

# GRTS Fall 2017 Adult Ed Courses

## AGRICULTURE

### **INTRODUCTION TO SMALL BUSINESS AND FARM ACCOUNTING WITH PC MARS ACCOUNTING SOFTWARE**

This class will introduce students how to set up a cash system of accounting using PC Mars. This will include setting up bank accounts, vendors, codes, and payroll using the software program PC Mars written by Iowa State University.

## 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. 801 hours classroom; and 100 hours clinical (clinical hours must be in a SNF-Skilled Nursing Facility or an ICF-Intermediate Nursing Facility-most nursing homes require employment to do clinical hours).

### **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. Requirements include a letter of recommendation from current nursing home employer, copy of GED/high school diploma, and CNA in good standing for at least 6 months. 60 hours classroom; and 8 hours clinical (clinical hours must be in a SNF-Skilled Nursing Facility or an ICF-Intermediate Nursing Facility-most nursing homes require employment to do clinical hours).

### **EMT-PARAMEDIC**

The course encompasses the role and responsibilities of the EMT-P with instruction in airway management, blood gas analysis and cardiac dysrhythmia interpretation using the knowledge and skills necessary for initial treatment of medical, central nervous system, soft tissue, musculoskeletal, OB/GYN, environmental, psychiatric emergencies, trauma and advanced life support. Completion of the course requires satisfactory performance in 644 didactic hours (in classroom), 700 clinical hours and 76 field experience hours. Prerequisites: Current EMT license, High school and college transcript or GED, record of hepatitis shots, TB Mantoux and Flu shot (just before clinical rounds), drug screen (specific panel requirements), and Missouri criminal background check (provided by GRTS).

### **EMT-BASIC (EMERGENCY MEDICAL TECHNICIAN)**

Emergency Medical Technician class will give the students the opportunity to learn emergency medical care of the sick or injured patient, including CPR certification. After passing the class, students will be qualified to take the State Board Test for EMT's. Upon passing the state test, students can be licensed to work as ambulance attendants or drivers. Students must spend 24 hours in hospital clinical training, 187 hours didactic (in classroom), and 60 hours ambulance clinical. Prerequisites: High school and college transcript or GED, record of hepatitis shots, TB Mantoux and Flu shot (just before clinical rounds), drug screen (specific panel requirements), Missouri criminal background check (provided by GRTS), and TABE testing (to be completed at GRTS).

### **PHTLS**

PHTLS 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 PHTLS courses. PHTLS courses give the student the knowledge and hands-on skills to take better care of trauma patients. PHTLS stresses rapid assessment, appropriate intervention and identification of immediate life threats. The PHTLS framework for rapid, appropriate and effective trauma care is a global standard that works in any situation. PHTLS 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. PHTLS courses are designed, managed and delivered by course directors, coordinators and instructors experienced in EMS, pre-hospital care and the PHTLS approach.

# **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**

## **MICROSOFT WORD - BASICS**

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 2013. 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.

## **MICROSOFT EXCEL**

This course will give an overview of Excel 2013 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.

## **INTRO TO COMPUTERS**

This two night class will address technology issues such as helping folks update antivirus software, handling virus, getting rid of spam, basic upkeep of the computer, etc. The class will be focused on what the people in the class would like to learn about the computer.

## **BASIC COMPUTER MAINTENANCE AND REPAIR**

This course will address technology issues such as helping folks update antivirus software, handling virus, getting rid of spam, basic upkeep of the computer, etc. The class will also touch on a few small basic repairs that can be done easily at home.