

**WHAT HAPPENS TOMORROW DEPENDS UPON
TODAY**

Course Descriptions

Spring, 2008

HEALTH OCCUPATIONS

EMT/PARAMEDIC REFRESHER

Updates and refreshes the licensed EMT-P with current Missouri Bureau of Emergency Medical Services guidelines for patient assessment and treatment in medical emergencies, trauma, and advanced life support. Prerequisite: Current EMT-P license.

CERTIFIED NURSES' AID – CNA

Certified Nurses' Aid teaches basic nursing skills necessary to work in a nursing home. Classroom, laboratory and clinical 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 certificate and pin and placed on Registry with Division of Aging. 75 hours classroom; and 100 hours clinical.

WELDING

BEGINNING ARC OR MIG or TIG WELDING

This is a beginning course for those with little or no welding experience. Students need to specify if they want to learn ARC, MIG or TIG welding. Includes welding in the flat, horizontal, vertical, and overhead positions. In addition electrode information, welding machines, and welding joints or use of wire, gas, contact tips and liners.

BUSINESS/COMPUTER APPLICATIONS

INTRODUCTION TO PC

This introductory course is designed to familiarize the student with personal computers, basic trouble-shooting, and file maintenance. Topics to be discussed include using spreadsheets for business or personal record keeping, using word processors and basic internet. This class offers hands-on activities and will be tailored to fit individual needs.

INTRO TO PC MAINTENANCE

This is a course for novice users to learn how to navigate inside their computer. We will have hands-on labs on parts removal, installation practices and driver issues. We will discuss recovery options and practices for lost data, safe internet surfing and general software and operating system questions. Preventive maintenance will be the most effective way to keep your personal computer running smoothly.

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.

COMPUTER BASICS – SENIORS

This class is designed for senior adults who are either thinking about getting a computer or who want to learn how to get around on one. This will be a no pressure approach to learning the basics: how to turn on the computer, use the mouse, play games on the computer and how to use Windows, for starters. In the following 5 weeks they will learn how to get on the internet, set up an E-mail account, type documents, save files, and much more. This is an excellent class for absolutely, beginning adults to help make the computer user-friendly and fun.

INTRO TO MICROSOFT EXCEL

This course will give an overview of Excel spreadsheet software. The version used for this class will be Excel 2003. 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 their work. Emphasis will be placed on avoiding errors through planning and understanding how the software works.

MICROSOFT WORD I (Beginners)

This course is designed for anyone wanting an introduction to the most popular word processing program on today's PCs. Learn the MS Word environment, how to create letters, flyers, and other basic documents. Students will also learn how to add clip art to their documents, set margins, find and replace words and print their documents. This course is an excellent follow-up to the Intro to PC class.

SELLING AND BUYING ON E-BAY

This class will help you learn everything you want to know about becoming a member, navigating, buying and selling, what to sell and where to find it. You will learn how to list items for extra cash, and see how to turn E-Bay into a hobby or a part-time job.

MICROSOFT WORD II (Intermediate-Advanced)

This class is designed for students that have completed the MS Word I class and want to further their knowledge or those that already have a basic understanding of the MS Word environment. Topics to be covered include: Adding headers and footers to a document, creating a resume and cover letter, letterheads, organizing your information in tables, labels, mail merges and creating a newsletter.

DIGITAL PHOTOGRAPHY/PHOTOSHOP

Learn how to make your pictures perfect by using Photoshop to crop, fix red eye, adjust color, create special effects and so much more. Learn how to scan existing photos to access all the benefits Photoshop has to offer.

HOBBIES/CRAFTS

FINE ARTS/OIL PAINTING CLASS

Painting class for beginners to advanced students. Those wanting to learn to paint are encouraged to take this class. Students must furnish all materials.

MYSTERY QUILT

This quilt is perfect for beginners, while staying interesting and challenging for experienced quilters. Students will be given their fabric requirements, but not learn the pattern for the quilt until they begin work in class. Learn these skills: Cutting safety, construction, perfect borders and how to maintain that perfect quarter inch seam allowance. Supplies needed: Rotary cutter, acrylic ruler and mat, scissors, pins, grey or tan thread, tape measure and Sizing (found by the spray starch and laundry soap); sewing machine, extension cord, iron and ironing mat. Call the instructor for fabric requirements.

BEGINNING STAINED GLASS

During this 3 week class you will learn glass cutting techniques and create a project using the '*copper foil*' method of stained glass. Students will be creating a spring floral piece. Tools needed for the class will be provided. Supplies: **\$30.00** (payable to instructor)

FLY TYING 101

This course is open to any person 12 years or older, who has limited fly tying experience and wants to learn more about the art. Students will learn a variety of techniques for the art of fly tying, making flies that are functional as well as look good. If you have a set of fly tying tools please indicate that with your registration (tools are not required.) Anyone under 16 will need a parent or guardian present. Class space is limited.

JEWELRY CLASS 101

Learn how to make one-of-a-kind costume jewelry. We will use jewelry tools to assemble jump rings, chains, pin backs, clasps & toggles to finish fishhook earrings, a bracelet, ankle bracelet, necklace, broach & more. Add glass beads and metal findings to the techniques to add color and style in three, 2 hour classes on Tuesday evenings.

Supplies needed: Jewelry size tools – 1 pair each of: needle nose pliers, bent needle nose pliers, rounded needle nose pliers, & wire cutters (bring a friend and share the tools). (*Fee of \$15 to cover jewelry findings & beads – payable to the instructor*) **Class size limited to 10-12 people.**

CLASSY GREETING CARDS

Plain card stock combined with paint, stamping, stickers, embossing chalking, scrapbook paper and layering techniques add up to classy cards for all occasions. You will assemble many sizes of cards from gift enclosures, 4 x 5 cards and a photo card album, all with envelopes. Class will meet on three Thursday evenings for 2 hours.

Supplies needed: package of 8 x 11 inch card stock, scissors, Q-tips, glue stock, and adhesive dots. (*Fee of \$10 to cover other materials – payable to the instructor.*) Class size limited to 10-12 people

APPETIZERS & SNACKS

Impress your family and friends with delicious party recipes or dishes that would compliment any meal. Class members will make 2 to 3 crowd-pleasing recipes, some that are quick and easy and others that are more difficult. You may want to bring recipe cards to copy the recipes. (There will be a slight charge for food ingredients, payable to the instructor, approximately \$5.) *Location will be off-campus: to be announced.* Class size is limited.

PERSONAL IMPROVEMENT

YOUNG FARMERS

Open to all area farmers and agribusiness persons. Guest speakers will cover the following areas: Financial management, crop and livestock production practices, and marketing. Also some social events. Contact instructors for more information. (10 sessions)

NATIVE AMERICAN CULTURES OF THE SOUTHWEST

From archaeological evidence, different groups of peoples living in similar environments followed different paths in the progression of their ways of life. Come learn about these peoples named Anasazi, Hohokam and the Mogollon. See their migration routes, touch their traditional art and better understand their struggles in a harsh environment called Arizona. [Instructor, author and teacher Charles Fellers received his Associate Degree in General Studies at Rio Salado, Glendale, Phoenix, Pima

Community Colleges, Phoenix, Arizona. He lived and worked among the Native American in Arizona for more than 13 years.]

CREATIVE WRITING

CW 101 – Starting with the simple sentence structure, poetry and free writing; each will build a foundation for paragraphs or short story creativity.

CW 102—These 4 weeks will cover an overview of essay writing, writing process, outlines and longer short story formats.

CW 103—Begins with reading and writing assignments from the 5 senses, writing styles, cause and effect and play adaptation.

(12 weeks total for all three classes)

GUITAR LESSONS

Bring your guitar and learn to play the fast and easy way that does not require the ability to read music. Learn to read tablature and sheet music. Learn to play any song that you want, in any style. All you need is your guitar—electric, bass or acoustic. First class (6:00pm-7:00pm) is for students age 7-12 years, and the second class, (7:30pm-8:30pm) is for 13 years and older. Lessons will last 8 weeks.

ART APPRECIATION – FROM CAVE DWELLINGS TO THE RENAISSANCE

From cave painting to the Renaissance, man has attempted to express his memories, beliefs and progress through the ages. The artist does not create merely for his own satisfaction but wants his work approved by others. Come and enjoy the history of taste in art and realize the values to its history. Field trip to Nelson Atkins Art Museum will be offered at end of class.

PUBLIC SPEAKING/SPEECH

Learn how to speak with more confidence or clarity in speech and use the techniques to maintain awareness of ones self. You can speak with ease, comfort and a mature language which will provide a brighter future.

REAL ESTATE – CONTINUING EDUCATION

By: Missouri Real Estate School

The Grand River Technical School will co-sponsor a 12 hour continuing education seminar with the Missouri Real Estate School, Florissant, MO. This course meets the 12 hour education requirement for renewal of license.