GRTS Spring 2019 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 16 clinical within class; and 84 hours clinical.

INSULIN THERAPY
Insulin Therapy teaches skills to assist licensed practical nurses or registered professional nurses in insulin therapy. Classroom and laboratory will include basic instructions, medication effect, medical terminology, and medication classifications. Upon satisfactory completion of the course, students will receive a certificate and be placed on the Insulin Therapy Registry. 8 hours classroom.

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.

PARAMEDIC/EMT REFRESHER
State approved class necessary to maintain Paramedic/EMT license.

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.

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 APPLICATIONS

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.