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# Online Courses

Over 300+ Online courses are now available from Education To Go, in addition to the ones listed in this schedule.

How to register:

1. Go to [www.ed2go.com/jeffce](http://www.ed2go.com/jeffce) and start the registration process.
2. Call Jefferson College Hillsboro (636) 481-3144 or 797-3000, ext. 3144.
3. Attend the required Online Orientation for your course. Once at the website, click on the link 'orientation'.
4. The day your course begins, click the 'classroom' link, and then log in with the information you provided in the Online Orientation.

For more information and to view our complete online catalog, go to: [www.ed2go.com/jeffce](http://www.ed2go.com/jeffce)
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De Soto

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

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636)789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

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

Section 0
DAY/DATE/TIME: M, September 14 - November 30, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # CANCELLED COURSE

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

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

Section 0
DAY/DATE/TIME: M, September 14 - November 30, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $49
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # CANCELLED COURSE

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

Section 0
DAY/DATE/TIME: M, September 14 - November 30, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Kenneth Emmons
LOCATION: De Soto Senior High East, Gym
Reference # CANCELLED COURSE
**FESTUS**  
Jefferson College Continuing Education & Workforce Development

**Legend**:  
- (ART) Art
- (DAN) Dance
- (LOC) Location
- (INSTR) Instructor
- (FEE) Fee
- (SESSIONS) Sessions
- (DAY/DATE/TIME) Day/Date/Time
- (REGISTRATION) Registration
- (PRE-REQUISITE) Pre-requisite

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**FESTUS**  
Jefferson College Continuing Education & Workforce Development

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

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

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

**REGISTRATION** may be made:
- **BY PHONE**: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
- **BY FAX**: MasterCard/VISA/Discover only (636)789-4012
- **BY MAIL**: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
- **IN PERSON**: Jefferson College, Administration Bldg. Continuing Education Office; Mon - Fri, 8:00 a.m. - 4:30 p.m.; Closed Sat. & Sun.
- **BY E-MAIL**: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

*In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time to 481-3144. These courses are made possible through the cooperative effort of Jefferson College and the Festus School District.*

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**ART**

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

Section 0  
Day/Date/Time: T,  
September 29 – October 20, 6:30 pm - 8:30 pm  
Sessions: 4  
Fee: $49  
Instructor: Staff  
Location: Festus Senior High, Room 229  

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

Section 0  
Day/Date/Time: T,  
October 27 - November 17, 6:30 pm - 8:30 pm  
Sessions: 4  
Fee: $49  
Instructor: Staff  
Location: Festus Senior High, Room 229  

**DANCE**

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

Section 0  
DAY/DATE/TIME: T,  
September 22 - November 10, 6:30 pm - 8:00 pm  
SESSIONS: 10  
FEE: $59  
INSTRUCTOR: Susan Harris  
LOCATION: Festus Intermediate School, Cafeteria  
Reference # CANCELLED COURSE

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

Section 0  
DAY/DATE/TIME: M,  
September 14 - November 16, 7:00 pm - 8:00 pm  
SESSIONS: 10  
FEE: $59  
INSTRUCTOR: Judy Hiller-Leitterman  
LOCATION: Festus Elementary, Old Cafeteria  
Reference # 26077  

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

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**Jefferson College**  
6 Viking Drive, Hillsboro, MO 63050  
(636) 481-3144 / 797-3000, ext. 3144  
www.jeffco.edu
REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636)789-4012
• BY MAIL: Fill out registration form and mail to:  ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg, Continuing Education Office:  Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

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

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

DANCE

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

Section 0
DAY/DATE/TIME: T,
September 15 - November 17, 7:00 pm - 8:30 pm
SESSIONS: 10
FEE: $69
INSTRUCTOR: Sandy Derickson
LOCATION: Ridgewood Middle School, Cafeteria
Reference # 25921

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

Section 0
DAY/DATE/TIME: W,
September 9 - November 11, 7:00 pm - 8:30 pm
SESSIONS: 10
FEE: $69
INSTRUCTOR: Sandy Derickson
LOCATION: Ridgewood Middle School, Cafeteria
Reference # COURSE CANCELLED

RECREATION

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

Section 0
DAY/DATE/TIME: M,
September 14 - November 30, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Randy Pierce
LOCATION: Fox Middle School, Mat Room
Reference # 25925

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

Section 0
DAY/DATE/TIME: M,
September 14- November 30, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 25928

Fox Middle School (739 Jeffco Blvd, Arnold, MO 63010):
I-55 south to Highway 141 (Exit 191). Left .4 mile to Jeffco Blvd. Left on Jeffco Blvd. .4 mile to campus on right.

Meramec Heights Elementary School (1340 W. Outer Rd, Arnold, MO 63010): Highway 21 south. Approximately 1 mile past Highway 141, exit off Highway 21 at Old Route 21/Meramec Heights or .5 mile to West Outer 21 Road. Right on West Outer 21 Road approximately .1 mile to campus on right.

Ridgewood Middle School (1401 Ridgewood School Rd, Arnold, MO 63010): Highway 21 south to Highway 141 (Exit 191).

Sherwood Elementary School (1769 Missouri State Rd, Arnold, MO 63010): Highway 21 south to Highway 141 (Exit 191). Left on Highway 141 for approximately 1.8 miles to Astra Way Drive. Right on Astra Way Drive. Immediate left on Missouri State Road approximately .1 mile to campus on right.

Fox Middle School (739 Jeffco Blvd, Arnold, MO 63010):
I-55 south to Highway 141 (Exit 191). Left .4 mile to Jeffco Blvd. Left on Jeffco Blvd. .4 mile to campus on right.

Meramec Heights Elementary School (1340 W. Outer Rd, Arnold, MO 63010): Highway 21 south. Approximately 1 mile past Highway 141, exit off Highway 21 at Old Route 21/Meramec Heights or .5 mile to West Outer 21 Road. Right on West Outer 21 Road approximately .1 mile to campus on right.

Ridgewood Middle School (1401 Ridgewood School Rd, Arnold, MO 63010): Highway 21 south to Highway 141 (Exit 191).

Sherwood Elementary School (1769 Missouri State Rd, Arnold, MO 63010): Highway 21 south to Highway 141 (Exit 191). Left on Highway 141 for approximately 1.8 miles to Astra Way Drive. Right on Astra Way Drive. Immediate left on Missouri State Road approximately .1 mile to campus on right.
FOX RECREATION

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

Section 0  
DAY/DATE/TIME: M,  
September 14 - November 30,  
7:00 pm - 8:00 pm  
SESSIONS: 12  
FEE: $49  
INSTRUCTOR: Randy Pierce  
LOCATION: Fox Middle School, Mat Room 4  
Reference # 25924

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

Section 0  
DAY/DATE/TIME: M,  
September 14 - November 30,  
7:00 pm - 8:00 pm  
SESSIONS: 12  
FEE: $49  
INSTRUCTOR: Timothy Braloski  
LOCATION: Meramec Heights Elementary, Gym  
Reference # 25926

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

Section 0  
DAY/DATE/TIME: M,  
September 14 - November 30,  
7:00 pm - 9:00 pm  
SESSIONS: 12  
FEE: $99  
INSTRUCTOR: Randy Pierce  
LOCATION: Fox Middle School, Mat Room 4  
Reference # 25923

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

Section 0  
DAY/DATE/TIME: M,  
September 14 - November 30,  
7:00 pm - 9:00 pm  
SESSIONS: 12  
FEE: $99  
INSTRUCTOR: Timothy Braloski  
LOCATION: Meramec Heights Elementary, Gym  
Reference # 25927
DIRECTIONS (from I-270):
The Jefferson College-Arnold center is located at 1687 Missouri State Road near the intersection of Highway 141 and Astra Way.

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636)789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

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

BUSINESS Start Up Power Series

The Art of Cold Calling
(BU1 938) This course will be engaging in purpose and drive between cold calling and solidifying leads for any business. We will cover different avenues to cold call and practice cold calling to sell a product/service or to successfully arrange a meeting with someone.

Section 0
DAY/DATE/TIME: W, October 21 - October 28, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: Room 325
Reference # 26042

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

Section 0
DAY/DATE/TIME: W, November 18, 8:00 am - 12:00 pm
SESSIONS: 1
FEE: $295
INSTRUCTOR: QL Group Staff
LOCATION: Room 325
Reference # 26051

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 interactive workshop designed for business owners, managers, and decision makers. This course is offered in cooperation with the QL Group, which is responsible for all course content and instruction.

Section 0
DAY/DATE/TIME: W, October 14, 8:00 am - 12:00 pm
SESSIONS: 1
FEE: $295
INSTRUCTOR: QL Group Staff
LOCATION: Room 325
Reference # 26040

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

Section 0
To be offered at a future date

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

Section 0
DAY/DATE/TIME: W, September 23 - September 30, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: Room 325
Reference # 26041

The Art of Cold Calling
(BU1 938) This course will be engaging in purpose and drive between cold calling and solidifying leads for any business. We will cover different avenues to cold call and practice cold calling to sell a product/service or to successfully arrange a meeting with someone.

Section 0
DAY/DATE/TIME: W, October 21 - October 28, 7:00 pm - 9:00 pm
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: Room 325
Reference # 26042

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

Section 0
DAY/DATE/TIME: W, November 18, 8:00 am - 12:00 pm
SESSIONS: 1
FEE: $295
INSTRUCTOR: QL Group Staff
LOCATION: Room 325
Reference # 26051

To be offered at a future date

To be offered at a future date
COMPUTER

Fast Course Intro To Computers
(CMP 962)
This course is a very basic introduction to computers. The class starts with computer concepts and explores basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered using Word 2007. Students are introduced to basic file browsing and file management, moving photos from a digital camera, downloading files from web pages, and web basics. The course wraps up with topics such as email, email attachments, email security, viruses, and scams. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: S,
September 19 - October 3,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25909

Section 1
DAY/DATE/TIME: R,
November 21 - December 12,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25913

Fast Course Excel 2013 Beginning
(CMP 963)
This newly developed Excel 2013 course allows you to gain valuable experience without taking a bite out of your checkbook or time. This course will cover a number of the key areas of Excel 2013 to help you hit the ground running. Topics include: workbooks, editing, viewing, printing, working with formulas and functions, formatting the contents of cells and changing the appearance of worksheets. This course is taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: R,
September 17 - October 1,
6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25914

Section 1
DAY/DATE/TIME: S,
October 10 - October 24,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25915

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

Section 0
DAY/DATE/TIME: R,
October 31 - November 14,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25916

GUILDANCE

7 Habits of Highly Effective People
(GD4 970)
The 7 Habits of Highly Effective People is a two-day workshop based on Dr. Stephen Covey’s book, which is recognized as one of the most influential books ever written. Presented in this workshop is a holistic, integrated, principle-centered approach for dealing with personal and professional challenges. Sit in the driver’s seat of your own life by learning a step-by-step pathway for living with fairness, integrity, honesty, and human dignity—principles that give us the security to adapt to change, and then the wisdom and power to take advantage of the opportunities that change creates.

Section 0
DAY/DATE/TIME: WR,
October 28 - October 29,
8:00 am - 5:00 pm
SESSIONS: 2
FEE: $1149
INSTRUCTOR: Quality Coach Staff
LOCATION: Room 325
Reference # 26033

Fast Course Word 2013-Level II
(CMP 975)
If you enjoyed the beginning course of this Word “Fast Course” series then you will want to continue to the next level! We have some interesting topics to tackle: working with tables, creating a newsletter, building an employee policy manual, promotional brochures, research papers and many more. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee. Please bring your own flash drive.

Section 0
DAY/DATE/TIME: S,
October 31 - November 14,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25917

Section 1
DAY/DATE/TIME: R,
October 17 - October 24,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25918

Section 2
DAY/DATE/TIME: S,
October 31 - November 14,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25919

Section 3
DAY/DATE/TIME: R,
November 7 - November 14,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25920

Section 4
DAY/DATE/TIME: S,
November 14 - December 12,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25921

Section 5
DAY/DATE/TIME: R,
December 12 - December 19,
9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25922

Section 6
DAY/DATE/TIME: S,
December 19 - December 24,
9:00 am - 12:00 pm
SESSIONS: 2
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25923

Section 7
DAY/DATE/TIME: R,
December 24 - January 7,
9:00 am - 12:00 pm
SESSIONS: 2
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 25924
**HISTORY**

**Boom to Bust in the 20’s**

(HIS 962)
In the 1920's America came alive with excitement and never-before possibilities. It was the decade of Al Jolson, the Bambino, the Sheik, the flapper, the gangster, the vamp, the speak-easy, the talkies, and the Charleston. It was Lucky Lindy, the Bronx Bombers, George Gershwin, the Ziegfield Follies, bobbed hair, lounge lizards, and Little Miss Poker Face. Yes, the 20's were indeed ROARING! This course will explore that fabulous decade with particular emphasis on culture, lifestyle, entertainment, trends and its contributions to our present-day culture.

Section 0
DAY/DATE/TIME: R, October 1 - October 22, 7:00 pm - 9:00 pm
SESSIONS: 4
FEE: $39
INSTRUCTOR: Ken Kennedy
LOCATION: Room 325
Reference # CANCELLED

**Russia-At a Glance**

(HIS 963)
Russia has always captured the world's attention with its culture, complicated history, leaders, world-changing scientific accomplishments, athletes, ballet, music, literary heritage, unique crafts and cuisine. This course will also explore the Russian Language. We will learn the Cyrillic alphabet, very basic vocabulary, phrases and greetings that can be used in everyday life. Through this course you will gain a better understanding of Russia's culture and traditions.

Section 0
DAY/DATE/TIME: M, October 26 - November 30, 7:00 pm - 9:00 pm
SESSIONS: 6
FEE: $59
INSTRUCTOR: Tatiana Kennedy
LOCATION: Room 325
Reference # 26071

**PROFESSIONAL DEVELOPMENT**

**HVAC Mechanical Code**

(PD3 967)
This course is designed for HVAC professionals with an emphasis on the mechanical code and meets the requirement for professional development for HVAC contractors. Many municipalities require licensed professionals to install equipment; which requires advanced skills, knowledge and experience to ensure correct installations. Permits are required and only a licensed HVAC or Electrical master can apply for permits in some jurisdictions. The following is an overview of the what will be covered in the HVAC Mechanical Code Course: Mechanical Code Overview; Mechanical Code Administration, and Basic Installation of Mechanical Equipment. Ventilation Code Overview-Ventilation; Exhaust Systems, Duct Systems, Combustion Air, Chimneys and Vents, and Special Appliances, Fireplaces, and Solid Fuel Burning Appliances. Boiler Code Overview-Boilers, Water Heaters, and Pressure Vessels; Refrigeration Overview-Refrigeration; Hydronic Piping, Fuel Oil Piping and Storage, and Solar Systems will also be covered. Note: A textbook, not included in the course fee, must be purchased for this course.

Section 0
DAY/DATE/TIME: TR, October 27 - 29, 5:00 pm - 9:00 pm, S, October 31, 8:00 am - 12:00 pm, F, November 6, 5:00 pm - 9:00 pm, S, November 7, 8:00 am - 4:00 pm
SESSIONS: 5
FEE: $195
INSTRUCTOR: William Kaune
LOCATION: Room 325
Reference # 26038

**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: The 2015 International Fuel Gas Code book, ISBN 978-1-60983-477-7. The cost of this book is NOT included in the course fee and must be purchased separately by the student.

Section 0
DAY/DATE/TIME: TR, October 27 - 29, 5:00 pm - 9:00 pm, S, October 31, 8:00 am - 12:00 pm, F, November 6, 5:00 pm - 9:00 pm, S, November 7, 8:00 am - 4:00 pm
SESSIONS: 5
FEE: $195
INSTRUCTOR: William Kaune
LOCATION: Room 325
Reference # 26038

**Hiring for Fit**

(PD4 971)
Hiring for Fit is a one-session workshop which covers a process to help employers make the right hiring choice the first time, reducing expensive turnover. It includes recruiting, hiring assessments, behavioral interviewing, and the offer processes; so that candidates can be properly vetted, to select those who can successfully do the job and fit the culture.

Section 0
DAY/DATE/TIME: R, October 15, 8:30 am - 12:00 pm
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325
Reference # COURSE CANCELLED
HR as Your Partner
(PD3 988)
We know that supervisors and managers are extremely critical in any organization. While technically proficient, we find that most supervisors do not understand the role of Human Resources, HR policies, and HR practices. This lack of understanding not only puts the company at risk, but it can also make it difficult for supervisors to properly access or use HR support to help make their job easier. Designed and led by a Human Resources Manager with over three decades of experience, this workshop is meant to provide supervisors with practical information, insights, and tools.

Section 0
DAY/DATE/TIME:
W, September 30, 8:30 am - 12:00 pm
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325
Reference # COURSE CANCELLED

Balancing Coaching & Discipline
(PD3 989)
As a leader, you are in the position to help people perform “at the top of their game.” This workshop highlights coaching techniques to bring out the best in your team members and mold the desired behavior. Unfortunately, not all people respond to even the most skilled coaching techniques and the undesirable behavior begins to negatively impact the team and the organization. This is where a systemic disciplinary process comes in. Learn how to address the unwanted behavior and not the character of the individual. Learn effective ways to plan and document your interactions. The end goal is to redirect performance issues and develop and maintain a well-trained employee. This workshop is co-facilitated by a seasoned Performance Coach and a seasoned Human Resources Professional. Participants will leave with a new set of coaching tools and proven methods for addressing performance issues.

Section 0
DAY/DATE/TIME:
R, November 12, 8:30 am - 12:00 pm
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325
Reference # 26036

Science (For Grades 1-6)

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

Section 0
DAY/DATE/TIME: S, September 26, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 26036

K’Nex: Real Bridge Building
(SCI 805) By utilizing K’Nex bridge plans, students will be introduced to the history, function, structural design, geometry, and strength of bridges.

Section 0
DAY/DATE/TIME: S, October 24, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 26056

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

Section 0
DAY/DATE/TIME: S, November 21, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 26057
DIRECTIONS (from I-270):
(1000 Viking Drive, Hillsboro, MO 63050) 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.

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636)789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 a.m.– 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund.
Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

ART
Homemade/BESTmade
(ART 992)
Gifts for holiday giving and beyond! In this class we will make several gifts ranging from handmade soaps to spicy meat rubs, serving bowls potpourri, and too much more to mention. So come join the fun and make a homemade holiday for your friends and family. A supply list will be given the first night of class.

Section 0
DAY/DATE/TIME: T, November 10 - December 1, 7 - 9:00 pm
SESSIONS: 4
FEE: $59
INSTRUCTOR: Sheryl Bartch
LOCATION: Fine Arts, Room 3C
Reference # 26046

Holiday Design
(ART 993)
Decorate your home for the holidays with homemade decorations! We will be making garlands, ornaments, wreaths, swags, table scapes, and much more. We will cover Halloween, Thanksgiving, and Christmas. In class we will use recycled artificial Christmas trees and lots of things from around the yard and house. Supply list will be given the first night of class.

Section 0
DAY/DATE/TIME: W, October 14 - November 4, 7 - 9:00 pm
SESSIONS: 4
FEE: $59
INSTRUCTOR: Sheryl Bartch
LOCATION: Fine Arts, Room 3C
Reference # 26047

Felting 101: The Basics
(ART 994)
More than 2000 years ago, man discovered wool fibers could be felted into a dense fabric that was both warm and protective. Nowadays, felters have gone a step further, making felt from sheep’s wool, alpaca, llamas, and many more fibers to create hats, scarves, toys, art, mens' boxer shorts and other clothing etc... In this class we will start with the basics; cleaning, carding, combing, and dyeing our fibers. We will wet felt, 3-D felt, needle felt, and use reclaimed wool fabric and sweaters.

Section 0
DAY/DATE/TIME: M, October 5 - October 26, 7 - 9:00 pm
SESSIONS: 4
FEE: $59
INSTRUCTOR: Sheryl Bartch
LOCATION: Fine Arts, Room 3C
Reference # CANCELLED

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

Section 0
DAY/DATE/TIME: T, September 22 - November 3, 7 - 9:00 pm
SESSIONS: 6
FEE: $59
INSTRUCTOR: Bonnie Blass
LOCATION: Fine Arts, Room 3C
Reference # 26058
FAST COURSE
Introduction To Computers
(CMP 962)
This course is a very basic introduction to computers. The class starts with computer concepts and explores basic navigation such as mousing, the cursor, the desktop, and the taskbar. The fundamentals of word processing are covered using Word 2007. Students are introduced to basic file browsing and file management, moving photos from a digital camera, downloading files from web pages, and web basics. The course wraps up with topics such as email, email attachments, email security, viruses, and scams. This course will be taught on an IBM/PC compatible computer; for maximum benefit, students should have personal access to one. A book is included within this fee.

Section 3
DAY/DATE/TIME: M,
September 14 - September 28,
6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorlac
LOCATION: Career Technical Education
Building, Room 139
Reference # 25935

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

Section 3
DAY/DATE/TIME: M,
November 16 - November 30,
6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorlac
LOCATION: Career Technical Education
Building, Room 139
Reference # 25936

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

Section 3
DAY/DATE/TIME: M,
October 5 - October 19,
6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorlac
LOCATION: Career Technical Education
Building, Room 139
Reference # CANCELLED

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

Section 0
DAY/DATE/TIME: M,
October 26 - November 9,
6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorlac
LOCATION: Career Technical Education
Building, Room 139
Reference # 25938

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

Section 0
DAY/DATE/TIME: T,
November 3 - December 17,
8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25982

Section 1
DAY/DATE/TIME: T,
November 3 - December 17,
8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25981
**Ballet – Adult Beginning/Intermediate**
(DAN 928)
The Beginning/Intermediate Ballet for Adults course is intended for students who have some previous ballet training, but who are still developing their knowledge and ballet dancing skills. The instructor can assess and advise you of the correct course level best suited to your current experience and dance skills.

Section 0
DAY/DATE/TIME: R,
September 10 - October 22,
8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25978

**HealtH**

**Meditation**
(HEA 911)
For health and harmony, meditation can bring relaxation, mental clarity, emotional balance, stress reduction, and spirituality into your life. So join us to discover the meditation techniques that work best for you. Bring a yoga mat, towel, and water.

Section 0
DAY/DATE/TIME: W,
September 16 - September 30,
7:00 pm - 9:00 pm
SESSIONS: 3
FEE: $45
INSTRUCTOR: Sheryl Barch
LOCATION: Fine Arts, Room 3C
Reference # CANCELLED COURSE

**Guidance**

**Concealed/Carry Training**
(GUI 942)
The Jefferson College CCW course is designed to meet the training requirements for the Missouri Concealed Weapons Permit as mandated in RSMO 571.111 and is designed for those not experienced or knowledgeable about firearms. This course has both classroom and firing range components. NOTE: NO FIREARMS OR AMMUNITION WILL BE ALLOWED IN THE CLASSROOM. The classroom instruction will include: Handgun safety in the classroom, at home, on the firing range and while carrying the firearm; A physical demonstration must be performed by the student validating his/her ability to safely load/unload a revolver or semiautomatic pistol. In addition, basic principles of marksmanship, the care and cleaning of a concealable firearm and the safe storage of firearms in the home will be discussed. Students will learn the Missouri State requirements for obtaining a CCW permit, as well as the laws relating to firearms as prescribed in the RSMO Chapter 571 and laws related to the justifiable use of force as prescribed in RSMO Chapter 563. On the firing range, students will be required to demonstrate marksmanship ability. Students must dress weather appropriate for outdoor range training. STUDENTS MUST PROVIDE THEIR OWN EYE AND HEARING PROTECTION. While students are permitted to bring their own handgun and 50 rounds of ammunition & appropriate cleaning materials; WEAPONS AND AMMUNITION MUST REMAIN LOCKED IN VEHICLES AND OUT OF Plain Sight While on the College Campus.
**LANGUAGE**

**American Sign Language I**

(LP 904)

Signing can help you to communicate with deaf family and friends. Learn how to use your hands and fingers to speak volumes.

Section 0

Day/Date/Time: T, W, October 6 - November 24, 7:00 pm - 9:30 pm

Sessions: 8

Fee: $149

Instructor: Susie Ehlen

Location: CTE Building, Room 134

Reference # 25939

**PROFESSIONAL DEVELOPMENT**

**Drinking Water Operator Program**

(PRO 902)

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

Section 0

Day/Date/Time: W, October 21, 8:00 am - 5:00 pm

Sessions: 1

Fee: $100

Instructor: Sandi Miller

Location: Student Center, Viking Room

Reference # 25951

**Wastewater Operator Program**

(PRO 908)

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

Section 0

Day/Date/Time: W, December 2, 8:00 am - 5:00 pm

Sessions: 1

Fee: $100

Instructor: Sandi Miller

Location: Student Center, Viking Room

Reference # 25952

**Basic Sanitation**

(PRO 945)

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

Section 0

Day/Date/Time: T, September 22, 6:00 pm - 8:30 pm

Sessions: 1

Fee: $20

Instructor: Jefferson County Health Department Staff

Location: Student Center, Viking Room

Reference # 26007

**ServSafe Certification For Managers**

(PRO 946)

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

NOTE: This fee does not include book.

Section 0

Day/Date/Time: T, September 8 - September 15, 9:00 am - 4:00 pm

Sessions: 2

Fee: $120

Instructor: Jefferson County Health Department Staff

Location: Student Center, Viking Room

Reference # 25900

**Get Paid to Talk: Make Money with Your Voice**

(PD2 996)

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

Section 0

Day/Date/Time: R, November 5, 6:30 pm - 9:00 pm

Sessions: 1

Fee: $19

Instructor: Get Paid to Talk Staff

Location: Student Center, Viking Room

Reference # 26069
BLS: Basic Life Support
For Healthcare Providers

(PD2 998)
This course is designed for healthcare professionals who need to know how to perform CPR as well as other lifesaving skills, in a variety of in-hospital and out-of-hospital settings. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include one rescuer adult/child/infant CPR AED, two rescuer adult/child/infant CPR AED, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, and relief of choking adult/child/infant. Written and practical skills (hands-on mannequin simulation) evaluation and testing are required for course completion. Upon successful completion, participants will receive a BLS for Healthcare Provider course completion card valid for 2 years.

Section 0
DAY/DATE/TIME: M, September 21,
5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Gail Back
LOCATION: Career Technical Education
Building, Room 134
Reference # 26019

Section 1
DAY/DATE/TIME: R, October 1,
5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Richard Stephenson
LOCATION: Career Technical Education
Building, Room 114
Reference # 26020

Section 2
DAY/DATE/TIME: M, November 9,
5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Gail Back
LOCATION: Career Technical Education
Building, Room 134
Reference # 26021

Section 3
DAY/DATE/TIME: M, December 7,
5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Gail Back
LOCATION: Career Technical Education
Building, Room 134
Reference # 26022

RECREATION

Judo

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

Section 1
DAY/DATE/TIME: S, September 12 - December 5,
8:00 am - 10:00 am
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 25994

Section 2
DAY/DATE/TIME: M, September 14 - November 30,
7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 25995

Tai Chi Quan

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

Section 0
DAY/DATE/TIME: W, October 7 - November 18,
6:00 pm - 7:30 pm
SESSIONS: 6
FEE: $45
INSTRUCTOR: Yvonne Rill
LOCATION: Field House, Room 203
Reference # 25949

Motorcycle-Beginner

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

Section 0
DAY/DATE/TIME: SU, September 12 - 13,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25940

Section 1
DAY/DATE/TIME: SU, September 19 - 20,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25941

Section 2
DAY/DATE/TIME: SU, October 10 - 11,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25942

Section 3
DAY/DATE/TIME: SU, October 17 - 18,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25943

Section 4
DAY/DATE/TIME: SU, October 24 - 25,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25944

Section 5
DAY/DATE/TIME: SU, November 7 - 8,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25945

Section 6
DAY/DATE/TIME: SU, November 14 - 15,
7:30 am - 7:30 pm
SESSIONS: 2
FEE: $215
INSTRUCTOR: Ed Clay
LOCATION: Fine Arts, Room 3C
Parking Lot, Yellow Parking Lot
Reference # 25946

The goal is to increase skill level and knowledge in an attempt to produce a safe and conscientious cyclist. Successful completion of this course waives the on-bike portion of the Missouri State test for motorcycle endorsement on the driver's license. Motorcycles are furnished. Students may cancel registration, but must give at least 48 hour notice, prior to the course starting time. This course is sponsored in cooperation with the Motorcycle Safety Foundation.
Tae Kwon Do
(REC 919)
Improve coordination, attention span, and gain personal discipline in a fun atmosphere. Learn Tae Kwon Do in a safe, controlled, family-oriented environment. NOTE: Information about a uniform required for this course will be provided during the first session.

Section 2
DAY/DATE/TIME: R,
September 10 - December 3, 7 - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 25945

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

Section 0
DAY/DATE/TIME: MW,
August 17 - December 2, 8 - 8:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Fitness Center
Reference # 25998

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

Section 0
DAY/DATE/TIME: MW,
August 17 - December 2, 8 - 8:50 am
SESSIONS: 30
FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Fitness Center
Reference # 26004

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

Section 0
DAY/DATE/TIME: M,
August 17 - December 7, 7 - 9:00 pm
SESSIONS: 15, FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Gym
Reference # 26002

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

Section 0
DAY/DATE/TIME: M,
August 17 - December 7, 7 - 9:00 pm
SESSIONS: 15, FEE: $97
INSTRUCTOR: Patrick Evers
LOCATION: Field House, Gym
Reference # 26003

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

Section 0
DAY/DATE/TIME: MW,
August 17 - December 2, 9 - 9:50 am
SESSIONS: 30, FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Room 203
Reference # 26004

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

Section 0
DAY/DATE/TIME: MW,
August 17 - December 2, 9:00 - 9:50 am
SESSIONS: 30, FEE: $97
INSTRUCTOR: Aida Steiger
LOCATION: Field House, Room 203
Reference # 26005

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

Section 0
DAY/DATE/TIME: MTWR,
August 17 - October 7, 8:00 - 8:50 am
SESSIONS: 30
FEE: $99
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 25992

Yoga
(REC 939)
Develop a mind, body, and spirit connection and awaken yourself to a more relaxed and efficient lifestyle. This class will include the theory of Yoga and Pilates, plus exercises, breathing techniques, and meditation practices to improve your health. NOTE: Wear loose clothing and bring drinking water and an exercise mat.

Section 0
DAY/DATE/TIME: R,
September 24 - November 12, 5:00 pm - 6:30 pm
SESSIONS: 8
FEE: $59
INSTRUCTOR: Yvonne Rill
LOCATION: Field House, Room 203
Reference # CANCELLED
Dance-Beginning, Ages 3-5
(DAN 827)
If you are a beginning dancer with little or no previous experience, you will be provided with combination tap and ballet basics.

Section 0
DAY/DATE/TIME: M, September 14 - October 26, 5 - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 25954

Dance-Beginning II, Ages 4-7
You may qualify to take this course with instructor approval.

Section 0
DAY/DATE/TIME: R, October 29 - December 17, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25966

Dance-Beginning Ages 6-9
(DAN 848)
If you are a beginning dancer between the ages of 5-8, you may register for this course.

Section 0
DAY/DATE/TIME: T, September 15 - October 27, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $39
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 25969

Section 1
DAY/DATE/TIME: T, November 2 - December 15, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $39
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 26029

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

Section 0
DAY/DATE/TIME: R, September 10 - October 22, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25970

Section 1
DAY/DATE/TIME: R, October 29 - December 17, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25971
Dance Intermediate I – Ages 6-10
(DAN 805)
You may qualify to take this course by successfully completing Dance-Beginning.

Section 0
DAY/DATE/TIME: M, September 14 - October 26, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25958

Section 0
DAY/DATE/TIME: M, November 2 - December 14, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25959

Dance Intermediate/Advanced, Ages 10-14
(DAN 807)
You may qualify to take this course with Instructor approval.

Section 0
DAY/DATE/TIME: T, September 15 - October 27, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25972

Section 1
DAY/DATE/TIME: T, November 2 - December 14, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25973

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

Section 0
DAY/DATE/TIME: W, September 9 - October 21, 12:00 pm - 1:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25974

Section 1
DAY/DATE/TIME: W, October 28 - December 16, 12:00 pm - 1:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 25975

Tumbling-Beginning/Intermediate
(DAN 833)
Designed to build beginning thru intermediate tumbling skills. You will continue to develop motor skills, balance, coordination, and tumbling routines.

Section 0
DAY/DATE/TIME: M, September 14 - October 26, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 25956

Section 1
DAY/DATE/TIME: M, November 2 - December 14, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 25957

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

Section 0
DAY/DATE/TIME: T, September 15 - October 27, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 25976

Section 1
DAY/DATE/TIME: T, November 3 - December 15, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 25977

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

Section 1
DAY/DATE/TIME: S, September 12 - December 5, 8:00 am - 10:00 am
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 25996

Section 2
DAY/DATE/TIME: M, September 14 - November 30, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 25997
Tae Kwon Do-Ages 8-16  
(REC 806)  
Self-discipline and coordination help teens and preteens gain confidence. Tae Kwon Do (Korean Karate) is taught in a safe, controlled, family-oriented environment.  
NOTE: Information about a uniform required for this course will be provided during the first session.

Section 2  
DAY/DATE/TIME: R,  
September 10 - December 3,  
7:00 pm - 9:00 pm  
SESSIONS: 12  
FEE: $99  
INSTRUCTOR: Vernon Watts  
LOCATION: Field House, Room 203  
Reference # 25948

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

Section 2  
DAY/DATE/TIME: R,  
September 10 - December 3,  
7:00 pm - 8:00 pm  
SESSIONS: 12  
FEE: $49  
INSTRUCTOR: Vernon Watts  
LOCATION: Field House, Room 203  
Reference # 25947

Parent & Child Level I  
6 -18 Months  
(SWM 812)  
Pre-School Level I, 6 Months-2 Years. A parent or guardian accompanies his/her child in the water as they participate in several guided practice sessions, that help children get introduced to water. Parents assist their child in water entry, bubble blowing, front-kicking, back-floating, underwater exploration, and more! This course is for non-swimmers and is offered in cooperation with the American Red Cross. NOTE: A bathing suit, T-shirt and rubber pants, OR “Little Swimmers” type disposable diapers should be worn by your child. NO regular disposable diapers, please!

Section 0  
DAY/DATE/TIME: S,  
October 10 - December 12,  
9:30 am - 10:05 am  
SESSIONS: 9  
FEE: $49  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 25984

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

Section 0  
DAY/DATE/TIME: S,  
October 10 - December 12,  
9:30 am - 10:05 am  
SESSIONS: 9  
FEE: $49  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 25985

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

Section 0  
DAY/DATE/TIME: S,  
October 10 - December 12,  
10:05 am - 11:10 am  
SESSIONS: 9  
FEE: $85  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 25986

Swim: Level I  
(SWM 814)  
Your child’s water skills begin to mesh with the introduction to basic water rules Goals include becoming familiar with using a life jacket, opening eyes underwater to pick up submerged objects, floating on front or back, using arm and leg actions, recognizing a swimmer in distress and getting help.

Section 0  
DAY/DATE/TIME: S,  
October 10 - December 12,  
11:10 am - 12:15 pm  
SESSIONS: 9  
FEE: $85  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 25987

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

Section 0
DAY/DATE/TIME: S,
October 10 - December 12,
SESSIONS: 9
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # CANCELLED COURSE

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

Section 0
DAY/DATE/TIME: S,
October 10 - December 12,
SESSIONS: 9
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # CANCELLED COURSE

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

Section 0
DAY/DATE/TIME: S,
October 10 - December 12,
SESSIONS: 9
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # CANCELLED COURSE

Swim Level V & VI
(SWM 824)
This children’s swim course is intended for advanced level swimmers, who have successfully completed the previous swim levels I through IV. Additionally, students who have not been in the Jefferson College swim program previously, may qualify to take this course by performing a skills test to the satisfaction of the Swim Instructor. This course is part of the Red Cross Learn to Swim Program.

Section 0
DAY/DATE/TIME: S,
October 10 - December 5,
2:00 pm - 3:00 pm
SESSIONS: 10
FEE: $55
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # CANCELLED COURSE
DIRECTIONS: (4400 Jeffco Blvd, Arnold, MO 63010)
Jefferson College Imperial is located at
4400 Jeffco Blvd., approximately 1 mile south of Richardson Road

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144
  (TDD users call (636) 789-5772)
• BY FAX: MasterCard/VISA/Discover only (636) 789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College,
  1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 47)
• IN PERSON: Jefferson College, Administration Bldg.,
  Continuing Education Office: Mon - Fri, 8:00 a.m. – 4:30 p.m.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund.
Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

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

Instructor: Teresa Dorlac
Location: JCI, Room 208
CRN# 25932

Section 2
Day/Date/Time: W,
October 21 - November 4,
6:30pm - 9:30pm
Sessions: 3
Fee: $99

Section 2
Day/Date/Time: W,
September 30 - October 14,
6:30pm - 9:30pm
Sessions: 3
Fee: $99

Section 0
Day/Date/Time: W,
November 18 - December 9,
6:30pm - 9:30pm
Sessions: 3
Fee: $99

Section 0
INSTRUCTOR: Lori Casteel
LOCATION: CNA Classroom
Reference # 26067

(636) 481-3144 / 797-3000, ext. 3144
www.jeffco.edu
Raintree Golf Course

Raintree Golf Course (5925 Plantation Dr, Hillsboro, MO 63050):
(From I-270) Tesson Ferry (Highway 21) (Exit 2) South approx. 25 miles to Route B. Turn right on Route B, travel 3.3 miles to Plantation Dr. Right on Plantation Dr. and go .8 miles to the golf clubhouse parking lot OR
(From I-55) Take Exit 175 at Festus and go west on Highway A for approx. 11 miles. Turn left on Missouri Highway 21 and travel south 2.3 miles to Route B. Turn right on Route B, travel 3.3 miles to Plantation Dr. Right on Plantation Dr. and go .8 miles to the golf clubhouse parking lot.

REGISTRATION may be made:
• BY PHONE: MasterCard/VISA/Discover only, call (636) 481-3144 or 797-3000, ext. 3144 (TDD users call (636)789-5772)
• BY FAX: MasterCard/VISA/Discover only (636)789-4012
• BY MAIL: Fill out registration form and mail to: ENROLL, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (Registration Form is on page 71)
• IN PERSON: Jefferson College, Administration Bldg., Continuing Education Office: Mon - Fri, 8:00 A.M. – 4:30 P.M.; Closed Sat. & Sun.
• BY E-MAIL: MasterCard/VISA/Discover only, EnrollCE@jeffco.edu

In case of course cancellation, you will receive a full refund. Requests for full refunds must be made 48 hours before the course starting time to 481-3144. These courses are made possible through the cooperative effort of Jefferson College and Raintree Golf Course.

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

RECREATION

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

Section 0
DAY/DATE/TIME: M, September 14 - October 26, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $159
INSTRUCTOR: Michael Sacca
LOCATION: Raintree Golf Course
Reference # CANCELLED

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

Section 0
DAY/DATE/TIME: T, September 15 - October 27, 5:00 pm - 6:30 pm
SESSIONS: 7
FEE: $209
INSTRUCTOR: Michael Sacca
LOCATION: Raintree Golf Course
Reference # CANCELLED

(636) 481-3144 / 797-3000, ext. 3144  WWW.JEFFCO.EDU
PROGRAM OBJECTIVES
Prepare individuals for employment as entry level machine operators or production technicians. The program was developed based on industry standards and employer input. This six-week certification program provides a fast track training program designed for individuals motivated to secure a position in the manufacturing industry. Instruction will include small classroom instruction and hands on experience based on industry standards. Students will receive quality instruction with a focus on operating manual and/or CNC equipment, and maintaining quality parts in respect to utilizing safe machining methods. Job placement assistance will also be provided.

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

PROGRAM OVERVIEW
(72 class contact hours) 6 weeks - 12 hours per week

Industrial Math

Blueprint Reading and Interpretation
• Understand the importance of blue prints and the need in the industry
• Understand how blue prints are generated
• Understand the features of blueprints, what each are used for & identification

Dimensional Metrology
• Learn the nomenclature of semi-precision and precision instruments
• Learn to fluently read and use the following instruments: Tape measure, rule, dial calipers, micrometers, veneer calipers, veneer height gauge, dial height gauge, gauge pins, surface plates, angle plates & indicators

Machining
• Learn machining procedures including: Machining Procedures, machine shop safety, eye protection, lock out, machine hazards, manual milling machine, end milling, drilling, reaming, tapping, manual engine lathe, manual cut-off saw, CNC lathe, and CNC mill• Learn all basic machine shop cutting tools including: Center drills, end mills, taps, and reamers

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

Materials & Supplies included:
• Laptop Computer
• Microsoft Office Package
• Book: Precision Machining Technology (Cengage)
    2nd Edition + Precision Machining Technology with online support resource (Mind Tap software)
• Book: Basic Blueprint Reading and Sketching
• Industrial quality tool set (Caliper/Micrometer/Scale)

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

Program Cost = $2,970
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), and assistance with job placement.

www.jeffco.edu → Community Outreach → Continuing Education → Professional Development → Manufacturing

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

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

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

5.15
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

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**REQUIRED MATERIALS**
- Stethoscope
- Black Ink Pens-no gel pens
- Pocket Notebook
- 1” and 2” Binders
- 3”x5” index cards
- Student Text*
- Gait Belt*
- 2 Clinical Uniforms*
- Watch with a second hand
- White Shoes
  (no clogs, slingbacks or Crocs)

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

**COST OF THE PROGRAM**
* Tuition - $1595
* Required Materials - $230
  (white shoes not included)
* Application Fee - $125

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

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

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

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

- basic review of body systems and medication effect on each system
- medical terminology
- infection control
- medication classifications.

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


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

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

HOW TO REGISTER:
1. Go to www.ed2go.com/jeffce and start the registration process.
2. Call Jefferson College Hillsboro (636) 481-3144 or 797-3000 ext. 3144 to register.
3. Attend the required Online Orientation for your course. Once at the website, click on “orientation.”
4. The day your course begins, click the “classroom” link; and, then, log in with the information you provided in the Online Orientation.

For more information and to view our complete online catalog, go to: www.jeffco.edu/jcce

Accounting
• Accounting Fundamentals
• Accounting Fundamentals II
• Advanced Microsoft Excel 2013
• Intermediate Microsoft Excel 2013
• Intermediate QuickBooks 2013
• Introduction to Crystal Reports
• Introduction to Microsoft Excel 2013
• Introduction to Peachtree Accounting 2012
• QuickBooks 2012 for Contractors
• QuickBooks 2013 for Contractors

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

Art
• Drawing for the Absolute Beginner
• How to Get Started in Game Development
• Introduction to Drawing
• Intermediate Drawing
• Interiors and Home Pleasures of Poetry
• Start Your Own Arts and Crafts Business

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

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

Children, Parents and Family
• Assisting Aging Parents
• Discover Digital Photography
• Empowering Students With Disabilities
• Enhancing Language Development in Childhood
• Genealogy Basics
• Guiding Kids on the Internet
• Handling Medical Emergencies
• Homeschool With Success
• Introduction to Statistics
• Introduction to Crystal Reports
• Introduction to QuickBooks 2012
• Introduction to QuickBooks 2013
• QuickBooks 2012 for Contractors
• QuickBooks 2013 for Contractors

Database Management Courses
• Intermediate Microsoft Access 2013
• Intermediate Microsoft Access 2010

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

Grantwriting and Non Profit
• A to Z Grant Writing
• Advanced Grant Proposal Writing
• Becoming a Grant Writing Consultant
• Get Grants!
• Writing Effective Grant Proposals

Graphic Design
• Advanced Web Pages
• Creating Design Websites
• Designing Effective Websites
• How to Get Started in Game Development
• Intermediate InDesign CS5
• Intermediate Flash CS5
• Introduction to Adobe After Effects
• Introduction to Flash CS5

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

Health Information Management
• Explore a Career as a Pharmacy Technician
• Explore a Career as an Administrative Medical Assistant
• Explore a Career in a Dental Office
• Explore a Career in Medical Coding
• Explore a Career in Medical Transcription
• Human Anatomy and Physiology
• Human Anatomy and Physiology II
• Introduction to Biology
• Medical Terminology: A Word Association Approach
• Spanish for Medical Professionals

Healthcare
• Certificate in Complementary and Alternative Medicine
• Certificate in Meditation
• Certificate in Optimal Healing Environments
• Certificate in Spirituality, Health and Healing
• Introduction to Natural Health and Healing
• Become a Physical Therapy Aide
• Become an Optimal Assistant
• Explore a Career as a Pharmacy Technician
• Explore a Career as an Administrative Medical Assistant
• Explore a Career in a Dental Office
• Explore a Career in Medical Coding
• Explore a Career in Medical Transcription
• Handling Medical Emergencies
• Human Anatomy and Physiology
• Human Anatomy and Physiology II
• Medical Math
• Medical Terminology: A Word Association Approach
• Handling Medical Emergencies
• Certificates in Legal and Ethical Issues in Nursing
• HIPAA Compliance
• Legal Nurse Consulting
• Medical Math

Interpersonal Communication
• Introduction to Customer Service

Intermediate Oracle
• Intermediate PHP and MySQL

Intermediate SQL
• Introduction to Crystal Reports
• Introduction to Crystal Reports 10

Introduction to Database Development
• Introduction to Microsoft Access 2010
• Introduction to Microsoft Access 2013
• Introduction to Oracle
• Introduction to PHP and MySQL

Intermediate SQL

JavaScript
• Advanced JavaScript

Java
• Advanced Java

Java Programming
• Advanced Java Programming

Java Web Programming
• Advanced Java Web Programming

Java Script
• Advanced JavaScript

Leadership
• About Leadership

Business
• Intermediate Leadership

Leadership
• Leadership

Media
• Mastering Your Digital SLR Camera

Marketing
• Introduction to Marketing

Marketing
• Introduction to Marketing

Microsoft Access
• Intermediate Microsoft Access 2013

Microsoft Access 2010
• Intermediate Microsoft Access 2010

Microsoft Excel
• Intermediate Microsoft Excel 2010

Microsoft Excel 2013
• Intermediate Microsoft Excel 2013

Microsoft Expression Web
• Introduction to Microsoft Expression Web

Microsoft Office
• Intermediate Microsoft Office 2010

Microsoft Office 2013
• Intermediate Microsoft Office 2013

Microsoft PowerPoint
• Intermediate Microsoft PowerPoint 2010

Microsoft PowerPoint 2013
• Intermediate Microsoft PowerPoint 2013

Microsoft Word
• Intermediate Microsoft Word 2010

Microsoft Word 2013
• Intermediate Microsoft Word 2013

Mobile Applications
• Advanced Mobile Applications

Microsoft Dynamics
• Intermediate Microsoft Dynamics 2013

Microsoft SQL Server
• Intermediate Microsoft SQL Server 2012

Microsoft SQL Server 2014
• Intermediate Microsoft SQL Server 2014

Microsoft Vista
• Intermediate Microsoft Vista 2007

Microsoft Visual Basic
• Intermediate Microsoft Visual Basic

Microsoft Visual Studio
• Intermediate Microsoft Visual Studio 2010

Microsoft Visual Studio 2013
• Intermediate Microsoft Visual Studio 2013

Microsoft Office
• Intermediate Microsoft Office 2010

Microsoft Office 2013
• Intermediate Microsoft Office 2013

Microsoft Word
• Intermediate Microsoft Word 2010

Microsoft Word 2013
• Intermediate Microsoft Word 2013

Mobile Applications
• Advanced Mobile Applications

Microsoft Dynamics
• Intermediate Microsoft Dynamics 2013

Microsoft SQL Server
• Intermediate Microsoft SQL Server 2012

Microsoft SQL Server 2014
• Intermediate Microsoft SQL Server 2014

Microsoft Vista
• Intermediate Microsoft Vista 2007

Microsoft Visual Basic
• Intermediate Microsoft Visual Basic

Microsoft Visual Studio
• Intermediate Microsoft Visual Studio 2010

Microsoft Visual Studio 2013
OVER 300 + ONLINE COURSES ARE NOW AVAILABLE FROM EDUCATION TO GO, IN ADDITION TO THE ONES LISTED IN THIS SCHEDULE

- Legal Nurse Consulting
- Certificate in Legal and Ethical Issues in Nursing
- Human Anatomy and Physiology II
- Human Anatomy and Physiology I
- Explore a Career in a Dental Office
- Become a Physical Therapy Aide
- Introduction to Natural Health and Healing
- Spanish for Medical Professionals
- Medical Terminology: A Word Association Approach
- Human Anatomy and Physiology
- Explore a Career in Medical Coding
- Start Your Own Edible Garden
- Lose Weight and Keep It Off
- Introduction to Natural Health and Healing
- Introduction to Biology
- Handling Medical Emergencies
- Introduction to Adobe Edge Animate
- Intermediate InDesign CS5
- Advanced Web Pages
- Grantwriting and Non Profit
- Discover Digital Photography
- Introduction to Crystal Reports 10
- Introduction to Crystal Reports
- PC Networking and Security
- CompTIA Security+ Certification Prep 1
- CompTIA Security+ Certification Prep 2
- Introduction to Security

Languages
- An Introduction to Teaching ESL/EFL
- Beginning Conversational French
- Conversational Japanese
- Easy English 1
- Easy English 2
- Easy English 3
- Enhancing Language Development in Childhood
- Grammar for ESL
- Instant Italian
- Practical Ideas for the Adult ESL/EFL Classroom
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Teaching ESL/ESL Grammar
- Teaching ESL/EFL Reading
- Teaching ESL/EFL Vocabulary
- Writing for ESL

Law and Legal
- Employment Law Fundamentals
- Workers' Compensation
- Introduction to Criminal Law
- Legal Nurse Consulting
- Real Estate Law
- LSAT Preparation - Part 1
- LSAT Preparation - Part 2

Math
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense & Computational Strategies
- Teaching Singapore Math Strategies, Grades 4-6

Microsoft
- Advanced Microsoft Excel 2010
- Advanced Microsoft Excel 2013
- Intermediate Microsoft Access 2010
- Intermediate Microsoft Access 2013
- Intermediate Microsoft Excel 2010
- Intermediate Microsoft Excel 2013
- Intermediate Microsoft Word 2010
- Intermediate Microsoft Word 2013
- Introduction to Microsoft Access 2010
- Introduction to Microsoft Access 2013
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft Excel 2013
- Introduction to Microsoft Outlook 2010
- Introduction to Microsoft Outlook 2013
- Introduction to Microsoft PowerPoint 2010
- Introduction to Microsoft PowerPoint 2013
- Introduction to Microsoft Project 2010
- Introduction to Microsoft Publisher 2010
- Introduction to Microsoft Publisher 2013
- Introduction to Microsoft Word 2010
- Introduction to Microsoft Word 2013
- Introduction to Microsoft Word 2011 for Mac
- What's New in Microsoft Office 2010
- What's New in Microsoft Office 2013

PC Networking and Security
- Advanced PC Security
- CompTIA Security+ Certification Prep 1
- CompTIA Security+ Certification Prep 2
- Introduction to Security

Personal Enrichment
- Achieving Success with Difficult People
- Assistance in My Parents
- Genealogy Basics
- Get Assertive!
- Get Frustration Management
- Grammar Refresher
- Homeschool With Success
- How to Get Started in Game Development
- How to Make Money From Your Writing
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Individual Excellence

Home & Work
- Interpersonal Communication
- Introduction to Algebra
- Introduction to Biology
- Introduction to Chemistry
- Introduction to Interior Design
- Introduction to Natural Health and Healing
- Introduction to Statistics
- Keys to Effective Communication
- Listen to Your Heart, and Success Will Follow
- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lighting-Quick Meals
- Managing Life as a Single Parent
- Mastering Public Speaking
- Math Refresher
- Merrill Ream Speed Reading
- Music Made Easy
- Navigating Divorce
- Pleasures of Poetry
- Publish and Sell Your E-books
- Resume Writing Workshop
- Skills for Making Great Decisions
- Start Your Own Edible Garden
- Starting a Consulting Practice
- Teaching Preschool: A Year of Inspiring Lessons
- Twelve Steps to a Successful Job Search
- Wow, What a Great Event!
- Write Your Life Story

Personal Finance & Personal Wealth
- Introduction to Stock Options
- Keys to Successful Money Management
- Personal Finance
- Protect Your Money, Credit, and Identity
- Real Estate Investing
- Real Estate Investing II: Financing Your Property
- Stocks, Bonds, and Investing - OK, My!
- Where Does All My Money Go?

Sales and Marketing
- Achieving Top Search Engine Positions
- Business and Marketing Writing
- Designing Effective Websites

Science
- Human Anatomy and Physiology
- Human Anatomy and Physiology II
- Introduction to Biology
- Introduction to Chemistry
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading Strategies for the Differentiated Classroom
- Ready, Set, Read
- Response to Intervention: Reading Strategies That Work
- Teaching Science, Grades 4-6
- Teaching Writing: Grades 4-6
- Teaching Writing: Grades K-3

Start Your Own Business
- Becoming Your Own Writing Consultant
- Creating a Successful Business Plan
- Get Paid to Travel
- Growing Plans for Fun and Profit
- How to Make Money From Your Writing
- Introduction to Interior Design
- Introduction to Internet Writing Markets
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Real Estate Investing
- Real Estate Investing II: Financing Your Property
- Secrets of the Caterer
- Small Business Marketing on a Shoestring
- Start a Pet Sitting Business
- Start and Operate Your Own Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Start Your Own Small Business
- Starting a Successful Practice
- Wow, What a Great Event!
- Writing and Selling Self-help Books

Teaching Tools
- A PHP Grader
- A PreNursing Professional Certification Exam Prep
- Advanced Grant Proposal Writing
- Creating a Classroom Web Site
- Creating Classroom Centers
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Differentiating K-12 Assessments
- Empowering Students With Disabilities
- Enhancing Language Development in Childhood
- Get Assertive!
- Grammar Refresher
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Handling Medical Emergencies
- Homeschool With Success
- Introduction to Microsoft Word 2011 for Mac
- Leadership
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Smarter With SMART Boards
- Teaching Students With ADHD
- Teaching Students With Autism: Strategies for Success
- Teaching Students With Learning Disabilities
- Teaching Writing: Grades K-3
- The Creative Classroom
- The Differentiated Instruction & Response to Intervention Connection
- Understanding Adolescents
- Writing Effective Grant Proposals
- Blogging and Podcasting for Beginners
- Creating a Classroom Web Site
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft Excel 2010 in the Classroom
- Microsoft PowerPoint 2007 in the Classroom
- Microsoft PowerPoint 2010 in the Classroom
- Microsoft Word 2007 in the Classroom
- Microsoft Word 2010 in the Classroom
- Teaching Smarter With SMART Boards
- The Classroom Computer
- Using the Internet in the Classroom

Test Prep
- GMAT Preparation
- GRE Preparation - Part 1 (Verbal and Analytical)
- GRE Preparation - Part 2 (Quantitative)
- LSAT Preparation - Part 1
- LSAT Preparation - Part 2
- Prepare for the English Language Arts, Writing Test
- Prepare for the GED® Test
- SAT/ACT Preparation - Part 1
- SAT/ACT Preparation - Part 2

Web Computer Programming
- Creating Query Mobile Websites With Dreamweaver
- Creating Mobile Apps with HTML5
- Intermediate CSS3 and HTML5
- Intermediate Java Programming
- Intermediate PHP and MySQL
- Intermediate Visual Basic
- Introduction to Ajax Programming
- Introduction to ASP.NET
- Introduction to C# Programming
- Introduction to C++ Programming
- Introduction to Java Programming
- Introduction to Perl Programming
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Python 2.5 Programming
- Introduction to Python 3 Programming
- Introduction to Programming
- Introduction to Visual Basic
- Mac, iPhone, and iPad Programming
- Intermediate Networking
- Intermediate Networking
- Introduction to Networking
- Wireless Networking

Web Page Design
- Achieving Top Search Engine Positions
- Advanced Web Pages
- Blogging and Podcasting for Beginners
- Creating Query Mobile Websites With Dreamweaver
- Creating Mobile Apps with HTML5
- Creating Web Pages
- Creating WordPress Websites
- Creating Websites With PHP
- Designing Effective Websites
- Intermediate CSS3 and HTML5
- Intermediate Programming
- Intermediate PHP and MySQL
- Intermediate Programming
- Introduction to Dreamweaver CS5
- Introduction to Dreamweaver CS6
- Introduction to Microsoft Expression Web
- Introduction to PHP and MySQL
- Mac, iPhone, and iPad Programming
- Marketing Your Business on the Internet
- Navigating the Internet

Writing
- Beginner’s Guide to Getting Published
- Writing and Selling Self-help Books
- Business and Marketing Writing
- Effective Business Writing
- Fundamentals of Technical Writing
- Grammar Refresher
- Resume Writing Workshop
- The Keys to Effective Editing
- Writing Essentials
Online Courses
For Healthcare Professionals

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

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(636) 481-3144

Courses Start as Low as: $110

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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AT OUR ONLINE INSTRUCTION CENTER
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How to Get Started:
1. Visit our Online Instruction Center:
   www.ed2go.com/jeffce
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your 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.

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Medical Terminology: A Word Association Approach
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

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

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

Certificate in Issues in 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 childbearing women, newborns, and families.
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/jeffce

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

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Ready, Set, Read!
Learning specialist shows you how to develop successful readers and writers.

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

Big Ideas in Little Books
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom.

Integrating Technology in the K-5 Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Understanding Adolescents
Unlock the secrets of the adolescent mind to improve relations.

Microsoft PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Microsoft Word in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft Excel in the Classroom
Discover how Excel can help you improve your effectiveness as a teacher.

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.

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

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

Speed Spanish I
II and III are now available! Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

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• 6 Weeks of Instruction

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Courses Start as Low as:
$95

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/jeffce
AMA (American Management Association) ONLINE COURSES

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

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

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

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

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

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

CERTIFICATE PROGRAMS:
Follow these steps to receive an AMA Certificate:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- Successful Project Management, Second Edition

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- Fundamentals of Purchasing
- Strategic Supply Management

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- Mergers and Acquisitions: A Strategic Valuation Approach

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- Coaching for Top Performance

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

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

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

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

Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
www.jeffco.edu
Certified Fiber Optics Technician (CFOT) Level I

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

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

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

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

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

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


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

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

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

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

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


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Jefferson College
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Hillsboro, MO 63050
WWW.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 – Community Outreach – Continuing Education – Professional Development](http://www.jeffco.edu). Check back often, for updates, or call the Continuing Education Office for personal assistance.
The Microsoft Certified Application Specialist Training program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Windows Vista® and Microsoft Office® productivity software: Excel, Word, Power Point, Access & Outlook.

Students who complete MCAS certification training earn more than employees who are not certified.
82% of the students who get certified report getting a raise upon receiving their certification.
120 hours Online (Instructor led courses are available)
MCAS Certification Testing Available at Jefferson College

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

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

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

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

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

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

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

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

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Hillsboro, MO 63050
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INSTRUCTOR LED COURSES TAUGHT BY AN OSHA AND MSHA AUTHORIZED INSTRUCTOR

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

ADDITIONAL ON-LINE COURSES

- General Industry
- Asbestos Protection
- Back Safety
- Bloodborne Pathogens for Emergency Respondents
- Carcinogen Safety
- Chemical Hazard Communications
- Chlorine Safety
- Compressed Gas Safety
- Electrical Personal Protective Equipment
- Emergency Disaster Preparedness
- Emergency Response & Spill Control (HAZWOPER)
- Environmental Awareness Part 1: Air and Water
- Environmental Regulations Overview
- Fall Protection Awareness
- Fire and Explosion Hazards
- Eye and Face Protection
- Fire Prevention and Safety
- Forklift Certification / Safety
- Hand and Power Tool Safety
- Hazard Communication
- Hazardous Material Management
- Health, Safety, and Security Challenges
- Hearing Conservation
- Indoor Hoisting and Rigging
- Industrial Ergonomics
- Laboratory Safety
- Ladder and Scaffolding Safety
- Lead Awareness
- Lockout/Tagout
- OSHA General Industry Safety
- Personal Protective Equipment Machine
- Guarding Safety
- Powered Industrial Truck Safety
- Workplace Security Awareness

HEALTH CARE

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

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

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

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SEPT. 17 Vocal Edge, St. Louis première a cappella band • 7:30PM
SEPT. 25 Kent Farnsworth, noted author “The New Breed of Novelist” • 1 PM FREE!
OCT. 1 Improv Shop, original, dynamic & fun show using the tools of Chicago-style improv • 7:30PM
OCT. 8-11 Fall Play “The Brothers Grimm SpectaculaTion”
Oct 8, 10AM / OCT 9, 8PM / OCT 10, 8PM / OCT 11, 2PM
OCT. 13 Band Concert: Back With Baroque • 7:30PM FREE!
OCT. 18 Choir Concert: Choral Perspectives • 3 PM FREE!
OCT. 22 Jefferson College Faculty Jazz Concert • 7:30PM FREE!
NOV. 1 Fall Back Into Jazz Featuring the Jefferson College Jazz Ensembles • 3PM FREE!
NOV. 10 30 Minutes of Geek, live podcast taping with host Jim Yellen • 7PM FREE!
NOV. 21 Children’s theatre “A Seussified Christmas Carol” • 2PM
DEC. 1 Band Concert: An International Affair • 7:30PM FREE!
DEC. 2-3 Pottery Sale • Dec 2, 10AM - 6PM / Dec 3, 10AM - 4PM FREE!
DEC. 6 Choir Concert: Sounds of the Season • 3PM FREE!
DEC. 10 Jefferson College Community Jazz Project • 7PM FREE!
JAN. 22-23 Keith Jozef, Master Illusionist • JAN 22, 7PM / JAN 23, 3PM
FEB. 2 Bobby Norfolk & Jan Dolan • 7PM
“The Ville and the Hill: Erasing Racism in St. Louis”
FEB. 25-28 Spring Play “Taming of the Shrew”
Feb 25, 10AM / FEB 26, 6PM / FEB 27, 8PM / FEB 28, 2PM
MAR. 6 Choir Concert: A Celebration of Song • 3PM FREE!
MAR. 6 Band Concert: Fabulous Folk Songs • 7:30PM FREE!
MAR. 10 Spring Jazz Showcase • 7:30PM
Featuring world-renowned trumpeter Sean Jones
MAR. 11-13 48 Hour Film Festival (April 1, 7pm Film Festival Screening) FREE!
APR. 12 Kneebody, Modern Jazz Rock Band • 7:30PM
APR. 20-25 Student Art Show FREE!
MAY 1 Backyard BBQ German Polka Band, Festhaus-Musikanten • 1PM FREE!
MAY 3 Band Concert: Poems, Dreams, and Fantasies • 7:30PM FREE!
MAY 4-5 Pottery Sale • MAY 4, 10AM - 6PM / MAY 5, 10AM - 4PM FREE!
MAY 5 Choir Concert: A Lighter Fare • 7:30PM FREE!
JUN. 17-23, 24-25 Summer Musical “Company” Jun 17, 8PM
Jun 18, 8PM / JUN 19, 3PM / JUN 24, 8PM / JUN 25, 8PM

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Training Solutions That Make Sense...

• Reduce Training Costs
• Improve Productivity
• Increase Profits
• State Reimbursement

The Business & Workforce Development Center at Jefferson College provides customized training solutions perfect for businesses interested in improved productivity and enhanced employee performance. Jefferson College is committed to providing both the training resources and assistance your business needs to reduce training costs and increase profits. Jefferson College is part of the Missouri Customized Training network which provides competitive training services and locally administered funding assistance to employers for the training and re-training of new and existing employees. Over $1,000,000 of state funded reimbursement has been awarded to Jefferson County companies throughout the past few years to defer training costs.

Bryan Herrick M.Ed.
Business & Community Development Director
(636) 481-3168 or 797-3000, ext. 3168
bherrick@jeffco.edu

For more information, go to our web site at www.jeffco.edu
WHAT IS CONTINUING EDUCATION?
Jefferson College Continuing Education courses provide opportunity to:
- Enter or re-enter the mainstream of education;
- Prepare for occupational advancement or re-training;
- Receive a high school equivalency diploma (GED); and/or
- Make learning a lifelong process.

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

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

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

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

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

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

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

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

Courses Starting All the Time!
Sign Up Today!

Jefferson College reserves the right to cancel a class session when necessary and will provide a make-up session. Jefferson College reserves the right to substitute teachers when necessary.
COURSES STARTING ALL THE TIME!

SIGN UP TODAY!

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

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

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

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

PRE-REGISTRATION IS REQUIRED FOR ALL COURSES

REGISTRATION FORM

1. Male □ Female □
2. Social Security #
   (or) Student I.D.

3. Last First Middle
4. Home Phone ____________
5. Business Phone ____________
6. Date of Birth ___/___/_____
7. E-mail _____________________
8. Business Name ____________
9. Zip ____________

Please register me for the following course(s):

<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>

□ MasterCard □ VISA □ Discover
Card # ____________________________
 Exp. Date ___/____ Sec. Code ______

OFFICE USE ONLY: Cash __________ Check # __________________ Cardholder Name: __________________ Bank Name: __________________
Term: __________________ Received by: __________________ Date: __________ Time: __________ A.M. P.M.

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

Use this form for mail-in and fax registration only.
Make check payable to JEFFERSON COLLEGE.
The Continuing Education Course Schedule is published two times each year by the Junior College District of Jefferson County for the citizens of the District and its students, faculty, and Staff. The Continuing Education Course Schedule is a publication of Jefferson College Continuing Education / Workforce Development Office, and Public Relations & Publication Services.

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Bryan Herrick: Director of Business & Community Development
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Amy Coomes: Senior Graphic Designer
Lauren Murphy: 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, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity.

Note: If accommodations for a disability are needed contact the Disability Support Services Coordinator, Office – Library 110, (636) 481-3169 or 797-3000, ext. 3169 or cplatter@jeffco.edu.

Jefferson College is happy to offer courses for ALL AGES!

Check out the great kids courses available at our various locations this Fall!

To Register, call our 24-Hour Customer Service Line: (636) 481-3144 or 797-3000, ext. 3144