Jefferson College

WORKFORCE DEVELOPMENT & EMPLOYMENT SERVICES

2024

TRAIN FOR A JOB

ENHANCE YOUR CAREER

GAIN NEW SKILLS

ENRICH YOUR LIFE!

RESUME

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

BENEFITS OF WORKFORCE DEVELOPMENT AND EMPLOYMENT SERVICES

✓ Provides short-term career training for in-demand jobs

✓ Maintain or upgrade workforce skills

✓ Start out on a career pathway

✓ Affordable and accessible education

HIGHLIGHTED PARTNERSHIPS

Compass Health Network

HAAKE MANUFACTURING

THE H·J FAMILY OF COMPANIES · SINCE 1940 ·

LMC INDUSTRIES family owned since 1945

METAL CONTAINER CORPORATION

Mercy

missouri job center

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TUITION ASSISTANCE MAY BE AVAILABLE!

Call Our Office 636-481-3144

Email Our Staff workforce@jeffco.edu

Visit Us Online www.jeffco.edu/WES

HEALTHCARE PROGRAMS

Medical Assistant (MA)*

MA prepares students for employment as a Certified Medical Assistant or Certified Medical Administrative Assistant. 400 hours online instruction, twice monthly open labs, 180 hours clinical. Finish in less than 1 year.

Dates by arrangement: 636-481-3144 $4,699

Pharmacy Technician*

Pharmacy Technicians work alongside pharmacists in hospitals, drug and grocery stores, and other medical settings, —ensuring key medication-related duties are met and fulfilled. This online program program consists of 400 hours of online coursework with an optional 100 hour practicum.

Dates by arrangement: 636-481-3144 $2995

Basic Life Support (BLS) for Healthcare Providers*

American Heart Association CPR-Basic Life Support training. 2-year certification with successful course completion.

Dates by arrangement: 636-481-3144 $85

Certified Medication Technician (CMT)*

The program is designed to teach skills in the 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. Consists of 60 hours of classroom instruction and 8 hours of clinical practice.

Jefferson College, CTE Room 100

1/9-3/7	T/TH 5 - 9 pm	$1249
5/21-7/23	T/TH 5 - 9 pm	$1249
9/24-11/21	T/TH 5 - 9 pm	$1249

Insulin Administration*

Insulin administration and infection control practices for long term care facilities. Meets for two sessions.

Jefferson College, CTE Room 100

3/12 - 3/19	T/TH 5 - 9 pm	$175
7/25 - 8/1	T/TH 5 - 9 pm	$175
12/3 - 12/10	T/TH 5 - 9 pm	$175

Certified Nurse Assistant (CNA)*

CNA teaches students to perform basic nursing skills in a long term care facility under the direction of charge personnel. Consists of 75 hours of classroom instruction and 100 hours of clinical experience.

Jefferson College, CTE Room 102

1/29 - 4/11	M–TH, 5 - 9 pm	$2287
8/26 - 11/7	M–TH, 5 - 9 pm	$2287

Patient Care Technician (PCT)*

This program prepares students to perform basic nursing skills in a hospital setting. Consists of 115 hours of classroom instruction and 100 hours of clinical practice.

Jefferson College, CTE Room 102

1/29 - 5/2	M–TH, 5 - 9 pm	$2999
8/26 - 12/5	M–TH, 5 - 9 pm	$2999

CNA/PCT

This unique pathway allows students to obtain both a CNA certification and a PCT certification. Consists of 115 hours of classroom instruction and 100 hours of clinical experience.

Jefferson College, CTE Room 102

1/29 - 5/2	M–TH, 5 - 9 pm	$2999
8/26 - 12/5	M–TH, 5 - 9 pm	$2999

Patient Care Technician (PCT) Bridge

This program is appropriate for individuals who already hold a CNA or PCA credential. The program meets for 40 hours of classroom training and requires 36 hours of clinicals in a hospital setting.

Jefferson College, CTE Room 102

4/1 - 5/2	M–TH, 5 - 9 pm	$1024
11/11 - 12/5	M–TH, 5 - 9 pm	$1024

Medical Billing and Coding

Medical Billers and Coders are responsible for processing patient data including medical records and related insurance. Topics include legal, ethical, and regulatory concepts central to the field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. The program consists of 370 hours of online coursework. Upon completion students will also be able to test for a professional certification.

Dates by arrangement: 636-481-3144 $2995

PATHWAY 1
CNA Only

This pathway will consist of 75 hours of classroom instruction and 100 hours of clinicals in a long term care setting.

Students will be prepared to test for their CNA certification at the end of the course.

PATHWAY 2
PCT Only

This pathway will complete 111 hours of classroom instruction and 100 hours of clinicals.

The clinicals will consist of 64 hours in a long term care setting and 36 hours in a hospital setting.

Students will be prepared to test for their PCT certification by the end of the course.

PATHWAY 3
CNA & PCT

This pathway allows students to complete both a PCT and CNA credential.

Students will complete 111 hours of classroom instruction and 100 hours of clinicals. The clinicals will consist of 64 hours in a long term care setting and 36 hours in a hospital setting.

Students will be prepared to test for both their CNA and PCT certifications at the end of the course.

PATHWAY 4
PCT Bridge

This pathway is created for current CNA or PCA who are seeking PCT certification.

Students will complete 36 hours of classroom instruction and are recommended to complete 36 clinical hours in a hospital setting.

COMPUTER PROGRAMS

Basic Computer

An introductory course teaching the basic skills needed to use a computer including turning on a computer and using a mouse.

Jefferson College Arnold

Dates by arrangement: 636-481-3144 $100

Keyboarding

An introductory course teaching the correct method for typing. Learn the keyboard and type without looking. Six hours of instruction over two sessions.

Jefferson College Arnold

4/10 - 4/17   W 6:30-9:30 pm $100

Microsoft Word Basic

An introductory course to start learning the basics of Word. Consists of nine hours of instruction over three sessions.

Jefferson College Arnold

2/21-3/6   W 6:30-9:30 pm $100

Microsoft Word Intermediate

This course will help you create professional looking documents, learn time-saving features, and automate tasks. Consists of nine hours of instruction over three sessions.

Jefferson College Arnold

3/13-3/27   W 6:30-9:30 pm $120

*Tuition Assistance may be Available!

Microsoft Excel Beginning

This course will help you create professional looking documents, learn time-saving features, and automate tasks. Consists of nine hours of instruction over three sessions.

Jefferson College Arnold

2/15-2/29   TR 6:30-9:30 pm $120

Microsoft Excel Intermediate

Bring your basic Excel skills to the next level learning how to use time saving features. Consists of nine hours of instruction over three sessions.

Jefferson College Arnold

3/5-3/26   T 6:30-9:30 pm $120
4/2-4/23   T 6:30-9:30 pm $120

Microsoft Access

An introductory course to start learning the basics of Access. Consists of 12 hours of instruction over four sessions.

Jefferson College Arnold

Dates by arrangement: 636-481-3144 $120

Quickbooks

An introductory course about QuickBooks Pro accounting software including setting up a new company, charts of accounts, recording transactions, and customizing reports. Consists of twelve hours of instruction over four sessions.

Jefferson College Arnold

3/7-3/28   TR 6:30-9:30 pm $140

TO REGISTER OR FOR MORE INFORMATION

📱 636-481-3144

@ workforce@jeffco.edu

🖱 www.jeffco.edu/WES

Jefferson College Arnold

1687 Missouri State Road • Arnold, MO 63010

JCA offers student services, wireless internet access, an open computer lab, Learning/Testing Center, Academic Support Center, bookstore, and student lounge area with vending machines.

PROFESSIONAL EDUCATION

Basic Sanitation

Provides basic sanitation information for all food handlers. This course is taught by the Jefferson County Health Department and meets the Jefferson County Food Service requirements for food establishment employees.

5/16   9-11:30 am $20

ServSafe Certification for Managers

Provides accurate, up-to-date information for all levels of employees on all aspects of handling food. This course is taught by Jefferson County Health Department staff and meets the Jefferson County Food Service Sanitation order requirements for managers or operators of food establishments.

Dates by arrangement: 636-481-3144

2/20 & 2/27	9 am-4 pm	$120
6/6 & 6/13	9 am-4 pm	$120
9/5 & 9/12	9 am-4 pm	$120

Drinking Water Operator Program

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

Dates by arrangement: 636-481-3144 $125

HVAC: Mechanical Code

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

Jefferson College, CTE146

10/8, 10/10, 10/15, 10/17, 10/19
       TU/TH, 5-9 pm $299
       S (10/19), 8 am - 5 pm

Industrial Maintenance

This program will prepare participants for entry level work as an Industrial Maintenance Technician. Consists of 118 hours of classroom training.

Jefferson College, TC102

2/21-6/26   MW 5-9 pm $2,500

Quality

This course will prepare students to understand the basic concepts, statistical reasoning, and tools of quality monitoring.

Jefferson College, TC102

2/20-4/18   TR 5-9 pm $700

Laser Tracker

This course teaches the user about fundamentals of using a laser tracker for metrology. Students will learn the basics of measuring with a laser tracker with an introduction to reflectors and hardware components.
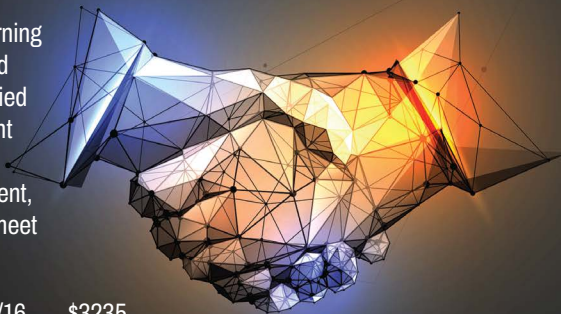
Jefferson College, TC102

Dates TBA   TR 5-9 pm

*Tuition Assistance may be Available!

Leadership Development Series 1.0

Students will experience a blended learning format with online learning modules and live practice groups where sharing applied learning is encouraged. Each participant will be paired with a The Quality Coach Mentor, undergo a leadership assessment, and debrief with a mentor. Groups will meet for 2 hours on Tuesdays.

1/30, 2/6, 2/20, 3/5, 3/19, 4/2, and 4/16 $3235

ONLINE PROGRAMS

Certified Supply Chain Professional + Frieght Broker/ Agent Training

Train to become a Certified Supply Chain Professional (CSCP) in this comprehensive course (220 hour) bundle as you cover all facets of supply chain management and prepare for the CSCP exam. You will also prepare you to enter the freight/logistics industry and learn how to start your own freight broker business or become a freight agent.

Online, self-paced $3,795

CompTIA Certification Training: A+, Network+, Security +

The course consists of 480 hours of training. CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

Online, self-paced $3495

Certified Paralegal

This 225 hour online course will train you for a career as a paralegal. After completing the course you will be prepared to complete the Certified Paralegal exam.

Online, self-paced $2,695

Professional Grant Writing

This course is designed to provide you with the skills to become a professional grant writer while also preparing you for the Grant Professional Certified (GPC) exam.

Online, self-paced $2,295

TO REGISTER OR FOR MORE INFORMATION

636-481-3144

workforce@jeffco.edu

www.jeffco.edu/WES

Professional Bookkeeping with Quickbooks

Acquire the skills you need to make the most of QuickBooks Online. This 100 hour course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the QuickBooks Certified User exam.

Online, self-paced $2,375

AutoCAD 1 - Basic 2D

Learn the basic 2D features of the latest versions of AutoCAD. This 48 hour introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting.

Online, self-paced $999

SCAN ME

Funding is available for individuals who receive SNAP benefits. For more information call 636-481-3456.

SkillUp

Potential funding is available for training and education. To determine eligibility, call 636-865-6060.

missouri jobcenter

Please note- Workforce Development programs are not eligible for A+ or financial aid.

Jefferson College

1000 Viking Drive
Hillsboro, MO 63050

Earn Your Certificate & Workforce Credentials in less than a Year!

636-481-3144

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SCAN ME

Tuition Assistance May Be Available!