

JENNINGS COUNTY ADULT EDUCATION CENTER 100 S Webster St., North Vernon, IN 47265

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FREE HSE Study Classes Schedule – January 6, 2020 – June 25, 2020

(Mornings) Monday through Thursday, 8:30 a.m. – 11:30 a.m. (Last day for Morning Class is May 21, 2020)

(Afternoons) Monday through Thursday, 12:00 p.m.- 3:00 p.m.

(Evenings) Monday and Wednesday, 5:30 p.m. – 8:30 p.m.

(Evenings) Tuesday and Thursday, 5:30 p.m. – 8:30 p.m.

FREE OCCUPATIONAL TRAININGS

*Each training opportunity is dependent on funding and must meet the minimum number of students, not to exceed the maximum number. **The funding for training opportunities require students to attend an adult education training registration at JCEC. *Those who do not meet the required TABE level on their Pretest will need to attend additional hours.** All participants must be at least 18 years old with the exception of CNA.

MEDICAL

Certified Nurse Aide (CNA):

Required Adult Education **Registration:** January 13, 14, 15 & 23, 5:30 p.m. – 9:30 p.m. (January 21 & 22 alternate dates in case of school closings due to inclement weather.)

Required **Orientation** with the provider Trainer Connect on Monday, January 20, 5:00 p.m. – 7:00 p.m.

Items to bring to orientation: Valid Driver’s License or State ID; Social Security Card and Birth Certificate

Classroom: At JCEC, February 3-February 18, Monday through Friday, 5:00 p.m. – 9:00 p.m.

Clinical Experience: At Columbus, February 19-March 17, Monday through Friday, 5:00 p.m. – 9:00 p.m.

Certified Clinical Medical Assistant (CCMA):

Required **Orientation** with the provider Vincennes University on Monday, January 6, 6:00 p.m. – 7:00 p.m.

Items to bring to orientation: A copy of high school transcripts or diploma.

Required Adult Education **Registration:** January 13, & 14, 5:30 p.m. – 9:30 p.m. (January 21 & 22 alternate dates in case of school closings due to inclement weather.)

Classroom: At JCEC, February 3-May 11, Mondays, Tuesdays & Thursdays, 6:00 p.m. – 9:30 p.m.

EDUCATION

Teacher Assistant Para Professional: Registration will be the 1st day of class.

Classroom: At JCEC, November 4-15, 2019, Monday through Friday, 9:00 a.m. – 1:00 p.m.

OFFICE

Microsoft Office Specialist Certification - Excel 2016 or Word 2016:

Required Adult Education **Registration:** December 9, 5:00 p.m. – 8:00 p.m. (December 11 alternate date in case of school closings due to inclement weather.) A Pretest will be given to determine eligibility for training

Classroom: At JCEC, January 9, 2020 – March 19, 2020, Thursdays, 5:00 p.m. – 9:00 p.m.

Microsoft Office Specialist Certification - Excel 2016, Word 2016 or PowerPoint 2016:

Required Adult Education **Registration:** March 16, 2020, 5:00 p.m. – 8:00 p.m. A Pretest will be given to determine eligibility for training.

Classroom: At JCEC, April 9, 2020 – June 25, 2020, Thursdays, 5:00 p.m. – 9:00 p.m.

Internet & Computing (IC3):

Required Adult Education **Registration:** January 13, 5:30 p.m. – 8:30 p.m. (January 15 alternate date in case of school closings due to inclement weather.) A Pretest will be given to determine eligibility for training.

Classroom: At JCEC, January 27, 2020 – April 27, 2020, Mondays, 5:30 p.m. – 8:30 p.m.

MANUFACTURING/LOGISTICS CERTIFICATION

MSSC – Certified Production Technician Certification (CPT): This training will be offered twice.

Required Adult Education **Registration: *Session 1***: December 9, 5:00 p.m. – 9:00 p.m. (December 11 alternate date in case of school closings due to inclement weather.) A Pretest will be given to determine eligibility for training.

Classroom: *Session 1* - At JCEC, January 7, 2020 – March 17, 2020, Tuesdays, 5:00 p.m. – 9:00 p.m.

Required Adult Education **Registration: *Session 2***: March 16, 2020, 5:00 p.m. – 9:00 p.m. A Pretest will be given to determine eligibility for training.

Classroom: *Session 2* – At JCEC, April 7, 2020 – June 23, 2020, Tuesdays, 5:00 p.m. – 9:00 p.m.

MSSC – Certified Logistics Technician (CLA & CLT): This training will be offered twice.

Required Adult Education **Registration: *Session 1***: December 9, 5:00 p.m. – 9:00 p.m. (December 11 alternate date in case of school closings due to inclement weather.) A Pretest will be given to determine eligibility for training.

Classroom: *Session 1* - At JCEC, January 8, 2020 – March 18, 2020, Wednesdays, 5:00 p.m. – 9:00 p.m.

Required Adult Education **Registration: *Session 2***: March 16, 2020, 5:00 p.m. – 9:00 p.m. A Pretest will be given to determine eligibility for training.

Classroom: *Session 2* – At JCEC, April 8, 2020 – June 24, 2020, Wednesdays, 5:00 p.m. – 9:00 p.m.

Commercial Driver’s License – Class A (CDL):

Offered through a WorkINdiana Grant administered through WorkOne. Training is pending availability of WorkINdiana funding.