

ALSO AVAILABLE! Community Classes and Fast-Track Career Programs

Register Online

New Classes begin weekly

Career Programs

Administrative Medical Assistant **\$1295**

SHELBY – HOOVER

TU/TH, Aug 11 – Nov 3, 6:00 pm – 9:00 pm

TU/TH, Nov 17 – Mar 1, 6:00 pm – 9:00 pm

Certified Apartment Leasing Agent **\$499**

SHELBY – HOOVER

M/W, Sep 21 – Oct 28, 6:30 pm – 8:30 pm

M/W, Nov 2 – Dec 16, 6:30 pm – 8:30 pm

Certified Nursing Assistant Prep **\$899**

JEFFERSON

TU/TH, Sep 15 – Jan 7, 5:30 pm – 9:30 pm

ST CLAIR – PELL CITY

M/W, Sep 28 – Jan 27, 5:30 pm – 9:30 pm

Clinical Medical Assistant Prep **\$1695**

JEFFERSON

M/TU/TH, Sep 21 – Feb 25, 5:30 pm – 9:30 pm

SHELBY – HOOVER

TU/TH, Aug 4 – Mar 3, 5:30 pm – 9:30 pm

CHILTON – CLANTON

TU/TH, Aug 18 – Apr 12, 5:30 pm – 9:30 pm

ST CLAIR – PELL CITY

M/W, Sep 21 – Apr 6, 5:30 pm – 9:30 pm

Computer Technician **\$1695**

JEFFERSON

M, Sep 28 – Jan 25, 6:00 pm – 9:00 pm

Dental Assistant **\$1199**

CHILTON - CLANTON

M/W, Sep 21 – Dec 16, M 6:00 pm – 8:00 pm W 5:45 pm – 8:45 pm

SHELBY – HOOVER

M/W, Sep 21 – Dec 16, M 6:00 pm – 8:00 pm W 5:45 pm – 8:45 pm

JEFFERSON

TU/TH, Sep 29 – Dec 17, TU 6:00 pm – 8:00 pm TH 5:30 pm – 8:30 pm

ST CLAIR – PELL CITY

TU/TH, Jul 28 – Oct 22, TU 6:00 pm – 8:00 pm TH 5:30 pm – 8:30 pm

TU/TH, Sep 29 – Dec 17, TU 6:00 pm – 8:00 pm TH 5:30 pm – 8:30 pm

Dialysis Technician **\$999**

SHELBY – HOOVER

TU/TH, Oct 13 – Dec 10, 6:00 pm – 9:00 pm

JEFFERSON

TU/TH, Sep 29 – Nov 24, 6:00 pm – 9:00 pm

Heating & Air Conditioning Technician, Introduction **\$599**

JEFFERSON

M, Sep 21 – Jan 11, 5:30 pm – 9:30 pm

Medical Assistant for Vision **\$799**

UAB, CALLAHAN EYE FOUNDATION - BIRMINGHAM

TU/TH, Oct 6 – Dec 17, 6:00 pm – 9:00 pm

JEFFERSON

TU/TH, Aug 18 – Oct 22, 6:00 pm – 9:00 pm

TU/TH, Nov 3 – Jan 19, 6:00 pm – 9:00 pm

Medical Billing and Coding Certification Prep **\$1395**

JEFFERSON

TU/TH, Jul 14 – Nov 14, 6:00 pm – 9:30 pm

TU/TH, Sep 8 – Jan 26, 9:00 am – 12:00 pm

TU/TH, Dec 1 – Apr 21, 6:00 pm – 9:30 pm

ST CLAIR – PELL CITY

TU/TH, Jul 21 – Nov 10, 6:00 pm – 9:30 pm
TU/TH, Nov 17 – Mar 17, 6:00 pm – 9:30 pm
SHELBY – HOOVER
M/W, Aug 3 – Dec 14, 9:00 am – 12:00 pm
S, Oct 3 – Jun 25, 9:00 am – 12:00 pms
TU/TH, Dec 8 – Apr 28, 6:00 pm – 9:30 pm
CHILTON – CLANTON
TU/TH, Nov 10 – Mar 10, 6:00 pm – 9:30 pm

Medical Billing & Coding Certification \$2995
ONLINE, Register anytime
<http://www.careerstep.com/jeffstate?p=medical-coding-billing>

Medical Transcription and Editing \$2995
ONLINE, Register anytime
<http://www.careerstep.com/jeffstate?p=medical-transcription>

Microsoft Office 2013 Specialist Certification Prep \$899
JEFFERSON
TU/TH, Jul 21 – Oct 8, 6:00 pm – 9:30 pm
TU/TH, Sep 8 – Dec 16, 6:00 pm – 9:30 pm
M/W, Oct 5 – Jan 27, 9:00 am – 12:00 pm

Pharmacy Technician Certification Prep \$899
SHELBY – HOOVER
TU/TH, Oct 6 – Dec 17, 6:30 pm – 9:30 pm
JEFFERSON
TU/TH, Oct 6 – Dec 17, 6:00 pm – 9:00 pm
ST CLAIR – PELL CITY
TU/TH, Oct 6 – Dec 16, 6:00 pm – 8:00 pm

Phlebotomy Certification \$999
JEFFERSON
M/W, Aug 17 – Dec 7, 8:30 am – 12:30 pm

Physical Therapy Aide \$799
JEFFERSON
TU/TH, Oct 6 – Jan 14, 6:30 pm – 9:30 pm
SHELBY – HOOVER
TU/TH, Oct 6 – Jan 14, 6:00 pm – 9:00 pm

COMPUTER CLASSES

Access 2010, Basics \$129
JEFFERSON
F, Nov 6, 8:30 am – 3:30 pm

Beginning Computers \$149
JEFFERSON AND SHELBY – HOOVER
W, Aug 12 – Sep 16, 9:30 am – 11:30 am

Excel 2010, Basics \$129
SHELBY – HOOVER
TH, Jul 9, 8:30 am – 3:30 pm
TH, Sep 10, 8:30 am – 3:30 pm
TH, Nov 19, 8:30 am – 3:30 pm

Excel 2010, Intermediate \$129
SHELBY – HOOVER
TH, Jul 16, 8:30 am – 3:30 pm
F, Sep 11, 8:30 am – 3:30 pm
F, Nov 20, 8:30 am – 3:30 pm

Excel 2010, Advanced \$129
SHELBY – HOOVER
TH, Jul 23, 8:30 am – 3:30 pm
TH, Oct 16, 8:30 am – 3:30 pm

Excel 2013, Basics \$129
JEFFERSON
TH, Aug 13, 8:30 am – 3:30 pm
TH, Oct 8, 8:30 am – 3:30 pm

Excel 2013, Intermediate JEFFERSON TH, Aug 20, 8:30 am – 3:30 pm F, Oct 9, 8:30 am – 3:30 pm	\$129
Get Organized with Outlook and Word 2010 SHELBY – HOOVER TH, Aug 27, 8:30 am – 3:30 pm JEFFERSON TH, Sep 24, 8:30 am – 3:30 pm	\$129
PowerPoint 2010, Basics SHELBY – HOOVER F, Oct 16, 8:30 am – 3:30 pm	\$129
Word 2010, Basics SHELBY – HOOVER TH, Oct 29, 8:30 am – 3:30 pm	\$129
Word 2010, Intermediate SHELBY – HOOVER F, Oct 30, 8:30 am – 3:30 pm	\$129
Word 2013, Basics JEFFERSON TH, Oct 23, 8:30 am – 3:30 pm	\$129
PROFESSIONAL DEVELOPMENT INSTITUTE	
Business Writing Made Easy JEFFERSON TU, Aug 25, 8:30 am – 12:30 pm	\$129
Conversational Spanish – Level I SHELBY – HOOVER TU, Sep 8 – Oct 13, 6:30 pm – 8:30 pm	\$129
Dazzling Your Customers JEFFERSON TU, Oct 20, 12:30 pm – 4:30pm SHELBY – HOOVER W, Dec 2, 12:30 pm – 4:30pm	\$129
Developing Confidence in Public Speaking SHELBY – HOOVER TU, Aug 18, 12:30 pm – 4:30pm JEFFERSON W, Nov 4, 8:30 am – 12:30pm	\$129
Essential Skills of Communicating JEFFERSON TU, Sep 15, 8:30 am – 12:30pm	\$129
Essential Skills of Leadership JEFFERSON TU, Aug 4, 8:30 am – 12:30pm	\$129
From Conflict to Collaboration JEFFERSON TU, Nov 10, 8:30 am – 12:30 pm	\$129
Generations in the Workplace JEFFERSON TU, Jul 28, 8:30 am – 12:30 pm	\$129
Handling Emotions Under Pressure SHELBY - HOOVER TU, Sep 29, 12:30 pm – 4:30 pm	\$129
Team Building	\$129

SHELBY – HOOVER

W, Jul 15, 12:30 pm – 4:30 pm

YOUTH ACADEMY**ACT Prep Course****\$149****JEFFERSON, SHELBY – HOOVER, ST CLAIR – PELL CITY, CHILTON – CLANTON**

TH/TH, Jul 6 – Jul 23, 5:30 pm – 8:30 pm

TU/TH, Aug 25 – Sep 10, 5:30 pm – 8:30 pm

TU/TH, Oct 6 – Oct 22, 5:30 pm – 8:30 pm

TU/TH, Nov 3 – Nov 19, 5:30 pm – 8:30 pm

For phone assistance or more dates & locations, call (205) 856-7710.

Refund policy and registration forms are available on-line at www.jeffstateonline.com/CCCE/register.pdf.

On-line training at:

- Job Training Programs
- Six-week Personal Enrichment and Professional Development
- Medical Career Programs
- Bank Teller's Certification Academy

www.jeffersonstate.edu/fasttrack/online