



## Non-Credit Fast Track Training to Lifetime Employment

### Career Programs

#### **Administrative Medical Assistant Certification Preparation**

**\$1,295**

Administrative Medical Assistants find career opportunities in the offices of general medical and surgical hospitals, outpatient care centers, physicians, chiropractors, and optometrists. Some of the topics covered in this course are: Medical Terminology, Telephone Techniques, Scheduling Appointments, Diagnostic Coding Basics, Procedure Coding Basics, HIPAA Compliance and much, much more. To enter the program, students should have a high school diploma or GED. To successfully complete the program, students must type 35 wpm by the last class date. Textbook required. (25 Sessions)

#### **JEFFERSON**

TH, Mar 8 – Sept 6, 6:00 pm – 9:00 pm

#### **Bank Teller's Certification Academy – On-line**

**\$595**

The program teaches the knowledge, skills, and attitude that make a Teller successful. Following implementation of this program, students will be prepared to become Tellers who are professional and who communicate well with customers. They will be knowledgeable about bank products and services, aware of compliance requirements, and well trained in how to perform Teller duties. Students may begin this on-line course at any time. **To register, please call 205-856-7710**

#### **Certified Nursing Assistant Preparation**

**\$599**

Certified nursing assistants (CNAs), also known as nurses' aides, orderlies, work under the supervision of a nurse to provide assistance to patients. CNAs are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. This class will prepare you to take the Alabama Certification Exam.

#### **CHILTON-CLANTON**

TU/TH, Feb 28 – May 24, 5:00 pm – 9:00 pm

#### **ST CLAIR-PELL CITY**

M/W, Feb 20 – May 16, 5:30 pm – 9:30 pm

#### **Clinical Medical Assistant Certification Preparation**

**\$1,495**

Some common tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and sometimes perform basic laboratory tests, dispose of contaminated supplies, and sterilize medical instruments. As directed by a physician, they might instruct patients about medications and special diets, prepare and administer medications, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean. This class will prepare you to take the Alabama Certification Exam. Textbook required.

#### **JEFFERSON**

M/TU/TH, Feb 6 – July 26, 5:00 pm – 9:00 pm

#### **Dental Assistant**

**\$1,199**

Dental Assistant is one of the top most-growing careers of today. This program will teach you the skills needed to work in a dental office as an entry-level dental assistant, receptionist, front-office assistant or back-office assistant. Some topics include dental terminology, disinfection and sterilization, dental anatomy, dental records and charting, instrumentation, and front desk responsibilities. Must be at least 18 years of age or older. High school diploma or GED required. Thursday evening classes meet at a local dental office for lab and clinical work. Textbook required. (22 sessions)

#### **JEFFERSON**

TU/TH, Feb 21 – May 10, TU 6:00 pm – 8:00 pm. TH 5:30 pm – 8:30 pm

TU/TH, Mar 27 – June 7, TU 6:00 pm – 8:00 pm. TH 5:30 pm – 8:30 pm

#### **CHILTON-CLANTON**

TU/TH, Feb 7 – Apr 26, TU 6:00 pm – 8:00 pm. TH 5:30 pm – 8:30 pm

#### **ST CLAIR-PELL CITY**

TU/TH, Feb 14 – May 11, TU 6:00 pm – 8:00 pm. TH 5:30 pm – 8:30 pm



### **Medical Billing and Coding – Professional**

**\$1,495**

This career is in high demand. The course curriculum includes topics such as Medical Terminology, Medical Coding and Compliance, Anatomy and Word Elements, ICD-9-CM Coding, Pathology and Laboratory, etc. High school diploma or GED required. This class will prepare you to take the national certification exam. Textbooks approximately \$350. (26 Sessions)

#### **JEFFERSON**

TU, Jan 31 – Sept 25, 6:00 pm – 9:30 pm

#### **SHELBY-HOOVER**

SAT, April 14 – Dec 8, 9:00 am – 1:00 pm

#### **ST CLAIR-PELL CITY**

TH, Feb 23 – Oct 4, 6:00 pm – 9:30 pm

#### **CHILTON-CLANTON**

TH, Feb 9 – Sept 20, 6:00 pm – 9:30 pm

**Also Available On-Line:** [www.gatlineducation.com/jeffersonstate/](http://www.gatlineducation.com/jeffersonstate/)

### **Office Manager/MOS Certification Prep**

**\$499 each**

#### **SHELBY-HOOVER**

*Word 07:* TU/TH, Feb 28 – Mar 29, 6:00 pm – 9:30 pm

*Excel 07:* TU/TH, Apr 10 – May 10, 6:00 pm – 9:30 pm

### **Paralegal Professional Job Training**

**\$899**

Paralegals are critical members of the attorney's office. In fact, paralegals - also called legal assistants – are continuing to assume a growing range of responsibilities. In this course you will learn the basics of the legal system and important research skills that will prepare you for an exciting career. Textbook required. Approx: \$150.00

#### **SHELBY-HOOVER**

TU/TH, Mar 6 – May 31, 6:30 pm – 8:30 pm

#### **JEFFERSON**

M/W, Jan 30 – Apr 25, 6:00 pm – 8:00 pm

### **Pharmacy Technician Certification Prep Program**

**\$1,029**

This course will prepare students to enter the pharmacy field and for national certification. Students will learn to interpret, label, file, and prepare prescriptions. The Pharmacy Technician may work in hospitals, community pharmacies, and many other health care environments. High school diploma or GED required. Basic math assessment required. Textbook required. **A great way to begin a new career!**

#### **JEFFERSON**

TU/TH, Feb 21 – May 3, 6:30 pm – 9:30 pm

#### **SHELBY-HOOVER**

TU/TH, Mar 6 – May 17, 6:30 pm – 9:30 pm

#### **CHILTON-CLANTON**

TU/TH, Feb 28 – May 10, 6:00 pm – 9:00 pm

### **Phlebotomy Training Program**

**\$999**

This 200-hour program will train individuals in a classroom lecture and clinical setting to become certified phlebotomists. To enter the program, students should have a high school diploma or GED and complete a reading assessment. For more information, contact Wendy Sweatt, 205-856-6043 or Ginger Venable, 205-856-7940. To register for the class, call Community Education at 205-856-7710. **Clinical portion of the course will be held at specific times during business hours.** Students are subject to random drug screens throughout the course. **(Note: Additional costs of approximately \$350.00 are associated with this program)**

#### **JEFFERSON**

M/W, Apr 2 – July 30, 5:30 pm – 9:30 pm

### **Physical Therapy Aide**

**\$799**

You'll work under the supervision of physical therapists and physical therapist assistants. You can work in a hospital, outpatient rehabilitation clinic, physical therapy office, personal care facility, or with a home health agency. This 12 week class will teach you the role of the physical therapy aide in patient recovery, medical terminology, basic anatomy and physiology, common physical disorders, common physical therapy treatments such as exercise and mobility training, much more. High school diploma or GED required. Textbook required.

#### **JEFFERSON**

M/W, Mar 26 – June 18, 7:00 pm – 9:00 pm



**SHELBY-HOOVER**

TU/TH, Mar 13 – June 7, 6:30 pm – 8:30 pm

**Vision Care Assistant: Ophthalmic**

**\$799**

This Ophthalmic Assistant Program teaches you the skills needed to work in a vision care office as an entry level ophthalmic assistant, receptionist, and front office assistant or back office assistant. This class will include both classroom theory and hands-on training one evening per week in a local vision clinic. Textbook Required. Proof of GED/High School Diploma Required.

**SHELBY-HOOVER**

TU/TH, Mar 6 – May 17, 6:00 pm – 9:00 pm

**Vision Care Assistant: Para-optometric**

**\$799**

**CHILTON-CLANTON**

TU/TH, Feb 14 – Apr 26, 6:00 pm – 9:00 pm

**Insurance Classes – For information, please call 205-956-8766**

**Insurance Pre-license Course - Life, Health and Disability**

**\$200**

This forty-hour course is designed to prepare a student to take the Alabama pre-license examination in LIFE, HEALTH and DISABILITY. The course is taught by insurance professionals with over thirty years experience in the insurance business. Several classes are conducted each month on the weekend and during the week. You may visit our web site at [WWW.INSURANCESYSTEMSOFALABAMA.COM](http://WWW.INSURANCESYSTEMSOFALABAMA.COM), call 956-8766 or email us at [InsSystal@aol.com](mailto:InsSystal@aol.com) for more details and the full schedule of classes.

**Insurance Pre-license Course for Property and Casualty**

**\$200**

This is a forty-hour course designed to prepare a student to take the Alabama pre-license examination in Property and Casualty. The class is held Monday through Thursday, from 8:00 am – 6:00 pm it is conducted one week each month. For information and schedule of classes, please call 205-956-8766.

**On-line Insurance Courses**

Life, Health and Disability Pre-license Course

**\$150**

Property-Casualty Pre-license Course

**\$150**

Take both for **\$250**

Insurance Systems of Alabama in coordination with Jefferson State Community College is offering a high-tech on-line Life, Health, and Disability and Property-Casualty pre-license course. The courses will allow a student to have access to Insurance System's written material while actually listening to a veteran Insurance Systems instructor lecturing the fine points of the material. This is done by use of the most modern Web-CT support base used by Jefferson State Community College. Students will be able to ask questions via the Web-CT to the instructor, and receive timely answers. Students can also chat with other students that might be taking the course. From date of registration, you will have two months to complete the course. All of this can be done on your own time and at the location of your choosing. Additional information about this course can be obtained by calling 205-956-8766.

**For information on Insurance Classes, please call 205-956-8766**