

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

636-481-3144

workforce@jeffco.edu

www.jeffco.edu/WES



*Tuition Assistance  
May be Available!*



**Jefferson College**

1000 Viking Drive  
Hillsboro, MO 63050



**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



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## TUITION ASSISTANCE MAY BE AVAILABLE!

- Call Our Office**  636-481-3144
- Email Our Staff**  [workforce@jeffco.edu](mailto:workforce@jeffco.edu)
- Visit Us Online**  [www.jeffco.edu/WES](http://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  
2/3-5/1 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!  
\$100-\$150 per class

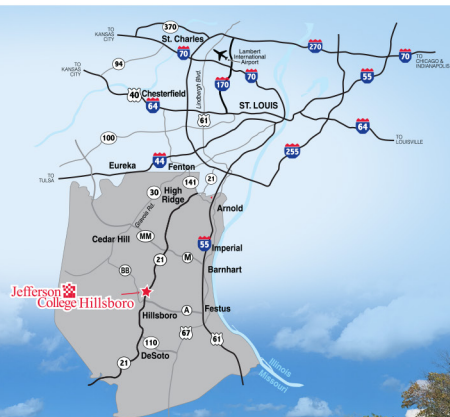
By arrangement or customized training options.  
\$125 per class

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## Jefferson College

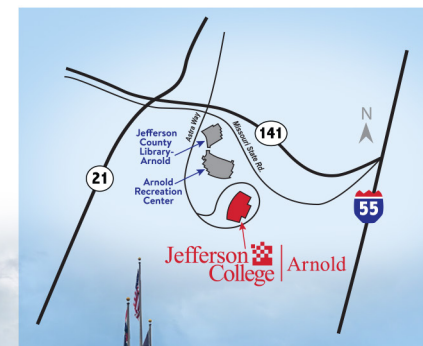
1000 Viking Drive • Hillsboro, MO 63050

*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 and 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