



SPRING
2025

TRAIN for a **JOB...**

ENHANCE your **CAREER...**

Jefferson
College



**WORKFORCE DEVELOPMENT
& EMPLOYMENT SERVICES**

GAIN new **SKILLS...**

ENRICH your **LIFE!**



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





TABLE OF CONTENTS

In Person Classes	4
Jefferson College Locations	5
Online & Hybrid Classes	6
SkillUP	7

TUITION ASSISTANCE MAY BE AVAILABLE!

Call Our Office



636-481-3144

Email Our Staff



workforce@jeffco.edu

Visit Us Online



www.jeffco.edu/WES

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 accessibility services are needed, contact the Accessibility Resource Office, AS11 303, (636) 481-3158 or aro@jeffco.edu (7 days advance notice required for sign language interpretation services).

IN PERSON CLASSES

Certified Medication Technician (CMT) Cohort 1

CMT prepares individuals for employment in an intermediate or skilled nursing facility. 60 hours of classroom instruction and 8 hours of clinical practice.

Jefferson College Arnold

2/11-4/17 T/TH 5-9 pm \$1,249

Certified Nurse Assistant (CNA) Cohort 1

CNA teaches students to perform basic nursing skills in a long term care facility under the direction of charge personnel.

Jefferson College Arnold

2/24-5/22 M-TH 4:30-9 pm \$2,287

Insulin Administration

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

Jefferson College Arnold

4/22-4/24 T/TH 5-9 pm \$175

Basic Life Support (BLS) for Healthcare Providers

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

Classes held monthly:

2/19, 3/26, 4/23, 5/21, 6/18

5-9 pm \$85

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, TC Room 102

2/10-6/18 M, W 5-9 pm \$2,500

Computer Classes

Computer classes for groups of 5 or more in the following topics: Excel, Publisher, Word, Keyboarding, Quickbooks and more!

\$125 per class

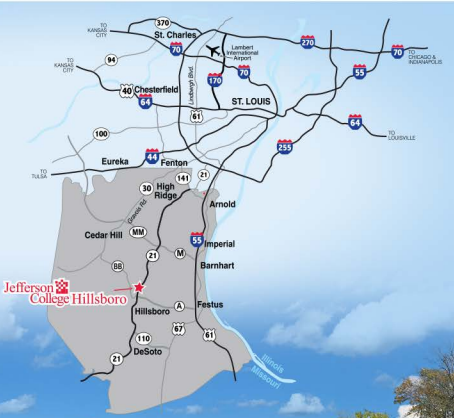
By arrangement or customized training options.

Convenient Locations Near You!

Jefferson College

1000 Viking Drive • Hillsboro, MO 63010

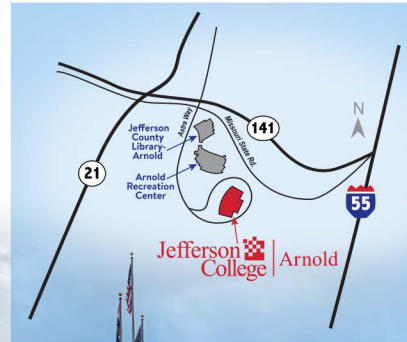
Our main campus is set majestically among 400 acres of sprawling oak trees and rolling hills.



Jefferson College Arnold

1687 Missouri State Road • Arnold, MO 63010

This location offers student services; an open computer lab; Learning/Testing Center; Academic Support Center; and student lounge area with vending machines.



ONLINE & HYBRID



ONLINE

Pharmacy Technician

Instructs students to accurately and efficiently prepare prescription orders, verify information, enter patient information, process insurance claims.

400 hours of instruction & externship.

\$2,995

Medical Billing and Coding

This training will prepare you to learn about medical coding and billing and allow you to choose a voucher for the professional medical billing and coding certification exam that best aligns with your interests and career goals.

\$2,995

Veterinary Assistant

This vet assistant course will equip you with all the necessary knowledge and skills to ensure the health and well-being of animals inside the veterinary practice.

\$2,495

HYBRID

Medical Assistant (MA)

The Medical Assistant program 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.

Wednesdays-twice a month 5-9 pm

\$4,699

Paid Training Programs*

*Tuition and fees only



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 SkillUP grant is administered by the Missouri Department of Social Services, Family Support Division and funded through the United States Department of Agriculture (USDA).

This program is supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$1,211,000 with 69 percentage funded by ACF/HHS and 31 percentage funded by non-federal government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, Administrative and National Policy Requirements.

Jefferson College Offers Programs in:

In-Person Programs:

- Certified Nursing Assistant (CNA)
- Certified Medication Technician (CMT)
- Industrial Maintenance

Hybrid Programs:

- Medical Assistant

Online Programs:

- Medical Billing & Coding
- Pharmacy Technician
- Veterinary Assistant



To find out more information about the SkillUP program, contact:

(636) 481-3144 • workforce@jeffco.edu
1000 Viking Drive • Hillsboro, MO 63050 • jeffco.edu

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