



# Course Catalog

**MAIN CAMPUS**

**400 WILKES BOULEVARD, COLUMBIA MO 65201**

**PHONE: 573.474.8560**

**FAX: 573.474-8575**

**[WWW.JOBPOINT.ORG](http://WWW.JOBPOINT.ORG)**

**MARCH 2025**

**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.

**Notice Regarding Emergency Situations:** In order to comply with federal, state and local orders due to a pandemic or other emergency situation, Job Point may find it necessary to change delivery of services to a hybrid or primarily virtual environment. Some in-person, some online and some independent study classwork may occur. In this instance, we will do everything in our power to ensure students have the tools needed to enroll and/or continue participation in our programs. Additionally, the total estimated contact hours for certain programs may decrease.

# 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 COURSE

Students may gain 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: administrative assistant. 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 course:

Week 4: 0 - 50%

Week 8: 50 - 100%

## ACCOUNTING

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%
---------	---------	---------	-----------

## **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%

## **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 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.

### **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

# 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 through National Center for Construction Education and Research (NCCER). Graduates will be equipped to enroll in the Intermediate Construction Trades (ICT), Highway Maintenance & Repair (HMR) 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. 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:** 106

**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 (40%)
- Laboratory Instruction (25%)
- Internship/Externship (0%)
- Independent Study (35%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

Testing through an online platform occurs for the classroom portion, at Job Point's main location and supervised by the instructor. Hands-on performance testing also occurs.

## **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. 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 all three courses (Introductory Craft Skills, ICT – Level 1 and Internship).

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

**Contact Hours:** 260 (Total for two courses; internship hours are additional)

## **ICT CARPENTRY FUNDAMENTALS – LEVEL 1 COURSE**

Skilled carpenters are needed to replace an aging workforce. ICT Carpentry Fundamentals utilizes a curriculum established with input from industry professionals. Carpentry Fundamentals offers students the opportunity to gain a deeper level of skills for the industry. 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 – 260 hours. The intern is paid minimum wage. Job Point Instructors are present at the internship sites daily, complete progress reports 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:** 154

**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 (10%)
- Internship/Externship (60%)
- Independent Study (15%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

Testing through an online platform occurs for the classroom portion, at Job Point's main location and supervised by the instructor. Hands-on performance testing also occurs.

## **HIGHWAY MAINTENANCE AND REPAIR (HMR) PROGRAM**

Please note: The Highway Maintenance and Repair (HMR) Trades Program consists of two (2) courses. In order to graduate the program, both Introductory Craft Skills (4 weeks) and HMR – 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. 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 HMR 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 all three courses (Introductory Craft Skills, HMR – Level 1 and Internship).

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

**Contact Hours:** 250 total for two courses; internship hours are additional

## **HIGHWAY MAINTENANCE AND REPAIR (HMR) - LEVEL 1 COURSE**

Explore a career in this recession-proof, high-wage trade through our Highway Heavy Construction curriculum developed by industry professionals from National Center for Construction Education and Research (NCCER). 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.

**Internships:** Optional group internships occur through existing Memoranda of Understanding (MOU) with local municipalities. HMR internships vary in length from 134 – 270 hours. 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:** 12 weeks

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

**Contact Hours:** 144

**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, flagger certification and Commercial Driver's License (CDL) permit. With demonstrated ability to drive a manual transmission semi-truck and back up a trailer, students may have the opportunity to test for a Class A CDL license.

**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 Maintenance and Repair 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 (0%)
- Internship/Externship (60%)
- Independent Study (25%)
- Distance Education (0%)
- Supervised Research (0%)
- Other (0%)

## **COMMERICAL DRIVING THEORY INTRODUCTION LEVEL - 1**

Explore a career in this recession-proof, high-wage trade. Graduates will be equipped to test for the CDL Class A Permit.

**Length of Course:** One week

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

**Contact Hours:** 20

**Competencies:** Demonstrate ability to properly start up and shut down, double clutch, work through shifting pattern and backup a trailer with the truck simulator.

**Progress Benchmarks:** The following percentages represent recommended progress in competency acquisition for students in the CDL Level 1 course:

Week 1: 0% -100%

**Teaching Methodologies:**

- Classroom Instruction (5%)
- Laboratory Instruction (95%)

## **COMMERCIAL DRIVING LICENSE (Class A) LEVEL - 2**

Explore a career in this recession-proof, high-wage trade. The CDL Class A Level 1 Course curriculum which provides industry-specific training to individuals to test for the Class A Missouri driver's license. The program meets the requirements of the Federal Motor Carrier Safety Administration and is listed on the Training Provider Registry. Graduates will be equipped to test for the CDL Class A License.

This is a hands-on course in which participants will learn by utilizing Job Point's state of the art Commercial Driver's License simulator with support from an instructor. Students may also have the opportunity to practice driving vehicles in a controlled environment in partnership with local public or private businesses.

**Length of Course:** Five weeks

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

**Contact Hours:** 120

**Competencies:** Demonstrate ability to properly start up and shut down, double clutch, work through shifting pattern and backup a trailer with the truck simulator. Additional competencies will include basic operation, safe operating procedures, advanced operating procedures, vehicle systems and reporting malfunctions, non-driving activities, behind the wheel (range and public road), and safety.

**Progress Benchmarks:** The following percentages represent recommended progress in competency acquisition for students in the CDL Level 2 course:

Week 1: 0% -50%    Week 5: 51-100%

**Teaching Methodologies:**

- Classroom Instruction (10%)
- Laboratory Instruction (45%)
- Internship/Externship (45%)

## **HEATING VENTILATION AND AIR CONDITIONING (HVAC) TRADES PROGRAM**

Please note: The Heating, Ventilation & Air Conditioning (HVAC) Trades Program consists of three (3) courses: Introductory Craft Skills (4 weeks), HVAC – Level 1 (12 weeks) and Internship (4 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:** 32 weeks inclusive three courses (Introductory Craft Skills, HVAC – Level 1 and HVAC – Level 2); plus Internship hours.

**Maximum Timeframe to Complete:** 64 weeks

**Contact Hours:** 320 including Introductory Craft Skills and HVAC – Level 1 and HVAC – Level 2; plus Internship hours

## **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. 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:** 15 weeks

**Maximum Timeframe to Complete:** 30 weeks, assuming full time enrollment.

**Contact Hours:** 114

**Competencies:** Developing knowledge and demonstrating proficiency in orientation to HVAC, trade math, copper and plastic piping, soldering and brazing, ferrous metal piping, basic electricity, introduction to cooling, introduction to heating, air distribution systems.

### **Teaching Methodologies:**

- Classroom Instruction (20%)
- Laboratory Instruction (20%)

- Internship/Externship (45%)
- Independent Study (10%)
- Distance Education (5%)
- Supervised Research (0%)
- Other (0%)

Testing through an online platform occurs for the classroom portion, at Job Point's main location and supervised by the instructor. Hands-on performance testing also occurs.

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

Week 4: 0%-30%      Week 8: 30%-60%      Week 12: 60%-80%  
 Week 15: 80%-100%

## HEATING VENTILATION AND AIR CONDITIONING (HVAC) - LEVEL 2 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. 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 and HVAC Level – 1 course.

**Internships:** Individual internships occur through Job Point's partnerships with private businesses. HVAC internships vary in length for approximately 120 - 294 hours. The intern is paid minimum wage. Job Point Instructors are present at the internship sites regularly, complete progress reports at least bi-weekly and document feedback regarding tasks and competency.

**Length of Course:** 13 weeks

**Maximum Timeframe to Complete:** 26 weeks, assuming full time enrollment.

**Contact Hours:** 100

**Competencies:** Developing knowledge and demonstrating proficiency in Heat Pumps; Evacuation, Recovery & Charging – Refrigeration; Basic Maintenance; Compressors; Metering Devices; and EPA-608 (Freon).

### Teaching Methodologies:

- Classroom Instruction (20%)
- Laboratory Instruction (20%)
- Internship/Externship (45%)
- Independent Study (10%)
- Distance Education (5%)
- Supervised Research (0%)
- Other (0%)

Testing through an online platform occurs for the classroom portion, at Job Point's main location and supervised by the instructor. Hands-on performance testing also occurs.

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

Week 4: 0%-40%

Week 8: 40%-70%

Week 13: 70%-100%

## **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 - 9 weeks

**Maximum Timeframe to Complete:** 18 weeks, assuming full time enrollment.

**Contact Hours:** 120 - 300

**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:** National Center for Construction Education and Research (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 Thursday, 8:00am – 3:30pm. As an alternative, classes may be offered in the evenings Monday to Friday, 5:30pm to 8:30pm. 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 68 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 and must successfully complete 100% of the tasks assigned. Must not miss any key steps and must achieve 80% or higher on the non-key steps on each task assigned and pass the skills test.
- 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:** 12 weeks

**Maximum Timeframe to Complete:** 24 weeks, assuming full time enrollment. Student must pass both knowledge and skills tests within one year of course completion.

**Contact Hours:** 175



**Competencies:** Develop knowledge and demonstrate proficiency in communications and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich Maneuver; promoting residents' independence; respecting residents' rights; basic nursing skills; personal care skills; mental health and social service needs; care of cognitively impaired residents; basic restorative services; and residents' rights.

**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; three hours per evening, plus two eight-hour days to be determined. Days of the week and hours 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 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.

**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

## **WAREHOUSING**

Warehousing is fast-growing, high-need industry. There has never been a better time to train for a great career in logistics! This open-enrollment course provides the perfect mix of classroom study and hands-on training in the warehouse industry! Certifications include Prologis Supply Chain Warehousing Certificate, OSHA-30 General Industry (360 Training), CPR and First Aid, Safe Lift 2 (Forklift), and Basic Communication and Employability Skills. May include CDL Permit.

**Student Evaluation:** Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and knowledgeable instructors are available from program start to finish ensuring student success.

**Completion/Graduation Requirements**

- Grade Achievements: Pass
- Performance Requirements:
  - Successful completion of service plan goals
  - Students must score 70% or higher on the written Module Examinations at the completion of each module in order to successfully meet the requirements necessary to progress to next module.
- Minimum Attendance Requirements: Students must maintain a minimum of 90% attendance rate to meet the requirements necessary to complete this course. Student falling below this threshold will receive a warning on the first offense. If attendance rate is not brought to the minimum threshold, the student will be dropped from the course.

**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:** 12 weeks

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

**Contact Hours:** 336

**Competencies:** Safety, Loading and Shipping, Scheduling and Tracking Shipments, Order Fulfillment, Inventory Management, Managing Costs Related to Inventory, Customer Returns, Environmentally Sustainable Work Practices, Problem Solving, Transportation Carriers, Facility Performance Metrics, Basic Communication and Employability

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

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 (43%)
- Laboratory Instruction (12%)
- Internship/Externship (45%)
- Independent Study (0%)

Testing may occur through an online platform for the classroom portion, at Job Point's main location and supervised by the instructor. Hands-on performance testing also occurs.

**Internships:** This optional module allows students to gain valuable real-world, hands-on experience working at actual warehouse sites for an estimated 150-hour internship. Participants are assigned to local businesses in the industry to expand their experience and obtain job references.

**Schedule of Classes:** Monday to Thursday; 8:00am – 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	\$989.00	\$7,026.00
	Secretarial Course	\$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	\$989.00	\$7,026.00
Construction Trades	Intermediate Construction Trades (ICT) Program	\$7,174.00	\$220.00	\$170.00	\$200.00	\$400.00	\$4,450.00	\$12,614.00
	Introductory Craft Skills	\$2,000.00						
	ICT – Level 1	\$5,174.00						
	Highway Maintenance & Repair (HMR) Trades Program*	\$7,784.00	\$249.00	\$164.00	\$204.00	\$2,296.00***	\$3,164.00	\$13,861.00
	Introductory Craft Skills	\$2,000.00						
	HMR – Level 1	\$5,784.00						
	Heating, Ventilation & Air Conditioning (HVAC) Trades Program	\$7,658.00	\$220.00	\$170.00		\$630.00	\$1,483.00	\$10,161.00
	Introductory Craft Skills	\$2,000.00						
	HVAC – Level 1	\$3,658.00						
	Commercial Driver's License -1	\$960.00		\$800.00				\$1,760.00
Commercial Driver's License -2	\$2,007.96	\$75.00	\$808.75		\$2,500.00		\$5,391.71	
Health Care Occupations	Certified Nursing Assistant	\$3,400.00	\$119.00	\$30.00		\$125.00		\$3,674.00
Other	Retail Sales	\$4,735.00	\$189.95	\$810.05				\$5,735.00
	Warehousing	\$6,201.00		\$457.00		\$660.00	\$2,160.00	\$9,478.00

\* Fees listed for BOOKS and SUPPLIES are 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 all Construction Trades and Warehousing Programs.

\*\*\* An additional fee of \$1000 is required for a second CDL Driver's License test, and is limited to one retesting opportunity.