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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)
# COURSES

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

RECREATION

**Tae Kwon Do - Adult Two Hour**

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, January 25 - April 25, 7:00 pm - 9:00 pm
**SESSIONS:** 12
**FEE:** $99
**INSTRUCTOR:** Kenneth Emmons
**LOCATION:** De Soto Senior High School, Cafeteria
**Reference #** 36594

**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, January 25 - April 25, 7:00 pm - 8:00 pm
**SESSIONS:** 12
**FEE:** $49
**INSTRUCTOR:** Kenneth Emmons
**LOCATION:** De Soto Senior High School, Cafeteria
**Reference #** 36593

**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, January 25 - April 25, 7:00 pm - 9:00 pm
**SESSIONS:** 12
**FEE:** $99
**INSTRUCTOR:** Kenneth Emmons
**LOCATION:** De Soto Senior High School, Cafeteria
**Reference #** 36592
Jefferson College Continuing Education & Workforce Development

March 1 - March 22, 6:30 pm - 8:30 pm

Reference # LOCATION INSTRUCTOR FEE SESSIONS DAY/DATE/TIME Section

FESTUS

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. Right on Westwind Drive to campus on left.

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.

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

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, March 1 - March 22, 6:30 pm - 8:30 pm
SESSIONS: 4
FEE: $49
INSTRUCTOR: Staff
LOCATION: Festus Senior High, Room 229
Reference # 36643

More Beyond the Basics in Watercolor
(ART 989)
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, April 5 - April 26, 6:30 pm - 8:30 pm
SESSIONS: 4
FEE: $49
INSTRUCTOR: Staff
LOCATION: Festus Senior High, Room 229
Reference # 36642

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, February 9 - April 19, 6:30 pm - 8:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Susan Harris
LOCATION: Festus Intermediate School, Old Cafeteria
Reference # 36644

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, February 22 - May 2, 7:00 pm - 8:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Judy Hiller-Leitterman
LOCATION: Festus Elementary, Old Cafeteria
Reference # 36656

Imperial Swing Dance - Beginner
(DAN 905)
One of the nation’s most popular forms of dancing will be taught by a professional, competitive dancer. You will learn to dance smoothly and confidently to all types of music. This course is suggested for couples; fee indicated is per person. Bring your soft-soled shoes. You must provide your own transportation on field trips.

Section 0
DAY/DATE/TIME: M, February 22 - May 2, 8:00 pm - 9:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Judy Hiller-Leitterman
LOCATION: Festus Elementary, Old Cafeteria
Reference # 36655

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, February 9 - April 19, 6:30 pm - 8:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Susan Harris
LOCATION: Festus Intermediate School, Old Cafeteria
Reference # 36644

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, February 22 - May 2, 7:00 pm - 8:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Judy Hiller-Leitterman
LOCATION: Festus Elementary, Old Cafeteria
Reference # 36656

Imperial Swing Dance - Beginner
(DAN 905)
One of the nation’s most popular forms of dancing will be taught by a professional, competitive dancer. You will learn to dance smoothly and confidently to all types of music. This course is suggested for couples; fee indicated is per person. Bring your soft-soled shoes. You must provide your own transportation on field trips.

Section 0
DAY/DATE/TIME: M, February 22 - May 2, 8:00 pm - 9:00 pm
SESSIONS: 10
FEE: $59
INSTRUCTOR: Judy Hiller-Leitterman
LOCATION: Festus Elementary, Old Cafeteria
Reference # 36655
DANCE

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: T, February 9 - April 26, 7:00 pm - 8:30 pm (no class March 22 & 29, 2016)
SESSIONS: 10
FEE: $69
INSTRUCTOR: Sandy Derickson
LOCATION: Ridgewood Middle School, Cafeteria
Reference # 36645

RECREATION

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 1
DAY/DATE/TIME: M, January 27 - April 20, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36597

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 1
DAY/DATE/TIME: W, January 27 - April 20, 7:00 pm - 8:00 pm
SESSIONS: 12 / FEE: $49
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36595

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 1
DAY/DATE/TIME: W, January 27 - April 20, 7:00 pm - 9:00 pm
SESSIONS: 12 / FEE: $99
INSTRUCTOR: Timothy Braloski
LOCATION: Meramec Heights Elementary, Gym
Reference # 36596
Arnold

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

Requests for full refunds must be made 48 hours before the course starting time to 481-3144.

Business Start Up Power Series

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
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: Room 325

The Introvert and the Extrovert
(BU1 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.

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
SESSIONS: 2
FEE: $49
INSTRUCTOR: Kate Brockmeyer
LOCATION: Room 325

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.

Please call for current dates and times
(636) 481-3144 or 797-3000, ext. 3144

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.

SESSIONS: 1
FEE: $295
INSTRUCTOR: QL Group Staff
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144
**COMPUTER**

**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 2

DAY/DATE/TIME: S, April 2 - April 16, 9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36628

**FAST COURSE**

**Excel 2013 – Beginning**

(CMP 974)

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: S, February 13 - February 27, 9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36629

**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 worksheets, 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, please bring your own flash drive.

Section 1

DAY/DATE/TIME: S, March 5 - March 26, 9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36633

**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 2

DAY/DATE/TIME: S, April 23 - May 7, 9:00 am - 12:00 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Room 114
Reference # 36636

**GUIDANCE**

**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.

SESSIONS: 2
FEE: $1149
INSTRUCTOR: Quality Coach Staff
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

**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 vmp, 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, April 7 - April 28, 7:00 pm - 9:00 pm
SESSIONS: 4
FEE: $39
INSTRUCTOR: Ken Kennedy
LOCATION: Room 325
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/DAY/DATE/TIME: M, April 4 - May 9,
7:00 pm - 9:00 pm
SESSIONS: 6
FEE: $95
INSTRUCTOR: Tatiana Kennedy
LOCATION: Room 325

Tracing Your Family:
Step-by-Step

Ever wondered how to trace your family tree? Not sure how to get started or where to look? Then this is the class for you. In this class we’ll start with the fundamentals – what you’re looking for, where to look for it, and how to organize your research.

Section 0
DAY/DAY/DATE/TIME: T, March 21- April 4,
7:00 pm - 9:00 pm
SESSIONS: 3
FEE: $29
INSTRUCTOR: Robin Hanson
LOCATION: Room 325

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
SESSIONS: 5
FEE: $195
INSTRUCTOR: William Kaune
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

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
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

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
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

PLUMBING

Plumbing Code*
(PD4-980): This course will explain the sections of the 2009 International Plumbing Code and what sections of the code to look up for specific answers to ensure code standards. We will review the Jefferson County amendments and how they affect plumbing installations.

*This course has been approved by the Jefferson County Code Enforcement Board as a CODE course worth 2.0 PEUs toward the current license cycle for Plumbers, Drainlayers, and Lawn Irrigation Professionals.

Plumbing Estimation*
(PD4-982): This course will explain how to successfully estimate drain, waste, and vent water systems. This course will also focus on obtaining material take off and on how to put together a successful bid proposal and prepare a contract.

*NOTE: This course has been approved by the Jefferson County Code Enforcement Board as an ELECTIVE course, worth 2.0 PEUs toward the current licensing cycle for Plumbers, Drainlayers, and Lawn Irrigation Professionals.

The instructor for these 3 courses is Charles Redecker, please call for current dates and times (636) 481-3144.
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.


Section 0
SESSIONS: 2
FEE: $175
INSTRUCTOR: William Kaune
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

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
SESSIONS: 1
FEE: $135
INSTRUCTOR: The Quality Coach Staff
LOCATION: Room 325

Please call for current dates & times:
(636) 481-3144 or 797-3000, ext. 3144

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, March 12, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 36646

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, April 2, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 36647

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, April 30, 9:00 am - 11:00 am
SESSIONS: 1
FEE: $15
INSTRUCTOR: Hal Neisler
LOCATION: Room 325
Reference # 36648
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)
In this class we will make several items ranging from handmade soaps to spicy meat rubs, serving bowls potpourri, and too much more to mention. So come join the fun and create a homemade sensations for your friends and family. A supply list will be given the first night of class.

Section 0
DAY/DATE/TIME: T, March 8 - April 5, 7:00 - 9:00 pm
SESSIONS: 4
FEE: $59
INSTRUCTOR: Sheryl Bartch
LOCATION: TBA

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, 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, February 22 - March 21, 7:00 - 9:00 pm
SESSIONS: 4
FEE: $59
INSTRUCTOR: Sheryl Bartch
LOCATION: TBA

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, February 9 - March 1, 7:00 - 9:00 pm
SESSIONS: 6
FEE: $59
INSTRUCTOR: Bonnie Blass
LOCATION: TBA

Small Acreage Land Entrepreneurs Conference
SPONSORED BY UNIVERSITY OF MISSOURI EXTENSION CENTER
Gain practical knowledge and explore the possibilities for your small acreage at this informative conference.

Saturday, April 9 at the Jefferson College Arts & Sciences I Building
Please visit our website for updated information (www.jeffco.edu)
**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 2013. 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: M, February 8 - February 29, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Technology Center, Room 310
Reference # 36624

**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: T, March 1 - March 22, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36672

**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, please bring your own flash drive.

Section 1
DAY/DATE/TIME: M, April 25 - May 9, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36631

**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 worksheets, 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, please bring your own flash drive.

Section 0
DAY/DATE/TIME: T, March 29 - April 12, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36632

**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 1
DAY/DATE/TIME: T, March 29 - April 12, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36635

**FAST COURSE**

**Access 2013 – Beginning**

(CMP 976)
Access is now a member of our popular “Fast Course” series lineup. During these nine enriching contact hours you will discover new database techniques. Topics will include: database objects, adding records, designing a database, formatting a datasheet layout, create forms, reports, using wizards, modifying table structures 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: M, March 7 - March 28, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36637
**FAST COURSE**

**PowerPoint 2013**

(CMP 977)

Our “Fast Course” Series now includes PowerPoint! During these three class meetings, we will cover creating and delivering a presentation; adding clipart, animation and sound, and inserting charts. Invest a little bit of your time and gain a lot of valuable experience. This course will be taught on an IMB/PC compatible computer, and for maximum benefit, a student should have personal access to one. A book is included within this fee, please bring your own flash drive.

Section 0
DAY/DATE/TIME: M, April 4 - April 18, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Career Technical Ed Bldg, Room 139
Reference # 36638

**DANCE**

**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, January 7 - March 3, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36550

Section 1
DAY/DATE/TIME: R, March 10 - April 28, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36551

**Tap-Adult Intermediate**

(DAN 919)

It’s time to tap your way into fitness. All levels of ability are welcome, guaranteed fun for adults of all ages.

Section 0
DAY/DATE/TIME: R, January 7 - March 3, 7:00 pm - 8:00 pm
SESSIONS: 6
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36552

Section 1
DAY/DATE/TIME: R, March 10 - April 28, 7:00 pm - 8:00 pm
SESSIONS: 6
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36553

**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, January 5 - March 1, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36554

Section 1
DAY/DATE/TIME: T, March 8 - April 26, 8:00 pm - 9:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36555

**GARDENING**

**Annuals and Perennials**

(AGR 938)

ANNUALS: Learn how to brighten the landscape with abundant and complimentary amounts of annual color to add interest to beds, borders, pots or containers. You’ll learn how to properly select them for site and climactic conditions. Learn which annuals work best as cut flowers or in rock gardens, window boxes, or hanging baskets.

PERENNIALS: These flowers live from year to year. The stems and leaves of some remain, but in most the tops die back each winter. Learn how, where, and when to plant as well as how to maintain perennials.

Section 0
DAY/DATE/TIME: M, April 11, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Karen Davis
LOCATION: Student Center, Viking Room
Reference # 36586

**Soil Basics**

(AGR 950)

Soil forms through a complex interaction of many factors. These processes can be grouped into five forming factors: Parent Material, Climate, Biota, Topography, and Time. Learn how these factors have affected your area and can impact your landscaping plans.

Section 0
DAY/DATE/TIME: M, April 25, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Teresa Morris
LOCATION: Student Center, Viking Room
Reference # 36588

**Vegetable Gardening**

(AGR 961)

Learn about site selection and other considerations such as raised beds and intensive gardening, vegetables described as cool season and warm season. Vegetables are grouped into families. Knowing which vegetables belong to which family can help with the best growing and harvesting practices. Basic growing methods per vegetable family will be covered.

Section 0
DAY/DATE/TIME: M, May 2, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Kate Kammler
LOCATION: Student Center, Viking Room
Reference # 36589
Plant Propagation
(AGR 969)
Learn how plants reproduce. Some plants reproduce through seeds, while others can be vegetatively reproduced through cuttings (stem tip, leaf, leaf bud and layering), air layering, division and grafting (whip, bench, cleft, bark and side), and budding (T, chip and pitch).

Section 0
DAY/DATE/TIME: M, April 18, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Debi Kelly
LOCATION: Student Center, Viking Room
Reference # 36587

Plant Structure, Class & Environment
(AGR 977)
Learn how plants are structured and classified. This can help in determining how best to care for them. The course will discuss the structure and functions of plants, identification of the different parts of the plant, as well as understanding how and why water, air, light and temperature are important to plant growth.

Section 0
DAY/DATE/TIME: M, April 4, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Debi Kelly
LOCATION: Student Center, Viking Room
Reference # 36585

Fruit Gardening
(AGR 978)
Site selection and cultural practices of growing fruit in the home garden will be presented. Learn which fruits are self-pollinated or need cross-pollination to produce fruit. Both small berries as well as pome and stone fruit trees will be described.

Section 0
DAY/DATE/TIME: M, May 9, 6:30 pm - 9:30 pm
SESSIONS: 1
FEE: $20
INSTRUCTOR: Katie Kammer
LOCATION: Student Center, Viking Room
Reference # 36590

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.

Section 0
DAY/DATE/TIME: S, February 27, 8:00 am - 5:00 pm
SESSIONS: 1
FEE: $100
INSTRUCTOR: Luke Adler
LOCATION: CTE Building, Room 174

Section 1
DAY/DATE/TIME: S, April 2, 8:00 am - 5:00 pm
SESSIONS: 1
FEE: $100
INSTRUCTOR: Luke Adler
LOCATION: CTE Building, Room 174

Section 2
DAY/DATE/TIME: S, April 30, 8:00 am - 5:00 pm
SESSIONS: 1
FEE: $100
INSTRUCTOR: Luke Adler
LOCATION: CTE Building, Room 174

HEALTH
Certified Medication Tech (CMT)
(HEA 960)
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 programs is designed to teach skills in administration of nonparenteral medications that will qualify students to perform this procedure to assist Licensed Practical Nurses (LPNs) or Registered Professional Nurses (RNs) in medication therapy. This course consists of 60 Classroom Contact Hours, as well as 8 Hours of Clinical Practice, under the direct supervision of an instructor. The course will instruct student in the following subject areas: Basic Review of Body Systems and Medication Effect on Each System; Medical Terminology; Infection Control; and Medication Classifications. A student must successfully complete a final written exam and a two-hour final practicum exam, before a certificate can be issued with the student's name being placed on the Missouri State Certified Medication Technician (CMT) Registry. NOTE: Additional fees for books and testing may apply.

Section 0
DAY/DATE/TIME: M, April 2 - May 3, 8:00 am - 5:00 pm
SESSIONS: 15
FEE: $840
INSTRUCTOR: Tina Beason
LOCATION: Area Technical School, Room 108
Reference # 36584

LANGUAGE
American Sign Language I
(LAN 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, March 8 - May 3, 7:00 pm - 9:30 pm
SESSIONS: 8
FEE: $149
INSTRUCTOR: Susie Ehlen
LOCATION: TBA
In addition, you'll have an opportunity to record a play samples from working voice professionals. We'll discuss industry pros and cons and for, how to prepare, and where to find work in your area! We’ll discuss what the Pros look range of voices hired has grown dramatically from you to the growing field of voice over. Today, the commercials and more, this class will introduce audio books and cartoons to documentaries, (PD2 996) Make Money with Your Voice Get Paid to Talk: This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. 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: W, February 3, 8:00 am - 4:30 pm SESSIONS: 1 FEE: $100 INSTRUCTOR: Sandi Miller LOCATION: Student Center, Viking Room Reference # 36503

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 requirement for managers or operators of food establishments. NOTE: This fee does not include book.

Section 0 DAY/DATE/TIME: R, January 14 - January 21, 9:00 am - 4:00 pm SESSIONS: 2 FEE: $120 INSTRUCTOR: Jefferson County Health Department Staff LOCATION: Student Center, Viking Room Reference # 36507

Section 1 DAY/DATE/TIME: T, February 23, 6:00 pm - 8:30 pm SESSIONS: 1 FEE: $20 INSTRUCTOR: Jefferson County Health Department Staff LOCATION: Student Center, Viking Room Reference # 36504

Section 2 DAY/DATE/TIME: T, March 8, 6:00 pm - 8:30 pm SESSIONS: 1 FEE: $20 INSTRUCTOR: Jefferson County Health Department Staff LOCATION: Student Center, Viking Room Reference # 36505

Section 3 DAY/DATE/TIME: R, April 28, 9:00 am - 11:30 am SESSIONS: 1 FEE: $20 INSTRUCTOR: Jefferson County Health Department Staff LOCATION: Student Center, Viking Room Reference # 36506

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: T, April 19, 6:30 pm - 9:00 pm SESSIONS: 1 FEE: $19 INSTRUCTOR: Get Paid to Talk Staff LOCATION: Student Center, Viking Room Reference # 36649
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, January 11, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Richard Stephenson
LOCATION: CTE Building, Room 166
Reference # 36607

Section 1
DAY/DATE/TIME: W, January 13, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Richard Stephenson
LOCATION: CTE Building, Room 166
Reference # 36608

Section 2
DAY/DATE/TIME: M, February 8, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Staff
LOCATION: CTE Building, Room 134
Reference # 36650

Section 3
DAY/DATE/TIME: R, March 10, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Staff
LOCATION: CTE Building, Room 166
Reference # 36651

Section 4
DAY/DATE/TIME: M, April 11, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Staff
LOCATION: CTE Building, Room 166
Reference # 36652

Section 5
DAY/DATE/TIME: R, May 12, 5:00 pm - 10:00 pm
SESSIONS: 1
FEE: $65
INSTRUCTOR: Staff
LOCATION: CTE Building, Room 166
Reference # 36653

Veterinary Tech CE Seminar
(PR 971)
Veterinary Technician Continuing Education Seminar. If you are a Registered Veterinary Technician, you can receive 5 hours of continuing education needed for professional license renewal by attending this seminar. This course is sponsored by the Jefferson College Veterinary Technology Program, the Jefferson College Student Chapter of NAVTA, and the Humane Society of Missouri. NOTE: Class held at Humane Society of Missouri, 1201 Macklind Ave. St. Louis, Mo. 63110

Section 0
DAY/DATE/TIME: U, April 10, 8:00 am - 10:00 pm
SESSIONS: 1
FEE: $50
INSTRUCTOR: Dana Nevois
LOCATION: Arts & Sciences I, Little Theater, Lecture Hall 3
Reference # 36510

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, January 25 - May 2, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 36558

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: R, February 4 - April 28, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 36562
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, January 11 - May 4, 9:00 am - 9:50 am  
SESSIONS: 30  
FEE: $97  
INSTRUCTOR: Aida Steiger  
LOCATION: Field House, Room 203  
Reference # 36516

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, January 11 - May 4, 9:00 am - 9:50 am  
SESSIONS: 30  
FEE: $97  
INSTRUCTOR: Aida Steiger  
LOCATION: Field House, Room 203  
Reference # 36517

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, January 11 - May 16, 7:00 pm - 9:00 pm  
SESSIONS: 15  
FEE: $97  
INSTRUCTOR: Patrick Evers  
LOCATION: Field House, Gym  
Reference # 36518

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

Section 0  
DAY/DATE/TIME: M, January 11 - May 16, 7:00 pm - 9:00 pm  
SESSIONS: 15  
FEE: $97  
INSTRUCTOR: Patrick Evers  
LOCATION: Field House, Gym  
Reference # 36519

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 hours notice, prior to the course starting time. This course is sponsored in cooperation with the Motorcycle Safety Foundation.

Section 0  
DAY/DATE/TIME: US, April 9 - April 10, 7:30 am - 7:30 pm  
SESSIONS: 2  
FEE: $215  
INSTRUCTOR: Ed Clay  
LOCATION: Fine Arts, Room 3C  
Yellow Parking Lot  
Reference # 36563

Section 1  
DAY/DATE/TIME: US, April 16 - April 17, 7:30 am - 7:30 pm  
SESSIONS: 2  
FEE: $215  
INSTRUCTOR: Ed Clay  
LOCATION: Fine Arts, Room 3C  
Yellow Parking Lot  
Reference # 36564

Section 2  
DAY/DATE/TIME: US, April 23 - April 24, 7:30 am - 7:30 pm  
SESSIONS: 2  
FEE: $215  
INSTRUCTOR: Ed Clay  
LOCATION: Fine Arts, Room 3C  
Yellow Parking Lot  
Reference # 36565

Section 3  
DAY/DATE/TIME: US, April 30 - May 1, 7:30 am - 7:30 pm  
SESSIONS: 2  
FEE: $215  
INSTRUCTOR: Ed Clay  
LOCATION: Fine Arts, Room 3C  
Yellow Parking Lot  
Reference # 36566

Water Fitness  
(SWM 908)  
Water Fitness is a recreational conditioning program, designed as a means of attaining and/or maintaining physical fitness, through water activities. NO PREREQUISITE! NOTE: Late enrollment is allowed for this course.

Section 0  
DAY/DATE/TIME: MW, January 11 - May 4, 9:00 am - 9:50 am  
SESSIONS: 30  
FEE: $99  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 36511

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, January 11 - March 4, 8:00 am - 8:50 am  
SESSIONS: 30  
FEE: $97  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 36512

Section 1  
DAY/DATE/TIME: MTWR, March 7 - May 16, 8:00 am - 8:50 am  
SESSIONS: 30  
FEE: $97  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 36513

Lifeguard Training  
(SWM 902)  
Lifeguard Training deals with the development of the knowledge and skills necessary for saving a life in the event of an emergency. This course meets all of the requirements for the American Red Cross Lifeguard Certificate. PreRequisite: You must have intermediate level swimming skills AND the permission of the instructor to enroll.

Section 0  
DAY/DATE/TIMES:  
F, January 29, 5:00 pm - 9:00 pm,  
S, January 30 - February 7, 9:00 am - 5:00 pm,  
U, January 31, 9:00 am - 5:00 pm,  
S, February 7, 9:00 am - 5:00 pm,  
U, February 8, 9:00 am - 5:00 pm  
SESSIONS: 5  
FEE: $269  
INSTRUCTOR: Michelle Cobb  
LOCATION: Field House, Swimming Pool  
Reference # 36654
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, January 4 - February 29, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 36524

Dance-Beginning-Ages 3-6
(DAN 803)
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, January 4 - February 29, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 36528

Dance-Beginning-Ages 4-6
(DAN 804)
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, January 4 - February 29, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36526

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

Section 0
DAY/DATE/TIME: T, January 5 - March 1, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Laura Keeven
LOCATION: Field House, Room 206
Reference # 36530

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, January 4 - February 29, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36540

Dance-Beginning II - Ages 4-6
(DAN 845)
You may qualify to take this course with instructor approval.

Section 0
DAY/DATE/TIME: R, January 7 - March 3, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36532

Dance-Beginning II - Ages 4-7
(DAN 846)
You may qualify to take this course with instructor approval.

DAY/DATE/TIME: W, January 6 - March 2, 11:00 am - 12:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36534

Dance Beginning II - Ages 7-10
(DAN 847)
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, January 7 - March 3, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36536

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

Section 0
DAY/DATE/TIME: T, January 5 - March 1, 6:00 pm - 7:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36542
Tumbling-Beginning-Ages 4+
(DAN 813)
In this self-paced course, you will learn elementary tumbling skills.

Section 0
DAY/DATE/TIME: W, January 6 - March 2, 12:00 pm - 1:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 206
Reference # 36544

Tumbling-Intermediate II
Ages 7+
(DAN 814)
Tumbling-Intermediate II - Ages 7-12. Students may enroll in this class with instructor's permission.

Section 0
DAY/DATE/TIME: T, January 5 - March 1, 7:00 pm - 8:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 36548

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, January 4 - February 29, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $45
INSTRUCTOR: Ann Gustafson
LOCATION: Field House, Room 203
Reference # 36546

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, January 25 - May 2, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 36556

Section 1
DAY/DATE/TIME: S, January 30 - April 30, 8:00 am - 10:00 am
SESSIONS: 12
FEE: $99
INSTRUCTOR: Mike Dickerson
LOCATION: Field House, Room 203
Reference # 36557

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: R, February 4 - April 28, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 36561

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: R, February 4 - April 28, 7:00 pm - 8:00 pm
SESSIONS: 12
FEE: $49
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 36560

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: R, February 4 - April 28, 7:00 pm - 9:00 pm
SESSIONS: 12
FEE: $99
INSTRUCTOR: Vernon Watts
LOCATION: Field House, Room 203
Reference # 36561
**SWIM**

**Swim-Parent & Child:**
**Level I, 6-18 Months**

(SWM 812)
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, February 13 - April 30, 9:00 am - 9:30 am
**SESSIONS:** 10
**FEE:** $49
**INSTRUCTOR:** Michelle Cobb
**LOCATION:** Field House, Swimming Pool
**Reference #** 36614

**Swim-Parent & Child:**
**Level II, 18 Months-3 Years**

(SWM 813)
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, February 13 - April 30, 9:30 am - 10:00 am
**SESSIONS:** 10
**FEE:** $49
**INSTRUCTOR:** Michelle Cobb
**LOCATION:** Field House, Swimming Pool
**Reference #** 36615

**Swim- Preschool:**
**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, February 13 - April 30, 10:00 am - 11:00 am
**SESSIONS:** 10
**FEE:** $85
**INSTRUCTOR:** Michelle Cobb
**LOCATION:** Field House, Swimming Pool
**Reference #** 36616

**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, February 13 - April 30, 11:00 am - 12:00 am
**SESSIONS:** 10
**FEE:** $85
**INSTRUCTOR:** Michelle Cobb
**LOCATION:** Field House, Swimming Pool
**Reference #** 36617
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, February 13 - April 30, 2:00 pm - 3:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36618

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, February 13 - April 30, 1:00 pm - 2:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36619

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, February 13 - April 30, 2:00 pm - 3:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36620

Swim: Level V
(SWM 823)
Work on stroke refinement and endurance by using the front crawl and backstroke for 50 yards and the breaststroke for 25 yards. You will also improve upon the sidestroke and the butterfly. Other learning objectives include: Tread water for five minutes, front flip turn and what to do when you are exhausted or caught in a dangerous situation. If you have completed the Swim Level IV 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, February 13 - April 30, 2:00 pm - 3:00 pm
SESSIONS: 10
FEE: $85
INSTRUCTOR: Michelle Cobb
LOCATION: Field House, Swimming Pool
Reference # 36621
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

COMPUTER

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 2013. 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 1
DAY/DATE/TIME: W, April 27 - May 11, 6:30 - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Computer Lab, Room 208
Reference # 36625

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: W, March 2 - March 23, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Computer Lab, Room 208
Reference # 36626

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: W, February 10 - February 24, 6:30 pm - 9:30 pm
SESSIONS: 3
FEE: $99
INSTRUCTOR: Teresa Dorshorst
LOCATION: Computer Lab, Room 208
Reference # 36634
**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, please bring your own flash drive.

Section 1  
DAY/DATE/TIME: W, March 30 - April 13, 6:30 pm - 9:30 pm  
SESSIONS: 3  
FEE: $99  
INSTRUCTOR: Teresa Dorshorst  
LOCATION: Computer Lab, Room 208  
Reference # 36630

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**HEALTH**

Certified Nurse Assistant (CNA)  
(HEA 954)
The Certified Nurse Assistant (CNA) Program 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.  
NOTE: Acceptance into the CNA Program is conditional upon meeting specific pre-determined criteria.

Section 0  
DAY/DATE/TIME:  
MT, March 21 - May 10, 8:00 am - 2:30 pm,  
RF, March 24 - May 13, 6:30 am - 3:00 pm  
SESSIONS: 27  
FEE: $1595  
INSTRUCTOR: Karen Amsden  
LOCATION: Classroom (CNA)  
Reference # 36583
Teamsters Union Hills Golf Course

Teamsters Union Hills Golf Course (1230 Abbey Lane, Pevely, MO 63070)

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 Teamsters Union 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, April 11 - May 23, 5:00 pm - 6:00 pm
SESSIONS: 7
FEE: $169
INSTRUCTOR: Michael Sacca
LOCATION: Teamsters Union Golf Course
Reference # 36499

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, April 12 - May 24, 5:00 pm - 6:30 pm
SESSIONS: 7
FEE: $219
INSTRUCTOR: Michael Sacca
LOCATION: Teamsters Union Golf Course
Reference # 36500
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, including the elderly, safety, food service, personal care, elimination, restorative nursing and special procedures.
* Methods of instruction will include lecture, skills demonstrations, and clinical demonstration and supervision.
* The program is approximately 8 weeks long and prepares students for the State examinations for certification as a Nurse Assistant.
* The program meets the required 75 hours of classroom and 100 hours of on-the-job supervised training.
* See the Continuing Education Online Course Schedule for times, dates and locations.
* Apply early, since enrollment is limited to 10 students per class.

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

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

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

COST OF THE PROGRAM
* Tuition - $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.
Certified Medication Technician (CMT) Program

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

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

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

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


Student Qualifications:

- Verification of a high school diploma, Hi Set Certificate or GED (General Education Diploma).

- Achieves a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application on the Tests of the Adult Basic Education (TABE). The TABE test is administered by the public education sector.

- Six (6) months of employment as an approved Certified Nurse Assistant (CNA) and listed as active on the Missouri CNA registry before applying to become a CMT.

- Submits a letter to the training agency from the student’s administrator or director of nursing recommending the student take the course or a letter from a previous long-term care employer if unemployed.

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

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

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

CALL FOR MORE INFORMATION
CONTINUING EDUCATION DEPARTMENT
(636) 481-3144 or 797-3000, ext. 3144
Manufacturing Technician

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 the 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

In Partnership With:

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

Materials & Supplies included:
• Laptop Computer
• Microsoft Office Package
• Book: Precision Machining Technology (Cengage)
• Book: Basic Blueprint Reading and Sketching
• Industrial quality tool set (Caliper/Micrometer/Scale)

Required Materials:
• Textbooks
• Pencil
• Calculator
• Safety Glasses
• Flash Drive
• 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 (MindTap software), laptop computer with Microsoft Office package, jump drive with needed instructional materials, tool kit (calipers/micrometer/scale), and assistance with job placement.

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

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

www.jeffco.edu → Community Outreach → Continuing Education → Professional Development → Manufacturing
START A NEW CAREER IN A YEAR OR LESS!

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- MEDICAL TRANSCRIPTION AND EDITING
- MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR
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- COMPUTER TECHNICIAN
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- MEDICAL BILLING
- ICD-10 FOR ICD-9 CODERS
- MICROSOFT OFFICE 2010

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CALL TODAY
(636) 481-3144 or
797-3000, ext. 3144
MEDICAL ADMINISTRATIVE ASSISTING
INDUSTRY FACTS

WHAT DO MEDICAL ADMINISTRATIVE ASSISTANTS DO?
Healthcare is changing. With healthcare reform, medical records must move to an electronic format, which has created an incredible need for administrative professionals trained on electronic health record (EHR) software. Medical administrative assistants with EHR skills are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly. Specific responsibilities vary from location to location, but may include:

• Creating and updating patients’ electronic health records
• Managing the day-to-day operations of a medical facility
• Scheduling and coordinating appointments
• Verifying patient insurance
• Completing and submitting insurance claims
• Preparing correspondence between medical providers and their patients
• Providing quality customer service to patients

WHERE DO MEDICAL ADMINISTRATIVE ASSISTANTS WORK?
Medical administrative assistants work in a professional environment in a variety of healthcare facilities, and the demand for them will only increase as electronic health records become more standard. Positions can be found in doctors’ offices, hospitals, outpatient clinics, and many other types of healthcare facilities.

HOW MUCH DO MEDICAL ADMINISTRATIVE ASSISTANTS EARN?
The U.S. Department of Labor reports that the middle 50% of medical administrative assistants earn between $28,060 and $37,740 a year. You may also be able to increase your earning potential by earning industry certifications such as the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials.

IS THE MEDICAL ADMINISTRATIVE ASSISTANT FIELD GROWING?
The U.S. Department of Labor reports that the need for medical administrative assistants is growing faster than demand in other fields.

• Thousands of new jobs – Over 189,000 new jobs are expected for medical administrative assistants before 2022. Professionals with EHR expertise will be in the highest demand.
• Growing demand for healthcare services – Healthcare as a whole is expected to add over 2.8 million new jobs over the next few years, which is driven by an aging population that requires more care. This rapid industry expansion will greatly increase the need for administrative personnel, especially those with EHR expertise.
• Shift to technology – Healthcare is changing, and government healthcare reform is pushing facilities to move to electronic health records, making EHR skills stand out in the job market.

CALL TODAY
(636) 481-3144 or 797-3000, ext. 3144
MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR PROGRAM DETAILS

TRAINING DESIGNED TO IMPROVE YOUR LIFE

Built on over 20 years of experience in training high-quality healthcare professionals, the Medical Administrative Assistant with EHR program helps you quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial security in as little as 3 months.

PREPARE FOR THE FUTURE

Train affordably without sacrificing quality. This program’s comprehensive curriculum was developed by industry professionals with years of experience and is approved by the National Healthcare Association (NHA). The curriculum is specifically designed to:

• Prepare you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams
• Train you on the industry-standard ezEMRx EHR software
• Help you gain the necessary knowledge and skills to begin working immediately upon graduation

LEARN AT HOME

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages, including the opportunity to:

• Study on a schedule that fits your life
• Progress at the pace that matches your learning style
• Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

ACCOMPISH YOUR GOALS WITH USEFUL EDUCATION

Our curriculum is designed to help you accomplish your goal of getting a job. In addition to comprehensive curriculum and online flexibility, you’ll have access to 3 instructor support teams—student support, technical support, and graduate support—to ensure you can completed you education and prepare for a better future! All of these support teams are committed to helping you:

• Graduate quickly
• Prepare for the CMAA and CEHRS exams
• Successful move into the workforce

PROGRAM OVERVIEW AND APPROXIMATE COMPLETION HOURS

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ONLINE COURSES

OVER 300 + ONLINE COURSES ARE NOW AVAILABLE FROM EDUCATION TO GO,

Accounting
• Introduction to Peachtree Accounting 2012
• Intermediate QuickBooks 2012
• Intermediate QuickBooks 2013
• Introduction to QuickBooks 2012
• Introduction to QuickBooks 2013
• Performing Payroll in QuickBooks 2012
• Performing Payroll in QuickBooks 2013
• QuickBooks 2012 for Contractors
• QuickBooks 2013 for Contractors

Digital Photography
• Discover Digital Photography
• Mastering Your Digital SLR Camera
• Secrets of Better Photography
• Travel Photography for the Digital Photographer
• Photographing People With Your Digital Camera
• Photoshop CS6 for the Digital Photographer
• Photoshop CS6 for the Digital Photographer II
• Photoshop Elements 11 for the Digital Photographer

Languages
• Beginning Conversational French
• Conversational Japanese
• Easy English 1
• Easy English 2
• Easy English 3
• Instant Italian
• Grammar for ESL
• Grammar Refresher
• Merrill Ream Speed Reading
• Spanish for Law Enforcement
• Spanish for Medical Professionals
• Spanish in the Classroom
• Speed Spanish
• Speed Spanish II
• Speed Spanish III

Business and Management
• Business and Marketing Writing
• Creating a Successful Business Plan
• Distribution and Logistics Management
• Effective Business Writing
• Effective Selling
• Employment Law Fundamentals
• Fundamentals of Supervision and Management II
• Fundamentals of Technical Writing
• High Speed Project Management
• Help for the Helpdesk
• Leadership
• Learn to Buy and Sell on eBay
• Managing Customer Service
• Manufacturing Applications
• Manufacturing Fundamentals
• Marketing Your Business on the Internet
• Mastering Public Speaking
• Mastery of Business Fundamentals
• Professional Sales Skills
• Project Management Applications
• Project Management Fundamentals
• Secrets of the Caterer
• Six Sigma: Total Quality Applications
• Skills for Making Great Decisions
• Small Business Marketing on a Shoestring
• Supply Chain Management Fundamentals
• Total Quality Fundamentals
• Understanding the Human Resources Function

Health and Wellness
• Lose Weight and Keep It Off
• Luscious, Low-Fat, Lightning-Quick Meals

Healthcare/ Healthcare Certificate
• Certificate in Complementary and Alternative Medicine
• Certificate in End of Life Care
• Certificate in Gerontology
• Certificate in Growth and Development Through the Lifespan
• Certificate in Holistic and Integrative Health
• Certificate in Holistic and Integrative Health: Foundations 1
• Certificate in Holistic and Integrative Health: Foundations 2
• Certificate in Holistic and Integrative Health: Foundations 3
• Certificate in Integrative Mental Health
• Certificate in Issues in Oxygenation
• Certificate in Legal and Ethical Issues in Nursing
• Certificate in Mediation
• Certificate in Optimal Healing Environments
• Certificate in Pain Assessment and Management
• Certificate in Perinatal Issues
• Certificate in Spirituality, Health, and Healing
• Become a Physical Therapy Aide
• Become an Optical Assistant
• Legal Nurse Consulting
• 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
• HIPAA Compliance
• Medical Terminology: A Word Association Approach

Children, Parents and Family
• Assisting Aging Parents
• Homeschool With Success
• Managing Life as a Single Parent

Classroom Computing
• Creating a Classroom Web Site
• Creating Classroom Centers
• Creating K-12 Learning Materials
• Creating the Inclusive Classroom: Strategies for Success

Law and Legal
• LSAT Preparation - Part 1
• LSAT Preparation - Part 2
• Introduction to Criminal Law

Math
• Math Refresher
• Medical Math
• Introduction to Algebra
• Introduction to Statistics
• Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
• Singapore Math Strategies: Model Drawing for Grades 1-6
• Singapore Math: Number Sense and Computational Strategies

Microsoft
• Intermediate Microsoft Word 2010
• Intermediate Microsoft Access 2013
• Intermediate Microsoft Excel 2013
• Intermediate Microsoft Word 2013
• Introduction to Microsoft Access 2013
• Introduction to Microsoft Access 2016
• Introduction to Microsoft Excel 2013
• Introduction to Microsoft Excel 2016
• Introduction to Microsoft Excel 2016
• Introduction to Microsoft Expression Web
• Introduction to Microsoft Outlook 2013
• Introduction to Microsoft Outlook 2016
• Introduction to Microsoft PowerPoint 2016
• Introduction to Microsoft Project 2013
• Introduction to Microsoft Project 2016
• Introduction to Microsoft Publisher 2013
• Introduction to Microsoft Publisher 2016
• Introduction to Microsoft Word 2013
• Introduction to Microsoft Word 2016
• Introduction to Microsoft Word 2011 for Mac
• Microsoft PowerPoint 2013 in the Classroom
• Introduction to Windows 7

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• Get Assertive!
• Get Funny!
• Get Grants!
• Get Paid to Travel
• Listen to Your Heart, and Success Will Follow
• Music Made Easy
• Navigating Divorce
• Twelve Steps to a Successful Job Search
• Where Does All My Money Go?
• Wow, What a Great Event!

Science
• Human Anatomy and Physiology
• Human Anatomy and Physiology II

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• 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 Consulting Practice
• Starting a Nonprofit

Teaching Tools
• CompTIA® Security+ Certification Prep 1
• Differentiated Instruction in the Classroom
• Differentiating K-12 Assessments
• Empowering Students With Disabilities
• Enhancing Language Development in Childhood
• Integrating Technology in the Classroom
• GMAT Preparation
  • Prepare for the GED® Language Arts, Writing Test
  • Prepare for the GED® Math Test
  • Prepare for the GED® Test
• SAT/ACT Preparation - Part 1
• SAT/ACT Preparation - Part 2
• Solving Classroom Discipline Problems
• Solving Classroom Discipline Problems II
• Survival Kit for New Teachers
• Teaching Preschool: A Year of Inspiring Lessons
• Teaching Science: Grades 4-6 Teaching Writing: Grades 4-6
• Teaching Smarter With SMART Boards
• Teaching Students With ADHD
• The Classroom Computer
• The Creative Classroom
• The Differentiated Instruction and Response to Intervention Connection
• Teaching Writing: Grades K-3
• Teaching Adult Learners
• Teaching ESL/EFL Grammar
• Teaching ESL/EFL Reading
• Teaching ESL/EFL Vocabulary
• Teaching Math: Grades 4-6

Web / Computer Programming
• CompTIA® Security+ Certification Prep 2
• Computer Skills for the Workplace
• Creating jQuery Mobile Websites With Dreamweaver
• Creating Mobile Apps with HTML5
• Creating Web Pages
• Creating WordPress Websites
• Creating WordPress Websites II
• Designing Effective Websites
• How to Get Started in Game Development
• Intermediate C# Programming
• Intermediate CSS3 and HTML5
• Intermediate Dreamweaver CS5
• Intermediate Flash CS5
• Intermediate InDesign CS5
• Intermediate Java Programming
• Intermediate Networking
• Intermediate Oracle
• Intermediate Photoshop CS6
• Intermediate PHP and MySQL
• Intermediate SQL
• Interpersonal Communication
• Introduction to Adobe Acrobat 9
• Introduction to Adobe Acrobat X
• Introduction to Adobe Edge Animate
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• Introduction to Dreamweaver CS5
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• Introduction to Illustrator CS6
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• Introduction to PC Troubleshooting
• Introduction to Perl Programming
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• Introduction to Programming
• Introduction to Python 2.5 Programming
• Introduction to Python 3 Programming
• Introduction to Ruby Programming
• Introduction to SQL
• Introduction to Visual Basic
• Mac, iPhone, and iPad Programming
• Navigating the Internet

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• A Writer’s Guide to Descriptive Settings
• Advanced Fiction Writing
• Advanced Grant Proposal Writing
• Beginner’s Guide to Getting Published
• Beginning Writer’s Workshop
• Blogging and Podcasting for Beginners
• Breaking Into Screenwriting
• Business and Marketing Writing
• Effective Business Writing
• Fundamentals of Technical Writing
• Grammar Refresher
• How to Make Money From Your Writing
• Introduction to Journaling
• Introduction to Internet Writing Markets
• Introduction to Screenwriting
• Mystery Writing
• Resume Writing Workshop
• Pleasures of Poetry
• Publish and Sell Your E-Books
• The Craft of Magazine Writing
• The Keys to Effective Editing
• Write and Publish Your Nonfiction Book
• Write Fiction Like a Pro
• Write Your Life Story
• Writing and Selling Self-Help Books
• Romance Writing
• Writerific: Creativity Training for Writers
• Writing and Selling Self-Help Books
• Writing Essentials
• Writing for Children
• Writing for ESL
• Writing Young Adult Fiction
• Travel Writing

In 2015 our most popular courses included:

- Administrative Assistant Fundamentals
- Get Assertive!
- Genealogy Basics
- Introduction to Interior Design
- Introduction to Javascript
- Intermediate QuickBooks 2013
- Introduction to Microsoft Excel 2013
- Introduction to QuickBooks 2013
- Introduction to Microsoft Word 2013
- Introduction to Microsoft PowerPoint 2013
- Introduction to SQL
- Intermediate Photoshop CS6
- Mastering Your Digital SLR Camera
- Merrill Ream Speed Reading
- Project Management
- Romance Writing
- Small Business Marketing on a Shoestring
- Spanish in the Classroom
- Teaching Students With Autism
- Writing Essentials
ONLINE COURSES

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 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.

---

**Online Courses For Healthcare Professionals**

**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 healthcare options.

**Certificate in Spirituality, Health, and Healing**
(26 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 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 childbirth, newborns, and families.

**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.

**Enroll Now!**
Visit our Online Instruction Center today! www.ed2go.com/jeffce or call:
(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 browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.
Online Courses
For Teachers

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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.

Learn More...
- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 8 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.

Enroll Now!
Visit our Online Instruction Center today!
www.ed2go.com/jeffce
or call:
(636) 481-3144

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.

More Courses Available
AT OUR ONLINE INSTRUCTION CENTER
www.ed2go.com/jeffce
Courses Designed to Meet Recognized Industry Standards
All Courses are Issued CE/PEU Credits and Documented on College Transcript
Certificates of Completion Issued for all Courses

Instructor Led Courses
Taught by Authorized Instructor
and Based on the National Electrical Code

OSHA®
Construction Safety Awareness Training:
OSHA 10-Hour
OSHA 30-Hour

ONLINE COURSES OFFER THE CONVENIENCE OF 24/7 ACCESS
Advanced AC Motor Principles
Conduit Bending
Conduit Layout and Installation
Conduit System Materials
Introduction to Transformers
KeyTrain Applied Technology - Electricity - Level 3
KeyTrain Applied Technology - Electricity - Level 4
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 AC Motor Theory
Introduction to DC Motors
Introduction to Electrical Diagrams
Introduction to Electrical Schematics
PLC1-Fundamentals
PLC2-Programming
PLC3-Inputs and Outputs
PLC4-Troubleshooting
PLC5-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

(636) 481-3144 / 797-3000, EXT. 3144 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
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.
Check back often, for updates, or call the Continuing Education Office for personal assistance.
INDUSTRIAL SAFETY & OCCUPATIONAL HEALTH
TRAINING INSTITUTE

Courses Designed to Meet Recognized Industry Standards
Customized Certificate Programs Available

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
Biological Hazard 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)

Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
WWW.JEFFCO.EDU

Call for More Information: Continuing Education Department
(636) 481-3144 or 797-3000, Ext. 3144

WWW.JEFFCO.EDU
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.

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

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Hillsboro, MO 63050
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(636) 481-3144 / 797-3000, ext. 3144
MISSOURI CUSTOMIZED TRAINING PROGRAM

TRAINING AREAS:
- Business
- Computer & Information Technology
- Office Skills Training
- Quality Systems
- Team Building
- Communication Skills
- Leadership and Management
- Organizational Change & Development
- Safety and Regulatory
- Technical Training

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!

BY PHONE
MasterCard/VISA/Discover only – Call our 24-Hour Customer Service Line: (636) 481-3144 or 797-3000, ext. 3144 / (TDD users call (636) 789-5772).

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

IN PERSON
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 □  Social Security # ________

2. (or) Student I.D. __________________________

3. Address

   Last Name __________________________

   First Name __________________________ Middle Name __________________________

   Street __________________________________

   City __________________________ State ______ Zip ______

4. Home Phone __________________________

5. Business Phone __________________________

6. Date of Birth ______/_____/_____

7. E-mail __________________________

8. Business Name __________________________

9. Zip __________________________

10. Business Address __________________________

Please register me for the following course(s):

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☐ 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.

REGISTRATION FORM

Last Name: __________________________

First Name: __________________________

Middle Name: __________________________

Street: __________________________

City: __________________________ State: ______ Zip: ______

Home Phone: __________________________

Business Phone: __________________________

Date of Birth: ______/_____/_____

E-mail: __________________________

Business Name: __________________________

Zip: ______

Business Address: __________________________

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THIS FORM MAY BE REPRODUCED IN QUANTITY
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.

Dena McCaffrey: Dean of Career & Technical Education  
Bryan Herrick: Director of Business & Community Development  
Hal Neisler: Coordinator, Continuing Education  
Roger Barrentine: Director, Public Relations & Publication Services  
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.

1000 Viking Drive  
Hillsboro, MO 63050  
636.481.3000 or 797.3000, ext. 3144  
www.jeffco.edu/jcce

Change Service Requested

Jefferson College is happy to offer courses for ALL AGES!
Check out the great kids courses available at our various locations this Fall!
www.jeffco.edu/jcce

We had LOTS of fun at Camp Viking 2015!  
Thanks to everyone who participated.

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