<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days/Time</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>1/12-3/8</td>
<td>T/TH 6-9 p.m.</td>
<td>51 Hours</td>
<td>$160</td>
</tr>
<tr>
<td>This class is a great choice to start your medical career. Medical vocabulary is essential to work in any health career from Medical Coder to Surgical Technologist.</td>
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<tr>
<td>Quickbooks Level I</td>
<td>1/13-2/22</td>
<td>M/W 6-9 p.m.</td>
<td>30 Hours</td>
<td>$105</td>
</tr>
<tr>
<td>Quickbooks is the most well-known bookkeeping software today. Users skilled in Quickbooks are highly sought by employers,</td>
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<tr>
<td>Microsoft Excel Level I</td>
<td>1/19-2/11</td>
<td>T/TH 6-9 p.m.</td>
<td>24 Hours</td>
<td>$90</td>
</tr>
<tr>
<td>Give yourself the competitive edge by enrolling in this class. Excel is the standard spreadsheet application for both business and personal use.</td>
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<tr>
<td>Long Term Care Nurses Aide</td>
<td>1/20-5/11</td>
<td>M/W 5:30-10 p.m.</td>
<td>120 Hours</td>
<td>$325</td>
</tr>
<tr>
<td>Learn about resident care to include safety, mental health, personal care and basic nursing skills.</td>
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<tr>
<td>Facebook for Business</td>
<td>1/27</td>
<td>W 9-11 a.m.</td>
<td>2 Hours</td>
<td>$10</td>
</tr>
<tr>
<td>Learn how to put the power of the world’s most popular social media platform to work for your business or organization.</td>
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<tr>
<td>Stained Glass</td>
<td>2/2-2/11</td>
<td>T/TH 6-9 p.m.</td>
<td>12 Hours</td>
<td>$50</td>
</tr>
<tr>
<td>Students will learn to design a project including cutting glass, assembly, construction, and finishing.</td>
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<tr>
<td>CPR for Health Care Providers</td>
<td>2/11</td>
<td>TH 9a.m.-3:30 p.m.</td>
<td>5 Hours</td>
<td>$35</td>
</tr>
<tr>
<td>Master the techniques to perform rescue breathing on an adult, child, and infant. Instruction also includes use of an Automatic External Defibrillator (AED). Gain certification from the American Heart Association.</td>
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<tr>
<td>Cooking: Healthy Meals</td>
<td>3/24</td>
<td>TH 6-9 p.m.</td>
<td>3 Hours</td>
<td>$10</td>
</tr>
<tr>
<td>Learn to prepare healthy meals for you and your family in this fun and informative class.</td>
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</tbody>
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Enrollment information is available by calling 580.335.5525 or email pnewman@greatplains.edu