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

CUSTOMIZED TRAINING

A skilled workforce makes our community stronger. Jefferson College is dedicated to helping businesses train their employees. By providing customized training opportunities, we are able to address the specific needs of a company through classroom and on the job training. Our skilled instructors have industry experience, teaching experience, and provide their expertise. Previous training areas include technical skills, leadership and management, and essential or soft skills training.

NON-CREDIT TRAINING PROGRAMS

Workforce and Employment Services career training programs help train individuals to start a career. Our programs include:

HEALTHCARE
- Medical Assistant
- Pharmacy Technician
- Patient Care Technician
- Certified Medication Technician
- Insulin Administration
- Certified Nurse Assistant
- Basic Life Support
- Healthcare Heroes

MANUFACTURING
- Manufacturing Technician
- Logistics Technician
- Construction and Mechanical Occupations (CAMO) Training

SPECIALIZED PROGRAMS
- Dispensary Agent Training

THE BENEFITS OF WORKFORCE DEVELOPMENT AND EMPLOYMENT SERVICES

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

Medical Assistant (MA)*
MA prepares students for employment as a Certified Medical Assistant or Certified Medical Administrative Assistant. 510 online instruction 40 hours of a preclinical academy, 180 hours clinical. Finish in less than 1 year.

Cost: $2595

Locations: Online, preclinical in Hillsboro

Date & Time:
Preclinical Academy February 2022 - call for details

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

Cost: $125

Date & Time:
TB0, contact for information.

Location: Hillsboro

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

Cost: $969

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

Date & Time:
Tuesday/Thursday, 11/9 - 11/11/21 • 5 - 9 pm

Sessions: 2

Locations: Hybrid: classroom work online, Clinical & testing in Hillsboro

Cost: $125

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

Cost: $3524*

Patient Care Technician (PCT)*
Prepares students to assist nursing staff with patient care in a hospital setting.

Cost: $1200

Date & Time:
Tuesday/Thursday, 9/27 - 12/17/21

Sessions: 24

Locations: Hybrid: Classroom work, online & clinical

Medical Assistant (MA)*
MA prepares students for employment as a Certified Medical Assistant or Certified Medical Administrative Assistant. 510 online instruction 40 hours of a preclinical academy, 180 hours clinical. Finish in less than 1 year.

Date & Time:
By arrangement

Preclinical Academy February 2022 - call for details

Locations: Online, preclinical in Hillsboro

Clinical - site dependent

Cost: $5770

Date & Time:
By arrangement - call for details

Location: Online & externship

Cost: $3524*

Cost:
$969

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

Date & Time:
9/4/21 • 5 - 10 pm

Location: Hillsboro, CTE 166

Cost: $85

Healthcare Heroes*
This healthcare career exploration program will give participants an overview of healthcare career fields including nursing, MA, OTA, PTA, Rad Tech and more. They will also earn their BL3, HIPAA, and Workkeys Certifications.

Date & Time:
Monday/Wednesday
10/4 - 11/18/21, 3:30 - 6:30 pm

Location: Hillsboro, CTE

Cost: $2595

ONLINE LEARNING PARTNERS INCLUDE:

ed2go
Toungu
sme
CareerStep
immerse2learn
ProTrain

Introduction to Voiceovers
Explore types of voiceovers and receive voiceover evaluation.

Date & Time:
By arrangement - call for details

Sessions: 90 minute introductory class.

Location: Online

Cost: $49

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

Date & Time:
By Arrangement - call for details

Location: Jefferson College Arnold

Cost: OSHA 10 - $99
OSHA 30 – $389

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

Date & Time:
By Arrangement - call for details

Location: Jefferson College Arnold

Cost: $465

Basic Sanitation
Provides basic sanitation information for all food handlers. This course is taught by the Jefferson County Health Department and meets the Jefferson County Food Service requirements for food establishment employees. Successful completion provides a certificate good for 5 years.

Date & Time:
TB0

Cost: $20

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

Date & Time:
TB0

Cost: $20

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

Section 1
Date & Time:
9/9/21 • 8 am - 4 pm

Sessions: 1

Location: Hillsboro - Student Center, Viking Room

Cost: $125

Section 2
Date & Time:
10/12/21 • 8 am - 4 pm

Sessions: 1

Location: Hillsboro - Student Center, Viking Room

Cost: $125

HVAC: Mechanical Code
This course covers mechanical code and meets the requirement for professional development for HVAC Contractors. Topics covered include Mechanical code overview and administration, basic installation, ventilation code, boiler code and more.

*A textbook not included in the course fee must be purchased for this course.

Date & Time:
Monday, 10/4 • 6 - 10 pm
Thursday, 10/7 • 6 - 10 pm
Monday, 10/11 • 6 - 10 pm
Thursday, 10/14 • 6 - 10 pm
Saturday, 10/16 • 8 am - 4 pm

Sessions: 6

Location: Hillsboro - Student Center, Viking Room

Cost: $299

* A textbook not included in the course fee must be purchased for this course.

Note: Qualified individuals may qualify for funding.