



Course Catalog

MAIN CAMPUS

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Job Point is Mid-Missouri's premier employment center and community development corporation. Since 1965, we have been linking people and jobs by providing career planning, skills training and job placement assistance.

Our Goal: We specialize in preparing individuals to enter the workforce, while meeting a critical need of the business community.

Vision: To unleash human potential by creating life changing solutions for personal fulfillment and economic independence.

Mission: Job Point promotes the abilities of individual seeking employment through innovative training, education and business partnership, enriching the communities where we work and live.

Training Programs Goal: To provide assessment and training, preparing individuals to enter the workforce in a specific employment field.

OFFICE TECHNOLOGY

BASIC CLERICAL

This comprehensive course is perfect for the beginner, preparing individuals for office work. The following topics may be covered: filing, practical math, keyboarding, calculator skills, telephone and customer service skills, Excel spreadsheets, PowerPoint presentations, Word documents and business English. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for positions such as: file clerk, general office clerk, mail clerk, receptionist, word processor or typist.

Length of Program: 24 Weeks

Maximum Timeframe to Complete: 48 weeks, assuming full time enrollment.

Contact Hours: 720

Competencies: Develop knowledge and demonstrate proficiency in filing, practical math, keyboarding, calculator skills, telephone & customer service, Excel, PowerPoint, Word, business English and personal development.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Basic Clerical course:

Week 4: 0 - 15%	Week 8: 15 - 25%	Week 12: 25 - 45%
Week 16: 45 - 65%	Week 20: 65 - 80%	Week 24: 80 - 100%

OFFICE SUPPORT SPECIALIST

This class is designed for individuals who have a base level of office skills. Instruction may include the following: filing, practical math, keyboarding, calculator skills, telephone and customer services skills, Excel spreadsheets, PowerPoint presentations and Word documents. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for positions such as: file clerk, general office clerk, mail clerk, receptionist, word processor or typist.

Length of Program: 8 weeks

Maximum timeframe to complete: 32 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in filing, practical math, keyboarding, calculator skills, telephone & customer service, Excel, PowerPoint, Word and personal development.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Office Support Specialist course:

Week 4: 0 - 50% Week 8: 50 - 100%

SECRETARIAL REFRESHER

Secretarial refresher is designed for individuals with clerical experience, who wish to brush up on skills. Students may update skills in selected modules as appropriate: filing, practical math, keyboarding, calculator skills, telephone and customer services skills, Excel spreadsheets, PowerPoint presentations, Word documents, accounting, QuickBooks Pro and business English. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for positions such as: file clerk, general office clerk, mail clerk, receptionist, word processor or typist. Typing speed of 40 wpm is preferred.

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in filing, practical math, keyboarding, calculator skills, Access, telephone & customer service, Excel, PowerPoint, Word, Office integration, accounting, Quickbooks Pro, business English and personal development.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Secretarial Refresher course:

Week 4: 0 - 50% Week 8: 50 - 100%

ACCOUNTING COMPUTING

This comprehensive course includes both basic clerical and accounting/computing skills. Topics covered may include: filing, practical math, keyboarding, calculator skills, telephone and customer services skills, Excel spreadsheets, PowerPoint presentations, Word documents, accounting, QuickBooks Pro and business English. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for positions such as bookkeeper, accounting clerk or auditing clerk.

Length of Program: 28 weeks

Maximum Timeframe to Complete: 56 weeks, assuming full time enrollment

Contact Hours: 840

Competencies: Develop knowledge and demonstrate proficiency in filing, practical math, keyboarding, calculator skills, telephone & customer service, Excel, PowerPoint, Word, accounting, Quickbooks Pro, business English and personal development.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Accounting/Computing course:

Week 4:	0 - 15%	Week 8:	15 - 25%	Week 12:	25 - 30%
Week 16:	35 - 45%	Week 20:	45 - 65%	Week 24:	65 - 80%
Week 28:	80 - 100%				

EXECUTIVE OFFICE ADMINISTRATION

The executive office administration course is for individuals seeking to advance his/her clerical skills to the executive level, covering topics such as machine transcription, administrative office management and basic letter & memo writing. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for employment as an executive secretary. Typing speed of 40 wpm is preferred.

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in machine transcription, administrative office management and basic letter & memo writing.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Executive Office Administration course:

Week 4:	0 - 50%	Week 8:	50 - 100%
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LEGAL OFFICE ADMINISTRATION

The legal office administration course is for individuals seeking to advance his/her clerical skills with an emphasis on the legal office. The student receives an introduction to common procedures and documents utilized in a law office, an understanding of administrative issues relating to a legal environment, and the basics of substantive law. Graduates will be equipped for employment as a legal secretary. Typing speed of 40 wpm is preferred.

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in office procedures for the legal profession, administrative procedures for the legal profession and substantive procedures for the legal profession.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Legal Office Administration course:

Week 4:	0 - 50%	Week 8:	50 - 100%
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MEDICAL OFFICE ADMINISTRATION

The medical office administration course is for individuals seeking to advance his/her clerical skills with an emphasis for the medical office. The student receives an introduction to medical terminology and administrative office

procedures and practices relating to the healthcare industry. Graduates will be equipped for employment as a medical secretary. Typing speed of 40 wpm is preferred.

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in medical terminology, medical office procedures and medical office practices.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Medical Office Administration course:

Week 4: 0 - 50% Week 8: 50 - 100%

Please note: The following items apply to ALL OFFICE TECHNOLOGY COURSES

Student Evaluation: Numerous exercises and assessments throughout each component ensure that students master each concept before moving on, and the knowledgeable instructor is available from program start to finish ensuring student success. Students must score a minimum of 80% on each component exam, and meet expectations for work behaviors and attitudes, attendance, punctuality and academic progress.

Completion/Graduation Requirements:

- Grade Achievements: Pass
- Performance Requirements: Students must score a minimum of 80% on each component exam before s/he is allowed to advance to the next component. Additionally, the instructor completes monthly progress reports which document each student's level of participation, work behaviors and attitudes, attendance, punctuality and academic progress.
 - Successful completion of service plan goals.
 - Completion of at least 80% of the competency – based training curriculum.
 - Demonstrated Levels of 3 or 4 on the Work Personality Profile as outlined in the service plan.
- Minimum attendance requirements: An attendance of 100 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Internships

The school arranges internships with our business partners (Business Advisory Council members, employers, and business contacts). Communication is initiated via e-mail or telephone, followed by a meeting, which includes the student who will be participating in the internship. The student is scheduled to complete 80 hours during his/her internship and is paid minimum wage. Office technology interns complete a weekly summary, which describes the tasks completed during the week. The Instructor also periodically visits the internship site. The internship supervisor completes an evaluation upon conclusion, which details the student's performance. A satisfaction survey is also provided to the student upon completion of his/her internship experience.

Academic Good Standing: Any drop initiated during the course by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as a grade of "Fail". Failure to progress at a

reasonable rate in achieving course competencies may result in program termination and record a grade of "Incomplete".

Course Equivalency: There are no other methods by which course requirements may be met outside of the requirements listed.

Completion Award: Certificate of Completion

Teaching Methodologies:

- Classroom Instruction (50%)
- Internship/Externship (0%)
- Distance Education (0%)
- Other (Self-Paced in a Multi-Level Learning Environment) (50%)
- Laboratory Instruction (0%)
- Independent Study (0%)
- Supervised Research (0%)

Note: Students may participate in an optional 80 hour internship.

Schedule of Classes: Monday to Friday, 9:00am – 3:30pm

CONSTRUCTION TRADES

INTRODUCTORY CRAFT SKILLS COURSE

The rapidly aging construction workforce is in dire need of individuals entering the trade. Introductory Craft Skills utilizes an industry-recognized curriculum from the National Center for Construction Education and Research (NCCER). Introductory Craft Skills provides a foundation for the construction trades including: basic safety, introduction to construction math, introduction to hand tools, introduction to power tools, introduction to construction drawings, basic communication skills, basic employability skills and introduction to materials handling. Basic rigging (ropes, chains, hoists, loaders, and cranes) is an optional offering.

In addition to the NCCER curriculum items listed above, Job Point students will receive instruction in the following components: OSHA-10, CPR and First Aid.

Graduates will be equipped to enroll in the Intermediate Construction Trades (ICT), Highway/Heavy Construction Trades (HHCT) or Heating, Ventilation & Air Conditioning (HVAC) Trades Program.

Student Evaluation: Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and the knowledgeable instructors are available from program start to finish ensuring student success. Students must score a minimum of 70% on each module exam before s/he is allowed to advance to the next module. Additionally, Instructors complete bi-weekly progress reports which document each student's level of participation, attitude, attendance, punctuality and academic progress.

Completion/Graduation Requirements

- Grade Achievements: Pass
- Performance Requirements:
 - Successful completion of service plan goals.
 - Minimum score of 70% on all modules of the competency-based training curriculum.
- Minimum attendance requirements: An attendance of 90 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Length of Program: 4 weeks

Maximum Timeframe to Complete: 8 weeks, assuming full time enrollment.

Contact Hours: 130

Competencies: Develop knowledge and demonstrate proficiency in basic safety, OSHA-10, CPR, First Aid, introduction to construction math, introduction to hand tools, introduction to power tools, introduction to construction drawings, basic communication, basic employability and introduction to materials handling, basic rigging (optional).

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Construction Trades courses:

Week 2: 0-70% Week 4: 70%-100%

Teaching Methodologies:

- Classroom Instruction (75%)
- Laboratory Instruction (25%)
- Internship/Externship (0%)
- Independent Study (0%)

- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

INTERMEDIATE CONSTRUCTION TRADES (ICT) TRADES PROGRAM

Please note: The Intermediate Construction Trades (ICT) Program consists of two (2) courses. In order to graduate the program, both Introductory Craft Skills (4 weeks) and ICT Carpentry Fundamentals – Level 1 (12 weeks) must be completed.

Student Evaluation: Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and the knowledgeable instructors are available from program start to finish ensuring student success. Students must score a minimum of 70% on each module exam before s/he is allowed to advance to the next module. Additionally, Instructors complete bi-weekly progress reports which document each student's level of participation, attitude, attendance, punctuality and academic progress.

Completion/Graduation Requirements

- Grade Achievements: Pass
- Performance Requirements:
 - Successful completion of service plan goals.
 - Minimum score of 70% on all modules of the competency-based training curriculum.
 - Satisfactory completion of Introductory Craft Skills and Carpentry Fundamentals – Level 1
- Minimum attendance requirements: An attendance of 90 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Length of Program: 16 weeks inclusive of both courses (Introductory Craft Skills and ICT – Level 1).

Maximum Timeframe to Complete: 32 weeks, assuming full time enrollment.

Contact Hours: 520

ICT CARPENTRY FUNDAMENTALS – LEVEL 1 COURSE

Skilled carpenters are needed to replace an aging workforce. ICT Carpentry Fundamentals utilizes an industry-recognized curriculum from the National Center for Construction Education and Research (NCCER). Carpentry Fundamentals offers students the opportunity to gain a deeper level of skills for the industry. The curriculum provides students with orientation to the trade; building materials; fasteners and adhesives; hand and power tools usage; reading plans and elevations; flooring systems; wall and ceiling framing; roof framing; concrete, reinforcing materials and forms; windows and exterior doors and basic stair layout. Graduates will be equipped for positions such as carpenter, carpenter helper, carpet installer, construction laborer, dry waller and insulation worker upon completion of both program courses. Prior to enrollment, students must have satisfactorily completed the Introductory Craft Skills course.

Internships: Group internships occur through Job Point's affordable housing development initiative. ICT internships vary in length from 134 – 256 hours. The intern is paid minimum wage. Job Point Instructors visit the internship sites daily and meet with the site supervisor(s) at least bi-weekly and document feedback regarding tasks and competency.

Length of Course: 12 weeks

Maximum Timeframe to Complete: 24 weeks, assuming full time enrollment.

Contact Hours: 390

Competencies: Developing knowledge and demonstrating proficiency in basic safety, introduction to construction math, introduction to hand tools, introduction to power tools, introduction to construction drawings, basic communication, basic employability, introduction to materials handling, orientation to the trade, building materials, fasteners & adhesives, hand & power tools usage, reading plans and elevation, flooring systems, wall & ceiling framing, roof framing, introduction to concrete, reinforcing materials & forms, windows and exterior doors and basic stair layout, and optional basic rigging.

Internship Competencies: Develop knowledge and demonstrate proficiency with hand tools, power tools, lumber identification and use, building concrete forms, framing floors, walls/partitions, ceilings and roofs, applying roof shingles, installing exterior doors and windows, installing siding and exterior trim, installing insulation and wallboard, and installing interior doors and trim.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Intermediate Construction Trades courses:

Week 2: 0% -15%	Week 4: 15%-35%	Week 6: 35%-50%	Week 8: 50%-65%
Week 10: 65%-80%	Week 12: 80%-100%		

Teaching Methodologies:

- Classroom Instruction (15%)
- Laboratory Instruction (25%)
- Internship/Externship (60%)
- Independent Study (0%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

HIGHWAY/HEAVY CONSTRUCTION TRADES (HHCT) PROGRAM

Please note: The Highway/Heavy Construction (HHC) Trades Program consists of two (2) courses. In order to graduate the program, both Introductory Craft Skills (4 weeks) and HHC Skills – Level 1 (12 weeks) must be completed.

Student Evaluation: Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and the knowledgeable instructors are available from program start to finish ensuring student success. Students must score a minimum of 70% on each module exam before s/he is allowed to advance to the next module. Additionally, Instructors complete bi-weekly progress reports which document each student's level of participation, attitude, attendance, punctuality and academic progress.

Completion/Graduation Requirements:

- Grade Achievements: Pass
- Performance Requirements:
 - Successful completion of service plan goals.
 - Minimum score of 70% on all modules of the competency-based training curriculum.
 - Satisfactory completion of Introductory Craft Skills and HHC Skills – Level 1
- Minimum attendance requirements: An attendance of 90 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Length of Program: 16 weeks inclusive of both courses (Introductory Craft Skills and HHC – Level 1).

Maximum Timeframe to Complete: 32 weeks, assuming full time enrollment.

Contact Hours: 520

HIGHWAY/HEAVY CONSTRUCTION (HHC) SKILLS - LEVEL 1 COURSE

Explore a career in this recession-proof, high-wage trade. Highway/Heavy Construction Trades utilizes an industry-recognized curriculum from the National Center for Construction Education and Research (NCCER). The HHC Level 1 Course curriculum includes: trucks, heavy equipment, cranes and forklifts, below grade construction, earthmoving, plant operations, paving, structures, teamwork, following directions, planning and scheduling, problem solving, inspecting, examining and recording, and craftsmanship. Graduates will be equipped for positions such as concrete finisher, construction equipment operator, highway maintenance worker, paving, surfacing and tamping equipment operator upon completion of both program courses. Prior to enrollment, students must have satisfactorily completed the Introductory Craft Skills course.

In addition to the NCCER curriculum items listed above, Job Point students will receive instruction Flagger Certification, assistance in obtaining a Commercial Driver's License (CDL) permit and for testing to secure a CDL license.

Internships: Optional group internships occur through existing Memoranda of Understanding (MOU) with local municipalities. HHC internships vary in length from 134 – 256 hours. The intern is paid minimum wage. Job Point Instructors visit the internship sites daily and meet with the site supervisor(s) at least bi-weekly and document feedback regarding tasks and competency.

Length of Course: 12 weeks

Maximum Timeframe to Complete: 24 weeks, assuming full time enrollment.

Contact Hours: 390

Competencies: Develop knowledge and demonstrate proficiency in introduction to the trade, trucks, heavy equipment, cranes and forklifts, below grade construction, earthmoving, plant operations, paving and structures.

Internship Competencies: Developing knowledge and demonstrating proficiency in trucks, heavy equipment, cranes and forklifts, below grade construction, earthmoving, plant operations, paving, structures, teamwork, following directions, planning and scheduling, problem solving, inspecting, examining and recording, and craftsmanship.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Highway/Heavy Construction Trades courses:

Week 2: 0% -15%	Week 4: 15%-35%	Week 6: 35%-50%	Week 8: 50%-65%
Week 10: 65%-80%	Week 12: 80%-100%		

Teaching Methodologies:

- Classroom Instruction (15%)
- Laboratory Instruction (25%)
- Internship/Externship (60%)
- Independent Study (0%)

- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

HEATING VENTILATION AND AIR CONDITIONING (HVAC) TRADES PROGRAM

Please note: The Heating, Ventilation & Air Conditioning (HVAC) Trades Program consists of four (4) courses: Introductory Craft Skills (4 weeks), HVAC – Level 1 (5 weeks) Internship (4 weeks) and Optional HVAC – Level 2 (7 weeks).

Student Evaluation: Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and the knowledgeable instructors are available from program start to finish ensuring student success. Students must score a minimum of 70% on each module exam before s/he is allowed to advance to the next module. Additionally, Instructors complete bi-weekly progress reports which document each student's level of participation, attitude, attendance, punctuality and academic progress.

Completion/Graduation Requirements:

- Grade Achievements: Pass
- Performance Requirements:
 - Successful completion of service plan goals.
 - Minimum score of 70% on all modules of the competency-based training curriculum.
 - Satisfactory completion of Introductory Craft Skills, HVAC – Level 1, and Internship.
- Minimum attendance requirements: An attendance of 90 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Length of Program: 20 weeks inclusive of all four courses (Introductory Craft Skills, Internship, and HVAC – Level 1, Optional HVAC – Level 2).

Maximum Timeframe to Complete: 40 weeks, assuming full time enrollment.

Contact Hours: 614

HEATING VENTILATION AND AIR CONDITIONING (HVAC) - LEVEL 1 COURSE

This multi-disciplinary program includes heating, ventilation, refrigeration, air conditioning, and electricity, and prepares students to become industry leaders by providing a foundation of knowledge, skills and the ability to think critically. HVAC utilizes an industry-recognized curriculum from the National Center for Construction Education and Research (NCCER). Level 1 includes: Intro to HVAC; Trade Mathematics; Basic Electricity; Intro to Heating; Intro to Cooling; Intro to Air Distribution Systems; Basic Copper and Plastic Piping Practices; Soldering and Brazing; and Basic Carbon Steel Piping Practices. Graduates will be prepared to enter the field to design, install, service, maintain and troubleshoot residential and light commercial HVAC systems. Prior to enrollment, students must have satisfactorily completed the Introductory Craft Skills course.

Length of Course: 5 weeks

Maximum Timeframe to Complete: 10 weeks, assuming full time enrollment.

Contact Hours: 143

Competencies:

- Develop knowledge and demonstrate proficiency in basic safety, trade mathematics, and introduction to hand tools, and explain the basic principles of heating, ventilating and air conditioning.
- Describe the difference between series and parallel circuits, interpret common electrical symbols, and develop knowledge of the major components of a cooling system and a heating system.
- Describe how a gas furnace and an electric furnace work.
- Recognize and describe copper, plastic, ferrous metal piping practices, soldering and brazing.
- Articulate the purpose and operation of HVAC system components, the operation of HVAC systems, diagnose, repair faults and perform maintenance on HVAC systems.

Teaching Methodologies:

- Classroom Instruction (25%)
- Laboratory Instruction (75%)
- Internship/Externship (0%)
- Independent Study (0%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Construction Trades courses:

Week 3: 0%-60% Week 5: 60%-100%

HEATING VENTILATION AND AIR CONDITIONING (HVAC) - LEVEL 2 COURSE (Optional)

As the construction industry continues to recover from the recession, houses built during boom times will require replacement within 10-15 years, and a growing emphasis on energy efficiency, the need for HVAC technicians is great. HVAC utilizes an industry-recognized curriculum from the National Center for Construction Education and Research (NCCER). Level 2 includes: Alternating Current; Compressors; Refrigerants & Oils; Leak Detection, Evacuation, Recovery & Charging; Metering Devices; Heat Pumps; Basic Maintenance; Chimneys, Vents & Flues; Sheet Metal Duct Systems; Fiberglass and Flexible Duct Systems; Commercial Airside Systems; Air Quality Equipment; Intro to Hydronic Systems; Intro to Control Circuits.

In addition to the NCCER curriculum items listed above, Job Point students will receive instruction in the following components: Basic Electronics; Basic Installation Practices; Troubleshooting Gas Heating; Troubleshooting Cooling; and EPA-608 (handling of Freon).

Upon satisfactory completion of all four program components, the graduate is prepared to enter the field to design, install, service, maintain and troubleshoot residential and light commercial HVAC systems. Prior to enrollment, students must have satisfactorily completed the Introductory Craft Skills and HVAC – Level 1 courses.

Length of Course: 7 weeks

Maximum Timeframe to Complete: 14 weeks, assuming full time enrollment.

Contact Hours: 221

Competencies:

- Gain knowledge and proficiency in alternating current and basic electronics.
- Learn types of compressors capacity controls and protection devices, electrical troubleshooting, testing for acid/moisture, as well as removal installation and adjustments.
- Become proficient in interpretation of charts for refrigerant & oils, calculating superheat and subcooling and retrofit refrigeration.
- Learn trouble-shooting for leaks, evacuation, recovery, charging, control circuit, gas heating, and cooling.
- Become proficient in types of metering devices, selecting and installing replacement pistons.
- Gain knowledge and proficiency with heat pumps; basic installation and maintenance practices; and sheet metal, fiberglass and flexible duct systems.
- Learn basic maintenance including correct identification, installation, adjustments and completion of forms for installation and service calls.
- Become proficient in recognizing the differences in types of commercial all-air systems, differentiate chimney, vent and flue systems, describe the components of hot-water heating.
- Gain knowledge and proficiency in types of air quality equipment; as well as proper installation and service.
- Learn components and configuration hydronic systems; techniques for safe operation; how to calculate water flow rates; and how to select proper pumps for a given application.
- Learn techniques for safely and properly handling Freon.
- Demonstrate positive work traits and good customer skills, and continue to upgrade their knowledge and abilities.

Teaching Methodologies:

- | | |
|--------------------------------|----------------------------|
| • Classroom Instruction (25%) | • Distance Education (0%) |
| • Laboratory Instruction (75%) | • Supervised Research (0%) |
| • Internship/Externship (0%) | • Other (0%) |
| • Independent Study (0%) | |

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the HVAC Construction Trades courses:

Week 3: 0%-40% Week 5: 40%-70% Week 7: 70-100%

CONSTRUCTION TRADES INTERNSHIP COURSE

Job opportunities for Trades workers are expected to be excellent, particularly for those who have completed training at an accredited technical school or through a formal apprenticeship. Trades Internship includes: application of classroom theory in a real work environment, continued development of Trades skills through on the job experience, and maturity of inter-personal and work-related skills. Prior to enrollment, students must have satisfactorily completed the Introductory Craft Skills and Level – 1 courses as relevant. The intern is paid minimum wage. Job Point Instructors visit the internship sites regularly and meet with the site supervisor(s) at least bi-weekly and document feedback regarding tasks and competency.

Length of Course: 4 weeks

Maximum Timeframe to Complete: 8 weeks, assuming full time enrollment.

Contact Hours: 120

Competencies: Develop knowledge and demonstrate proficiency in applying classroom theory, development of Trades skills and personal development.

Teaching Methodologies:

- Classroom Instruction (0%)
- Laboratory Instruction (0%)
- Internship/Externship (100%)
- Independent Study (0%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

Please note: The following items apply to ALL CONSTRUCTION TRADES COURSES

Academic Good Standing: Any drop initiated during the course by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as a grade of "Fail". Failure to progress at a reasonable rate in achieving course competencies may result in program termination and record a grade of "Incomplete".

Course Equivalency: NCCER courses successfully completed elsewhere will meet course requirements as described herein:

- **NCCER Core** (equivalent to Job Point's Introductory Craft Skills) – Students listed on the National Registry for NCCER as having successfully passed each module for NCCER Core within the past three years, and passing each NCCER Core module test proctored by Job Point will be awarded 72.5 hours. Likewise, tuition for the Introductory Craft Skills course will be waived.
- **NCCER HVAC - Level 1** – Students listed on the National Registry for NCCER as having successfully passed each module for NCCER HVAC - Level 1 within the past three years, and passing each NCCER HVAC - Level 1 module test proctored by Job Point will be awarded 120 hours. Likewise, tuition for the HVAC - Level 1 course will be waived.

Completion Award: Certificate of Completion

Schedule of Classes: Monday to Friday, 8:00am – 3:30pm with ½ day every other Friday. As an alternative, classes may be offered in the evenings Monday to Friday, 6:00pm to 9:00pm. In this instance, the number of weeks to complete may be extended.

HEALTH CARE OCCUPATIONS

CERTIFIED NURSING ASSISTANT

Enter the growing health care field as a Certified Nursing Assistant (CNA) in as few as 8 weeks. This class offers students an introduction to: the requirements, roles, responsibilities, and work environment of a Certified Nursing Assistant, understanding the elderly, safety, food service, personal care, elimination, and restorative nursing. Our individualized attention will inspire self-confidence. The cost of certification tests and exams are included. Career opportunities such as home health aides, nursing aides, orderlies and attendants abound in hospitals, skilled nursing facilities, assisted living centers, residential care facilities and home care agencies.

Clinical Experience: Students will complete 75 hours of classroom instruction and 100 hours of clinical training in a long-term care facility.

Student Evaluation: The students must score at least 80% or above on three exams during the classroom component. Prior to completion of the program and taking the Missouri Exam, students must also demonstrate 64 hands-on skills competencies and demonstrate appropriate work behaviors and attitudes.

Completion/Graduation Requirements:

- Grade Achievements: Pass
- Performance Requirements:
Complete 75 hours of classroom instruction and score at least 80% or above on three exams.
Complete 100 hours of clinical training in a Long Term Care Center.
Pass State of Missouri exam which is comprised of 75 multiple choice questions and a skills practicum test. The student cannot miss more than 15 questions on the written exam and cannot fail any skills on the practicum.
- Minimum attendance requirements: An attendance of 100 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Academic Good Standing: Any drop initiated during the course by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as a grade of "Fail". Failure to progress at a reasonable rate in achieving course competencies may result in program termination and record a grade of "Incomplete".

Course Equivalency: There are no other methods by which course requirements may be met outside of the requirements listed.

Completion Award: Certificate of Completion

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 175

Competencies: Develop knowledge and demonstrate proficiency in becoming a nurse assistant, long term health care, orientation to the long term care environment, ethical and legal responsibilities, human anatomy & physiology, observation & reporting, charting on medical records, temperature, pulse & respirations (TPR), blood pressure, care plan, communication, needs & behaviors of residents, dealing with a resident who is confused or mentally ill, activities in the long term care facility, cultural diversity, safety measures for the resident & the environment, fire,

natural disasters & other emergencies, infection control, transmission-based precautions, nutrition, serving, feeding & monitoring, observation, measurement & recording fluid intake and output, personal care for the resident, oral hygiene, nail care, hair care, perineal care, dressing & undressing, bed bath, tub & shower bath, bed making (occupied/unoccupied), back rub/skill care, prevention and care for pressure ulcers, elimination of urine, elimination of stool, bladder and bowel retraining, principles of restorative nursing, using body mechanics to lift and move residents, transferring residents, ambulation, range of motion, admission to a long term care facility, in-house transfer or discharge, measuring weight, oxygen therapy and end of life care.

Progress Benchmarks: The following hours are required to obtain certification:

- 75 hours of classroom instruction
- 100 hours of clinical training in a Long Term Care Center

Teaching Methodologies:

- Classroom Instruction (32%)
- Internship/Externship (57%)
- Distance Education (0%)
- Other (Specify) (0%)
- Laboratory Instruction (11%)
- Independent Study (0%)
- Supervised Research (0%)

Schedule of Classes:

Two weekday evenings per week; 6:00pm – 9:00pm, plus two eight-hour days to be determined. Days of the week may vary, but will remain consistent for each session*.

* Clinical hours are to be determined by Student and Facility

OTHER

RETAIL SALES

This course prepares individuals to enter the dynamic world of retail. Topics may include calculator/cash register/retail math applications, telephone and customer services skills, utilizing the computer and Internet in business, selling techniques, marketing, introduction to retailing and advertising and display. Personal development is incorporated to ensure good worker traits. Graduates will be equipped for positions such as cashier or retail salesperson.

Internships

The school arranges internships with our business partners (Business Advisory Council members, employers, and business contacts). Communication is initiated via e-mail or telephone, followed by a meeting, which includes the student who will be participating in the internship. The student is scheduled to complete 80 hours during his/her internship and is paid minimum wage. Retail Sales interns complete a weekly summary, which describes the tasks completed during the week. The Instructor also periodically visits the internship site. The internship supervisor completes an evaluation upon conclusion, which details the student's performance. A satisfaction survey is also provided to the student upon completion of his/her internship experience.

Student Evaluation: Numerous exercises and assessments throughout each component ensure that students master each concept before moving on, and the knowledgeable instructor is available from program start to finish ensuring student success. Students must score a minimum of 80% on each component exam, and meet expectations for work behaviors and attitudes, attendance, punctuality and academic progress.

Completion/Graduation Requirements:

- Grade Achievements: Pass
- Performance Requirements: Students must score a minimum of 80% on each component exam before s/he is allowed to advance to the next component. Additionally, the instructor completes monthly progress reports which document each student's level of participation, work behaviors and attitudes, attendance, punctuality and academic progress.
 - Successful completion of service plan goals.
 - Completion of at least 80% of the competency-based training curriculum.
 - Demonstrated Levels of 3 or 4 on the Work Personality Profile as outlined in the service plan.
- Minimum attendance requirements: An attendance of 100 percent is required. Time missed for absences must be made up within the allotted timeframe for the course to complete the required number of hours /class work to complete/graduate from the program.

Academic Good Standing: Any drop initiated during the course by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as a grade of "Fail". Failure to progress at a reasonable rate in achieving course competencies may result in program termination and record a grade of "Incomplete".

Course Equivalency: There are no other methods by which course requirements may be met outside of the requirements listed.

Completion Award: Certificate of Completion

Length of Program: 8 weeks

Maximum Timeframe to Complete: 16 weeks, assuming full time enrollment.

Contact Hours: 320

Competencies: Develop knowledge and demonstrate proficiency in calculator/cash register/retail math, telephone & customer service, utilizing the computer and Internet in business, selling techniques, marketing, personal development, introduction to retailing and advertising & display.

Progress Benchmarks: The following percentages represent recommended progress in competency acquisition for students in the Retail Sales course:

Week 4: 0 - 50% Week 8: 50 - 100%

Teaching Methodologies:

- Classroom Instruction (50%)
- Internship/Externship (0%)
- Distance Education (0%)
- Other (Self-Paced in a Multi-Level Learning Environment) (50%)
- Laboratory Instruction (0%)
- Independent Study (0%)
- Supervised Research (0%)

Note: Students may participate in an optional 80 hour internship.

Schedule of Classes: Monday to Friday; 9:00am – 3:30pm

COST INFORMATION

Program	Course	Tuition	Books*	Supplies*	Tools	Fees	Internship**	Total Cost
Office Technology	Basic Clerical	\$11,008.00	\$812.77	\$187.23				\$12,008.00
	Office Support Specialist	\$5,023.00	\$692.65	\$307.35		\$14.00	\$722.00	\$6,759.00
	Secretarial Refresher	\$5,505.00	\$500.00	\$500.00				\$6,505.00
	Accounting Computing	\$11,776.00	\$900.00	\$100.00				\$12,776.00
	Executive Office Administration	\$3,969.00	\$315.85	\$684.15				\$4,969.00
	Legal Office Administration	\$3,969.00	\$222.34	\$777.66				\$4,969.00
	Medical Office Administration	\$5,023.00	\$264.83	\$735.17		\$14.00	\$722.00	\$6,759.00
Construction Trades	Intermediate Construction Trades (ICT) Program	\$7,174.00	\$220.00	\$170.00	\$200.00	\$400.00	\$3,060.00	\$11,224.00
	Introductory Craft Skills	\$2,000.00						
	ICT – Level 1	\$5,174.00						
	Highway/Heavy Construction (HHC) Trades Program*	\$7,784.00	\$249.00	\$164.00	\$204.00	\$1,316.00	\$2,312.00	\$12,029
	Introductory Craft Skills	\$2,000.00						
	HHC – Level 1	\$5,784.00						
	Heating, Ventilation & Air Conditioning (HVAC) Trades Program	\$7,658.00	\$220.00	\$170.00		\$630.00	\$1,020.00	\$9,698.00
	Introductory Craft Skills	\$2,000.00						
	HVAC – Level 1	\$3,658.00						
	HVAC – Level 2	\$2,000.00						
Health Care Occupations	Certified Nursing Assistant	\$3,400.00	\$40.00	\$20.00				\$3,460.00
Other	Retail Sales	\$4,735.00	\$189.95	\$810.05				\$5,735.00

* For all OFFICE TECH COURSES, the fee listed for BOOKS and SUPPLIES is a high estimate. Whenever possible books and supplies are purchased at a discount. Funder/student will only be billed for the cost of the books/supplies purchased for each individual student.

** Internship is optional for Intermediate Construction Trades Program (ICTP) and Highway/Heavy Construction (HHC).