



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.

M T 4:30-7:30PM 42 HRS \$115
Citizens 62 yrs or older \$60

To Be Announced

INTRO TO THE INTERNET

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, E-mail and more.

W TH 5:00-7:00 PM 22 HRS \$75

January 5 thru February 9, 2011

MICROSOFT WORD 2007

MS Word 2007 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 42 HRS \$130

January 10 thru March 1, 2011

MICROSOFT EXCEL 2007

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, and formatting techniques, and preview charting. (Includes book)

M T 4:30-7:30 PM 42 HRS \$140

To Be Announced

Medical Technology

LONG TERM CARE/HOME HEALTH AIDE

In 120 hours you can acquire the basic nursing skills needed to gain employment as a nurse assistant in nursing homes, hospitals or as a home health care assistant 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 \$385

Day Class M,T,W,TH 11:00AM-3:00 PM

January 10 thru February 24, 2011

Night Class M, T & TH 5:30-9:30 PM

January 11 thru March 8, 2011

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.

M W 5:30-8:30 PM 45 HRS \$140

January 12 thru March 9, 2011

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 \$200

January 10 thru February 16, 2011

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 Assistant 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-tube. 12 hrs total 8 hrs classroom – 4 hrs supervised clinical. Students must dress in scrubs for clinical.

Prerequisite: Must be a CMA

Friday 8:00AM-8:00PM 12 HRS \$75

January 14, 2011

CMA UPDATE (CEU)

This course is the required yearly update for CMA's to renew their certification.

8:00AM-4:00PM 8 HRS \$36

12/16/10, 01/28/11, 02/25/11, & 3/25/11

CERTIFIED MEDICATION AIDE ADVANCED TRAINING

Medication and Diabetes Care

This course will provide education and skills performance to the Certified Medication Assistant 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. 12 hrs classroom 4 hrs supervised clinical

Students must dress in scrubs for clinical.

Prerequisite: Must be a CMA \$110

1/6/11 8:00am-3:00pm 16 HRS

1/7/11 6:00am-3:00pm

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 5:30-8:30 PM 48HRS \$175

January 3 thru March 2, 2011

PHLEBOTOMY II

This course will consist of 96 hours of clinical training at Okmulgee Memorial Hospital. The goal of this course is to allow the student, while under proper supervision, to perform a minimum of 100 venipunctures and a minimum of 50 finger sticks.

Prerequisite: Completion of Intro to Phlebotomy course at GCTC, and Recommendations by Director of AT&D and Phlebotomy Instructor.

T TH 96 HRS \$240

6:00AM-2:30PM OR 2:30PM- 11:00PM

To Be Announced

INTRO TO HUMAN ANATOMY&PHYSIOLOGY

This course is designed to provide the student with a good foundation of knowledge that will assist them as they continue their education in the medical field.

This 60 hour course will provide the student with the basics of the skeletal, muscular, circulatory, respiratory, nervous, digestive, excretory systems of the body.

T TH 5:30-8:30PM 60 HRS \$195

January 11 thru March 24, 2011

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 response to a patients care.

T TH 5:00-9:00 PM 40 HRS \$110

January 25 thru February 24, 2011

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 25 HRS \$85

January 18 thru March 29, 2011

PRE-PHARMACY TECHNICIAN

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

T TH 5:00-9:00PM 64 HRS \$190

January 18 thru March 10, 2011



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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 and 40 clinical hours.

T TH 5:30-9:30 PM 200 HRS \$600
January 11 thru June 2, 2011

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 August 2, 2010

\$100 due upon enrollment

T TH 6:00-9:00PM 238 HRS \$525
January 11 thru May 10, 2011

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

Last Thursday of each Month

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.

M W 6:00-8:30 PM 40 HRS \$115
January 19 thru March 23, 2011

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
March 28 thru May 11, 2011

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
Requirements for Range: Semi-Auto or Revolver, Eye & Ear Protection and 400 Rounds of Ammunition (No Hand Loads)

Class M T W TH 6:00-10:00 PM 32 HRS
Range S Sun 8:30AM-4:30PM \$105
JANUARY 10 THRU 16, 2011

CONCEALED HANDGUN TRAINING

The course will include firearm safety, fundamentals of handgun shooting, and unloading techniques as provided in the Oklahoma Self Defense Act.

100% participation is required.

Students must be 21 years old to carry.

Please bring an empty gun.

F Class 8:00-12:00 PM

Range 1:00-5:00 PM 8HRS \$30

To Be Announced

Special Interest Courses

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 metal projects. Students are responsible for welding hood with #10 lens, cutting goggles with #5 lens and gloves.

T TH 5:30-9:30PM 32 HRS \$165
June 2011

PARAPROFESSIONAL TRAINING FOR SPECIAL ED

This workshop is for enter-level paraprofessionals, who work with students having disabilities in kindergarten thru high school special/inclusive classrooms. Para's are required to have 24 hrs of training on this model, to meet requirements set forth by the State Department of Education.

W TH 6:00-9:00PM 24 HRS \$130
January 19 thru February 10, 2011

CAKE DECORATING I

Develop the skills necessary for creating exciting cakes for all occasions. Take home your first creation the 2nd 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.

M 5:00-8:00PM 21 HRS \$60
January 10 thru March 7, 2011

CAKE DECORATING II

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.

Prerequisite-Cake Decorating I

T 5:00-8:00PM 21 HRS \$60
January 11 thru February 22, 2011

BUS DRIVER TRAINING

To Be Announced

For More Information, contact Joe Lesley, Director Adult Training

COMMUNICATION SKILLS/PUBLIC SPEAKING

This course teaches the fundamentals of public speaking both in process and in practice. By developing an awareness for how speech affects our perceptions, the student will learn how to exude confidence during presentations, job interviews, business introductions/networking, and everyday conversations as well as learn how to communicate relevant information to his/her specific audience.

M W 6:00-8:30PM 40 HRS \$105
January 11 thru March 9, 2011

HOLIDAY'S

Martin Luther King 1/17
President's Day 2/14
Spring Break
March 14 -18, 2011

ENROLLMENT INFORMATION

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 December 1, 2011 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 classes.

A \$10 deposit must accompany your enrollment form.

One half of the tuition is due the first day of class and the balance 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.



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