

# GRTS Spring 2012 Adult Ed Courses

## HEALTH OCCUPATIONS

### **CERTIFIED NURSES' AID – CNA**

Certified Nurses' Aid teaches basic nursing skills necessary to work in a nursing home. Classroom, laboratory and clinicals will include bed making, bathing, nutrition, skincare, moving and positioning patients, urinary and bowel care, TPR and blood pressure, charting, special needs of the nursing home resident. Upon satisfactory completion of the course, students will receive a certificate and be placed on Registry with Division of Aging. 75 hours classroom; and 100 hours clinical.

### **CERTIFIED MEDICATION TECHNICIAN – CMT**

Certified Med Tech teaches skills in administration of non-parenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy. Classroom, laboratory, and clinicals will include basic review of body systems and medication effect on each system; medical terminology; infection control; and medication classifications. Upon satisfactory completion of the course, students will receive a certificate and be placed on the Certified Medication Technician (CMT) Registry. 60 hours classroom; and 8 hours clinical.

### **ADVANCED CARDIAC LIFE SUPPORT – ACLS**

This refers to a set of clinical interventions for the urgent treatment of cardiac arrest and other life-threatening medical emergencies, as well as the knowledge and skills to deploy those interventions. Extensive medical knowledge and rigorous hands-on training and practice are required to master ACLS. Only qualified health care providers (e.g. physicians, paramedics, nurses, respiratory therapists, clinical pharmacists and other specially trained health care providers) can provide ACLS, as it requires the ability to manage the patient's airway, initiate IV access, read and interpret electrocardiograms, and understand emergency pharmacology. Some health professionals, or even lay rescuers, may be trained in basic life support (BLS), especially cardiopulmonary resuscitation or CPR. When a sudden cardiac arrest occurs, immediate CPR is a vital link in the chain of survival. Another important link is early defibrillation, which has improved greatly with the widespread availability of AEDs.

### **PEDIATRIC LIFE SUPPORT – PALS**

Pediatric Advanced Life Support (PALS) is a 14-hour American Heart Association training program. The goal of the course is to aid the pediatric healthcare provider in developing the knowledge and skills necessary to efficiently and effectively manage critically ill infants and children, resulting in improved outcomes. Professional healthcare providers use PALS during the stabilization and transportation phases of a pediatric emergency, in or out of hospital. Skills taught include recognition and treatment of infants and children at risk for cardiopulmonary arrest; the systematic approach to pediatric assessment; effective respiratory management; defibrillation and synchronized cardioversion; intraosseous access and fluid bolus administration; and effective resuscitation team dynamics.

### **I.T.L.S.**

ITLS is accepted internationally as the standard training course for pre-hospital trauma care, and is not only taught as continuing education course, but is also used as a textbook in many Paramedic, EMT, and first responder training programs. From October 2005 forward, BTLS are transitioning to become ITLS courses. ITLS courses give the student the knowledge and hands-on skills to take better care of trauma patients. ITLS stresses rapid assessment, appropriate intervention and identification of immediate life threats. The ITLS framework for rapid, appropriate and effective trauma care is a global standard that works in any situation. ITLS courses combine classroom learning and hands-on skills stations. They also challenge the student with scenario assessment stations where learning is put to work in simulated trauma situations. ITLS courses are designed, managed and delivered by course directors, coordinators and instructors experienced in EMS, pre-hospital care and the ITLS approach.

### **FIRE FIGHTER I & II CERTIFICATION**

This is a 186-hour class that meets the Missouri Division of Fire Safety requirements for certification. After completion of class, the participants will be eligible for testing and certification.

### **48-HOUR PARAMEDIC REFRESHER**

State approved class necessary to maintain Paramedic license.

### **4-HOUR NATIONAL REGISTRY TRANSITION**

This class is necessary to maintain all National Registry licenses including EMT, Paramedics, and 1<sup>st</sup> Responders. It is required by Missouri 19 CSR 30-40.342.

# **WELDING**

## **BEGINNING OR ADVANCED ARC or MIG or TIG WELDING**

The beginning course is for those with little or no welding experience. Students who have successfully completed Beginning Welding (or who qualify) may enroll in advanced welding. When enrolling in the class, students need to specify if they want to learn ARC, MIG or TIG welding. Instruction includes welding in flat, horizontal, vertical, and overhead positions as well as electrode information, welding machines, welding joints and use of wire, gas, contact tips and liners.

# **BUSINESS/COMPUTER APPLICATIONS**

## **MICROSOFT WORD**

This course is designed for anyone wanting an introduction to the most popular word processing program on today's PCs. Come learn all the newest features available in Office 2010. Learn the MS Word environment and how to create letters, flyers, and other basic documents. Students will also learn how to add clip art to documents, set margins, find and replace words and print documents. Also taught is adding headers and footers to a document, creating a resume and a cover letters, how to organize information in tables, labels, and creating a newsletter. This course is an excellent follow-up to the Intro to PC class.

## **QUICKBOOKS**

The QuickBooks training will be a series of five classes to help you set up and use accounting principles and computer technology as an effective tool in your home or business environment. Topics covered will include setup, budgeting, cash and accrual basis, accounting report generation, and payroll. Examples and demonstrations will be given for data entry. Through this process, one will see how screens look and which way entries should be made. Classes will be designed for the beginning QuickBooks user to familiarize them with all the different tools one can use with the program. Prior basic computer knowledge is required.

## **INTRO TO MICROSOFT EXCEL**

This course will give an overview of Excel 2010 spreadsheet software. Students enrolling in this class should already know the basics of running programs and working with files, but there will be a very quick review during the first class. Basic computer knowledge and experience in working with files required. Topics will include basic terms, how to move around in Excel, methods of entering and formatting data and using menus and tool bars. Students will enter functions and formulas, create graphs and charts, and learn how to use built-in Excel features to simplify work. Emphasis will be placed on avoiding errors through planning and understanding how the software works.

## **FARM SMALL BUSINESS/ESTATE PLANNING**

Knowing the basics of planning for your future will give peace of mind for you and your loved ones. This workshop will provide you the tools you need to start a plan for estate planning and give you seeds to plant for questions to ask of your own personal estate and those that you will plan with. The workshop will cover ownership, probate, trusts, communication, implementation, etc. Having the basics allows you to optimize your time with other professionals in the planning process while minimizing the cost to you. The course will be offered for two nights, three hours each.

# **INDUSTRIAL MAINTENANCE**

## **BASIC INDUSTRIAL MOTOR CONTROLS**

This course is a hands-on study of basic motor control circuits including electrical symbols, line diagrams, manual motor starters, magnetic motor starters, time delay circuits, motor reversing circuits, electromechanical and solid-state relays, photoelectric and proximity controls, and troubleshooting.

# **REAL ESTATE**

## **CONTINUING EDUCATION CLASSES**

The real estate section includes a total of four classes. Each of these classes count for 3 hours of continuing education towards the individual's real estate license and the details can be seen on the related flyer.