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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/jeffco 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/jeffco
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**WHAT ARE YOU WAITING FOR?? LEARN TO FLY!**

New!

### SWIM

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(636) 481-3144 / 797-3000, EXT. 3144
De Soto

DIRECTIONS (from I-270):
De Soto Junior and Senior High Schools (815 Amvets Dr, De Soto, MO 63020-1013):
Highway 21 south to Amvets Drive. Left on Amvets Drive approximately 1/4 mile to campuses on right.

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)789-4012
- BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
- IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
- BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@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 to 481-3144.

These courses are made possible through the cooperative effort of Jefferson College and the De Soto School District.

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

RECREATION

Tae Kwon Do - Adult Two Hour
(REC 979)
Improve your coordination, attention span, and gain personal discipline in a fun atmosphere. Learn Tae Kwon Do in a safe, controlled, family-oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M,
January 26 - April 27, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # 36068

Tae Kwon Do-Ages 5-16 Two Hour
(REC 837)
Self-discipline and coordination help teens and preteens to gain confidence. Tae Kwon Do (Korean Karate) is taught in a safe, controlled, family oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M, January 26 - April 27, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # 36067

Tae Kwon Do-Ages 5-16 One Hour
(REC 838)
Is your child one who watches TV martial arts characters and tries to do what they do or whose energy needs to be channeled into something useful? Tae Kwon Do students focus on techniques that will improve coordination, attention span, and provide discipline in a fun atmosphere. The lead instructors are highly experienced in teaching martial arts for many years. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M, January 26 - April 27, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $49
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # 36066
**Festus**

**Festus Elementary (1500 Mid-Meadow Lane, Festus, MO 63028):** i-55 south to Highway A (Exit 175). Right on Highway A to Collins Avenue. Right on Collins Avenue to stop sign. Right for 75 yards to Sunshine Drive. Left on Sunshine Drive to Mid-Meadow Lane. Mid-Meadow Lane to campus on left.

**Festus Intermediate School (1501 Mid-Meadow Lane, Festus, MO 63028):** i-55 south to Highway A (Exit 175). Right on A to Collins Avenue. Right on Collins Avenue to stop sign. Right for 75 yards to Sunshine Dr. Left on Sunshine drive to Mid Meadow Lane. Mid Meadow Lane to campus on right.

**Festus Senior High (501 Westwind Dr, Festus, MO 63028):** From Festus Elementary take Mid-Meadow Lane to Westwind Drive. Right on Westwind Drive to campus on left.

**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) 789-4012
- **BY MAIL:** Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
- **IN PERSON:** Jefferson College, Administration Bldg., Continuing Education Office, Mon - Fri, 8:00 A.M. – 4:30 P.M.; Closed Sat. & Sun.
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Days of the Week Key:  M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, S-Saturday, U-Sunday

---

**ART**

**Beyond the Basics in Watercolor**  
(ART 980)  
Students learn how to take basic watercolor techniques to plan and create finished paintings using values and a limited palette of colors. Class will cover how to simplify washes, how to control soft and hard edges, how to control wet into wet, and how to plan a pleasing composition. (Drawing skills not required.) Students will be given a supply list upon registration.

Section 0  
Day/Date/Time: T,  February 17 - March 10, 6:30 pm - 8:00 pm  
Sessions: 4  
Fee: $49  
Instructor: Wendy Martin  
Location: Festus Senior High, Room 229  
Reference # 36238

**More Beyond the Basics in Watercolor**  
(ART 989)  
Students learn how to take basic watercolor techniques to plan and create finished paintings using values and a limited palette of colors. Class will cover how to simplify washes, how to control soft and hard edges, how to control wet into wet, and how to plan a pleasing composition. (Drawing skills not required.) Students will be given a supply list upon registration.

Section 0  
Day/Date/Time: T,  March 17 - April 7, 6:30 pm - 8:30 pm  
Sessions: 4  
Fee: $49  
Instructor: Wendy Martin  
Location: Festus Senior High, Room 229  
Reference # 36239

**DANCE**

**Country Line Dance – Beginners Level II**  
(DAN 927)  
This class is for those who have some knowledge of the basic line dance steps, but would like to move at a slightly faster pace. The class will feature waltzes, cha-chas, and circle dances. So come join the fun and get some great exercise! Please wear shoes that will slide.

Section 0  
DAY/DATe/TIME: T, February 3 - March 24, 6:30 pm - 8:00 pm  
SESSIONS: 8  
FEE: $59  
INSTRUCTOR: Susan Harris  
LOCATION: Festus Intermediate School, Cafeteria  
Reference # 36235

**Imperial Swing Dancing- Beginner**  
(DAN 905)  
One of the nation’s most popular forms of dancing will be taught by a professional, competitive dancer. You will learn to dance smoothly and confidently to all types of music. This course is suggested for couples; fee indicated is per person. Bring your soft-soled shoes. You must provide your own transportation on field trips.

Section 0  
DAY/DATe/TIME: M, February 2 – April 20, 7:00 pm - 8:00 pm  
SESSIONS: 10  
FEE: $59  
INSTRUCTOR: Judy Hiller-Leitterman  
LOCATION: Festus Elementary, Old Cafeteria  
Reference # 36236

**Imperial Swing-Intermediate**  
(DAN 906)  
Continue learning new dance moves and building from the Beginner I & II moves. Your confidence will increase as you dance smoothly to all types of music. This course is suggested for couples. Pre-Requisite: You MUST have completed Imperial Swing Dance - Beginner I & II, in order to qualify for this course. Course fee is per person. You must provide your own transportation on field trips.

Section 0  
DAY/DATe/TIME: M, February 2 – April 20, 8:00 pm - 9:00 pm  
SESSIONS: 10  
FEE: $59  
INSTRUCTOR: Judy Hiller-Leitterman  
LOCATION: Festus Elementary, Old Cafeteria  
Reference # 36237
Private Pilot Ground School
(REC 906)
The Private Pilot Ground School course, taught by Certified Flight/Ground Instructors, is designed to provide the student with basic knowledge in areas such as: Theory of Flight, Weather, Aircraft Systems Operation, Navigation, Flight Planning, Safety, FAA Regulations, and many more. Successful completion of this course will enable the student to take the FAA Private Pilot Written Exam. This course is taught by FAA Certified Instructors with hundreds of hours of flight instruction experience and pilot hours flown. Their experience includes not only basic flight instruction, but also instrument flight instruction. They are rated for both single and multi-engine aircraft.

Students must be AT LEAST 15 years of age to receive a sign-off to take the FAA Private Pilot Written Exam and may then qualify within 24 months, at the age of 17 to receive a Pilot Certificate. This requirement is in compliance with the FAA Regulations. In addition, students must be able to read and write fluently in English. (FAA Regulations state “English is the International Language of Flight Communications”)

NOTE: Students MUST Register and Pay through the Festus Airport! Please call Steve Riggle at (636) 937-2228. Additional material costs not included in the course fee are required.

Section 0
Day/Date/Time: W, February 4 - April 8, 6:30pm - 8:30pm
Sessions: 10
Location: Festus Airport, 900 Airport Rd, Festus MO
Instructor: Paul Karasek
Fee: $275
CRN# 36197

Instrument Pilot Ground School
(REC-907)
This course prepares a pilot for the Instrument Pilot knowledge test. Taught by certified flight/ground instructors with hundreds of hours of flight instruction experience; their experience includes instruction for private through certified flight instructor. The instrument class is a ten-week course, taught at the Festus Airport. Areas of instruction include: airplane instruments, attitude flying, navigation, federal regulations, airspace, instrument approaches, aviation weather, aeromedical factors, and IFR flights.

NOTE: Students MUST register and PAY through the Festus Airport. Tuition is $275. There will be an additional $36 (+tax) materials fee. Please call Steve Riggle at (636) 937-2228 for more information.

Section 0
Day/Date/Time: R, February 6 – April 10, 6:30pm – 8:30pm
Sessions: 10
Fee: $275
Instructor: Steve Riggle
Location: Festus Airport, 900 Airport Rd, Festus MO
CRN# 36201

For additional information, call Steve Riggle at (636) 937-2228, email: info@festusairport.net
www.festusairport.net

GUIDANCE

Financial Peace University
(BU1) 936
This course is held in conjunction with Jefferson County Community Partnership. You can take control of your money no matter how busy your schedule! This nine-week course coaches you on developing a plan for your money through video teaching, class discussions and interactive small group activities. Dave Ramsey’s teaching will show you how to get rid of debt, manage your money, spend and save wisely and much more! Call Laura Ketchum for more info at (636) 465-0983 x104 or visit www.daveramsey.com/fpu/home. Start planning for a healthier financial future today! The entire Financial Peace University kit (includes the workbook, book, audio CD’s, envelope system and more.)

*FREE preview night: Monday January 26, 6 - 6:30 pm

Section 0
DAY/DATE/TIME: M, February 2 - March 30, 6:00 pm - 7:45 pm
SESSIONS: 8
FEE: $99
INSTRUCTOR: Laura Ketchum
LOCATION: Jefferson County Community Partnership, 3875 Plass Rd, Building A / Festus, MO
Reference # 36253

LANGUAGE

Conversational Spanish
(LAN 905)
Heading “South of the Border” for vacation or business? Perhaps, you have a “language barrier” at your current job, or you simply find the Spanish language interesting. Whatever reason, this course will familiarize you with basic vocabulary and enable you to communicate more effectively with those who speak Spanish.

Section 0
DAY/DATE/TIME: T, February 17 - April 21, 7:00 pm - 9:00 pm
SESSIONS: 10
FEE: $119
INSTRUCTOR: Staff
LOCATION: Festus Senior High, Room 204
Reference # 36244
DANCE

Country Line Dance - Beginner
(DAN 902)
No experience required. Learn the latest in country-line dance. Bring your soft-soled shoes for an evening of great exercise and fun!

Section 0
DAY/DATE/TIME: T, February 3 - April 7, 7:00 pm - 8:30 pm
SESSIONS: 10
FEE: $69
INSTRUCTOR: Sandy Derickson
LOCATION: Ridgewood Middle School, Cafeteria
Reference # 36079

Country Line Intermediate
(DAN 926)
This Intermediate Country Line Dance course is for dancers who are already familiar with Country Line Dancing and wish to improve their skills while learning a few new steps.

Section 0
DAY/DATE/TIME: W, February 4 - April 8, 7:00 pm - 8:30 pm
SESSIONS: 10
FEE: $69
INSTRUCTOR: Sandy Derickson
LOCATION: Ridgewood Middle School, Cafeteria
Reference # 36080

RECREATION

Judo
(REC 911)
Balance, leverage, throws, and momentum, are a few of the techniques you will learn in competitive and self-defense Judo skills.
NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Randy Pierce
LOCATION: Fox Middle School, Mat Room 4
Reference # 36076
Tae Kwon Do
(REC 919)
Improve coordination, attention span, and gain personal discipline in a fun atmosphere. Learn Tae Kwon Do in a safe, controlled, family-oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36072

Section 1
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Sherwood Elementary, Gym
Reference # 36073

Tae Kwon Do-Ages 5-16
(REC 806)
Self-discipline and coordination help teens and preteens gain confidence. Tae Kwon Do (Korean Karate) is taught in a safe, controlled, family-oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36070

Section 1
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Sherwood Elementary, Gym
Reference # 36074

Tae Kwon Do-Ages 5-7
(REC 812)
Is your child one who watches TV martial arts characters and tries to do what they do or whose energy needs to be channeled into something useful? Tae Kwon Do classes, designed specifically for the younger student, focus on Tae Kwon Do techniques that improve coordination, attention span, and discipline in a fun atmosphere. The lead instructors are parents and black belts who are highly experienced in teaching martial arts for many years. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36069

Section 1
DAY/DATE/TIME: W, February 4 - April 22, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Sherwood Elementary, Gym
Reference # 36074

Recreation

Judo-Ages 5-7
(REC 813)
Build confidence and control; learn self-defense techniques in a fun atmosphere. Competitive Judo is the use of balance, leverage, and momentum in the performance of Judo throws and other skills. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $49
INSTRUCTOR: Randy Pierce
LOCATION: Fox Middle School, Mat Room 6
Reference # 36078

Section 1
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Sherwood Elementary, Gym
Reference # 36073

Judo-Ages 8-16
(REC 803)
Judo throws, self-defense, and other skills such as balance, leverage, and momentum are a few of the techniques taught in this introduction martial arts class. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 0
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Randy Pierce
LOCATION: Fox Middle School, Mat Room 6
Reference # 36078

Section 1
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36070

Section 1
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36070

Section 1
DAY/DATE/TIME: M, January 26 - May 4, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Sherwood Elementary, Gym
Reference # 36074
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)789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@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 to 481-3144.

Creating a Pitch & Pitching
(BU1 937)
Using lecture and interactive conversation, we will discuss how to create effective 30 second and 1 minute pitches. We will discuss the 3 types of pitches every person in business should know, to gather a solid lead for their business.

Section 0
DAY/DATE/TIME: T, February 17 - February 24, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: JCA 325
Reference # 36217

Networking for the Introvert and the Extrovert
(BU1 939)
This course will help any person in business figure out if they are an extrovert or an introvert and learn skills which will help them in making successful connections, regardless of their personality traits.

Section 0
DAY/DATE/TIME: T, April 21 - April 28, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: JCA 325
Reference # 36219

Local Resources for Funding and Networking Opportunities
(BU1 940)
In this course we will discuss many of the grants and funding competitions that are available to local business owners and the free events around the St Louis Metro Region that encourage education and networking.

Section 0
DAY/DATE/TIME: T, May 19 - May 26, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: JCA 325
Reference # 36220

Take All Four Classes for $155 & Save $41!
CALL FOR MORE INFORMATION (636) 481-3144
BUSINESS

Lean Sigma Overview
(MGT902)
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 insolvable. 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 the similarities and differences. This is a four hour interactive workshop designed for business owners, managers, and decision makers.

Section 0
DAY/DATE/TIME: R, February 19, 8:00 am - 12:00 pm
SESSIONS: 1
FEE: $295
INSTRUCTOR: QL Group
LOCATION: JCA 325
Reference # 36228

Six Sigma Green Belt
(MGT901)
The Six Sigma Green Belt training program blends classroom instruction and exercises with real life project mentoring and problem solving. During 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 findings follow each day’s instruction. The Training is also designed to prepare the participants to pass the ASQ CSSGB exam.

Section 0
DAY/DATE/TIME: R, March 5 – May 14, 8:00 am - 4:30 pm
SESSIONS: 10
FEE: $2,995
INSTRUCTOR: QL Group
LOCATION: JCA 325
Reference # 36227

COMPUTER

FAST COURSE: Introduction To Computers
(CMP 962)
This course is a very basic introduction to computers. The class starts with computer concepts and explores basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered using Word 2013. Students are introduced to basic file browsing and file management, moving photos from a digital camera, downloading files from web pages, and web basics. The course wraps up with topics such as email, email attachments, email security, viruses, and scams. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: S, February 7 - 21, 9 am - 12 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36109

Section 1
DAY/DATE/TIME: S, April 11 - 25, 9 am - 12 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36110

FAST COURSE: Word 2013 Beginning
(CMP 963)
Our newly designed “Fast Start” computer classes enable you to cover a lot of ground without tying you down for several weeks. This is an easy to understand, step by step, skills based approach that ensures student success. Among the topics to be covered: working with Word basics, creating and editing business letters, using mail merge, creating a memorandum, creating a simple report, copying and moving text, working with fonts and themes, switching between documents, working with proofreading tools and formatting reports. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: S, February 28 - March 14, 9 am - 12 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36108
PROFESSIONAL DEVELOPMENT

Fiber Optic Technician I  -New!
(PRO 915)
The Basic Fiber Optics Networking Course is designed for anyone interested in learning basic fiber optic networking and becoming a Certified Fiber Optics Technician. The Certified Fiber Optics Technician is the FOA certification for general fiber optics applications. CFOTs have a broad knowledge in operation for almost any application; outside plant, premises, manufacturing, etc... The FOA CFOT certification is based on an extensive knowledge of fiber optics technology and application, as well as demonstrated skills in appropriate tasks. Most CFOTs work in the industry as contractors or installers. Consultants, network designers or estimators and trainers would also expect to have such credentials. Many CFOTs are involved with the manufacture of fiber optic components such as cables, patchcords, active devices and communications systems. This course includes all required materials, including the cost of setting for the CFOT exam. The exam will validate an applicant’s knowledge of fiber optics in a broad-based exam that covers technology, components, installation, and testing.

Section 0
DAY/DATE/TIME: MTWRF,
March 23 - 27, 8:00 am - 5:00 pm
SESSIONS: 5
FEE: $1399
INSTRUCTOR: Staff
LOCATION: JCA 236
Reference # 36240

Section 1
DAY/DATE/TIME: MTWRF,
April 20 - 24, 8:00 am - 5:00 pm
SESSIONS: 5
FEE: $1399
INSTRUCTOR: Staff
LOCATION: JCA 236
Reference # 36241

Section 2
DAY/DATE/TIME: MTWRF,
May 18 - 22, 8:00 am - 5:00 pm
SESSIONS: 5
FEE: $1399
INSTRUCTOR: Staff
LOCATION: JCA 236
Reference # 36242

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.

Call for Details about Class Dates and Times
(636) 481-3144

Behavioral Interviewing

Behavioral Interviewing is a relatively new, but widely used mode of job interviewing. Learn how the behavioral interview technique is used by employers to evaluate a candidate’s experiences and behaviors in order to determine their potential for success. This unique approach is based on the belief that past performance is the best predictor of future behavior.

Section 0
DAY/DATE/TIME: WR, February 25-26,
7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Cathleen Slone
LOCATION: JCA, Room 325

In partnership with
Larry Barry of DangerGone, LLC
Call for Details (636) 481-3144
Marketing with LinkedIn
In this two-part course you will learn and apply the advanced features of LinkedIn Recruiter to find outstanding talent for one of your current critical searches. During the course we focus on improving recruiter performance in several critical areas using LinkedIn as the primary sourcing tool. Topics include: Reach, Connectedness, productivity, yield, applicant control and quality hire.

Section 0
DAY/DATE/TIME: MT, March 9-10, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Cathleen Slone
LOCATION: JCA, Room 325

Marketing with Twitter
If you want to enhance your HR career, and you’re not using Twitter, then it’s time for you to get with the program. Twitter can be a terrific career tool… BUT only if you use it the right way. If you use it improperly, it can be a huge time waster. If you have an HR job to do, you really don’t have a ton of time to “tweet” without a purpose. So, with that in mind, we’ll outline simple ways for using Twitter to enhance your HR career.

Section 0
DAY/DATE/TIME: T, April 14, 7:00 pm - 9:00 pm
SESSIONS: 1
FEE: $15
INSTRUCTOR: Cathleen Slone
LOCATION: JCA, Room 325

Multi-Generational Workforce
HR leaders must become change agents in creating a workplace that can get, keep and grow talent from all four generations. Those that succeed in recruiting, retaining, and developing a high-performance, multigenerational workforce will outperform the competition and will be able to manage their ‘people’ risk by building programs that address operational challenges. Discover new tools to maximize the skill sets of all four generations, while managing the differences in order to drive greater team performance.

Section 0
DAY/DATE/TIME: T, April 22, 7:00 pm - 9:00 pm
SESSIONS: 1
FEE: $15
INSTRUCTOR: Cathleen Slone
LOCATION: JCA, Room 325

SCIENCE
K’Nex: Roller Coaster Physics
(SCI 807)
Students will design experiments and study particular variables, while constructing the projects. Students will also explore a variety of concepts including: acceleration, force, projectile motion, weightlessness, and the physics of the Clothoid Loop.

Section 1
DAY/DATE/TIME: S, April 11, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: JCA, Room 325
Reference # 36249

LEGO & STEM: Simple Machines
(SCI 808)
Our Lego STEM series continues with the study of simple machines. Students will learn the basic physics principles. Other topics include: gear ratio, crane function, levers, wheel motion, axles, driver gear, driven gear, crown gear, pulley and belt.

Section 0
DAY/DATE/TIME: S, February 7, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: JCA, Room 325
Reference # 36254

LEGO & STEM: Powered Machines
(SCI 810)
Students will experience building and exploring LEGO machines and mechanisms. Other areas covered: powered machines with the motor, using plastic sheets for calibration and capturing wind. We will also be exploring gearing mechanisms with the assorted gear wheels.

Section 0
DAY/DATE/TIME: S, March 7, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: JCA, Room 325
Reference # 36258
ART

**Floral Design**

(ART 905)
Learn to master the basics of floral design in this course. We will be discovering the size, shape, color, texture and structure of floral designs. We will be working with fresh flowers during the first two sessions, silks for the second two sessions, with the final class culminating in wedding arrangements, including table scapes, bridal bouquets, and large-scale design. Additional personal expense will be incurred with the use of fresh flowers during the first two sessions. A list of supplies not covered by the course fee will be supplied during the first session.

Section 0
DAY/DATE/TIME: T,
February 24 - March 24,
6:30 pm - 9:30 pm
SESSIONS: 4
FEE: $89
INSTRUCTOR: Sheryl Bartch
LOCATION: TBA
Reference # 36250

**Watercolor**

(ART 969)
Those of you new to this medium, will learn the basic ideas of watercolor. Completion of one, if not more than this picture from start to finish, is the goal for this class. You will learn to mix colors, and use the values of the color. Enlarging your photo will also be taught as well as many reference notes, which you may use later. Class will begin on the first night, so be sure to bring your supplies with you. (NOTE: Brushes will be your most expensive item on the supply list, please call (636) 481-3144 to get a copy of the list.)

Section 0
DAY/DATE/TIME: T,
February 10 - April 7
7:00 pm - 9:00 pm
SESSIONS: 8
FEE: $79
INSTRUCTOR: Bonnie Blass
LOCATION: TBA
Reference # 36252

**Pen & Ink**

(ART 990)
Like to sketch? Then why not take it to the next level with a Pen & Ink class? Basic sketching techniques and ideas of how to ink the final picture will be taught. You will get information on how to frame your art with a matt, enlarge the photo, and make greeting cards or stationery to use or give. Call (636) 481-3144 for a list of supplies required for the class. Remember to bring your supplies on the first night of class!

Section 0
DAY/DATE/TIME: W,
March 25 - April 29
7:00 pm - 9:00 pm
SESSIONS: 6
FEE: $59
INSTRUCTOR: Bonnie Blass
LOCATION: TBA
Reference # 36251
FAST COURSE: Introduction To Computers
(CMP 962)
This course is a very basic introduction to computers. The class starts with computer concepts and explores basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered using Word 2013. Students are introduced to basic file browsing and file management, moving photos from a digital camera, downloading files from web pages, and web basics. The course wraps up with topics such as email, email attachments, email security, viruses, and scams. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 3
DAY/DATE/TIME: M, February 2 - February 23, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Technology Center, Room 310
Reference # 36172

FAST COURSE: Word 2013 Beginning
(CMP 963)
Our newly designed “Fast Start” computer classes enable you to cover a lot of ground without tying you down for several weeks. This is an easy to understand, step by step, skills based approach that ensures student success. Among the topics to be covered: working with Word basics, creating and editing business letters, using mail merge, creating a memorandum, creating a simple report, copying and moving text, working with fonts and themes, switching between documents, working with proofreading tools and formatting reports. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 1
DAY/DATE/TIME: M, March 2 - March 23, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Technology Center, Room 310
Reference # 36173

FAST COURSE: Excel 2013 Beginning
(CMP 964)
This newly developed Excel 2013 course allows you to gain valuable experience without taking a bite out of your checkbook or time. This course will cover a number of the key areas of Excel 2013 to help you hit the ground running. Topics include: workbooks, editing, viewing, printing, working with formulas and functions, formatting the contents of cells and changing the appearance of worksheets. This course is taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 1
DAY/DATE/TIME: R, February 5 - 19, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Education Building, Room 139
Reference # 36168

FAST COURSE: Excel 2013-Level II
(CMP 974)
This next level of Excel 2013 allows you to stay on track as you gain experience without investing a lot of time and money. This class will cover managing workbooks, sizing embedded charts, sorting worksheet data, using flexible worksheet views, using illustrations with Excel, customizing templates creating digital signatures and more. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: R, April 16 - April 30, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Education Building, Room 139
Reference # 36171

FAST COURSE: Access 2013-Beginning
(CMP 976)
Access is now a member of our popular “Fast Course” series lineup. During these nine enriching contact hours you will discover new database techniques. Topics will include: database objects, adding records, designing a database, formatting a datasheet layout, create forms, reports, using wizards, modifying table structures and many more. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: R, April 16 - April 30, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Education Building, Room 139
Reference # 36171
**FAST COURSE: PowerPoint 2013**

(CMP 977)
Our “Fast Course” Series now includes PowerPoint! During these three class meetings, we will cover creating and delivering a presentation; adding clipart, animation and sound, and inserting charts. Invest a little bit of your time and gain a lot of valuable experience. This course will be taught on an IMB/PC compatible computer, and for maximum benefit, a student should have personal access to one. A book is included in the course fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: R, March 26 - April 9, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Education Building, Room 139
Reference # 36170

**Keeping Your Computer Safe**

(CMP 982)
Learn how to recognize security threats, distinguish internet hazards, and generally protect computers while using the internet. Topics will include Malware, pop-ups, antivirus software, anti-malware software, using the internet wisely, best email practices, software updates and backup of critical data.

Section
DAY/DATE/TIME: T, April 14, 6:30 pm - 8:00 pm
SESSIONS: 1
FEE: $10
INSTRUCTOR: John Linhorst
LOCATION: Library, Room 203
Reference # 36243

**DANCE**

**Tap - Adult Intermediate**
(DAN 919)
It’s time to tap your way into fitness. All levels of ability are welcome, guaranteed fun for adults of all ages.

Section 0
DAY/DATE/TIME: R, January 8 - March 5, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36155

Section 1
DAY/DATE/TIME: R, March 12 - April 30, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36156

**Ballet - Adult**
(DAN 923)
Have you always wanted to take ballet, but didn’t get the opportunity to do so as a child? Perhaps you took ballet many years ago, and appreciated the great workout and graceful moves. Either way, this course will introduce or reacquaint you with the basics of ballet, in an adult setting.

Section 0
DAY/DATE/TIME: R, January 8 - March 5, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36157

Section 1
DAY/DATE/TIME: R, March 12 - April 30, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36158

**Tap - Adult Advanced**
(DAN 924)
This is an advanced tap course for students who are teenaged to adult, with prior dance experience and/or instructor permission.

Section 0
DAY/DATE/TIME: T, January 6 - March 3, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36159

Section 1
DAY/DATE/TIME: T, March 10 - April 28, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36160

**HEALTH**

**Certified Medication Tech (CMT)**
(HEA 960)
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 programs is designed to teach skills in administration of non-parenteral medications that will qualify students to perform this procedure to assist Licensed Practical Nurses (LPNs) or Registered Professional Nurses (RNs) in medication therapy. This course consists of 60 classroom contact hours, as well as 8 hours of clinical practice, under the direct supervision of an instructor. The course will instruct student in the following subject areas: basic review of body Systems and medication effect on each system; medical terminology; infection control; and medication classifications. A student must successfully complete a final written exam and a two-hour final practicum exam, before a certificate can be issued with the student's name being placed on the Missouri State Certified Medication Technician (CMT) Registry. NOTE: Additional fees for books and testing may apply.

Section 0
DAY/DATE/TIME: F, 8:00 am - 4:00 pm, MW, March 2 - April 27, 5:30 pm - 9:30 pm
SESSIONS: 15
FEE: $840
INSTRUCTOR: Staff
LOCATION: Career Technical Education Building, Room 174
Reference # 36207

**LANGUAGE**

**American Sign Language I**
(LAN 904)
Signing can help you to communicate with deaf family and friends. Learn how to use your hands and fingers to speak volumes.

Section 0
DAY/DATE/TIME: T, February 17 - April 14, 7:00 pm - 9:30 pm
SESSIONS: 8
FEE: $149
INSTRUCTOR: Susie Ehlen
LOCATION: TBA
**GARDENING**

**Growing Vegetables**
(AGR 961)
Mary Wilson, Advanced Master Gardener will provide extensive information about growing vegetables in Missouri’s ever changing weather conditions. Mary will share her personal best vegetable choices as well as the concept of companion planting, use of alternative methods and organic pest controls. Mary will also offer tips on canning and preserving.

Section 0
DAY/DATE/TIME: W, April 15, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Mary Wilson
LOCATION: Student Center, Viking Room
Reference # 36192

**Flowering Plants: Annuals & Perennials**
(AGR 938)
Karen Davis will be the guest instructor for this class and she will share ideas in using Annuals to brighten the landscape with abundant and complimentary amounts of color or add interest to beds, borders, pots or containers. After this session, you will be able to properly select annuals for site and climatic conditions. Find out which annuals work best as cut flowers or work best in rock gardens, window boxes, or hanging baskets. Perennials are a large group of garden plants with roots that persist from year to year. Stems and leaves of some may remain, but in most, the tops die back to the soil each winter. How, where, and when to plant as well as how to maintain perennials will be explored.

Section 0
DAY/DATE/TIME: W, April 22, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Karen Davis
LOCATION: Student Center, Viking Room
Reference # 36193

**Container Gardening & Worm Farming**
(AGR 940)
Have you envied your neighbor’s beautiful containers, overflowing with perfectly coordinated, healthy, ever-blooming flowers? Learn the basics from Bunnie Gronborg of the Jefferson County Master Gardeners and discover how to achieve striking effects. Truthfully, you CAN have a beautiful container garden in sun or shade. The class will include potting basics, and a demonstration. Also this session, Kara Dunnam of Jefferson County Recycling will discuss vermin-composting. Vermi is the Latin word for worm. Worms are easy to take care of and are excellent way to recycle your kitchen food scraps. Learn how indoor worm bins can turn your garbage into “black gold”.

Section 0
DAY/DATE/TIME: W, April 29, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Bunnie Gronborg and Kara Dunnam
LOCATION: Student Center, Viking Room
Reference # 36194

**Soil Science & Sustainable Gardening**
(AGR 950)
Soil forms through a complex interaction of many factors. These processes can be grouped into five forming factors: Parent Material, Climate, Biota, Topography, and Time. Teresa Morris of the USDA will explain how these factors have affected your area and can impact your landscaping plans.

Section 0
DAY/DATE/TIME: W, May 6, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Teresa Morris
LOCATION: Student Center, Viking Room
Reference # 36195

**Seed Saving/Composting/Tree Pruning**
(AGR 975)
Learn how to save seeds from Master Gardener Tom Christman. Tom will show you how to keep seeds from the plants which do well in your own garden each year. Then, Glen Bristle will speak about the benefits of adding just a little compost to your soil. Adding compost improves soil structure, aeration, and water retention. Finally the course will wrap up with Horticulturist Steve Kotteman of Kotteman Nursery. Steve will address tree pruning. The purpose of pruning is to produce strong, healthy, attractive plants. Learn how, when, and why to prune and achieve desirable results by following a few simple principles.

Section 0
DAY/DATE/TIME: W, May 13, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Tom Christman, Glen Bristle and Steve Kotteman
LOCATION: Student Center, Viking Room
Reference # 36196

**HEALTH**

**Mental Health First Aid**
(HEA 958)
Mental Health First Aid is an 8-hour interactive training course that teaches non-clinically trained individuals how to give first aid to those experiencing a mental health crisis situation, and how to recognize the signs of the early stages of a mental health disorder. This course is offered through the Jefferson County Community Partnership in cooperation with Jefferson College.

*These one-day classes will be offered three times this Spring!

DATES: R, January 22, 8:30 am - 5 pm
F, March 13, 8:30 am - 5 pm
S, March 14, 8:30 am - 5 pm
Session: 1
Fee: $30
Instructors: Sophie Emery & Tracey Smith
Location: Jefferson County Community Partnership, 3875 Plass Rd, Building A / Festus, MO

**Get Paid to Talk: Make Money with Your Voice**
(PD2 996)
Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the Pros look for, how to prepare, and where to find work in your area! We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field.

Section 0
Day/Date/Time: M, April 13, 6:30 pm - 9:00 pm
Sessions: 1
Fee: $19
Instructor: Get Paid to Talk Staff
Location: Arts & Sciences I, Room 119
Reference # 36126
PROFESSIONAL DEVELOPMENT

BLS: (Basic Life Support) 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 0
DAY/DATE/TIME: M, January 12, 5:00 pm - 10:00 pm
SESSIONS: 1 FEE: $65
INSTRUCTOR: Gail Back
LOCATION: CTE, Room 134
Reference # 36230

Section 1
DAY/DATE/TIME: M, February 9, 5:00 pm - 10:00 pm
SESSIONS: 1 FEE: $65
INSTRUCTOR: Gail Back
LOCATION: CTE, Room 134
Reference # 36231

Section 2
DAY/DATE/TIME: R, March 12, 5:00 pm - 10:00 pm
SESSIONS: 1 FEE: $65
INSTRUCTOR: Gail Back
LOCATION: CTE, Room 134
Reference # 36232

Section 3
DAY/DATE/TIME: M, April 13, 5:00 pm - 10:00 pm
SESSIONS: 1 FEE: $65
INSTRUCTOR: Gail Back
LOCATION: CTE, Room 134
Reference # 36233

Section 4
DAY/DATE/TIME: M, May 18, 5:00 pm - 10:00 pm
SESSIONS: 1 FEE: $65
INSTRUCTOR: Gail Back
LOCATION: CTE, Room 134
Reference # 36234

Veterinary Technician CE Seminar
(PR 971)
Veterinary Technician Continuing Education Seminar. If you are a Registered Veterinary Technician, you can receive 5 hours of continuing education needed for professional license renewal by attending this seminar. This course is sponsored by the Jefferson College Veterinary Technology Program and the Jefferson College Student Chapter of NAVTA.

Section 0
DAY/DATE/TIME: U, April 12, 8:00 am - 4:00 pm
SESSIONS: 1
FEE: $50
INSTRUCTOR: Dana Nevois
LOCATION: Arts & Sciences I, Little Theater Lecture Hall 3
Reference # 36175

Drinking Water Operator Program
(PRO 902)
Drinking Water Operator Program. 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, February 4, 8:00 am - 4:30 pm
SESSIONS: 1
FEE: $100
INSTRUCTOR: Sandi Miller
LOCATION: Career Technical Education Building, Room 132
Reference # 36093

Wastewater Operator Program
(PRO 908)
If you are a certified wastewater operator, you can receive renewal training credit from the 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, April 22, 8:00 am - 4:30 pm
SESSIONS: 1
FEE: $100
INSTRUCTOR: Sandi Miller
LOCATION: Student Center, Viking Room
Reference # 36094

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 three years. This course is taught by Jefferson County Health Department staff, and meets the Jefferson County Food Service Sanitation Order requirements for food establishment employees.

Section 0
DAY/DATE/TIME: R, January 8, 9:00 am - 11:30 am
SESSIONS: 1
FEE: $20
INSTRUCTOR: Jefferson County Health Department Staff
LOCATION: Student Center, Viking Room
Reference # 36095

Section 3
DAY/DATE/TIME: T, February 24, 6:00 pm - 8:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Jefferson County Health Department Staff
LOCATION: Student Center, Viking Room
Reference # 36099

Section 4
DAY/DATE/TIME: R, March 5, 9:00 am - 11:30 am
SESSIONS: 1
FEE: $20
INSTRUCTOR: Jefferson County Health Department Staff
LOCATION: Student Center, Viking Room
Reference # 36100

Section 7
DAY/DATE/TIME: T, April 28, 6:00 pm - 8:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Jefferson County Health Department Staff
LOCATION: Student Center, Viking Room
Reference # 36103

Section 8
DAY/DATE/TIME: T, May 26, 6:00 pm - 8:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Jefferson County Health Department Staff
LOCATION: Student Center, Viking Room
Reference # 36104
ServSafe Certification For Managers

(Pro 946)
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 five 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. Instructors: Jefferson County Health Department Staff

Section 0
Day/Date/Time: T, January 6 - 13, 9:00 am - 4:00 pm
Sessions: 2  Fee: $120
Location: Student Center, Viking Room
Reference # 36105

Section 1
Day/Date/Time: T, March 10 - 17, 9:00 am - 4:00 pm
Sessions: 2  Fee: $120
Location: Student Center, Viking Room
Reference # 36106

Section 2
Day/Date/Time: T, May 5 - 12, 9:00 am - 4:00 pm
Sessions: 2  Fee: $120
Location: Student Center, Viking Room
Reference # 36107

Tai Chi Quan

(REC 936)
Tai Chi is an ancient Chinese discipline that creates balance in the mind, body, and spirit. The relaxing meditative movements help relieve you of stress and tension, leaving you feeling energized. This course will increase your balance, flexibility, and muscle tone. You will lower your blood pressure, quiet the nervous system, and stimulate circulation. Whether you are maintaining or improving your health, join this introductory course.

Section 0
Day/Date/Time: W, January 28 - March 4, 6:00 pm - 7:30 pm
Sessions: 6
Fee: $45
Instructor: Yvonne Rill
Location: Field House, Room 203
Reference # 36124

Section 1
Day/Date/Time: W, March 25 - April 29, 6:00 pm - 7:30 pm
Sessions: 6
Fee: $45
Instructor: Yvonne Rill
Location: Field House, Room 203
Reference # 36125

Motorcycle-Beginner

(REC 913)
The goal is to increase skill level and knowledge in an attempt to produce a safe and conscientious cyclist. Successful completion of this course waives the on-bike portion of the Missouri State test for motorcycle endorsement on the driver's license. Motorcycles are furnished. Students may cancel registration, but must give at least 48 hours notice, prior to the course starting time. This course is sponsored in cooperation with the Motorcycle Safety Foundation.

Section 0
Day/Date/Time: SU, April 11 - April 12, 7:30 am - 7:30 pm
Sessions: 2
Fee: $215
Instructor: Ed Clay
Location: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 36176

Section 1
Day/Date/Time: SU, April 25 - April 26, 7:30 am - 7:30 pm
Sessions: 2
Fee: $215
Instructor: Ed Clay
Location: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 36177

Section 2
Day/Date/Time: SU, April 18 - April 19, 7:30 am - 7:30 pm
Sessions: 2
Fee: $215
Instructor: Ed Clay
Location: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 36178

Section 3
Day/Date/Time: SU, May 2 - May 3, 7:30 am - 7:30 pm
Sessions: 2
Fee: $215
Instructor: Ed Clay
Location: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 36179

Judo

(REC 911)
Balance, leverage, throws, and momentum, are a few of the techniques you will learn in competitive and self-defense Judo skills. Note: Information about a uniform required for this course will be provided during the first session.

Section 1
Day/Date/Time: M, January 26 - April 27, 7:00 pm - 9:00 pm
Sessions: 12
Fee: $99
Instructor: Mike Dickerson
Location: Field House, Room 203
Reference # 36131

Section 2
Day/Date/Time: S, January 31 - May 2, 8:00 am - 10:00 am
Sessions: 12
Fee: $99
Instructor: Mike Dickerson
Location: Field House, Room 203
Reference # 36133

Tae Kwon Do

(REC 919)
Improve coordination, attention span, and gain personal discipline in a fun atmosphere. Learn Tae Kwon Do in a safe, controlled, family-oriented environment. Note: Information about a uniform required for this course will be provided during the first session.

Section 2
Day/Date/Time: R, January 29 - April 23, 7:00 pm - 9:00 pm
Sessions: 12  Fee: $99
Instructor: Vernon Watts
Location: Field House, Room 203
Reference # 36128
Yoga
(REC 939)
Develop a mind, body, and spirit connection and awaken yourself to a more relaxed and efficient lifestyle. This class will include the theory of Yoga and Pilates, plus exercises, breathing techniques, and meditation practices to improve your health. NOTE: Wear loose clothing and bring drinking water and an exercise mat.

Section 0
DAY/DATE/TIME: R,
January 29 - March 5,
5:00 pm - 6:30 pm
SESSIONS: 6
FEE: $45
INSTRUCTOR: Yvonne Rill
LOCATION: Field House, Room 203
Reference # 36126

Weight Training I
(REC 982)
Weight Training I deals with the instruction and techniques required for proper life-long fitness through weight equipment. NOTE: Late enrollment in this course is allowed.

Section 0
DAY/DATE/TIME: MW,
January 12 - May 6,
9:00 am - 9:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Gym
Reference # 36091

Weight Training II
(REC 983)
Weight Training II deals with advanced instruction and techniques that are required for proper life-long fitness, through weight training equipment. Review of the techniques and fundamental skills taught in Weight Training I will be stressed. NOTE: Late enrollment in this course is allowed.

Section 0
DAY/DATE/TIME: MW,
January 12 - May 6, 11:00 am - 11:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Fitness Center
Reference # 36087

Aerobics I
(REC 986)
Aerobics I offers a figure-shaping fitness workout combining aerobic exercises with vigorous dance movements. NOTE: Late enrollment for this course is allowed.

Section 0
DAY/DATE/TIME: MW, January 12 - May 6,
9:00 am - 9:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Room 203
Reference # 36089

Volleyball I
(REC 984)
Volleyball I reviews techniques, fundamental skills, and basic rules of the game through participation. NOTE: Late enrollment in this course is allowed.

Section 0
DAY/DATE/TIME: M, January 12 - May 18,
7:00 pm - 9:00 pm
SESSIONS: 15
FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Gym
Reference # 36091

Zumba
(REC 938)
Zumba is one of the most unique, fun, and beneficial exercise programs. There are numerous different styles of Latin dances mixed into the Zumba routine: Salsa, Merengue, Cumbia, Puya, Calypso, etc... The beautiful part of this class is that you don't HAVE to be a dancer! Period. Zumba allows anyone and everyone to have fun while dancing and exercising; at the same time - learning different styles of movement to amazing, upbeat music!

Section 0
DAY/DATE/TIME: M, February 9 – April 13,
4:50 pm - 5:50 pm
SESSIONS: 8
FEE: $59
INSTRUCTOR: Amy Kausler
LOCATION: Field House, Room 206
Reference # 36245

Volleyball II
(REC 985)
Volleyball II reviews and refines fundamental skills and team strategy. Advanced individual and team skills and tactics are introduced. PREQUISITE: Volleyball I.

Section 0
DAY/DATE/TIME: M, January 12 - May 18,
7:00 pm - 9:00 pm
SESSIONS: 15
FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Gym
Reference # 36092

Aerobics II
(REC 987)
Aerobics II incorporates an advanced aerobic fitness and figure-shaping workout, using vigorous dance movements and body-toning exercises. NOTE: Prerequisite Aerobics I.

Section 0
DAY/DATE/TIME: MW, January 12 - May 6,
9:00 am - 9:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Room 203
Reference # 36090
SWIM

Water Fitness
(SWM 908)
Water Fitness is a recreational conditioning program, designed as a means of attaining and/or maintaining physical fitness, through water activities. NO PREREQUISITE! NOTE: Late enrollment is allowed for this course.

Section 0
DAY/DATE/TIME: MW, January 12 - May 6, 9:00 am - 9:50 am
SESSIONS: 30
FEE: $99
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36120

Water Fitness EXP
(SWM 918)
This is a Water Fitness course designed for those students who wish to take Water Fitness on a daily basis. The Water Fitness EXP (expanded sessions) will meet for a total of 62 sessions, instead of the standard 31 sessions.

Section 0
DAY/DATE/TIME: MTWR, January 12 - March 5, 8:00 am - 8:50 am
SESSIONS: 30
FEE: $99
INSTRUCTOR: Christina Calentine
LOCATION: Field House, Swimming Pool
Reference # 36121

Section 1
DAY/DATE/TIME: MTWR, March 9 - May 5, 8:00 am - 8:50 am
SESSIONS: 30
FEE: $99
INSTRUCTOR: Christina Calentine
LOCATION: Field House, Swimming Pool
Reference # 36122

DANCE

Dance-Beginning Ages 3-6
(DAN 804)
If you are a beginning dancer with little or no previous experience, you will be provided with combination tap and ballet basics.

Section 0
DAY/DATE/TIME: W, January 7 - March 4, 9:30 am - 10:30 am
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36135

Section 2
DAY/DATE/TIME: W, January 7 - March 4, 10:30 am - 11:30 am
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36137

Dance-Intermediate I Ages 6-10
(DAN 805)
You may qualify to take this course by successfully completing Dance-Beginning.

Section 0
DAY/DATE/TIME: M, January 5 - March 2, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36143

Dance-Intermediate/Advanced Ages 9-12
(DAN 807)
You may qualify to take this course with Instructor approval.

Section 0
DAY/DATE/TIME: T, January 6 - March 3, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36145

Tumbling-Beginning Ages 4+
(DAN 813)
In this self-paced course, you will learn elementary tumbling skills.

Section 0
DAY/DATE/TIME: W, January 7 - March 4, 11:30 am - 12:30 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36149

Tumbling-Intermediate II Ages 7+
(DAN 814)
Students may enroll in this class with instructor’s permission.

Section 0
DAY/DATE/TIME: T, January 6 - March 3, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 36151
Tumbling-Beginning/Intermediate Ages 6-12
(DAN 833)
Designed to build beginning thru intermediate tumbling skills. You will continue to develop motor skills, balance, coordination, and tumbling routines.

Section 0
DAY/DATE/TIME: M, January 5 - March 2, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 36153

Dance-Beginning II Ages 4-7
(DAN 845)
You may qualify to take this course with instructor approval.

Section 0
DAY/DATE/TIME: R, January 8 - March 5, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36139

Dance-Beginning II Ages 7-10
(DAN 846)
This dance course is for children ages 7-10 who have had at least 1 year of dance experience or permission from the instructor.

Section 0
DAY/DATE/TIME: R, January 8 - March 5, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36141

Music

JC Treble Singers Ages 8-12
(MUS 806)
Membership in this ensemble will promote musical literacy, fluency and foster general musicianship. The ensemble will experience a variety of choral literature which will encourage good singing techniques. Members will be encouraged to demonstrate responsibility, commitment and the ability to work with others. The ensemble will have several public performances. NOTE: Information about the choir shirt required for this course will provided during the first rehearsal.

Section 0
DAY/DATE/TIME: T, January 27-April 21, 6:00 pm - 7:30 pm
SESSIONS: 12
FEE: $59
INSTRUCTOR: Amy Smith & Colissa Alexander
LOCATION: Fine Arts, Room 100 & 102D
Reference # 36199

K'Nex: Intro to Machines-Gears
(SCI 803)
With the help of K’Nex gears, students will be able to construct projects and obtain hands-on knowledge of friction, gear ratios, force, and gear configurations.

Section 0
DAY/DATE/TIME: S, February 28, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: CTE, Room 174
Reference # 36082

K'Nex: Roller Coaster Physics
(SCI 807)
Students will design experiments and study particular variables, while constructing the projects. Students will also explore a variety of concepts including: acceleration, force, projectile motion, weightlessness, and the physics of the Clothoid Loop.

Section 0
DAY/DATE/TIME: S, April 25, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: CTE, Room 174
Reference # 36084

Science

K'Nex: Forces-Energy in Motion
(SCI 802)
Students will use K’Nex supplies to build vehicles powered by a battery, spring, and a fly wheel motor. Create test procedures, collect and analyze data.

Section 0
DAY/DATE/TIME: S, January 31, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Career Technical Ed Bldg, Room 174
Reference # 36081
K’Nex: Real Bridge Building
(SCI 805)
By utilizing K’Nex bridge plans, students will be introduced to the history, function, structural design, geometry, and strength of bridges.

Section 0
DAY/DATE/TIME: S, March 28, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: CTE, Room 174
Reference # 36083

LEGO Stem: Simple Machines
(SCI 808)
Our Lego STEM series continues with the study of simple machines. Students will learn the basic physics principles. Other topics include: gear ratio, crane function, levers, wheel motion, axles, driver gear, driven gear, crown gear, pulley and belt.

Section 1
DAY/DATE/TIME: S, May 2, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: CTE, Room 174
Reference # 36255

LEGO Stem: Measurement
(SCI 809)
With the help of LEGO, students will gain practical, hands-on experience using mathematical concepts such as estimating and measuring distance, time and speed. An additional topic will be communicating effectively, using scientific and technical language.

Section 1
DAY/DATE/TIME: S, April 18, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: CTE, Room 174
Reference # 36257

Lifeguard Training
(SWM 902)
Lifeguard Training deals with the development of the knowledge and skills necessary for saving a life in the event of an emergency. This course meets all of the requirements for the American Red Cross Lifeguard Certificate. Pre-Requisite: You must have intermediate level swimming skills AND the permission of the instructor to enroll.

Section 0
DAY/DATE/TIME: F, January 30, 5:00 pm - 9:00 pm,
S, January 31 - February 7, 9:00 am - 5:00 pm,
U, February 8, 9:00 am - 5:00 pm
SESSIONS: 5
FEE: $269
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36208

Earn Money
Be a Leader
Save Lives

Become a Lifeguard
• Lifelong lifesaving skills
• Hands-on training
• American Red Cross certification, a name employers know and trust

Sign Up Today
Lifeguard Certification Class
Jefferson College Pool
January 30, 5:00 pm
January 31, 9:00 am - 5:00 pm
February 1, 9:00 am - 5:00 pm
February 7, 9:00 am - 5:00 pm
February 8, 9:00 am - 5:00 pm
Must attend all 5 sessions
Cost: $269 (includes all materials)

Jefferson College
To Register or for More Information
Call (636) 481-3144 • 797-3144
American Red Cross
RECREATION

Judo-Ages 8-16
(REC 803)
Judo throws, self-defense, and other skills such as balance, leverage, and momentum are a few of the techniques taught in this introduction martial arts class. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 1
DAY/DATE/TIME: M,
January 26 - April 27, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 36132

Section 2
DAY/DATE/TIME: S,
January 31 - May 2, 8:00 am - 10:00 am
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 36134

Tae Kwon Do-Ages 8-16
(REC 806)
Self-discipline and coordination help teens and preteens gain confidence. Tae Kwon Do (Korean Karate) is taught in a safe, controlled, family-oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 2
DAY/DATE/TIME: R, January 29 - April 23,
7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $49
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 36130

SWIM

Parent & Child: Level I
6-18 Months
(SWM 812)
A parent or guardian accompanies his/her child in the water as they participate in several guided practice sessions, that help children get introduced to water. Parents assist their child in water entry, bubble blowing, front-kicking, back-floating, underwater exploration, and more! This course is for non-swimmers and is offered in cooperation with the American Red Cross. NOTE: A bathing suit, T-shirt and rubber pants, OR “Little Swimmers” type disposable diapers should be worn by your child. NO regular disposable diapers, please! A parent or guardian accompanies his/her child in the water.

Section 0
DAY/DATE/TIME: S,
February 14 - May 2,
9:30 am - 10:00 am
SESSIONS: 10
FEE: $49
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36210

Parent & Child: Level II
18 Months-3 Years
(SWM 813)
Self-confidence and pride will abound, with your support and encouragement, as your child begins to depend less upon flotation aids. This is an important step as your child becomes more familiar with the water. This course is being offered in cooperation with the American Red Cross. NOTE: A bathing suit, T-shirt and rubber pants, OR “Little Swimmers” type disposable diapers should be worn by your child. NO regular disposable diapers, please! A parent or guardian accompanies his/her child in the water.

Section 0
DAY/DATE/TIME: S,
February 14 - May 2,
9:30 am - 10:00 am
SESSIONS: 10
FEE: $49
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36210

Pre-School Level III
4-5 Years
(SWM 821)
Emphasis on safety and independence in the water are among the cornerstones of this level. The child is no longer accompanied by a parent or guardian in the water as previously in Pre School Levels I and II. Students will improve their current skills as they prepare for Level I Learn to Swim.

Section 0
DAY/DATE/TIME: S,
February 14 - May 2,
10:00 am - 11:00 am
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36211
Swim: Level I
(SWM 814)
Your child’s water skills begin to mesh with the introduction to basic water rules. Goals include becoming familiar with using a life jacket, opening eyes underwater to pick up submerged objects, floating on front or back, using arm and leg actions, recognizing a swimmer in distress and getting help.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 11:00 am - 12:00 am
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36212

Swim: Level II
(SWM 815)
Treading water, the jelly fish float, front and back glide, bobbing in the water, and swimming using a combined stroke on front and back, are all part of the skills developed at this level. If you have completed Level I course objectives and/or can meet the requirements set by the American Red Cross, you may enroll in this course. This course is being offered in cooperation with the American Red Cross.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 9:00 am - 10:00 am
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36114

Swim: Level III
(SWM 816)
Developing the butterfly kick, survival float, back float, front and back crawl are all goals at this particular level. Your child will also be introduced to rotary breathing, kneeling, standing dive, and reaching assist. If your child has completed Level II course objectives and/or can meet the requirements set by the American Red Cross, they may enroll in this course. This course is being offered in cooperation with the American Red Cross.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 10:00 am - 11:00 am
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36115

Swim: Level IV
(SWM 817)
Your child will improve and refine his/her skills with the elementary backstroke, breaststroke and butterfly stroke. Rescue breathing, survival swimming, safe diving rules, tuck surface dive and pike surface dive will all be covered. If you have completed Level III course objectives and/or can meet the requirements set by the American Red Cross, you may enroll in this course. This course is being offered in cooperation with the American Red Cross.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 12:00 pm - 1:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36118

Swim-Level V
(SWM 823)
Work on stroke refinement and endurance by using the front crawl and backstroke for 50 yards and the breaststroke for 25 yards. You will also improve upon the sidestroke and the butterfly. Other learning objectives include: Tread water for five minutes, front flip turn and what to do when you are exhausted or caught in a dangerous situation. If you have completed the Swim Level IV course objectives and/or can meet the requirements set by the American Red Cross, you may enroll in this course. This course is being offered in cooperation with the American Red Cross.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 12:00 pm - 1:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36119

Swim: Level VI
(SWM 818)
As in all the other levels, Swim Level VI is designed to refine swimming and water safety skills that were taught throughout the levels. The expectations are quite high in regards to distance and quality. Learning objectives include: swimming 500 yards continuously using any three strokes of choice, swimming at least 50 yards of each stroke; properly demonstrate the open turns of each particular stroke. If you have successfully completed Level V course objectives and/or can meet the requirements set by the American Red Cross, you may enroll in this course. This course is being offered in cooperation with the American Red Cross.

Section 0
DAY/DATE/TIME: S, February 14 - May 2, 1:00 pm - 2:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36119
**Imperial**

DIRECTIONS: (4400 Jeffco Blvd., Arnold, MO 63010)

Jefferson College Imperial is located at
4400 Jeffco Blvd., approximately 1 mile south of Richardson Road

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) 789-4012
- **BY MAIL:** Fill out registration form and mail to: ENROLL, Jefferson College,
  1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
- **IN PERSON:** Jefferson College, Administration Bldg.,
  Continuing Education Office: Mon - Fri, 8:00 a.m.–4:30 p.m.; Closed Sat. & Sun.
- **BY E-MAIL:** MasterCard/VISA/Discover only, EnrollCE@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 to 481-3144.

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

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**FAST COURSE:**

**Intro To Computers**

(CMP 962)

This course is a very basic introduction to computers. The class starts with computer concepts and explores basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered using Word 2013. Students are introduced to basic file browsing and file management, moving photos from a digital camera, downloading files from web pages, and web basics. The course wraps up with topics such as email, email attachments, email security, viruses, and scams. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 2
DAY/DATE/TIME: W, March 4 - March 25, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 203
Reference # 36165

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**FAST COURSE:**

**Excel 2013 Beginning**

(CMP 964)

This newly developed Excel 2013 course allows you to gain valuable experience without taking a bite out of your checkbook or time. This course will cover a number of the key areas of Excel 2013 to help you hit the ground running. Topics include; workbooks, editing, viewing, printing, working with formulas and functions, formatting the contents of cells and changing the appearance of worksheets. This course is taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: W, April 1 - April 15, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 203
Reference # 36166

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**FAST COURSE:**

**Word 2013-Level II**

(CMP 975)

If you enjoyed the beginning course of this Word “Fast Course” series then you will want to continue to the next level! We have some interesting topics to tackle: working with tables, creating a newsletter, building an employee policy manual, promotional brochures, research papers and many more. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: W, April 22 - May 6, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 203
Reference # 36167
Maximizing Your iPhone  
(CMP 979)  
So you have a new iPhone and you’d like to learn a few things to impress your grandkids. This one-night course will cover many features of your phone and perhaps introduce you to a few new tricks.

Section 0  
DAY/DATE/TIME: W,  
February 11, 6:30 pm - 8:30 pm  
SESSIONS: 1  
FEE: $15  
INSTRUCTOR: Teresa Dorshorst  
LOCATION: Room 203  
Reference # 36162

Blogging With WordPress  
(CMP 980)  
If you would like to create a blog or a simple website without having to be a web designer, WordPress.com will allow you to get things started for free. During this two-evening class, topics to be covered include: setting up an account, selecting a theme, writing posts, managing comments, making pages and adding media and links.

Section 0  
DAY/DATE/TIME: W,  
February 18, 6:30 pm - 8:30 pm  
SESSIONS: 1  
FEE: $15  
INSTRUCTOR: Teresa Dorshorst  
LOCATION: Room 203  
Reference # 36163

Maximizing Your Android  
(COM 912)  
During this one-evening class, our Android expert will show you how to get the most out of your phone; whether it is for fun or business. Be sure to bring your phone and your questions.

Section 0  
DAY/DATE/TIME: W,  
January 28, 6:30 pm - 8:30 pm  
SESSIONS: 1  
FEE: $15  
INSTRUCTOR: Teresa Dorshorst  
LOCATION: Room 203  
Reference # 36164

Facebook Your Business  
(COM 919)  
Many businesses are using social media like Facebook to promote their products and build stronger relationships with their customers. This class will show you how to get it started and how to put a social media marketing plan to work for your business.

Section 0  
DAY/DATE/TIME: W,  
February 4, 6:30 pm - 8:30 pm  
SESSIONS: 1  
FEE: $15  
INSTRUCTOR: Teresa Dorshorst  
LOCATION: Room 203  
Reference # 36161

Keeping Your Computer Safe  
(CMP 982)  
Learn how to recognize security threats, distinguish internet hazards, and generally protect computers while using the internet. Topics will include Malware, pop-ups, antivirus software, anti-malware software, using the internet wisely, best email practices, software updates and backup of critical data.

Section 0  
DAY/DATE/TIME: W,  
February 25, 6:30 pm - 8:00 pm  
SESSIONS: 1  
FEE: $10  
INSTRUCTOR: John Linhorst  
LOCATION: Room 203  
Reference # 36226

HEALTH  
Certified Nurse Assistant (CNA)  
(HEA 954)  
The Certified Nurse Assistant (CNA) Program 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. NOTE: Acceptance into the CNA Program is conditional upon meeting specific pre-determined criteria.

Section 0  
DAY/DATE/TIME:  
Classroom: MT, March 23 - May 13, 8:00 am - 2:30 pm  
Practicum: RF, March 26 - May 15, 6:30 am - 3:00 pm  
SESSIONS: 27  
FEE: $1595  
INSTRUCTOR: Lori Casteel  
LOCATION: CNA Classroom  
Reference # 36206

PROFESSIONAL DEVELOPMENT  
Paramedic Refresher - 48 Hour  
(PRO 956)  
This 48-hour Paramedic Refresher Course meets the National Registry Curriculum for re-licensure as a paramedic. The course will cover the mandatory as well as the flexible core content. Each student must complete an additional 24 hours of elective Continuing Education. The class will meet twice a week for 6 hours each day, for a total of 8 sessions. Students are required to attend ALL 8 sessions to receive credit for the refresher course. Partial credit can be given for all sessions that were attended. A certificate of completion will be awarded upon course completion. There will be written exams, as well as practical exams during the course. Students must pass all exams to complete the course. * Paramedics are required to complete 72 hours every two years to relicense with the National Registry; and the State of Missouri requires 144 hours for relicensure. Paramedics must complete 48 hours of National Registry core content, and 96 hours of Missouri core content, to have the required total of 144 hours.

Section 0  
DAY/DATE/TIME: TR,  
February 12 - March 10, 9:00 am - 4:00 pm  
SESSIONS: 8  
FEE: $250  
INSTRUCTOR: Tom Morrow  
LOCATION: LEA Classroom  
Reference # 36222

Call (636) 481-3144 for a CNA Application Packet
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)789-4012
- BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
- IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 A.M. - 4:30 P.M.; Closed Sat. & Sun.
- BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@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 to 481-3144.

These courses are made possible through the cooperative effort of Jefferson College and Teamsters Union Golf Course.

RECREATION

Basic Fundamentals Golf Clinic

(RCR 901)
This class is taught by a certified licensed master teaching professional. Topics covered are: fundamentals of grip, setup and posture (on course), basic swing techniques for irons and woods (driving range), short game fundamental putting, chipping and pitching (on course), swing analysis of each student, three holes course play with instructor, golf course etiquette. Students will receive course completion certificates, tip sheets with personal review.

Section 0
DAY/DATE/TIME: M, April 16 - May 18, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $169
INSTRUCTOR: Michael Sacca
LOCATION: Teamsters Union Golf Course
Reference # 36064

Advanced Golf

(RCR 902)
You will be taught by a certified licensed master teaching professional. Advanced Golf will cover; pre shot routine (on course), in-depth swing techniques for irons and pitching (on course), swing analysis of each student (pre and post instruction), six holes course play with instructor. Students will receive advanced golf instruction certificates, and tip sheets with personal review. NOTE: must have a minimum of three years on course play and some knowledge of USGA Rules.

Section 0
DAY/DATE/TIME: F, April 10 - May 22, 5:00 pm - 6:30 pm
SESSIONS: 7
FEE: $219
INSTRUCTOR: Michael Sacca
LOCATION: Teamsters Union Golf Course
Reference # 36065
Certified Fiber Optics Technician (CFOT) Level I

The Basic Fiber Optics Networking Course is designed for anyone interested in learning basic fiber optic networking and becoming a Certified Fiber Optics Technician.

Certified Fiber Optic Technician - is the FOA certification for general fiber optics applications. CFOTs have a broad knowledge in fiber optics that can be applied to almost any job - design, installation, operation - for almost any application - outside plant, premises, manufacturing, etc.

FOA CFOT certification is based on an extensive knowledge of fiber optics technology and application as well as demonstrated skills in appropriate tasks. Most CFOTs work in the industry as contractors or installers. Consultants, network designers, estimators and trainers would also be expected to have such credentials. Many CFOTs are involved with the manufacture of fiber optic components such as cables, patchcords, active devices and communications systems.

The course includes all materials and the CFOT exam which is a test of the applicant’s level of knowledge of fiber optics in a broad-based exam that covers technology, components, installation and testing and requires verified skills in fiber optics.

The course is a one week course offered five day’s Monday thru Friday. The classes start at 8:00 AM with one hour for lunch ending at 5:00 PM. Each class consists of 10 students which allows more time for hands-on instruction. For detailed course information click Course Syllabus.

www.jeffco.edu – Community Outreach – Continuing Education – Professional Development
Certified Medication Technician (CMT) Program

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 complete 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, Hi Set Certificate or GED (General Education Diploma).
- Achieves a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application on the Tests of the Adult Basic Education (TABE). The TABE test is administered by the public education sector.
- 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 or a letter from a previous long-term care employer if unemployed.

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

www.jeffco.edu – Community Outreach – Continuing Education – Professional Development.

Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
www.jeffco.edu

Call For More Information
Continuing Education Department
(636) 481-3144 or 797-3000, ext. 3144

www.jeffco.edu 30
Certified Nurse Assistant (CNA)

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

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 - $1595
* Required Materials - $230 (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.)

FOR MORE INFORMATION
E-mail ............... vsebold@jeffco.edu
Phone ............... (636) 481-3144
Web Page: www.jeffco.edu and click on the Continuing Education link.

*Note: Acceptance into the CNA Program is conditional upon meeting all criteria.
ONLINE COURSES

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.jeffco.com/jeffce

Accounting
- Accounting Fundamentals
- Accounting Fundamentals II
- Advanced Microsoft Excel 2010
- Intermediate Microsoft Excel 2010
- Intermediate QuickBooks 2012
- Intermediate QuickBooks 2013
- Introduction to Crystal Reports
- Introduction to Microsoft Excel 2010
- Introduction to Peachtree Accounting 2012
- 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

Adobe Courses
- Intermediate Photoshop CS6
- Introduction to Adobe Acrobat 9
- Introduction to Adobe Acrobat X
- Introduction to Adobe Edge Animate
- Introduction to Digital Scrapbooking
- Introduction to Dreamweaver CS6
- Introduction to Flash CS6
- Introduction to Illustrator CS6
- Introduction to Lightroom 4
- Introduction to Photoshop CS6
- Photoshop CS6 for the Digital Photographer
- Photoshop CS6 for the Digital Photographer II
- Photoshop Elements 11 for the Digital Photographer
- Photoshop Elements 11 for the Digital Photographer II

Art
- Drawing for the Absolute Beginner
- How to Get Started in Game Development
- Introduction to Digital Scrapbooking
- Introduction to Guitar
- Introduction to Interior Design
- Music Made Easy
- Pleasures of Poetry
- Start Your Own Arts and Crafts Business

Basic Computer Literacy
- Blogging and Podcasting for Beginners
- Computer Skills for the Workplace
- Introduction to Linux
- Introduction to Microsoft Expression Web
- Introduction to PC Troubleshooting
- Introduction to Programming
- Introduction to Windows 7
- Introduction to Windows 8
- Keyboarding
- Navigation the Internet

Business and Management
- Achieving Success with Dificult People
- Administrative Assistant Fundamentals
- Building Teams That Work
- Business Finance for Non-Finance Personnel
- Computer Skills for the Workplace
- Creating a Successful Business Plan
- Distribution and Logistics Management
- Effective Business Writing
- Effective Selling
- Employment Law Fundamentals
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Fundamentals of Technical Writing
- Help Desk
- High Speed Project Management
- Individual Excellence
- Interpersonal Communication
- Introduction to Business Analysis
- Introduction to Microsoft Project 2010
- Introduction to Microsoft Word 2011 for Mac
- Introduction to Nonprofit Management
- Keys to Effective Communication
- Leadership
- Managing Customer Service
- Manufacturing Applications
- Marketing Fundamentals
- Marketing Your Business on the Internet
- Marketing Your Nonprofit
- Mastering Public Speaking
- Mastery of Business Fundamentals
- Nonprofit Fundraising Essentials
- PMP® Certification Prep 1
- PMP® Certification Prep 2
- Professional Sales Skills
- Project Management Applications
- Project Management Fundamentals
- Purchasing Fundamentals
- Six Sigma: Total Quality Applications
- Small Business Marketing on a Shoestring
- Starting a Nonprofit
- Supply Chain Management Fundamentals
- Total Quality Fundamentals
- Understanding the Human Resources Function
- Wow, What a Great Event!

Children, Parents and Family
- Assisting Aging Parents
- Empowering Students With Disabilities
- Enhancing Language Development in Childhood
- Genealogy Basics
- Guiding Kids on the Internet
- Handling Medical Emergencies
- Homeschool With Success
- Introduction to Statistics
- Luscious, Low-Fat, Lightning-Quick Meals
- Managing Life as a Single Parent
- Mastering Your Digital SLR Camera
- Math Refresher
- Navigating Divorce
- Photography with People With Your Digital Camera
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Secrets of Better Photography
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Students With Learning Disabilities
- Teaching Writing: Grades K-3
- Understanding Adolescents
- Write Your Life Story

Classroom Computing
- Introduction to Algebra
- Introduction to Statistics
- Math Refresher
- Medical Math
- Prepare for the GED® Math Test

Creative Writing
- A Writer’s Guide to Descriptive Settings
- Advanced Fiction Writing
- Beginning Writer’s Workshop
- Breaking Into Sitcom Writing
- Creating K-12 Learning Materials
- Creating WordPress Websites
- Creating WordPress Websites II
- How to Make Money From Your Writing
- Introduction to Internet Writing: Markets
- Introduction to Jounaling
- Introduction to Screenwriting
- Mystery Writing
- Pleasures of Poetry
- Publish and Sell Your E-Books
- Research Methods for Writers
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Write and Publish Your Nonfiction Book
- Write Fiction Like a Pro
- Write Your Life Story

Database Management Courses
- Intermediate Microsoft Access 2010
- Intermediate Microsoft Access 2007

Digital Photography
- Discover Digital Photography
- Introduction to Lighting 4
- Mastering Your Digital SLR Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

Grant Writing and Non Profit
- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Get Grant
- Writing Effective Grant Proposals

Graphic Design
- Advanced Web Pages
- Creating Web Pages
- Designing Effective Websites
- How to Get Started in Game Development
- Intermediate InDesign CS5
- Intermediate Flash CS5
- Introduction to Adobe Edge Animate
- Introduction to Flash CS5

Health and Wellness
- Handling Medical Emergencies
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Biology
- Introduction to Chemistry
- Introduction to Natural Health and Healing
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Math
- Start Your Own Edible Garden

Health Information Management
- 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
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Biology
- Medical Terminology, A Word Association Approach
- Spanish for Medical Professionals

Healthcare
- Certificate in Alternative Medicine
- Certificate in Complementary Medicine
- Certificate in Complementary and Alternative Medicine
- Certificate in Optimal Health Environments
- Certificate in Spirituality, Health, and Healing
- Introduction to Natural Health and Healing
- Become a Physical Therapy Aide
- Become an Optimal Assistant
- 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
- Handling Medical Emergencies
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Medical Math
- Medical Terminology: A Word Association Approach
- Handling Medical Emergencies
- Certificate in Legal and Ethical Issues in Nursing
- HIPAA Compliance
- Legal Nurse Consulting
- Medical Math

Marketing
- Marketing Your Nonprofit
- Marketing Your Business on the Internet
- Marketing Your Business on the Internet
- Marketing Your Business on the Internet
- Marketing Your Business on the Internet
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For more information and to view our complete online catalog, go to: www.jeffco.edu

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.
ONLINE COURSES

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More than 250 online courses

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 email 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 email and the password you selected during enrollment.

ONLINE COURSES

ONLINE COURSES

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 amazing complexity of the human body.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II:
Canine Reproduction
Practicing veterinarian teaches 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
(36 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
(31 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 Oxygination
(32 contact hours) A holistic approach to the care of patients with disorders of oxygination.

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 childbirth women, newborns, and families.

Learn More...

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• 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.

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Visit our Online Instruction Center today!
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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.

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Online Courses For Teachers

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 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.

ONLINE COURSES

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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 improve your effectiveness as a teacher.

Get Assertive!
Find out how to 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
II and III are now available!
Learn six easy 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.

Learn More...
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• 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:
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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.

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WWW.JEFFCO.EDU
AMA (American Management Association)

ONLINE COURSES

Jefferson College Continuing Education courses provide our students with the opportunity to re-enter the mainstream of education, prepare for occupational advancement or re-training, or make learning a lifelong process. These American Management Association self-study courses, offering Continuing Education Units (CEUs), will enhance your career and improve your value to any organization. As part of the AMA network, you are one of 2 million business professionals around the world who have chosen the American Management Association as a resource for your professional needs.

INDIVIDUALS:

Flexstudy provides the professional with top quality American Management Association self study course material. You choose from a wide range of disciplines: sales, marketing, finance, leadership, customer service & more.

Improve your skill sets - work smarter, not harder. Gain Continuing Education Units (CEUs) and have an immediate impact on your organization.

Our courses provide practical solutions for today's business challenges and allow for continuous feedback along the learning curve. Register now to take a course through Jefferson College.

CORPORATE RESOURCE:

Flexstudy and Jefferson College are your one-stop source for finding online business training and development courses. Flexstudy and Jefferson College provide proven self study course material from the American Management Association, the number one management education and training organization in the United States.

Flexstudy is a tool for experiencing online learning, and is a powerful and versatile method for training your employees. It is an efficient way to help employees learn and grow. Contact Jefferson College for details on how to integrate these courses into your corporate training programs.

CERTIFICATE PROGRAMS:

Follow these steps to receive an AMA Certificate:

- Choose an area of concentration. To view the curriculum detail click on the program title in the list below.

- Select and order 5 or 6 courses totaling 10 CEUs. Each course may be applied toward one certificate. The number of CEUs awarded is listed with each course description.

- Upon successful completion of all the testing components in each course, you will receive a CEU certificate under separate cover.

- Inform certificate@flexstudy.com upon completion of 10 CEUs. You will then be awarded a Certificate from the AMA.

- Certificate In Success Skills In The Workplace
- Certificate In Customer Satisfaction Management
- Certificate In Quality Improvement Management
- Certificate In General Management
- Certificate For The Administrative Assistant
- Certificate In Manufacturing Management
- Certificate In Sales And Marketing Management
- Certificate In Human Resources Management
- Certificate In Finance And Accounting Management
- Certificate In Strategic Leadership
- Certificate In Business Communications Management
AMA ONLINE COURSES

Available Programs

Accounting
- Activity-Based Costing, Second Edition
- Alternative Dispute Resolution for CPAs
- Cost Accounting for Planning and Control
- Forensic Accounting and Financial Fraud
- The Job of the Accounting Manager: Leading Edge Strategies

Communications
- Business Writing: When English Is a Second Language
- Communication Skills For Managers, Fourth Edition
- Fundamentals of Business Writing
- How to Sharpen Your Business Writing Skills
- Interpersonal Communication Skills in the Workplace
- Planning and Leading Productive Meetings
- Presentation Success: How to Plan, Prepare, and Deliver Effective Presentations
- The Grammar and Proofreading Course

Customer Service
- How to Be a Great Call Center Representative
- Keeping Customers for Life

Finance For Managers
- A Practical Approach for Cashflow Reengineering
- Finance and Accounting for Nonfinancial Managers, Second Edition
- Financial Tools to Drive Business Strategy
- Fundamentals of Budgeting for Nonfinancial Managers
- Fundamentals of Finance and Accounting for Nonfinancial Managers, Third Edition
- How to Build Effective Financial Reporting Systems
- How to Make the Right Leasing Decisions
- How to Prepare a Financial Forecast
- Planning Cash Flow

Human Resources
- Compensation: How to Develop Effective Reward Programs
- Fundamentals Of Human Resources Management, Fourth Edition
- How To Manage Training: Facilitating Workplace Learning for High Performance
- How to Plan and Conduct Productive Performance Appraisals
- Successful Interviewing: Techniques for Hiring, Coaching, and Performance Management Meetings

Leadership
- Delegating for Business Success
- First Level Leadership: Supervising in the New Organization, Second Edition
- Gaining Competitive Advantage with Shared Leadership Teams
- Leadership Skills for Managers, Fourth Edition

Management
- A Manager’s Guide To Human Behavior, Fourth Edition
- Corporate Governance: What it Means for Managers
- First-Line Supervision, Fifth Edition

Management (continued)
- How to Develop the Strategic Plan
- How to Manage Conflict in the Organization, Second Edition
- How to Plan and Manage Your Company Budget, Fifth Edition
- Managing and Achieving Organizational Goals
- Performance Management
- Planning and Managing Change
- The Complete Training Course for Managers
- What Managers Do

Manufacturing/Operations
- Fundamentals of Inventory Management & Control, Third Edition
- Fundamentals of Statistical Process Control
- How to Manage Maintenance
- How to Plan & Manage Warehouse Operations, Second Edition

Manufacturing/Quality
- How to Lead a Business Process Improvement Effort
- ISO 9001:2000 Making the Transition
- Managing the Customer Satisfaction Process
- Total Quality Management
- Understanding and Implementing ISO 14001

Marketing
- Fundamentals of Marketing, Fourth Edition
- How to Write a Marketing Plan

Negotiation Skills
- Interpersonal Negotiations: Breaking Down the Barriers
- Successful Negotiating

Personal Development
- Developing Basic Job Skills
- Personal Strategies for Managing Stress, Second Edition
- Practical Problem-Solving Skills in the Workplace

Project Management
- Successful Project Management, Second Edition

Purchasing
- Fundamentals of Purchasing
- Strategic Supply Management

Strategic Planning
- Mergers and Acquisitions: A Strategic Valuation Approach

Supervision
- Coaching for Top Performance

Team Building
- How to Be an Effective Facilitator
- How to Build High Performance Teams
- How to Make Teams Work

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- How to Manage Your Priorities
- Taking Control with Time Management, Fifth Edition
Courses Designed to Meet Recognized Industry Standards
All Courses are Issued CE/PEU Credits and Documented on College Transcript
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and Based on the National Electrical Code

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OSHA 30-Hour

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Advanced AC Motor Principles
Conduit Bending
Conduit Layout and Installation
Conduit System Materials
Introduction to Transformers
KeyTrain Applied Technology - Electricity - Level 3
KeyTrain Applied Technology - Electricity - Level 4
KeyTrain Applied Technology - Electricity - Level 5
KeyTrain Applied Technology - Electricity - Level 6
Electrical Circuits and Supplies
Electrical Schematic Symbols - Input Devices
Electrical Schematic Symbols - Logic & Output Devices
Electrical Shock
Introduction to AC Components and Motors
Electromagnetics
Electrical Safety Awareness
Three-Phase AC Circuits
Introduction to AC Motor Maintenance
Introduction to DC Motor Maintenance
Introduction to DC Motor Theory
Introduction to DC Motors
Introduction to Electrical Diagrams
Introduction to Electrical Schematics
PLC1-Fundamentals
PLC2-Programming
PLC3-Inputs and Outputs
PLC4-Troubleshooting
PLC5-Communications and Advanced Programming
Preventive AC Motor Maintenance
Single-Phase Motors
Three-Phase Motors (Parts One & Two)
USA3-Mechanical and Electrical Inspection
HVAC&R1-Complete System Troubleshooting
HVAC&R2-Air Handlers-Mechanical Systems
HVAC&R3-Air Handlers-Calibration
HVAC&R4-Chillers-Mechanical Components
HVAC&R5-Chillers-Leak Check and Electrical
HVAC&R6-Cooling Towers-Maint. & Troubleshooting
HVAC&R7-Condensers-Maint. and Troubleshooting
Flow Control Valves
HDL1 - Harnessing Hydraulic Power
HDL3-The Hydraulic Pumps & Actuators

More online courses are available – For complete listing of courses go to www.jeffco.edu – Continuing Education and search from a variety of online publishers

These courses have been approved by the Jefferson County Building Commission for professional education unit credits.
For more information on additional approved courses go to www.jeffco.edu – Continuing Education

Call For More Information:
Continuing Education Department
(636) 481-3144 or 797-3000, ext. 3144

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www.jeffco.edu
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COURSES ARE AVAILABLE FOR THE FOLLOWING AREAS:

✓ Building Design       ✓ Industrial Engineering
✓ Business Skills - Engineering ✓ Law and Ethics
✓ Civil Engineering     ✓ Materials Engineering
✓ Coastal Engineering   ✓ Mechanical Engineering
✓ Control Systems Engineering ✓ Oil/Gas/Petrochemical
✓ Electrical Engineering ✓ Project Controls
✓ Environmental Engineering ✓ RFID
✓ Geotechnical Engineering ✓ Structural Engineering
✓ Green Engineering     ✓ Transportation Engineering

Go to
www.jeffco.edu – Continuing Education for additional course information
Pharmacy Technician

The Pharmacy Technician training program is designed to help students gain the knowledge and skills necessary to work as pharmacy technicians in both a retail and institutional setting. The program’s 14 modules and final exam are also specifically designed to prepare students for national certification.


Certified Electronic Health Record Specialist (CEHRS)

EHR Specialists’ duties will vary with size and specialty of the facility in which they may work. Many can specialize in varying areas or one aspect of the EHR such as entry level coders, encoding within a hospital setting, abstractors and or coding specialist, HIPAA Compliance Officers or HIM (Health Information Managers) and be on the entire department within larger healthcare facilities. The duties an electronic health record specialist may perform include but not necessarily be limited to: Assemble patient’s health information to ensure information is complete and accurate; Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer; Statistical and Data Analysis for Quality Improvement Measures; Manage data backup, retention of records, Work National Database Registries. Books Included. 130 hours / 12 months access / Instructor Supported

Medical Transcription

The Medical Transcription online training program consists of 21 modules, or course subjects, which prepare students to work as medical transcribers.

Program Orientation-Technology and The Medical Professional-Keyboard Kinetics-Medical Word Building-Grammar and Punctuation-Anatomy, Pathophysiology, and Disease Processes-Anatomy, Pathophysiology, and Disease Processes-Mastering Medical Language-Pharmacology-Building the Medical Record-Diagnostic Reports-Focus on Medical Specialties-Midterm-Perfect the Test-Introduction to Transcription-Clinic Note-Enhancing Productivity-Basic Acute Care-Advanced Acute Care-Final Exam Preparation

Medical Transcription Editor

Medical Transcription Editor training program includes 23 modules, or course subjects, and is designed to help students gain the knowledge and skills of medical transcription editors, including both medical transcription and speech recognition editing.

Inpatient and Outpatient Medical Coding and Billing

The Inpatient and Outpatient Medical Coding and Billing online training consists of 20 modules, or course subjects, which prepare students to work as inpatient coders.


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Hillsboro, MO 63050
www.jeffco.edu

Call For More Information:
Continuing Education Department
(636) 481-3144 or 797-3000, ext. 3144
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 – Community Outreach – Continuing Education – Professional Development. Check back often, for updates, or call the Continuing Education Office for personal assistance.*
The Microsoft Certified Application Specialist Training program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Windows Vista® and Microsoft Office® productivity software: Excel, Word, Power Point, Access & Outlook.

Students who complete MCAS certification training earn more than employees who are not certified.

82% of the students who get certified report getting a raise upon receiving their certification.

120 hours Online (Instructor led courses are available)

MCAS Certification Testing Available at Jefferson College

This comprehensive, performance-based program teaches students to be proficient in Microsoft Office 2013: Word, Excel, Power Point, Outlook, and Access. Participants receive a certificate of completion from the college upon successful completion of the course. Students are then well prepared to take the Microsoft Certified Application Specialist Tests.

To earn the Microsoft Certified Application Specialist (MCAS) certification for Microsoft Office a student must pass one or more Microsoft certification exams (offered by Microsoft). Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs. This Microsoft Certified Application Specialist Training program will prepare you to sit for the Microsoft exams.

Microsoft Excel
The Complete Guide to Excel teaches users how to create spreadsheets from simple checkbooks to price sheets, market forecast and scenarios.

Microsoft Word
The Complete Guide to Word teaches users how to create documents from simple letterheads and envelopes to custom web pages.

Microsoft PowerPoint
The Complete Guide to PowerPoint offers examples of colorful, animated slide shows.

Microsoft Outlook
The Complete Guide to Outlook teaches users how to set up and use email, an electronic calendar, contacts, tasks, and journal entries effectively. Security, administration and backups are also demonstrated.

Microsoft Access
The Complete Guide to Access teaches users how to create database tables, forms, queries and reports. The focus is on optimizing the databases for efficient data entry and generating comprehensive reports.

* The latest version of Microsoft Office is required to run this course
* Adobe Flash Player and Adobe Acrobat Reader are required for this course.
* Internet Connectivity: a minimum of 56k connection rate is recommended; however, high speed access (Cable or DSL) is preferred.
This course cannot be taken from a Mac computer.

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INSTRUCTOR LED COURSES TAUGHT BY AN OSHA AND MSHA AUTHORIZED INSTRUCTOR

- OSHA 10
- OSHA 30
- OSHA 500 – Construction Industry
- OSHA 501 – General Industry
- MSHA 8
- MSHA 24
- MSHA 46
- MSHA 48
- Asbestos Safety
- Lead Safety
- First Aid and CPR
- Hazwoper 40

ADDITIONAL ON-LINE COURSES

- General Industry
- Asbestos Protection
- Back Safety
- Bloodborne Pathogens for Emergency Respondents
- Carcinogen Safety
- Chemical Hazard Communications
- Chlorine Safety
- Compressed Gas Safety
- Electrical Personal Protective Equipment
- Environmental Disaster Preparedness
- Emergency Response & Spill Control (HAZWOPER)
- Environmental Awareness Part 1: Air and Water
- Environmental Regulations Overview
- Fall Protection Awareness
- Fire and Explosion Hazards
- Eye and Face Protection

- Fire Prevention and Safety
- Forklift Certification / Safety
- Hand and Power Tool Safety
- Hazard Communication
- Hazardous Material Management
- Health, Safety, and Security Challenges
- Hearing Conservation
- Indoor Hoisting and Rigging
- Industrial Ergonomics
- Laboratory Safety
- Ladder and Scaffolding Safety
- Lead Awareness
- Lockout/Tagout
- OSHA General Industry Safety
- Personal Protective Equipment Machine
- Guarding Safety
- Powered Industrial Truck Safety
- Workplace Security Awareness

HEALTH CARE

HIPAA Privacy:
- Administrative Requirements
- Patient Rights

HIPAA:
- Implementing Privacy Rules
- Privacy Breaches and Sanctions
- Electronic Health Data Transactions
- Securing Protected Health Information

Bloodborne Pathogens for Emergency Respondents
Biological Hazard Communications
Bloodborne Pathogens for Health Care Workers
Hazcom for Healthcare
Medical Terminology: A Word Association Approach

WorkKeys® Courses can be Combined With WorkKeys Assessments (Applied Math, Reading, Locating Information)
for Work Readiness Skills Certification (National Association of Manufacturers (NAM) – Endorsed Skills Certification System – www.nam.org)

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Jefferson College Continuing Education & Workforce Development
(636) 481-3144 / 797-3000, ext. 3144
WWW.JEFFCO.EDU
Attention Students!

! Would you like to improve your Compass Scores?

! Do you want to save time, money, and financial aid?

! Would you like to make new friends and work with great Jefferson College instructors?

! Then check out the JASSI program!

JASSI (Jeffco Aspiring Student Summer Institute) is an intensive 6 week program designed to help prospective Jefferson College students increase their reading, writing and math skills in an effort to improve Compass test scores. Improved Compass Scores may allow students to place into higher level courses thus saving students time and money on their college career path.

Students will be allowed to Compass test again without additional fees at the completion of the JASSI program. Students will take the Computer Proficiency exam as part of the JASSI program. JASSI completers will also be given assistance with course registration. JASSI participants will also participate in activities designed to increase each student’s self-knowledge so as to further enhance achieving one’s life and college goals.

Participation in JASSI requires application to Jefferson College and Pre-Compass scores in reading, writing and math.

Please Note, students must be able to attend the entire session.

Dates: JC Hillsboro and JC Arnold
Monday through Thursday
9:00 a.m.—12:30 p.m.

Cost: $25—Students must have applied to Jefferson College ($25 application fee).

For more information or to receive an application, please contact:

Deb Shores
c/o Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
(636) 481-3286 or (636) 797-3000/942-3000, ext. 3286 or dshores@jeffco.edu

Applications must be received by Monday, June 1, 2015.

Notifications of acceptance into the JASSI program will occur by June 10, 2015.

Non-Discrimination Notice

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, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Americans with Disabilities Act (ADA) Coordinator for students is the Disability Support Services Coordinator, Office – Library 110, (636) 481-3169 or 797-3000, ext. 3169.

The College Coordinator of Title IX is the Director of Enrollment Services, Office – Student Center 122, (636) 481-3230 or 797-3000, ext. 3230. Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Associate Vice President of Student Services, Office – Student Center 205, (636) 481-3200 or 797-3000, ext. 3200.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Director of Human Resources, Office – Administration 133-E, (636) 481-3157 or 797-3000, ext. 3157.

(12-9-14) http://www.jeffco.edu/non-discrimination-policy#.VlhmG3vCcnl
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.
Business & Community Development Director
(636) 481-3168 or 797-3000, ext. 3168
bherrick@jeffco.edu

For more information, go to our web site at www.jeffco.edu
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.
Use this form for mail-in and FAX only.
Please make check payable to JEFFERSON COLLEGE.

Pre-registration is required for all courses

**COURSES STARTING ALL THE TIME!**

**SIGN UP TODAY!**

**BY PHONE**
MasterCard/VISA/Discover only –
Call our 24-Hour Customer Service Line: (636) 481-3144 or 797-3000, ext. 3144 / (TDD users call (636) 789-5772).

**BY MAIL**
Fill out registration form on this brochure and mail to:
ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050

**IN PERSON**
Continuing Education Office, Administration Bldg.,
Monday-Friday, 8 a.m. – 4:30 p.m.; Closed Sat & Sun

**BY FAX**
MasterCard/VISA/Discover only (636) 789-4012,
using the registration form on this brochure

**BY E-MAIL**
MasterCard/VISA/Discover only –
EnrollCE@jeffco.edu.

Continue Education Registration Form

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1. Male Female
2. Social Security # Student I.D.
   Last First Middle
3. Address
   Street City State Zip
4. Home Phone Business Phone
5. Date of Birth
6. / / 
7. E-mail

Please register me for the following course(s):

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<th>Reference #</th>
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MasterCard □ VISA □ Discover Card # Exp. Date
Cardholder’s Name:

OFFICE USE ONLY
Cash _______ Check # ____________ Term ____________
Received by: ____________ Date: ____________ Time: ____________ A.M. _______ P.M. _______

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

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