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**Jefferson College Hillsboro**  
1000 Viking Drive • Hillsboro, MO 63050

DIRECTIONS (from I-270):  
Tesson Ferry (Highway 21) (Exit 2) south approximately 23 miles (toward Hillsboro) to campus on right. Turn right on Hayden Road & then left on Jefferson College Drive. The college will be on the right within one quarter mile.

OR (from I-55):  
Take Exit 175 at Festus & go west on Highway A for approx. 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The college will be on the left within one quarter mile.

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

DIRECTIONS:  
The Jefferson College-Arnold is located at 1687 Missouri State Road near the intersection of Highway 141 and Astra Way.
HEALTHCARE

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

NOTE: Tuition assistance may be available!

Section: 1
Day/Date/Time: Arranged
(call 636-481-3144 for details)
Location: Online
Instructor: Career Step
Fee: $5785

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

NOTE: Tuition assistance may be available!

Section: 0
Day/Date/Time: Arranged
(call 636-481-3144 for details)
Location: Online
Instructor: Career Step
Fee: $3690
Certified Medication Technician (CMT)
(HEA960)
The Certified Medication Technician program prepares individuals for employment as a CMT in an intermediate or skilled care nursing facility. This program consists of 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: basic review of body systems and medication effect on each system; medical terminology; infection control; and medication classifications.

A mandatory 8 hour clinical arranged by the instructor is required to complete the program. Students must successfully complete a written examination and final practicum exam before a certification can be issued.

PREREQUISITE: Must be a Certified Nurse’s Aide for at least 6 months prior to admission and maintain CNA employment throughout the training.

Section: 0
Day/Date/Time: Tuesdays, October 6 - December 8
Location: Hybrid (online and inperson)
Sessions: 16
Instructor: Ginger Hand
Fee: $969

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

Section: 0
Day/Date/Time: Thursdays, December 10 - 17
Location: JCA 325
Sessions: 3
Instructor: Ginger Hand
Fee: $125

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

NOTE: Acceptance into the CNA Program is conditional upon meeting specific pre-determined criteria.

NOTE: Tuition assistance may be available!

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Arranged
Sessions: 32
Instructor: Karen Amsden/Lori Casteel
Fee: $2287
BLS for Healthcare Providers
(PD2 998)
This course is designed for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a variety of in-hospital and out-of-hospital settings. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include one rescuer adult/child/infant CPR AED, two rescuer adult/child/infant CPR AED, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, and relief of choking adult/child/infant. Written and practical skills (hands on mannequin simulation) evaluation and testing are required for course completion. Upon successful completion, participants will receive a BLS for Healthcare Provider course completion card, valid for 2 years.

**Section:** 0
**Day/Date/Time:** Tuesday, November 10, 5:00 – 10:00 p.m.
**Location:** CTE166
**Sessions:** 1
**Instructor:** Richard Stephenson
**Fee:** $65.00

**Section:** (MA Students Only)
**Day/Date/Time:** Monday, September 28, 5:00 – 10:00 p.m.
**Location:** CTE166
**Sessions:** 1
**Instructor:** Richard Stephenson
**Fee:** $65.00
PROFESSIONAL DEVELOPMENT
CEU

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

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

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

**Servsafe Certification for Managers**
(PRO946)
This certification course is in the ServSafe program format which has become the industry standard in food-safety training and is accepted in most jurisdictions that require employee certification. The ServSafe program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing, to preparing and serving. Participants will learn science-based information on operating a safe food establishment; something all employees and operators need to know in order to be a part of a food-safety team. Upon successful completion of this course, the resulting certification is good for a period of 5 years. This course is taught by Jefferson County Health Department staff, and meets the Jefferson County Food Service Sanitation Order requirement for managers or operators of food establishments.

NOTE: This fee does not include a book.
Manufacturing Technician Program
The Manufacturing Technician Program prepares a person for employment in a manufacturing environment and is based on the MSSC (Manufacturing Skills Standards Council) model with a focus on the following areas: Safety, Quality, Industrial Math, Blueprint Reading and Interpretation, Dimensional Metrology, and Machining. Instruction will focus on manufacturing concepts and actions that can produce higher quality products, increase productivity, achieve greater customer satisfaction, and assure a safe and healthy work environment. 100 hrs

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: TC, Rooms 104 & 106
Sessions: 100 Class Contact Hours
Instructor: Mike McKinney/Matt West
Fee: No Cost- Grant Funded

Construction & Mechanical Occupation (CAMO) Academy (PD5944)
This course is designed to provide participants with a quality pre-apprenticeship and occupational exploration experience leading to acceptance into a skilled apprenticeship program, enrollment in career technical training program, and/or related employment. Program will include career assessment, work readiness assessment/instruction, OSHA safety training, job search skills training, and career technical training. Student may choose one of two pathways: Construction Trades or Mechanical Trades.

Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Area Technical School
Sessions: 24
Instructor: Staff
Fee: $2595 (*Grant funding & tuition assistance available)
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 bode overview-boilers, water heaters, and pressure vessels; refrigeration overview- refrigeration; hydronic piping, fuel oil piping and storage, and solar systems will also be covered. Note: A textbook, not included in the course fee, must be purchased for this course.

Section: 0  
Day/Date/Time: Arranged (call 636-481-3144 for details)  
Location: CTE 110  
Sessions: 6  
Instructor: William Kaune  
Fee: $299

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

REQUIRED COURSE MATERIALS:  

Section: 0  
Day/Date/Time: Arranged (call 636-481-3144 for details)  
Location: CTE 110  
Sessions: 3  
Instructor: William Kaune  
Fee: $159
Certified Logistics Technician (CLT)
The Certified Logistics Technician (CLT) program certifies individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics technicians both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and competitiveness. The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate and the midlevel technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate. The CLT Certification addresses the core technical competencies of higher skilled, frontline material handling workers in all supply chain facilities: in factories, warehouses, distribution centers and transportation companies. MSSC awards the foundational-level Certified Logistics Associate (CLA) certificate and the mid-level CLT certification. CLA is a prerequisite for CLT.

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

Section: 1
Day/Date/Time: Online Option (call 636-481-3144 for details)
Sessions: TBD
Instructor: Kevin Davault
Fee: $1,500 Funding for the training may be available for the program from several job training programs.

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

Section 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59

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

Section: 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59

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

Section 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59
Plumbing Blueprint Reading
(PD4 981)
This course will explain how to successfully interpret plumbing drainage and water distribution systems with a focus on material take-off and how to make and understand isometric drawings. This course has been approved by the Jefferson County Code Enforcement Board for 2 PEU’s toward the current cycle for plumbers, drain layers, sprinkle fitters, and lawn irrigation professionals.

Section: 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59

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

Section: 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59

Plumbing Code Part 1
(PD4980)
This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations. This course has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

Section: 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59

Plumbing Code Part 2
(PD5940)
This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations. This course has been approved by the Jefferson County Code Enforcement Board for 2.0 PEUs toward the current cycle for Plumbers, Drain layers, Sprinkler fitters, and Lawn Irrigation professionals.

Section: 0
Day/Date/Time: Date TBD, 5 – 9 p.m.
(call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: Staff
Fee: $59
Plumbing Backflow Prevention Training and Certification Program

Backflow Prevention Assembly Tester Training and Certification Examination (ASSE)

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

Section: 1
Day/Date/Time: TBD (call 636-481-3144)
Length: 40 hours
Location: Hillsboro ATS Building Repair Classroom
Sessions: 9
Instructor: Staff
Fee: $649
*The Backflow Prevention Reference Manual (Third Edition) is the required text for this course.

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

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

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

Certification cannot be more than 6 months expired. Provide a copy of your certification card which will be submitted to ASSE upon completion of the course and exam.

Section: 1
Day/Date/Time: Arranged (call 636-481-3144)
Length: 8 hours
Location: Hillsboro ATS Building Repair Classroom
Sessions: 1
Instructor: Staff
Fee: $395
*The Backflow Prevention Reference Manual (Third Edition) is the required text for this course.
OSHA 10-Hour Safety & OSHA 30-Hour Safety: General Industry Construction Industry
(PRO 994/PRO 996)
The OSHA 10 course is designed for the entry-level, Construction Workers and general worker. Course topics include: Introduction to OSHA and the OSHA Act, General Safety and Health Provisions, Health Hazards including Hazard Communication and Materials, Focus Four: Electrical Safety, Struck By and Caught In-Between, Fall Protection, Personal Protective Equipment, Hand and Power Tools; and Scaffolds, Stairways and Ladders. Participants will receive a certification card upon successful course completion. Course is taught by OSHA-Approved Instructor.

Participants interested in OSHA 30 will participate in a comprehensive safety program designed for everyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 30-hour course completion card.

**Section:** OSHA 10  
**Day/Date/Time:** October 26, 8 am – 2 pm  
**Location:** JCA 325  
**Sessions:** 4  
**Instructor:** Larry Berry  
**Fee:** $99

**Section:** OSHA 30  
**Day/Date/Time:** October 26 & October 27, 8 am – 2 pm  
**Location:** JCA 325  
**Sessions:** 4  
**Instructor:** Larry Berry  
**Fee:** $389

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

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

**Section:** 0  
**Day/Date/Time:** November 9, 8 am – 4 pm  
**Location:** JCA 325  
**Instructor:** Larry Berry  
**Fee:** $75
Introduction to Drones
This is a 2 hour basic introduction to the topic which covers broadly the history of “drones”, the various types of drones from a technology standpoint, FAA regulations for hobbyists and commercial users etc.

Section: 0  
Day/Date/Time: TBD  
Location: Hillsboro Campus  
Call 636-481-3144 for exact location  
Instructor: USA Holdings  
Fee: $69

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

Section: 0  
Day/Date/Time: TBD  
Call 636-481-3144 for exact location  
Instructor: USA Holdings  
Fee: $419

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

Section: 0  
Day/Date/Time: Arranged  
Location: Online  
Sessions: 1  
Instructor: Voices for All  
Fee: $49

BOOK ASA’S Remote Pilot Test Prep 2019
**Beginning QuickBooks**  
(CP1906)  
An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors, and employees; managing lists, running and customizing reports; changing forms and generating letters. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

**Section:** 0  
**Day/Date/Time:** TBD  
**Location:** JCA 103  
**Sessions:** 4  
**Instructor:** Teresa Dorshorst  
**Fee:** $125

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

**Section:** 0  
**Day/Date/Time:** TBD  
**Location:** JCA 313  
**Sessions:** 3  
**Instructor:** Teresa Dorshorst  
**Fee:** $105

**Section:** 1  
**Day/Date/Time:** Wednesday, September 14, 21, 28, 6 pm – 9 pm  
**Location:** Online using Google Meet  
**Sessions:** 3  
**Instructor:** Teresa Dorshorst  
**Fee:** $105
**FAST COURSE**

**Intermediate Excel 2016**

(CMP974)
Take your Excel skills to the next level! Course covers formatting cell contents, managing multiple sheet workbooks, applying advanced functions, and performing data analysis. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have access to one. A book is included within this fee. Students must furnish own flash drive to save classroom assignments.

Section: 0  
Day/Date/Time: TBD  
Location: JCA 313  
Sessions: 3  
Instructor: Teresa Dorshorst  
Fee: $105

**Beginning Computers: Enter the 21st Century and Learn the Basics**

(CP1921)
This course is for the beginner and will teach the basics of computer usage including turning the computer on, using a mouse, saving documents on a flash drive and much more! Course is taught on an IBM/PC compatible computer; for maximum benefit, students should have access to one. A book is included within this fee. IMPORTANT: Students must furnish own flash drive to save classroom assignments!

Section: 0  
Day/Date/Time: TBD  
Location: JCA 233  
Sessions: 3  
Instructor: Teresa Dorshorst  
Fee: $50

**Social Media Basics**

(CP1931)
Wondering how to communicate with your grandchildren? Interested in your career opportunities? This course will explain the basics of social media programs such as Facebook and LinkedIn and how to use them effectively to meet your specific interests and career needs.

Section: 0  
Day/Date/Time: TBD  
Sessions: 2  
Instructor: Staff  
Fee: $50

**CALL**  
(636) 481-3144 or 797-3000, ext. 3144

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

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: JCA 325
Sessions: 1
Instructor: The QL Group

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

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: JCA 325
Sessions: 10
Instructor: The QL Group

CALL
(636) 481-3144 or 797-3000, ext. 3144

EMAIL
lrobart@jeffco.edu

(636) 481-3144 / 797-3000, ext. 3144
Diversity in the Workplace
(PD3-943)
Businesses rely on their reputations to keep their customers calling and retain their employees. No business wants to find themselves a target of a social media campaign or defendant in a lawsuit alleging discriminatory practices. During the current cultural and social climate, it is essential that businesses protect their brand and reputation by ensuring that their management of diversity is an asset and not a liability. This instructor-led course helps students understand their own level of diversity awareness as well as increase their capacity to engage in a diverse workplace.

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: JCA 325
Sessions: 3
Instructor: Staff
Fee: $119

Professional Networking
Networking and making meaningful connections is perhaps one of the hardest things to master when it comes to being a professional. Learning how to authentically connect is invaluable. The Quality Coach® walks participants through the tips and tricks to make the process less daunting and more successful. Having a strong professional network is one of the most powerful tools an individual can use to advance both their professional and personal lives.

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Online
Sessions: 1
Instructor: The Quality Coach
Fee: $315

Quality Communication
Dive deep into what it takes to ensure shared and verified understanding in communication. Key elements are discussed and practiced. Participants are ready to apply these tools and practices upon completion.

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Online
Sessions: 1
Instructor: The Quality Coach
Fee: $315

THE QUALITY COACH
Customer Service Excellence
There are foundations for strong customer service and we have all heard of amazing stories (Zappos, Disney, Southwest Airlines) but we have certainly all experienced less than par service. How do you provide the best foundation for consistent and sustainable customer service training? The Quality Coach® can help! We focus on areas such as customer relations, customer focus, overall professionalism as well as de-escalating high intensity situations.

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Online
Sessions: 1
Instructor: The Quality Coach
Fee: $315

Dispensary Agent Fundamentals
Gain skills to join the growing field of medical cannabis. Missouri passed Amendment 2 in November 2018 allowing for the medical use of cannabis. Employers are seeking trained workers to join the field. Job opportunities include dispensary workers, agriculture specialists, etc. This course prepares students for entry-level employment as a medical cannabis dispensary agent in MO. Topics include compliance and control, product selection, regulatory and business principles, patient consultation, industry ethics and professionalism, and standard operating procedures. The course is entirely online and takes 6 weeks to complete.

Section: 0
Day/Date/Time: TBD (call 636-481-3144 for details)
Location: Online
Sessions: 1
Instructor: The Quality Coach
Fee: $315
Gain Skills to Join the Growing Field of Medical Cannabis!

Dispensary Agent Master Course
– Responsible Cannabis Industry Training –

Jefferson College developed this training program in cooperation with North Medical Group, LLC, the leading provider of medical cannabis in Jefferson County.

Course Description
The Dispensary Agent Master Course prepares students for entry-level employment as a medical cannabis dispensary agent in the state of Missouri. Topics include compliance and control, product selection, regulatory and business principles, patient consultation, industry ethics and professionalism, and standard operating procedures.

The course is completed entirely online and takes 6 weeks to complete. Instruction provided by certified cannabis industry professionals. Maximum enrollment is 30 students per session. Minimum age to enroll in the Dispensary Agent Master Course is 21.

For Registration Information & Costs contact
Jefferson College Workforce Development & Employment Services
(636) 481-3144 or 797-3000 • www.jeffco.edu/jcce

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accommodations for a disability are needed, contact the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or cplatter@jeffco.edu.
This course is designed for **Healthcare Professionals** who need to know how to perform CPR, as well as other life-saving skills, in a variety of in-hospital and out-of-hospital settings.

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

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

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

**NOTE:** This course is a pre-requisite for anyone planning on enrolling in the CNA Program.

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

PROGRAM INFORMATION

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

QUALIFICATIONS OF THE PROGRAM

Students MUST:

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

REQUIRED MATERIALS

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

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

COST OF THE PROGRAM

- Tuition - $1800
- Required Materials - $290 (white shoes not included)
- Application Fee - $125

(A one-time non-refundable fee which covers the costs of doing the background check, drug and alcohol screen, and the cost of taking the required BLS course.)

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

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

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

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


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

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

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

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

**Phase 1: Course Instruction (510 hours of online instruction)**

**Phase 2: Pre-Clinical Academy Program (Instructor led)**

**Phase 3: On Site Clinical Experience (Employer led)**

**WHAT DO MEDICAL ASSISTANTS DO?**

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

**WHERE DO MEDICAL ASSISTANTS WORK?**

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

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**COURSE OBJECTIVES**

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

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- EXECUTIVE ASSISTANT
- MEDICAL BILLING
- ICD-10 FOR ICD-9 CODERS
- MICROSOFT OFFICE 2010

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

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

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

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

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

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

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

* College credit for prior learning available upon completion of course
The Pharmacy Technician program was developed in collaboration with practicing pharmacists and certified pharmacy technicians to make sure students gain the knowledge and skills needed to succeed and to enter employment.

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

**COURSE OBJECTIVES**

**Online Curriculum – 400 hours**

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

**Externship – 200 hours**

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

**What Do Pharmacy Technicians Do?**

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

**TUITION ASSISTANCE MAY BE AVAILABLE!**
Backflow Prevention Assembly Tester Training & Certification Examination (ASSE)

Length: 40 hours

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

Course Fee: $649

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

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

Length: 8 hours

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

Course Fee: $395
The Construction And Mechanical Occupations (CAMO) Training Academy Program is designed to provide participants with a quality pre-apprenticeship and occupational exploration experience leading to acceptance into a skilled apprenticeship program, enrollment in a career technical training program, and/or related employment.

The program will include career assessment, work readiness assessment/instruction, OSHA safety training, job search skill training, career technical training, and work experience training. This program is grant funded.

**Construction Trades Training Program**
*(Electrical/HVAC/Plumbing/Carpentry/Building Repair)*
- Job Skills Boot Camp/Work Readiness/Financial Literacy
- Electrical/HVAC
- Plumbing
- Carpentry
- Building Repair/Painting/Masonry
- Construction Project

**Mechanical Trades Training Program**
*(Automotive/CIM/Welding/Metal Fabrication/Machining)*
- Job Skills Boot Camp/Work Readiness/Financial Literacy
- Automotive Technology
- Computer Integrated Manufacturing
- Welding/Metal Fabrication
- Machining/Mechanical
- Mechanical Project

**Additional Program Elements**
- WorkKeys/NCRC
- Strengths-Finder
- OSHA 10
- Resume Skills
- Interviewing Skills
- Work Gear
- Drug/Background Screening
CERTIFIED LOGISTICS TECHNICIAN (CLT) PROGRAM

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

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

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

The Manufacturing Skill Standards Council (MSSC) is the nation’s leading industry-led training, assessment and certification organization focused on the core technical competencies needed by the nation’s frontline production and material handling workers. The nationwide MSSC certifications, based upon industry-defined and federally-endorsed national standards, offer both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the knowledge and skills increasingly needed in the technology-intensive advanced manufacturing and logistics jobs of the 21st century.
This course is designed to give students the knowledge to understand different Electrical Safety Qualifications for a worker to work on or near energized parts or equipment. Students will be instructed on the Prevention of Electrical Hazards, Protection from Electrical Hazards, and how to implement Electrical Best Safe Work Practices. The content in this course is based on the NFPA 70E guidelines.

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

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

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

**TRADES INCLUDED**
- Electricians
- HVAC
- Pipefitters
- Plumbers

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

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

**Building Science Principals Certification (BSP)**

**HVAC Courses:**
- HVAC Mechanical Code
- Fuel Gas Codes and Pipe Sizing
- HVAC Equipment & Systems: Small Office Buildings (online)
- HVAC & R Controls (online)
- HVAC Systems and Control Fundamentals (online)
- HVAC Technician Fundamentals (online)
Web Design Online Courses

Creating Web Pages
Learn how to design, create, and post your very own site on the Internet’s World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

Designing Effective Websites
This course will teach you powerful graphic design techniques that will help you build Web sites that are attractive and highly effective. You’ll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You’ll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you’ll understand how users read on the Web and the characteristics of effective Web writing.

Creating WordPress Websites
Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress.com is the answer! WordPress.com is one of the world’s most popular Web design tools. In these lessons you’ll get hands-on experience as you create your own WordPress.com website.

Introduction to CSS3 and HTML5
Intermediate also available!
Learn how to create state-of-the-art Web sites using modern CSS and HTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to Dreamweaver CS6
Intermediate also available!
Learn Adobe Dreamweaver from a Web design pro. Master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. Discover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience.

Introduction to PHP and MySQL
Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site’s visitors. You’ll see how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You’ll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

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INSTRUCTOR LED NON-CREDIT ONLINE COURSES

Common Core Standards for English Language Arts K-5
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Grammar Refresher
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Guided Reading and Writing: Strategies for Maximum Student Achievement
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Integrating Technology in the Classroom
In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Singapore Math Strategies: Model Drawing for Grades 1-6
In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

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

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Students with ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Teaching Students with Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers.

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Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

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

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

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

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

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Physiology
Gain a greater appreciation and understanding of the marvelous 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
(27 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

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

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

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

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

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1. Visit our Online Instruction Center:
www.ed2go.com/jeffce
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

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There are foundations for strong customer service and we have all heard of amazing stories (Zappos, Disney, Southwest Airlines) but we have certainly all experienced less than par service. How do you provide the best foundation for consistent and sustainable customer service training? The Quality Coach® can help! We focus on areas such as customer relations, customer focus, overall professionalism as well as de-escalating high intensity situations.

PROFESSIONAL NETWORKING

Networking and making meaningful connections is perhaps one of the hardest things to master when it comes to being a professional. Learning how to authentically connect is invaluable. The Quality Coach® walks participants through the tips and tricks to make the process less daunting and more successful. Having a strong professional network is one of the most powerful tools an individual can use to advance both their professional and personal lives.

QUALITY COMMUNICATION

Dive deep into what it takes to ensure shared and verified understanding in communication. Key elements are discussed and practiced. Participants are ready to apply these tools and practices upon completion.

1 SESSION EACH • $315 PER SESSION • CALL 636-481-3144 FOR DETAILS
TRAINING AREAS:
• Business
• Computer & Information Technology
• Office Skills Training
• Quality Systems
• Team Building

• Communication Skills
• Leadership and Management
• Organizational Change & Development
• Safety and Regulatory
• Technical Training

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.

Lora Warner
Assistant Director of Workforce & Employment Services
(636) 481-3223 or 797-3000, ext. 3223
lwarner@jeffco.edu

For more information, go to our web site at www.jeffco.edu/jcce
Study for your HiSET* (Formerly GED) and move on with your future!

*Assistance may be available to pay HiSET testing fee

FREE!

ADULT EDUCATION & LITERACY CLASSES

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

The Jefferson College Adult Education and Literacy Program is a FREE resource for the community. Every year, AEL assists hundreds of students in:

✓ earning their HSE (formerly GED),
✓ preparing for college classes,
✓ transitioning into employment, and
✓ learning the English language.

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

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

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

www.jeffco.edu/jcce
The mission of JFCAC is to serve individuals and families through partnerships, empowerment, and education in order to strengthen and improve the entire community.

WE OFFER THE FOLLOWING SERVICES AT NO COST TO YOU:

**Energy Assistance**
October—March we offer an energy grant for your primary source of heat; you do not have to have a disconnection notice for this grant.

When funding is available:
- **October – May** we offer emergency assistance for your primary or secondary source of heat; you must be in threat of disconnection for this program.
- **June – September** we offer emergency assistance for electric disconnection notices.

**Weatherization**
The program’s goal is to reduce energy costs by improving the energy efficiency in homes and addressing health and safety concerns.

**Head Start** (ages 3-5)
Early Head Start (prenatal–age 3)
Our staff work with parents and their child to provide a complete learning experience for each student.

We have both home based and center based services. Those enrolled at our centers receive nutritious meals, snacks, and a quality preschool education. In addition, we assist you in obtaining dental and vision services for your child.

**Women, Infants, & Children (WIC) Jefferson County Only**
Through this health and nutrition program our staff provides food supplements to those with special nutritional needs such as: pregnant women, nursing mothers, women with babies under 6 months of age, infants and children up to age 5. We also provide lactation services through the Breastfeeding Peer Counselor Program. Our WIC program is one of the 20 to be chosen as a Breastfeeding Friendly Clinic. We have two WIC sites which offer extended office hours.

**Community Services**
We provide one-on-one assistance in connecting you to services delivered through JFCAC and other organizations that will be the most helpful for your situation. This includes but is not limited to: food pantries, legal services, medical/dental clinics, Christmas assistance, school supplies.

We offer employment and training services in addition to our Step Up to Leadership Classes.

JEFFERSON COUNTY OFFICE
(636) 789-2686
2 Merchants Drive • Hillsboro, MO 63050
Office Hours: Monday – Thursday 7:30 a.m.—5:00 p.m.
Please note our Jefferson County office is closed for lunch from 12pm to 1pm
For more information, please visit our website at www.jfcac.org

*This institution is an equal opportunity provider. JFCAC does not discriminate on the basis of race, color, religion, sex, familial status, national origin, ancestry, age or disability and operates in accordance with the Federal Fair Housing Law. Projects are funded in whole or in part with federal funds received from the U.S. Department of Health & Human Services (HHS), Community Services Block Grant, as provided by Missouri Department of Social Services, Family Support Division. The funds received from the Family Support Division are all federally funded. Weatherization receives its funding from Missouri’s Department of Economic Development which is federally funded by the U.S. Department of Energy’s Weatherization Assistance Program and the U.S. Department of Health & Human Services Low Income Home Energy Assistance Program. Further funding is provided by AmerenUE and Laclede Gas. Head Start is funded by the Health and Human Services Bureau (HHS/ACF/Head Start Bureau) and the Missouri Department of Health. In addition, the community provides a 20% in-kind match for the federal funds provided by the HHS/ACF/Head Start Bureau. WIC is funded by Missouri Department of Health and Senior Services.*
Gain the employment advantage!
From start to finish, Missouri Job Center staff actively work with you to identify career goals, and discover and improve job-related skill sets using jobs.mo.gov, Missouri’s workforce system website. They will also help you complete an effective résumé and job match on MoJobs.

NO COST EMPLOYMENT ASSISTANCE

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

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

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

Write a Résumé that Gets an Interview
Work with our experienced Center staff one-on-one or attend a workshop to write a résumé and cover letter that employers will notice.

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

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

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

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

3675 West Outer Road, Suite 102
Arnold, MO 63010

Call 888-728-5627
or visit jobs.mo.gov
For a schedule of available workshops!

1.800.292.1314
**FREE HELP**

IF YOU ARE RECEIVING FOOD STAMPS

**WHAT IS SKILLUP?**

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

**JEFFERSON COLLEGE OFFERS PROGRAMS IN:**

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

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

1000 Viking Drive • Hillsboro, MO 63050 • www.jeffco.edu
The Employment Services Office supports Jefferson College students, alumni, and the Jefferson County community by providing job search assistance and resources. The office assists Employers by providing job postings and referrals for openings.

Services include:

- Developing a resume or cover letter
- Completing on-line employment applications
- Job interviewing techniques
- Job search strategies
- Network development
- Providing job leads
- Assisting Employers in promoting and finding candidates for their position openings

For more information:

Cynthia Critchfield
Workforce and Employment Specialist
(636) 481-3223, ccritchf@jeffco.edu

Office Location:
Hillsboro Campus — CTE Room 101

Hours - Jefferson College Hillsboro:
Monday - Friday, 8:00 am - 4:30 pm*
*Appointments may be made for students at the Jefferson College Arnold location. Office is closed when campus is closed.
WHAT IS CONTINUING EDUCATION?
Jefferson College Continuing Education courses provide opportunity to:
• Enter or re-enter the mainstream of education;
• Prepare for occupational advancement or re-training;
• Receive a high school equivalency diploma (GED); and/or
• Make learning a lifelong process.

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

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

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

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

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

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

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

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

Courses Starting All the Time!
Sign Up Today!

Jefferson College reserves the right to cancel a class session when necessary and will provide a make-up session. Jefferson College reserves the right to substitute teachers when necessary.
# Pre-Registration is Required for All Courses

## 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
Jefferson College, Student Center Room 101
Workforce Development & Employment Services Office
Mon-Thurs, 8 AM – 4:30 PM; Fri, 8 AM – 11:30 AM

### BY FAX
MasterCard/VISA/Discover only:
Use form below & FAX to (636) 287-9084

### BY EMAIL
MasterCard/VISA/Discover only –
lrobart@jeffco.edu

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## Registration Form

**Jefferson College**

**Workforce Development & Employment Services**

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

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

- Male
- Female

**Social Security #**

**Last**

**First**

**Middle**

**1.**

**2.** (or Student I.D.)

**3. Address**

**Street**

**City**

**State**

**Zip**

**4.** Home Phone

**5.** Business Phone

**6.** Date of Birth / / 

**7.** E-mail

**8.** Business Name

**9.** Zip

**10.** Business Address

**Please register me for the following course(s):**

**Term:**

**Received by:**

**Date:**

**Time:** A.M. / P.M.

**OFFICE USE ONLY:**

Cash

Check #

Cardholder Name:

Bank Name:

**THIS FORM MAY BE REPRODUCED IN QUANTITY**
The Workforce Development/Continuing Education Course Schedule is published three times each year by the Junior College District of Jefferson County for the citizens of the District and its students, faculty, and Staff. The Workforce Development/Continuing Education Course Schedule is a publication of Jefferson College Business & Workforce Development Center, and Public Relations & Marketing.

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Roger Barrentine: Director of Public Relations and Marketing
Lauren Murphy: Senior Graphic Designer

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accommodations for a disability are needed contact the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or daisie@jeffco.edu.