



# Green Country Technology Center

“Serving Okmulgee County and surrounding areas with quality training at an affordable price.”

## Computer Technology

### INTRO TO COMPUTERS

This course is designed to familiarize student with computer basics. Learn the history of computers, become familiar with various types of computer hardware and peripheral devices. Various office applications including Microsoft Word, Excel, Access & PowerPoint will be introduced. Specialized applications such as graphic software and multimedia software will also be introduced.

Citizens 62yrs or older \$60  
M T 4:30-7:30 PM 42 HRS \$105  
Mar.01 thru Apr.20, 2010

### KEYBOARDING

An individualized course designed for the beginning keyboard student. Proficiency in keyboarding is required to function adequately in the use of computer programs. Students will learn at their own pace to type alphabetic and numeric keys by touch.

M W 5:30-7:30 PM 30HRS \$75  
Mar. 31 thru May 19, 2010

### WORD FOR WINDOWS

Word for Windows is a popular windows-based word processing program. It is tightly integrated with the windows operating system and provides a full featured, document creation environment.

The course provides instruction and practice on document creations, saving and retrieving files, copying and posting, setting tabs and margins, spell-check, changing fonts and sizes, and a variety of other basic and intermediate word processing skills.

Prerequisite: Introduction to Computers  
M T 4:30-7:30 PM 42HRS  
Mar.01 thru Apr.20, 2010 \$120

### MICROSOFT EXCEL

Students learn the basic concepts and skills necessary to begin using the worksheet capabilities of Excel. Topics covered are: intro to worksheets, working with ranges, using functions, modifying worksheets, formatting techniques, and preview charting.

M T 4:30-7:30 PM 42 HRS \$130  
Mar.01 thru Apr.20, 2010

## Medical Technology

### MEDICAL TERMINOLOGY

Designed to provide you the use of prefixes, suffixes and root combinations to better understand terminology used in the medical field. The class is helpful to business people having frequent contact with medical information.

T TH 5:30-8:30 PM 45 HRS \$115  
Mar. 25 thru May 13, 2010

### LONG TERM CARE/HOME HEALTH AIDE

In 120 hours you can acquire the basic nursing skills needed to gain employment as a nurse aide in nursing homes, hospitals or as a home health care aide in a home care setting. Instruction includes practice techniques combined with on location training. Upon completion, students will be eligible to take the State Certification Test and be certified by the State Department of Health for Long Term Care/Home Health Aide.

Clinical hours will vary from the normal schedule. 120HRS \$305  
Night Class M, T & TH 5:30-9:30 PM  
Apr. 01 thru May 18, 2010

### CERTIFIED MEDICATION AIDE

The certified medication aide course is approved by the Oklahoma State Department of Health. Participants that successfully complete this course and pass the certification exam will be certified as CMA's and will be allowed to perform the duties of a CMA in long-term care facilities for the developmentally disabled, residential care facilities, and adult day care facilities. Clinical practices are a requirement of this class and are included in the 56 hours.

**Prerequisite: HS Diploma or GED and Current CNA license and 6 months experience.**

M W 5:00 – 9:00 PM 56 HRS \$170  
Apr. 12 thru May 12, 2010 56 HRS

### CERTIFIED MEDICATION AIDE ADVANCED

#### TRAINING:

Medication and Nutrition via Nasogastric and Gastrostomy Tubes and Administration of Oral Metered Dose Inhalers and Nebulizers

This course will provide education and skills performance to the Certified Medication Aide focusing on the following areas: 1.The respiratory system, nebulizers, metered-dose inhalers, along with the medications used for this system. 2. The gastrointestinal system, enteral nutrition, nasogastric and gastrostomy tubes, with the procedures for administration of nutrition and medications per these tubes. 3. Other subject areas will include the above procedures listed and understanding the pulse ox machine reading the O2 Stats and understanding the ranges for nebulizers treatment. Discussing potential problems and resolutions for the nebulizer and metered -dose inhaler, and the NG, PEG, and G-tub. 12 hours total – 8 hrs classroom – 4 hrs supervised clinical. *Students must dress in scrubs for clinical.*

**Prerequisite: Must be a CMA. \$75**

By arrangement

### CMA & MAT UPDATE (CEU)

This course is the required yearly update for CMA's to renew their certification. 8 hours \$36.00

By arrangement

### CERTIFIED MEDICATION AIDE ADVANCED

#### TRAINING:

Medication and Diabetes Care

This course will provide education and skills performance to the Certified Medication Aide focusing on the following areas: 1.The Endocrine System. 2. Procedures for testing blood glucose levels, acceptable levels. 3. Medications. 4. Potential complications of medications, side effects, adverse reactions. 5. Different types of diabetes and disease management. 6. Identifying potential problems and complications, knowing when to alert licensed personnel. 7. Recognizing signs and symptoms of Hyperglycemia and Hypoglycemia and know how to respond. 16 hours total – 12 hrs classroom – 4 hrs supervised clinical. *Students must dress in scrubs for clinical.*

**\$110 Prerequisite: Must be a CMA.**

By arrangement

### INTRODUCTION TO PHLEBOTOMY

Develop the skills necessary to properly draw blood specimens by venipuncture and capillary puncture. Understand the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics and legal problems will be discussed. Anatomy and physiology of the vascular system as they pertain to phlebotomy will be reviewed.

Students are trained for an entry-level position.

M W 5:30-8:30PM 48HRS \$150  
Mar.31 thru May 24, 2010

### PHYSICAL-THERAPY AIDE

Provide a safe environment and assist with a patient's rehabilitation. Learn how to assist the physical therapist to restore the patients functioning within their capabilities. Monitor the physical therapist's response to a patients care.

T 6:00-9:00 PM 39 HRS \$85  
Apr. 20 thru Jul. 13, 2010

### PRE-PHARMACY TECHNICIAN

This course will provide the student with the theory and basic knowledge of pharmacy information systems, regulatory, legal and ethical considerations, drug calculations, terminology and other skills necessary to a pharmacy technician's job performance

T Th 5:00-9:00PM 64hrs \$176.00  
Mar. 30 thru May 20, 2010

### INTRODUCTION TO MASSAGE THERAPY

Learn basic physiology and anatomy pertaining to massage. Instruction will be given on the systematic manual manipulations of the soft tissue of the body by various movements for the improvement of a person's comfort and well-being. Basic techniques will be taught to the student on how to provide the best massage technique. Also, learn how to provide the best care for oneself.

T 6:00-8:30 PM 20 HRS \$50  
Apr.06 thru May 25, 2010



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## Dental

### DENTAL ASSISTANT

Dental assistants prepare patients for the dental exam and assist dentist with procedures to include extractions, fillings and root canals.

Instruction for the program includes: dental terminology, anatomy, X-Ray techniques, taking impressions and aseptic techniques. A strong emphasis is placed on chair side patient care including hands-on instruction in instrument technique, dental charting, and overall office procedures. This class is limited to 16 students.

Class will consist of 102 classroom hours and 136 clinical hours.

**ENTRANCE REQUIREMENTS: GED or High School Diploma and Entrance Exam**

Enrollment begins Feb. 15, 2010

\$100 due upon enrollment,

T Th 5:30-8:30 PM 238 HRS \$525

Mar. 30 thru Jul. 22, 2010

## Basic Emergency Medical Technician

### EMT

Prepare yourself to take the State of Oklahoma EMT-Basic Examination and be employed as an entry level Emergency Medical Technician in a pre-hospital setting.

Class consists of 160 classroom hours 40 clinical hours.

T TH 5:30-9:30 PM \$600

August, 2010

### FIRST RESPONDER

Learn the basic life saving methods and procedures to include the use of automatic electric defibrillation equipment and CPR for non-medical emergency personnel who are first on the scene. The Oklahoma State Department of Health Emergency Medical Services approves this program. Upon successful completion of this course, you may submit an application for placement on the First Responder National Registry.

50HRS By Arrangement \$125

### BASIC EMT REFRESHER

24HRS BY ARRANGEMENT \$60

### FIRST RESPONDER

#### REFRESHER

12 HRS By Arrangement \$30

### CONTINUING EDUCATION

#### FOR EMT

4 HRS By Arrangement \$20

## Welding Basic

This course is the first step in learning to weld. The program is designed to teach the basics of oxyacetylene cutting, braze welding, arc welding and MIG. You will learn to set up machines and equipment, shear and bend and assemble metals projects. Students are responsible for welding hood with #10 lens, cutting goggles with #5 lens and gloves.

T Th 5:30-9:30pm 32Hrs \$165

Mar. 09 thru Apr. 01, 2010

## American Heart Association-Life Support for Healthcare Providers

### CPR

This course is intended for Healthcare Providers and the Professional Rescuer. One and two-rescuer adult CPR, one rescuer child, infant CPR, adult/child/infant obstructed airway techniques, mouth-to-mouth mask ventilation, critical pressure and the modified jaw thrust barrier devices. Formal testing is required as part of this course.

8 HRS \$25

By arrangement

### CPR REFRESHER

4 HRS BY ARRANGEMENT \$25

## Council on Law Enforcement Education and Training

### UNARMED SECURITY

#### GUARD

##### Phase I & II

The basic security guard (unarmed) course provides the knowledge and skills needed to function as in-house security officers or guards for contract security companies. This course meets the requirements for the State of Oklahoma.

Applicant must be at least **18 years of age**.

T TH 6:00-8:30 PM 40 HRS \$100

Mar. 30 thru May 20, 2010

### PRIVATE INVESTIGATOR PHASE III

Receive the skills and knowledge needed to function as a private investigator for security agencies. This course meets the training requirements for the State of Oklahoma. To meet certification requirements, students must attend all 35 hours and maintain passing grades on each test.

M W 6:00-8:30 PM 35 HRS \$100

Apr. 05 thru May 19, 2010

### ARMED SECURITY

#### GUARD Phase IV

Receive instruction in weapon nomenclature and inspection, shooting fundamentals, and safety. 16 hours of firing range shooting is required. Must furnish your own weapon and ammunition and be at least **21 years of age**. Weapon may be either a revolver or a semi-automatic pistol.

**NOTE:** If student desires to complete training with both types of handguns, it will be necessary to enroll in the course two times. Handguns shall be limited to revolvers in .38 and .357 caliber. Semi-auto 9 m/m or larger.

**Prerequisite: Unarmed Security & MMPI**

Pistol or Revolver \$100

By arrangement 5:30-9:30 PM

S & Sun Range 8:30AM-4:30 PM

32 HRS

## CONCEALED HANDGUN TRAINING

This course is taught by an OSBI & CLEET certified concealed carry instructor. The course is as prescribed by the Oklahoma Self-Defense Act to meet the educational requirements to qualify for an Oklahoma Concealed Carry License. **Must be 21 years of age**

F 8:00-12:00PM Class,

1:00-5:00PM Range 8HRS \$25  
(03/26) (05/28)

## Special Interest Courses

### MOTOR VEHICLE

#### ACCIDENT PREVENTION

American Automobile Association Oklahoma Department of Public Safety (Approved) may help reduce Auto Insurance Rates.

(Check with Insurance Provider)

By Arrangement. 8 HRS \$20

### BASIC LEATHER REPAIR

Learn to repair leather items such as shoes, boots and saddles. You will learn to repair by hand and also by machinery. Materials may be purchased from school.

Th 5:00-9:00pm 32 HRS \$80

Apr. 01 thru May 20, 2010

### CANINE COURSE

Basic Obedience Training Canine Course.

Dog must be current in shots and at least six months old. Dog must wear collar and have a six-foot lead. Come have some fun.

T 6:00-7:30PM 12 HRS \$40

Apr. 06 thru May 25, 2010

### CONVERSATIONAL SPANISH

Develop basic skills in this short course for individuals who have no background in Spanish.

T 5:30 - 8:30PM 24 HRS \$65

Mar. 30 thru May 18, 2010

### CAKE DECORATING

Develop the skills necessary for creating exciting cakes for all occasions. Take home your first creation the 2<sup>nd</sup> week of class.

Learn icing techniques, figure piping, fill-in designs, borders, writing, flowers (drop flowers and roses), and leaves. Projects will be assigned throughout the class.

T 5-8 PM 21HRS \$55

Apr. 13, thru May 25, 2010

### TIERED WEDDING CAKE

#### CONSTRUCTION

Students will learn how to bake, frost, decorate, construct and deliver different styles of wedding cakes. Wedding cake construction begins long before the first cake is baked. This is a hands on class and all students will make their first tiered cake.

T 5-8 PM 21HRS \$55

Prerequisite – Cake Decorating

Jun. 15 thru Jul. 27, 2010



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Class space is limited. Enrollment is on a first come, first serve basis. All classes will be held on the Green Country Technology Center Campus. If there are other classes that may be of interest to you or your organization, contact Joe Lesley, Adult Training and Development Director. (918) 756-1334 ext 224 \*you may enroll beginning February 16, 2010 during the hours of 8am-7pm. Enrollment will be accepted until class fills. Anyone 16 years or older may enroll in Green Country Technology Center’s Short-term Courses. A \$10 deposit must accompany your enrollment form. One half of the tuition is due the first day of class and the balance due in three weeks.

The Adult Training Director must approve any exception to the rule. Equal Opportunity Policy – Green Country considers all qualified applicants for each position and does not discriminate with regard to race, color, religion, gender, national origin, age, recruitment, admission, and employment practices. Accommodations on the basis of disability are available.