



## Non-Credit Fast Track Training to Lifetime Employment

### Career Programs

#### **Vision Care Clinic Assistant Program \$799**

This Ophthalmic Assistant Program teaches you the skills needed to work in a vision care office as an entry-level ophthalmic assistant, receptionist, or office assistant. The main goal of this course is to familiarize the student with all of the areas of vision care. This class will include both classroom theory and hands-on training one evening per week in a local vision clinic. GED/high school diploma required. NOTE: After working in the vision field one year, students are eligible to sit for the certified ophthalmic assistant exam. Textbook required.

#### **Shelby-Hoover**

TU/TH, Sept 21 – Dec 9, 6:00 pm – 9:00 pm

#### **Pharmacy Technician Certification Prep Program \$999**

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**

M/W, Sept 27 – Dec 8, 6:00 pm – 9:00 pm

#### **Shelby-Hoover**

TU/TH, Oct 5 – Dec 21, 6:00 pm - 9:00 pm

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

#### **Physical Therapy Aide \$999**

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.

#### **Shelby-Hoover**

TU/TH, Oct 26 – Feb 1, 6:00 pm – 8:00 pm

#### **Dental Assistant \$1029**

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, Oct 5 – Dec 16, TU 6:00 pm – 8:00 pm TH 5:30 pm – 8:30 pm

#### **Shelby -Hoover**

TU/TH, Oct 5 – Dec 16, TU 6:00 pm – 8:00 pm TH 5:30 pm – 8:30 pm

#### **St. Vincent's JH Academy's Patient Care Assistant Program in Partnership with JSCC \$1229**

The Patient Care Assistant/Phlebotomist Program is a fifteen-week program that consists of 386 hours of classroom instruction, skills lab, and clinical experiences in a hospital setting. Interested students must apply and be accepted into the program. Patient Care Assistants/Phlebotomists are entry-level nurses who work under the supervision of a registered or licensed practical nurse. Duties may include taking vital signs, feeding, bathing, giving massages and assisting doctors in examinations as well as performing Phlebotomy, Accu-chek® and EKG's. To enter the program, students must be at least 18 years old and have a high school diploma or GED. Acceptance to the program is contingent on the completion of the following requirements: interview process, criminal background check, health and drug screening, and a reading and math assessment. Successful completion of an approved program in patient care assistant prepares the student to take the National Healthcare Career Exam. Fall and Winter Sessions are listed below. Please note that during weeks 1-5 classes meet on M/W /F and weeks 11-15 classes meet on T/Th. Times may vary per term. Session dates listed below include NHA testing and graduation. The cost of the course includes a \$130 non-refundable application fee. (Textbooks included).  
M – F, Class begins Jan 10, 2011, 8:30 am – 4:30 pm Application Deadline: Oct 29.

#### **Paralegal Professional Job Training \$799**

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

#### **Jefferson**

TU/TH, Oct 19 – Jan 6, 6:00 pm – 8:00 pm

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

**Operating Room – Sterilization \$1295**

Sterile Processing Technicians are employed by hospitals, clinics, ambulatory care centers, and some doctor's offices. This course includes medical terminology, instrumentation identification, professionalism, introduction to computers and hands on clinical experience.

**Shelby-Hoover**

TU/TH, Oct 12 – Jan 13, 8:00 am – 12:30 pm

**Administrative Medical Assistant \$1295**

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, HIPPA 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, Sept 23 – Mar 24, 6:00 pm – 9:00 pm

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

**Professional Medical Billing and Coding \$1295**

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 total. (26 Sessions)

**St Clair – Pell City**

TH, Aug 26 – Mar 17, 6:00 pm – 9:00 pm

**Chilton-Clanton – To register call 205-280-8231**

TH, Sept 30 – Apr 28, 6:00 pm – 9:00 pm

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

**Basic Stick Welding \$599**

Welders are one of the most in-demand careers today! This 40 hour course provides the foundation needed to learn the skills employers are looking for. This class will teach: stick welding, Oxygen acetylene cutting, safety, power supplies, and an introduction to mig welding. Textbook and work supplies required.

**Jefferson**

M/W, Nov 1 – Dec 15, 5:00 pm – 8:30 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 856-7710.**

**Real Estate****Home Inspector Training – Online \$995**

There is more to a home inspection than just looking around a house. It is a profession that combines construction knowledge with communication skills and business savvy. Our on-line home inspection training course, developed in conjunction with American Home Inspectors Training Institute, offers you the best home inspection training program in North America. For more information on enrolling in this course, please call 1-800-441-9411 or visit [www.ahit.com/affiliates/jsccl/](http://www.ahit.com/affiliates/jsccl/).

**Insurance 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.

**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.

**On-line Insurance Courses****Life, Health and Disability Pre-license Course \$150****Property-Casualty Pre-license Course \$150 Take both for \$250.00**

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.

