)
This certification course is in the ServSafe program format which has become the industry standard in food-safety training and is accepted in most jurisdictions that require employee certification. The ServSafe program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing, to preparing and serving. Participants will learn science-based information on operating a safe food establishment; something all employees and operators need to know in order to be a part of a food-safety team. Upon successful completion of this course, the resulting certification is good for a period of 5 years. This course is taught by Jefferson County Health Department staff, and meets the Jefferson County Food Service Sanitation Order requirement for managers or operators of food establishments. NOTE: This fee does not include a book.

SECTION 0
DAY/DATE/TIME: T, September 10 & 17, 9:00 a.m. – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 2
INSTRUCTOR: Health Department Staff
FEE: $120.00
REFERENCE #: 27161

SECTION 1
DAY/DATE/TIME: R, November 7 & 14, 9:00 a.m. – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 2
INSTRUCTOR: Health Department Staff
FEE: $120.00
REFERENCE #: 27162

Servsafe Exam Proctored
(PD5 962)
This exam will be given when students call stating they have taken the online course (or a course at another location) and simply need to be proctored. Students should arrive around 2:00 p.m. so that they are given enough time to take the exam.

SECTION 0
DAY/DATE/TIME: T, September 17, 2:00 – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 1
INSTRUCTOR: Health Department Staff
FEE: $50.00
REFERENCE #: 27171

SECTION 1
DAY/DATE/TIME: R, November 14, 2:00 – 4:30 p.m.
LOCATION: Student Center Viking Room
SESSIONS: 1
INSTRUCTOR: Health Department Staff
FEE: $50.00
REFERENCE #: 27181

Introduction to Drones NEW!
This is a 2 hour basic introduction to the topic which covers broadly the history of “drones”, the various types of drones from a technology standpoint, FAA regulations for hobbyists and commercial users etc.

SECTION 0
DAY/DATE/TIME: M, October 7, 9:00-11:00 am
LOCATION: Hillsboro campus (call for exact location)
SESSIONS: 1
INSTRUCTOR: USA Holdings
FEE: $69.00

FAA Part 107 Prep Course NEW!
This is a 12 hour course given in two 6 hour sessions aimed at preparing the non-aviation student to pass the FAA’s 107 certification for commercial drone pilots. It covers all the aspects subject matter with special attention given to areas that have shown to be especially challenging to students who do not have an aviation background (weather, airspace, chart reading etc).

SECTION 0
DAY/DATE/TIME: M,T, October 21-22, 9:00 a.m. - 3:00 pm
LOCATION: Hillsboro campus (call for exact location)
SESSIONS: 2
INSTRUCTOR: USA Holdings
FEE: $419.00
BOOK: ASA’s Remote Pilot Test Prep 2019
Introduction to Small Engine Repair
(PD5963)
This introductory course will cover all phases of ownership concerning popular gasoline engines up to 20 horsepower. Routine care and maintenance will be covered as well as how to properly prepare equipment for off season storage. Basic troubleshooting and repair procedures will be discussed. This course is lecture/hands on. Students must provide own safety glasses. Book is included with cost of course.

SECTION 0
DAY/DATE/TIME: September 17 – October 1, 6:00 – 9:00 p.m.
LOCATION: MDM Design
SESSIONS: 3
INSTRUCTOR: Danial Penrod
FEE: $135.00
REFERENCE #: 27186

Intermediate Small Engine Repair
(PD5964)
This course will build on the skills presented in Introduction to Small Engine Repair. Tasks needed to repair and restore most small gasoline engines will be explored. This course is lecture and hands on. Students must supply own safety glasses. Book is included in cost of course.

SECTION 1
DAY/DATE/TIME: October 8 – 22, 6:00 – 9:00 p.m.
LOCATION: MDM Design
SESSIONS: 3
INSTRUCTOR: Danial Penrod
FEE: $135.00
REFERENCE #: 27187
Basic Life Support for Healthcare Providers (BLS)

This course is designed for Healthcare Professionals who need to know how to perform CPR, as well as other life-saving skills, in a variety of in-hospital and out-of-hospital settings.

Each participant must obtain an 84% or higher on the written evaluation and demonstrate proficiency in all CPR skills.

Skills Include:
- One rescuer adult/ child/infant CPR AED
- Two rescuer adult/child/infant CPR AED
- Bag-mask techniques for adult/child/infant
- Rescue breathing for adult/child/infant
- Relief of choking adult/child/infant

Written and practical skills (hands-on mannequin simulation) evaluation and testing are required for course completion. Upon successful completion, participants will receive a BLS for Healthcare Provider course completion card which is valid for 2 years.

NOTE: This course is a pre-requisite for anyone planning on enrolling in the CNA Program. A list of Day/Date/Times will be posted online at www.jeffco.edu – Academics – Continuing Education – Professional Development.
Check back often, for updates, or call the Continuing Education Office for personal assistance.
The Certified Nurse Assistant course is designed to teach students how to perform basic nursing care skills for residents in a long-term care facility under the supervision of charge personnel. Successful completion of this course enables the student to take the State written and practicum examination for Certified Nurse Assistant. This course meets the required 75 hours of classroom training and 100 hours of supervised on-the job training in an approved long-term care facility as mandated by the Missouri Department of Health and Senior Services.

PROGRAM INFORMATION
- The purpose is to qualify students for employment in a long-term care facility.
- Topics will include the roles and responsibilities of the Nurse Assistant, understanding the elderly, safety, food service, personal care, elimination, restorative nursing and special procedures.
- Methods of instruction will include lecture, skills demonstrations, and clinical demonstration and supervision.
- The program is approximately 8 weeks long and prepares students for the State examinations for certification as a Nurse Assistant.
- The program meets the required 75 hours of classroom and 100 hours of on-the-job supervised training.
- See the Continuing Education Online Course Schedule for times, dates and locations.
- Apply early, since enrollment is limited to 10 students per class.

QUALIFICATIONS OF THE PROGRAM
Students MUST:
- Be at least 18 years of age.
- Have a negative criminal background check.
- Have a negative drug and alcohol test.
- Have passed the Basic Lifesaving Skills (BLS) course.
- Have proof of a social security card.
- Have passed the WorkKeys Assessment with a minimum score of 3 in the required areas of Reading, Locating Information, and Applied Mathematics.
- Complete the CNA Application ($125 Non-Refundable Fee)
- Have a current two-step PPD
- Meet the essential functions of a CNA

www.jeffco.edu  » Academics  » Continuing Education  » Professional Development

Jefferson College Workforce Development & Continuing Education

REQUIRED MATERIALS
- Stethoscope
- Black Ink Pens-no gel pens
- Pocket Notebook
- 1” and 2” Binders
- 3”x 5” index cards
- Student Text*
- Gait Belt*
- 2 Clinical Uniforms*
- Watch with a second hand
- White Shoes
  (no clogs, slingbacks or Crocs)

Note: Items marked with an asterisk (*) must be purchased through the Jefferson College Bookstore. (Bookstore does not carry white shoes).

COST OF THE PROGRAM
- Tuition - $1800
- Required Materials - $290
  (white shoes not included)
- Application Fee - $125
  (A one-time non-refundable fee which covers the costs of doing the background check, drug and alcohol screen, and the cost of taking the required BLS course)

* Note: Acceptance into the CNA Program is conditional upon meeting all criteria.
The purpose of the Certified Medication Technician (CMT) training program is to prepare individuals for employment as a CMT in an intermediate care or skilled care nursing facility. The program is designed to teach skills in administration of non-parenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy.

The course consists of at least 60 classroom hours of instruction and a minimum of 8-hours of clinical practice under the direct supervision of an instructor.

The class consists of instruction in these areas:
• basic review of body systems and medication effect on each system
• medical terminology
• infection control
• medication classifications.

An individual must successfully compete a final written examination and a minimum two-hour final practicum exam before a certificate can be issued and that individual’s name placed on the Missouri State Certified Medication Technician (CMT) Registry.


Student Qualifications:

- Verification of a high school diploma, HiSet Certificate or GED (General Education Diploma).
- Achieves a minimum score on the WorkKeys Test of:
  ✔ Level 4 on Workplace Documents
  ✔ Level 3 on Graphic Literacy and
  ✔ Level 3 on Applied Mathematics
- Six (6) months of employment as an approved Certified Nurse Assistant (CNA) and listed as active on the Missouri CNA registry before applying to become a CMT.
- Submits a letter to the training agency from the student’s administrator or director of nursing recommending the student take the course.

For more information go to: http://health.mo.gov/safety/cnaregistry/cmt.php

www.jeffco.edu  ▶  Academics  ▶  Continuing Education  ▶  Professional Development
The Medical Assistant program provides learners with the knowledge and skills needed to succeed as medical assistants in both clinical and administrative settings. The program is designed to prepare students for both the Certified Clinical Medical Assistant (CCMA) and the Certified Medical Administrative Assistant (CMAA) certification exams.

The Medical Assistant program includes three phases of instruction and clinical experience:

**Phase 1: Course Instruction (510 hours of online instruction)**
**Phase 2: Pre-Clinical Academy Program (Instructor led)**
**Phase 3: On Site Clinical Experience (Employer led)**

**WHAT DO MEDICAL ASSISTANTS DO?**
Within the large and growing healthcare industry, medical assistants play a key role in keeping a healthcare facility running smoothly. They perform general patient care and handle routine administrative responsibilities that frequently include the following: obtaining patient vital signs, taking measurements, administering oral and parenteral medications, performing wound care, assisting during procedures, labeling and processing specimens, preparing for, performing, and monitoring EKG, managing medical records, and processing health insurance.

**WHERE DO MEDICAL ASSISTANTS WORK?**
Medical assistants work in healthcare facilities such as physicians’ offices, hospitals, and clinics. The 24/7 nature of healthcare makes night and weekend schedules a possibility; however, most medical assistants work standard daytime hours.

**COURSE OBJECTIVES**
- Perform general patient care such as obtain patient vital signs, take measurements, administer oral/parenteral medications, perform wound care, and assist during clinical procedures.
- Perform rapid response procedures such as first aid and CPR.
- Perform aseptic techniques such as sterilization, disinfection, and sanitization.
- Prepare for and perform venipuncture.
- Label and process specimens.
- Prepare for, perform, and monitor EKG.
- Communicate to healthcare staff and patients appropriately and professionally.
- Apply knowledge of healthcare law and ethics.
- Perform office administration duties such as scheduling, processing health insurance, basic billing/coding, managing medical records, and inventory supplies.

**www.jeffco.edu ▶ Academics ▶ Continuing Education ▶ Professional Development**

(636) 481-3144 or 797-3000, ext. 3144
www.jeffco.edu/jcce
START A NEW CAREER IN A YEAR OR LESS!

Choose online career training designed to get you working!

Train with Jefferson College to gain the skills you need to quickly start a rewarding new career in an in-demand field.

Available programs include:

- MEDICAL CODING AND BILLING
- MEDICAL TRANSCRIPTION AND EDITING
- MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR
- PHARMACY TECHNICIAN
- COMPUTER TECHNICIAN
- EXECUTIVE ASSISTANT
- MEDICAL BILLING
- ICD-10 FOR ICD-9 CODERS
- MICROSOFT OFFICE 2010

Take the first step toward your new career today!

1-636-481-3144 | CareerStep.com/jefferson

Call Today
(636) 481-3144 or 797-3000, ext. 3144
MANUFACTURING TECHNICIAN

PROGRAM OBJECTIVES
The Manufacturing Technician Program is based on the MSSC (Manufacturing Skills Standards Council) model with a focus on the following areas: Safety, Quality, Industrial Math, Blueprint Reading and Interpretation, Dimensional Metrology, and Machining. Instruction will focus on manufacturing concepts and actions that can produce higher quality products, increase productivity, achieve greater customer satisfaction, and assure a safe and healthy work environment.

PROGRAM PREREQUISITES
- OSHA 10 (10 hrs)
- WorkKeys NCRC

PROGRAM OVERVIEW
100 class contact hours
- Safety
- Quality
- Industrial Math
- Blueprint Reading and Interpretation
- Dimensional Metrology
- Machining

www.jeffco.edu → Academics → Continuing Education → Professional Development → Manufacturing

Method of Instruction:
Lecture/Discussion/Class Demonstration/Labs

Materials & Supplies included:
- Calculator  •  Notebook  •  Flash Drive
- Book: Precision Machining Technology (Cengage) 2nd Edition + Precision Machining Technology with online support resource (MindTap software)
- Industrial quality tool set (Caliper/Micrometer/Scale)

Required Materials:
- Pencil
- Safety Glasses
- Composition & Spiral Notebooks
- Calipers (provided & included in class cost)
- 6" scale (provided & included in class cost)
- 0-1 micrometer (provided & included in class cost)

Program Cost = $3000
Includes: hands on instruction in manufacturing environment, Precision Machining Technology text book with online support resource (MindTap software), laptop computer with Microsoft Office package, jump drive with loaded instructional materials, tool kit (caliper/micrometer/scale), & assistance with job placement.

* College credit for prior learning available upon completion of course.
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 the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or dssupport@jeffco.edu.

The Pharmacy Technician program was developed in collaboration with practicing pharmacists and certified pharmacy technicians to make sure students gain the knowledge and skills needed to succeed and to enter employment.

The program prepares students for the Pharmacy Technician Certification Board (PTCB) exam. The program is one of the only online pharmacy technician programs accredited by the American Society of Health System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE).

**COURSE OBJECTIVES**

**Online Curriculum – 400 hours**

- Identify industry basics as well as tools and trends of both retail and institutional pharmacy settings
- Distinguish between drugs of different classifications and their corresponding rules and regulations
- Distinguish between common medication dosage forms
- Properly identify common generic & brand name drugs & their functions
- Identify and describe federal laws affecting pharmacy practice and controlled substances
- Learn proper customer service procedures related to professional communication, appearance, duties, and limits
- Nonsterile Compounding
- Community & Institutional Pharmacy Practices
- Medication Safety
- Inventory Management

**Externship – 200 hours**

- Receive written prescription or refill requests and verify that information is accurate
- Prepare bulk medicines, fill bottles with prescribed medications and type and affix labels
- Answer telephones, responding to questions or requests
- Maintain proper storage and security conditions for drugs
- Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medical information
- Price and file prescriptions that have been filled
- Mix pharmaceutical preparations, according to written prescriptions
- Maintain and verify inventory
- Clean and help maintain equipment or work areas

**TUITION ASSISTANCE MAY BE AVAILABLE!**

www.jeffco.edu  ▶  Academics  ▶  Continuing Education  ▶  Professional Development
Backflow Prevention Assembly Tester Training & Certification Examination (ASSE)

Length: 40 hours

At this forty (40) hour training class, participants will be presented with the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will also learn the principles of cross-connection control and the methods, devices, and assemblies used to protect the potable water system. The training and knowledge provided will prepare the student for the jurisdiction’s recognized examination. On the final day of the training, the ASSE 5110 tester certification examination will be administered. The written exam for an initial tester certification consists of 100 questions (and) certification candidate must demonstrate the field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly, and spill resistant vacuum breaker assembly.

Course Fee: $649

*The Backflow Prevention Reference Manual (Third Edition) is the required text for this course.

Backflow Prevention Assembly Tester Recertification Training & Examination (ASSE 5110)

Length: 8 hours

During this eight (8) hour training, participants will review the guidelines used for acceptable practices of testing backflow prevention assemblies. The participants will receive the information and skills to help them pass the American Society of Sanitary Engineering (ASSE) Recertification Examination. At the end of the course the recertification examination will be administered. This consists of a written and a hands-on examination. This training is mandatory in order for thetester to re-certify under ASSE program guidelines. The written exam for the tester recertification consists of 25 questions. In the practical exam the candidate must demonstrate the proper field test procedure for a reduced pressure principle assembly, double check valve assembly, pressure vacuum breaker assembly. This class is to re-certify those who were previously certified to perform the inspection of cross connection control and backflow prevention systems. Certification cannot be more than 6 months expired. Provide a copy of your certification card which will be submitted to ASSE upon completion of the course and exam.

Course Fee: $395

www.jeffco.edu ▶ Academics ▶ Continuing Education ▶ Professional Development
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. If accommodations or a modification of the policy or procedure is needed, contact the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or cplatter@jeffco.edu.

The Construction And Mechanical Occupations (CAMO) Training Academy Program is designed to provide participants with a quality pre-apprenticeship and occupational exploration experience leading to acceptance into a skilled apprenticeship program, enrollment in a career technical training program, and/or related employment. The program will include career assessment, work readiness assessment/instruction, OSHA safety training, job search skill training, career technical training, and work experience training. This program is grant funded.

**CONSTRUCTION TRADES TRAINING PROGRAM**
(Electrical/HVAC/Plumbing/Carpentry/Building Repair)
- Job Skills Boot Camp/Work Readiness/Financial Literacy (2 weeks)
- Electrical/HVAC (2 weeks)
- Plumbing (2 weeks)
- Carpentry (2 weeks)
- Building Repair/Painting/Masonry (2 weeks)
- Construction Project (2 weeks)

**MECHANICAL TRADES TRAINING PROGRAM**
(Automotive/CIM/Welding/Metal Fabrication/Machining)
- Job Skills Boot Camp/Work Readiness/Financial Literacy (2 weeks)
- Automotive Technology (2 weeks)
- Computer Integrated Manufacturing (2 weeks)
- Welding/Metal Fabrication (2 weeks)
- Machining/Mechanical (2 weeks)
- Mechanical Project (2 weeks)

**ADDITIONAL PROGRAM ELEMENTS**
- WorkKeys/NCRC
- Strengths-Finder
- OSHA 10
- Resume Skills
- Interviewing Skills
- Work Gear
- Drug/Background screening

CLASSES MEET
**3:30 – 6:30 PM**
2 days per week
CERTIFIED LOGISTICS TECHNICIAN (CLT) PROGRAM

The CLT Certification addresses the core technical competencies of higher skilled, frontline material handling workers in all supply chain facilities: in factories, warehouses, distribution centers and transportation companies. MSSC awards the foundational-level Certified Logistics Associate (CLA) certificate and the mid-level CLT certification. CLA is a prerequisite for CLT.

KEY WORK ACTIVITIES FOR STANDARDS, TRAINING AND ASSESSMENTS

FOUNDATION-LEVEL
CERTIFIED LOGISTICS ASSOCIATE (CLA)

- Demonstrate an understanding of the various roles in the global supply chain logistics life cycle
- Demonstrate an understanding of the logistics environment
- Operate and use equipment
- Practice safety principles
- Practice safety principles in the handling of materials and operation of equipment
- Practice quality control principles
- Employ work communication practices
- Practice teamwork and good workplace behavior to solve problems
- Use relevant computer systems and applications to increase productivity

CERTIFIED LOGISTICS TECHNICIAN (CLT)

- Receive products
- Stock products
- Process product orders
- Prepare packages for shipment and ship products
- Maintain control of inventory
- Handle hazardous materials in a safe manner
- Evaluate transportation modes
- Perform dispatch, routing and tracking operations
- Understand U.S. measurements and metric system conversions

The Manufacturing Skill Standards Council (MSSC) is the nation’s leading industry-led training, assessment and certification organization focused on the core technical competencies needed by the nation’s frontline production and material handling workers.

The nationwide MSSC certifications, based upon industry-defined and federally-endorsed national standards, offer both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the knowledge and skills increasingly needed in the technology-intensive advanced manufacturing and logistics jobs of the 21st century.
Instructor Led and On-Line Courses
Customized Certificate Programs Available
Courses Designed to Meet Recognized Industry Standards

  This course is designed to give students the knowledge to understand different Electrical Safety Qualifications for a worker to work on or near energized parts or equipment. Students will be instructed on the Prevention of Electrical Hazards, Protection from Electrical Hazards, and how to implement Electrical Best Safe Work Practices. The content in this course is based on the NFPA 70E guidelines.

◆ **Electrical Safety Competent Person Training - NFPA 70E**
  This course is designed for students who have the responsibility for the Electrical Safety of Maintenance Workers, Qualified Electrical Workers, and any other workers who work on or near energized parts or equipment. Electrical Safety Decision Making Skills, based on Electrical Best Safe Work Practices which includes instruction on How to Develop and Implement an Electrical Safety Program for Qualified Electrical Workers will be covered.

This training course is designed to save lives, prevent disabling injuries, and prevent damage to buildings and equipment. It covers NFPA 70E in-depth, the standard for meeting OSHA training obligations. You will gain an immense respect for the power of electricity as you learn the important new rules of electrical safety.

◆ **OSHA 10**
◆ **OSHA 30**
◆ **Additional On-Line Courses Available**
The Continuing Education Department at Jefferson College in partnership with the Jefferson County Building Commission is pleased to offer courses for our area tradesmen, which satisfy their ongoing Professional Education Unit (PEU) requirement. A total of 1 (PEU) is awarded for every 2 course contact hours.

Jefferson County tradesmen are required to earn a total of 12 Professional Education Units (PEUs) every 2 years. We offer a wide variety of courses for each trade. If you require assistance with course advising or registration, you may contact the Continuing Education Office: (636) 481-3144. NOTE: To ensure proper credits for Online Courses, you MUST contact the Continuing Education office to register with us.

TRADES INCLUDED
• Electricians • HVAC
• Pipefitters • Plumbers

Electrical Courses:
• ARC Flash (NFPA-70E 2015)
• Electrical Safe Work Practices Training
• Electrical Safety Competent Person Training- NFPA 70E
• 2014 NEC Changes Part 1 (online)
• 2014 NEC Changes Part 2 (online)
• 2011 NEC Changes Part 1 (online)
• 2011 NEC Changes Part 2 (online)
• Code Calculations NEC Code 2014 (online)
• Commercial and Industrial Wiring NEC Code 2014 (online)
• Conductor Ampacity & Calculations NEC Code 2014 (online)
• Electrical Safety Now (online)
• Equipment Grounding and Bonding NEC Code 2014 (online)
• Installing Services NEC Code 2014 (online)
• Lockout/Tagout (online)
• Overcurrent Protection (online)
• Residential Wiring (online)
• System Grounding and Bonding NEC Code 2014 (online)

Plumbing/ Pipefitting Courses:
• Plumbing Codes Part 1
• Plumbing Codes Part 2
• Plumbing Estimation
• Plumbing Blueprint Reading
• Plumbing Backflow Prevention
• Plumbing Mathematics
• Business of Plumbing

Building Science Principals Certification (BSP)

HVAC Courses:
• HVAC Mechanical Code
• Fuel Gas Codes and Pipe Sizing
• HVAC Equipment & Systems: Small Office Buildings (online)
• HVAC & R Controls (online)
• HVAC Systems and Control Fundamentals (online)
• HVAC Technician Fundamentals (online)
TRAINING AREAS:
- Business
- Computer & Information Technology
- Office Skills Training
- Quality Systems
- Team Building
- Communication Skills
- Leadership and Management
- Organizational Change & Development
- Safety and Regulatory
- Technical Training

Training Solutions That Make Sense...

- Reduce Training Costs
- Improve Productivity
- Increase Profits
- State Reimbursement

The Business & Workforce Development Center at Jefferson College provides customized training solutions perfect for businesses interested in improved productivity and enhanced employee performance. Jefferson College is committed to providing both the training resources and assistance your business needs to reduce training costs and increase profits. Jefferson College is part of the Missouri Customized Training network which provides competitive training services and locally administered funding assistance to employers for the training and re-training of new and existing employees. Over $1,000,000 of state funded reimbursement has been awarded to Jefferson County companies throughout the past few years to defer training costs.

Bryan Herrick M.Ed.
Director of Business & Workforce Development
(636) 481-3168 or 797-3000, ext. 3168
bherrick@jeffco.edu

For more information, go to our web site at www.jeffco.edu
Online Courses

HOW TO REGISTER:
1. Go to www.ed2go.com/jeffce and start the registration process.
2. Call Jefferson College Hillsboro (636) 481-3144 or 797-3000 ext. 3144 to register.
3. Attend the required Online Orientation for your course. Once at the website, click on “orientation.”
4. The day your course begins, click the “classroom” link; and, then, log in with the information you provided in the Online Orientation.

For more information and to view our complete online catalog, go to: www.ed2go.com/jeffce/

Accounting
- Introduction to Peachtree Accounting 2012
- Intermediate QuickBooks 2012
- Intermediate QuickBooks 2013
- Introduction to QuickBooks 2012
- Introduction to QuickBooks 2013
- Performing Payroll in QuickBooks 2012
- Performing Payroll in QuickBooks 2013
- QuickBooks 2012 for Contractors
- QuickBooks 2013 for Contractors

Digital Photography
- Discover Digital Photography
- Mastering Your Digital SLR Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer
- Photographing People With Your Digital Camera
- Photoshop CS6 for the Digital Photographer
- Photoshop CS6 for the Digital Photographer II
- Photoshop Elements 11 for the Digital Photographer

Grantwriting and Non Profit
- A to Z Grant Writing
- Becoming a Grant Writing Consultant
- Introduction to Networking
- Introduction to Nonprofit Management
- Nonprofit Fundraising Essentials

Health and Wellness
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals

Healthcare/ Healthcare Certificate
- Certificate in Complementary and Alternative Medicine
- Certificate in End of Life Care
- Certificate in Gerontology
- Certificate in Growth and Development Through the Lifespan
- Certificate in Holistic and Integrative Health
- Certificate in Holistic and Integrative Health: Foundations 1
- Certificate in Holistic and Integrative Health: Foundations 2
- Certificate in Holistic and Integrative Health: Foundations 3
- Certificate in Integrative Mental Health
- Certificate in Issues in Oxygenation
- Certificate in Legal and Ethical Issues in Nursing
- Certificate in Meditation
- Certificate in Optimal Healing Environments
- Certificate in Pain Assessment and Management
- Certificate in Perinatal Issues
- Certificate in Spirituality, Health, and Healing
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Legal Nurse Consulting
- Explore a Career as a Pharmacy Technician
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in a Dental Office
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- HIPAA Compliance
- Medical Terminology: A Word Association Approach

Languages
- Beginning Conversational French
- Conversational Japanese
- Easy English 1
- Easy English 2
- Easy English 3
- Instant Italian
- Grammar for ESL
- Grammar Refresher
- Merrill Ream Speed Reading
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III

Law and Legal
- LSAT Preparation - Part 1
- LSAT Preparation - Part 2
- Introduction to Criminal Law

Math
- Math Refresher
- Medical Math
- Introduction to Algebra
- Introduction to Statistics
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math Strategies: Model Drawing for Grades 1-5
- Singapore Math: Number Sense and Computational Strategies

Microsoft
- Intermediate Microsoft Access 2013
- Intermediate Microsoft Access 2016
- Intermediate Microsoft Excel 2013
- Intermediate Microsoft Excel 2016
- Intermediate Microsoft Word 2013
- Intermediate Microsoft Word 2016
- Introduction to Microsoft Access 2013
- Introduction to Microsoft Access 2016
- Introduction to Microsoft Excel 2013
- Introduction to Microsoft Excel 2016
- Introduction to Microsoft Excel 2013
- Introduction to Microsoft Excel 2016
- Introduction to Microsoft Outlook 2013
- Introduction to Microsoft Outlook 2016
- Introduction to Microsoft PowerPoint 2013
- Introduction to Microsoft PowerPoint 2016
- Introduction to Microsoft Project 2013
- Introduction to Microsoft Project 2016
- Introduction to Microsoft Publisher 2013
- Introduction to Microsoft Publisher 2016
- Introduction to Microsoft Word 2013
- Introduction to Microsoft Word 2016

OVER 300 + ONLINE COURSES ARE NOW AVAILABLE FROM EDUCATION TO GO,
• Introduction to Microsoft Word 2011 for Mac
• Microsoft PowerPoint 2013 in the Classroom
• Introduction to Windows 10
• Introduction to Windows 8
• Introduction to Windows 10
• Microsoft Excel 2013 in the Classroom
• Microsoft Office 2016 Value Suite
• Microsoft Word 2007 in the Classroom
• Microsoft Word 2010 in the Classroom
• What’s New in Microsoft Office 2013
• What’s New in Microsoft Office 2010

Personal Enrichment
• Individual Excellence
• Introduction to Digital Scrapbooking
• Introduction to Stock Options
• Keys to Effective Communication
• Keys to Successful Money Management
• Genealogy Basics
• Get Assertive!
• Get Funny!
• Get Grants!
• Get Paid to Travel
• Listen to Your Heart, and Success Will Follow
• Music Made Easy
• Navigating Divorce
• Twelve Steps to a Successful Job Search
• Where Does All My Money Go?
• Wow, What a Great Event!

Science
• Human Anatomy and Physiology
• Human Anatomy and Physiology II

Start Your Own Business
• Start a Pet Sitting Business
• Start and Operate Your Own Home-Based Business
• Start Your Own Arts and Crafts Business
• Start Your Own Edible Garden
• Start Your Own Gift Basket Business
• Start Your Own Small Business
• Starting a Consulting Practice
• Starting a Nonprofit

Teaching Tools
• CompTIA® Security+ Certification Prep 1
• Differentiated Instruction in the Classroom
• Differentiating K-12 Assessments
• Empowering Students With Disabilities
• Enhancing Language Development in Childhood
• Integrating Technology in the Classroom
• GMAT Preparation
• Prepare for the GED® Language Arts, Writing Test
• Prepare for the GED® Math Test
• Prepare for the GED® Test
• SAT/ACT Preparation - Part 1
• SAT/ACT Preparation - Part 2
• Solving Classroom Discipline Problems
• Solving Classroom Discipline Problems II
• Survival Kit for New Teachers
• Teaching Preschool: A Year of Inspiring Lessons
• Teaching Science: Grades 4-6 Teaching Writing: Grades 4-6
• Teaching Smarter With SMART Boards
• Teaching Students With ADHD
• Teaching Tools
• Start a Pet Sitting Business
• Start Your Own Business
• Start Your Own Gift Basket Business
• Start Your Own Edible Garden
• Start Your Own Small Business
• Starting a Consulting Practice
• Starting a Nonprofit

Web / Computer Programming
• CompTIA® Security+ Certification Prep 2
• Computer Skills for the Workplace
• Creating jQuery Mobile Websites With Dreamweaver
• Creating Mobile Apps with HTML5
• Creating Web Pages
• Creating WordPress Websites
• Creating WordPress Websites II
• Designing Effective Websites
• How to Get Started in Game Development
• Intermediate C# Programming
• Intermediate CSS3 and HTML5
• Intermediate Dreamweaver CS5
• Intermediate Flash CS5
• Intermediate InDesign CS5
• Intermediate Java Programming
• Intermediate Networking
• Intermediate Oracle
• Intermediate Photoshop CS6
• Intermediate PHP and MySQL
• Intermediate SQL
• Interpersonal Communication
• Introduction to Adobe Acrobat 9
• Introduction to Adobe Acrobat X
• Introduction to Adobe Edge Animate
• Introduction to Ajax Programming
• Introduction to ASP.NET
• Introduction to Biology
• Introduction to Business Analysis
• Introduction to C# Programming
• Introduction to C++ Programming
• Introduction to Chemistry
• Introduction to Crystal Reports
• Introduction to Crystal Reports 10
• Introduction to Database Development
• Introduction to Dreamweaver CS5
• Introduction to Dreamweaver CS6
• Introduction to Flash CS5
• Introduction to Flash CS6
• Introduction to Illustrator CS6
• Introduction to Interior Design
• Introduction to Java Programming
• Introduction to Lightroom 4
• Introduction to Linux
• Introduction to Microsoft Expression Web
• Introduction to Natural Health and Healing
• Introduction to Oracle
• Introduction to PC Security
• Introduction to PC Troubleshooting
• Introduction to Perl Programming
• Introduction to Photoshop CS6
• Introduction to PHP and MySQL
• Introduction to Programming
• Introduction to Python 2.5 Programming
• Introduction to Python 3 Programming
• Introduction to Ruby Programming
• Introduction to SQL
• Introduction to Visual Basic
• Mac, iPhone, and iPad Programming
• Navigating the Internet

Writing
• A Writer’s Guide to Descriptive Settings
• Advanced Fiction Writing
• Advanced Grant Proposal Writing
• Beginner’s Guide to Getting Published
• Beginning Writer’s Workshop
• Blogging and Podcasting for Beginners
• Breaking Into Sitcom Writing
• Business and Marketing Writing
• Effective Business Writing
• Fundamentals of Technical Writing
• Grammar Refresher
• How to Make Money From Your Writing
• Introduction to Journaling
• Introduction to Internet Writing Markets
• Introduction to Screenwriting
• Mystery Writing
• Resume Writing Workshop
• Pleasures of Poetry
• Publish and Sell Your E-Books
• The Craft of Magazine Writing
• The Keys to Effective Editing
• Write and Publish Your Nonfiction Book
• Write Fiction Like a Pro
• Write Your Life Story
• Writing and Selling Self-Help Books
• Writing and Selling Self-Help Books
• Writing Essentials
• Writing for Children
• Writing for ESL
• Writing Young Adult Fiction
• Travel Writing

IN ADDITION TO THE ONES LISTED IN THIS SCHEDULE  www.ed2go.com/jeffce/
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. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week 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/jeffce

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.

NEW

Medical Terminology: A Word Association Approach
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Become a Veterinary Assistant
Practicing veterinarians prepare you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarians prepare you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Assisting Aging Parents
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Certificate in Gerontology
(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Complementary and Alternative Medicine
(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Spirituality, Health, and Healing
(26 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in End of Life Care
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Growth and Development Through the Lifespan
(37 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Issues in Oxygenation
(22 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!
Visit our Online Instruction Center today!
www.ed2go.com/jeffce
or call:
(636) 481-3144

Courses Start as Low as:
$110

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

www.ed2go.com/jeffce
Online Courses For Teachers

NEW

Ready, Set, Read!
Learning specialist shows you how to develop successful readers and writers.

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Big Ideas in Little Books
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students.

Microsoft PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Microsoft Word in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft Excel in the Classroom
Discover how Excel can help you improve your effectiveness as a teacher.

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

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

Speed Spanish I
If Level I is now available!
Learn six small recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

ONLINE COURSES

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/jeffce
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 choose a username and 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 the username and password you selected during enrollment.

Learn More...

• Expert Instructor
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!
www.ed2go.com/jeffce or call:
(636) 481-3144

Courses Start as Low as: $95

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer 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/jeffce
Study for your HiSET* (Formerly GED) and move on with your future!

FREE!

*Assistance may be available to pay HiSET testing fee

ADULT EDUCATION & LITERACY CLASSES

✓ Provide HSE (high school equivalency) test preparation & instruction
✓ Improve language, math, & reading skills
✓ Assist in the transition to college/technical training
✓ Promote workforce development and employment opportunities

The Jefferson College Adult Education and Literacy Program is a FREE resource for the community. Every year, AEL assists hundreds of students in:
✓ earning their HSE (formerly GED),
✓ preparing for college classes,
✓ transitioning into employment, and
✓ learning the English language.

With 3 locations and classes available both day and evening, there is no reason not to take the first step toward your future today!

For more information visit us online at:
www.jeffco.edu/AEL
or to register for an orientation please contact us at:
email JCAEL@jeffco.edu or call (636) 481-3437

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 subjected to discrimination in employment or in admission to any educational program or activity of the College. Non-discrimination: Freedom of Information Act: (636) 481-797-3000, ext. 3144 or jeffco@jeffco.edu.
JEFFERSON COUNTY OFFICE
(636) 789-2686
2 Merchants Drive • Hillsboro, MO 63050
Office Hours: Monday—Thursday 7:30 a.m.—5:00 p.m.
Please note our Jefferson County office is closed for lunch from 12pm to 1pm
For more information, please visit our website at www.jfcac.org
**Gain the employment advantage!**

From start to finish, Missouri Job Center staff actively work with you to identify career goals, and discover and improve job-related skill sets using [jobs.mo.gov](http://jobs.mo.gov), Missouri's workforce system website.

They will also help you complete an effective résumé and job match on [MoJobs](http://MoJobs).

---

**NO COST EMPLOYMENT ASSISTANCE**

- **Job Matching Assistance**
  Entry level to advanced, our comprehensive job listings cover all occupations across all industries and all regions throughout the state. Search job openings online on your own, or work with staff at the Job Center to find a job that's right for you.

- **Access to Job Search Tools**
  From computers and printers to scanners, copiers, fax machines and phones...we’ve got you covered. Assistive technology is available, including screen readers, screen enlargers, CCTV, and adjustable tables for individuals with accommodation needs. TTY service and other devices are also available to assist the deaf and hard of hearing. All are available at no cost to help you search and apply for jobs.

- **Job Skills Training**
  Polish existing job skills or even learn new ones so you stand out to employers. Center staff can help you with tools to identify skill gaps in training and help you find the training you need.

- **Skills & Self Assessments**
  Career related self-assessments are used to identify your personal attributes, values, skills, and interests. A wide variety of assessments are available including:

  - **Talify** - Talify connects talented Missouri job seekers with career opportunities in a way never before possible — increasing the opportunities available to you, and the diversity of exceptional candidates available to employers.

  - **ACT WorkKeys® Assessment** - measure skills in workplace documents, digital literacy, and applied math. Earn the National Career Readiness Certificate (NCRC), an assessment-based credential that certifies skills critical to on-the-job success across industries and occupations.

- **Earn While You Learn**
  Gain the skills you need while earning a paycheck! A variety of short and long-term training opportunities — including apprenticeships and on-the-job training — are available. Ask your local Center for help in identifying training programs and resources that are right for you.

---

**3675 West Outer Road, Suite 102**
**Arnold, MO 63010**

**Call 888-728-5627**
**or visit [jobs.mo.gov](http://jobs.mo.gov)**

For a schedule of available workshops!
What is SkillUP?

The SkillUP program provides SNAP (Food Stamp) recipients opportunities to gain skills, training, or experience that will improve their ability to attain employment. The program offers job search, training, education, and supportive services to participants. The SkillUP grant is administered by the Missouri Department of Social Services, Family Support Division and funded through the United States Department of Agriculture (USDA).

Jefferson College offers programs in:

- Certified Nurse Assistant
- Certified Medication Technician
- Manufacturing Technician
- Medical Assistant
- Construction & Mechanical Occupations (CAMO)
- Certified Logistics Technician

To find out more information about the SkillUP program, please contact Morgan Klousia at: (636) 481-3456 or mklousia@jeffco.edu

1000 Viking Drive • Hillsboro, MO 63050 • www.jeffco.edu

(636) 481-3144 / 797-3000, ext. 3144

www.jeffco.edu/jcce
WHAT IS CONTINUING EDUCATION?

Jefferson College Continuing Education courses provide opportunity to:
- Enter or re-enter the mainstream of education;
- Prepare for occupational advancement or re-training;
- Receive a high school equivalency diploma (GED); and/or
- Make learning a lifelong process.

Continuing Education Units (1 unit for 10 class hours) are awarded to:
- Those seeking occupational certification and licensure programs; and/or
- Those who have an 80 percent course attendance record.

ENROLLMENT
Enrollment is accepted on a “first come, first served” basis for any person 17 years of age or older, unless otherwise indicated in the course description. Upon registration YOUR CLASS WILL MEET UNLESS YOU ARE NOTIFIED IT IS CANCELLED.

COURSE FEES
Course fees are listed at the end of each school’s course listings and are to be PAID FOR IN ADVANCE of the first session.

REFUNDS
In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time.

CLASS CANCELLATIONS
Classes will not meet when buildings are closed for holidays, snow days, or other emergencies. Local radio stations will announce class cancellations because of inclement weather.

Attendance of Children
Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, Library, Student Center, or outside on campus.

Student Right to Privacy and Nondisclosure
Under the Family Education Right to Privacy Act, all students have the right to review their official college records. Inquiries regarding the Act of 1974 are directed to the Registrar. Additionally, Jefferson College may make available to any person certain directory information: name, telephone, and dates of attendance. All other information which the College collects is held in confidence. Finally, new and returning students are advised that the Social Security number is voluntarily disclosed to the College.

Student Right to Know and Campus Security Act
Disclosures required by Title II of P.L.101-542, as amended, will be made available in a timely manner to prospective and current students and employees. Such information and statistics shall be disclosed in The Windjammer, the student newspaper, on information boards, and through the Office of Human Resources.

Courses Starting All the Time!
Sign Up Today!

Jefferson College reserves the right to cancel a class session when necessary and will provide a make-up session.
Jefferson College reserves the right to substitute teachers when necessary.
PRE-REGISTRATION IS REQUIRED FOR ALL COURSES

JEFFERSON COLLEGE

REGISTRATION FORM

Request for full refund must be made 48 hours prior to course starting time.

1. Male   Female

2. Social Security #

3. Last First Middle

4. Address

5. Home Phone

6. Business Phone

7. Date of Birth _____/_____/_____

8. E-mail

9. Business Name

10. Business Address

Please register me for the following course(s):

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Course Title</th>
<th>Day &amp; Time</th>
<th>Date Begin</th>
<th>Fee</th>
</tr>
</thead>
</table>

□ MasterCard □ VISA □ Discover Card #_________________ Exp. Date _____/____/____ Sec. Code

OFFICE USE ONLY: Cash Check # Cardholder Name: Bank Name:

Term: Received by: Date: Time: A.M. P.M.

THIS FORM MAY BE REPRODUCED IN QUANTITY

Use this form for mail-in and fax registration only. Make check payable to JEFFERSON COLLEGE.
The Workforce Development/Continuing Education Course Schedule is published three times each year by the Junior College District of Jefferson County for the citizens of the District and its students, faculty, and Staff. The Workforce Development/Continuing Education Course Schedule is a publication of Jefferson College Business & Workforce Development Center, and Public Relations & Publication Services.

Dena McCaffrey: President Elect and Dean of Career & Technical Education  
Bryan Herrick: Director of Business & Workforce Development  
Sandy Napier: Workforce Development/Continuing Education Coordinator  
Lore Robart: Secretary Business & Workforce Development  
Roger Barrentine: Director of Public Relations and Marketing  
Lauren Murphy: Senior Graphic Designer

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 the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or cplatter@jeffco.edu.