



## **Growing the Delta: Adult Education Center**

**DAEOC**  
**Adult Education & Job Training Center**  
**2024**  
**Student Handbook and Catalog**

# TABLE OF CONTENTS

## EQUAL OPPORTUNITY

Notice of Non-Discrimination ..... 3

## GENERAL INFORMATION

Mission Statement ..... 4  
Vision ..... 4  
Promise ..... 4  
History of Community Action ..... 4  
Contact Information ..... 5  
Office Hours ..... 5  
Holiday Schedule ..... 5  
Administrative Staff Listing ..... 6  
Program Facilities and Classroom Setting ..... 6  
Emergency Closings or Delays ..... 6  
Computer Use Policy ..... 6  
Disability Services ..... 6  
Videos & Publications Permissions ..... 7  
Parking/Building Entrance..... 7  
Vandalism & Stealing ..... 7  
Equipment Decontamination ..... 7  
Communicable Illness Exposure ..... 8  
Exposure Reporting ..... 8

## STUDENT SERVICES

Enrollment Requirements ..... 8  
Attendance ..... 9  
Disciplinary Procedure ..... 9  
Transportation to Clinical Sites ..... 9  
Counseling ..... 10  
Grievance ..... 10

Withdrawal Policy .....	10
Cell Phones .....	10
Children .....	11
Food/Beverage .....	11
Narcotics, Alcoholic Beverages, Drugs .....	11
Tobacco Use .....	11
Weapons/Fire Arms .....	11
Confidentiality .....	11
Supportive Services .....	12
Tuition.....	12
Travel Reimbursement Expenses.....	12
Safety/Emergencies .....	12
Code of Conduct .....	12
Dress Code .....	13
Transcript Request .....	13

## PROGRAMS INFORMATION

Certificate of Attendance .....	14
Certificate of Completion .....	14
Grade Scale .....	14
Satisfactory Academic Progress .....	14
Instructor Qualifications .....	15
Immunizations/Health Screenings .....	16
Personal Finance/Workplace Behavior .....	16
Culinary .....	17
Computer - Microsoft Office .....	18
Horticulture .....	19
Beekeeping & Honey Production .....	20
Certified Nursing Assistant .....	21
Emergency Medical Technician - Basic .....	22
EMT .....	Clinical Skills .....23
Handbook Acknowledgement Agreement .....	24

## **EQUAL OPPORTUNITY**

### **Notice of Non-Discrimination**

DAEOC'S Adult Education Center is an equal opportunity institution and will not discriminate on the basis of race, color, sex, disability, religion, age, national origin, veteran status, pregnancy, marital status, medical condition, sexual orientation, or any other unlawful factors in employment practices, admissions, or treatment. Our organization complies with the Americans with Disability Act of 1990 and our facility abides by all accessibility requirements. If any further accommodations are needed they will be carried out and delivered in a timely manner.

Any person who witnesses or has knowledge of incidents of discrimination, harassment, retaliation or any other situation prohibited by this policy should report such information to the Adult Education Coordinator. All reporting parties are protected from adverse action or retaliation under the provisions of this policy.

## **GENERAL INFORMATION**

### **Mission Statement**

The Mission of Delta Area Economic Opportunity Corporation, a community action agency, is to empower people to make a positive change in their personal lives, family and community.

### **Vision**

We are DAEOC....

Delta Area Economic Opportunity Corporation (DAEOC) is a 501 (3)c not-for-profit organization that assists those living in poverty across six Missouri Bootheel counties: Dunklin, Pemiscot, New Madrid, Mississippi, Scott and Stoddard. As a Community Action Agency, DAEOC has its roots in Lyndon B. Johnson's War on Poverty and was established in 1965 as one of the first Community Action Agencies in the state of Missouri. Today, there are nineteen of those agencies; all having the explicit purpose of providing social services that stabilize households, empower individuals, and advocate for those living below the poverty line.

We are Community Action...

Community Action targets the causes of poverty in a manner that is both individualized and holistic. Through targeted coaching and case management, DAEOC meets those we serve where they are and assist them in becoming self-sufficient members of the community. Our local partnerships across the six Delta counties and our tripartite board, representing the public and private sectors as well as the low income individuals we serve, offer perspective and guidance on

the needs of the entire region. We all want a present and a future in which we can all succeed; one in which opportunity is not a privilege but a right; and one in which the Missouri Bootheel doesn't just survive, but thrives.

### **Promise**

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

### **History of Community Action**

In the United States and its territories, Community Action Agencies (CAA) are local private and public non-profit organizations that carry out the Community Action Program (CAP), which was founded by the 1964 Economic Opportunity Act to fight poverty by empowering the poor as part of the War on Poverty.

CAAs are intended to promote self-sufficiency, and they depend heavily on volunteer work, especially from the low-income community. The Community Services Block Grant (CSBG) is the agencies' core federal funding. Agencies also operate a variety of grants that come from federal, state and local sources. These grants vary widely among agencies, although most CAAs operate Head Start programs, which focus on early child development. Other programs frequently administered by Community Action Agencies include Low-Income Home Energy Assistance (LIHEAP) utility grants and Weatherization Assistance Program (WAP) funded through the U.S. Department of Energy (DOE).

Each CAA is governed by a board of directors consisting of at least one-third low-income community members, one-third public officials, and up to one-third private sector leaders. This board structure is defined by federal statute and is known as a tripartite board.

There are currently over 1,000 CAAs, engaged in a broad range of activities; typical activities include promoting citizen participation, providing utility bill assistance and home weatherization for low-income individuals, administration of Head Start pre-school programs, job training, operating food pantries, and coordinating community initiatives.

### **Contact Information**

Delta Area Economic Opportunity Corporation  
Adult Education & Job Training Center  
99 Skyview Road  
Portageville, MO 63873  
(573)379-3851

**Office Hours**

Monday through Thursday, 7:00 a.m. – 4:30 p.m.

**Holiday Schedule**

January 1 .....	New Year’s Day
January 15 .....	Martin Luther King Day
February 19 .....	Presidents Day
March 29 .....	Good Friday
May 27 .....	Memorial Day
June 19 .....	Juneteenth
July 4 .....	Independence Day
September 2 .....	Labor Day
October 14 .....	Columbus Day
November 25 – November 28 .....	Thanksgiving Break
December 23 – December 26 .....	Christmas Break

**Administrative Staff Listing**

Joel Evans .....	President & Chief Executive Director
Hillary Hamra .....	Vice President & Human Resource Director
Clayton Driskill .....	Chief Financial Officer
Tara Ruby .....	Program Director
Annie Murphy .....	Adult Education & Clinical Coordinator
Scarlett Loomas .....	Development Administrator
Sumar Stafford .....	Data Coordinator
Nikkia Shinabargar .....	Administrative Assistant
Calvaneke Blair.....	Supportive Service Coordinator

**Program Facilities and Classroom Setting**

DAEOC Adult Education and Job Training Center is provided on-site at the Portageville campus. Facilities for instructions include a 7,000 square foot facility with two classrooms, one fully equipped computer lab, a full commercial kitchen and two medical training rooms.

**Emergency Closings or Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will post the information on our website and Facebook page. In addition, DAEOC will also call and send out texts to the students. Students are responsible for knowing about emergency closings and delays. All programs have weeks built in between each to allow

for and unforeseen makeup days.

### **Computer Use Policy**

The use of computers is limited to DAEOC staff and students. Acceptable use of computer systems and networks include study, research, teaching, and related activities (including administrative work). Using the computer to access mail and/or information for personal use is strictly prohibited. Computers and networks may not be used for illegal activities, nor may they be used to threaten or harass others. Any student who violates this policy shall at a minimum have his/her access to the computer network and internet terminated. If you are enrolled in a computer class and this policy is violated, you will be terminated from the class.

### **Disability Services**

DAEOCs Adult Education & Job Training Center is committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. We seek to ensure that no qualified person is excluded from participation in, is denied the benefit of, or otherwise is subjected to discrimination in any of its programs, services, or activities.

A student's assurance of equal educational opportunity rests upon foundations of federal law, specifically the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990. By federal law, an individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

### **Videos and Publications Permission**

DAEOC Adult Education & Job Training Center is involved with many innovative programs and we are often asked to share information about our programs with other groups and organizations. We may elect to videotape or take photographs of students engaged in a particular learning activity. These videotapes/photographs will be used for educational purposes to promote the value of vocational education. The photographs will be used in newspaper articles, brochures, Facebook page and possibly on our website. Students will be provided with a video & publications permissions form with their enrollment packet.

### **Parking/Building Entrance**

First and foremost we ask that you do not speed. Our facility has a surveillance system that operates twenty-four hours a day. Student parking is available in the west parking lot. Students attending classes after 4:30 p.m. may also use the north parking lot. All students will be told which door to enter during orientation however we try to keep our building as secure as possible. We reserve the right to lock our doors throughout the day and open 10 minutes before class starts.

## **Vandalism & Stealing**

It is considered vandalism if you choose to deface DAEOC's Adult Education & Job Training Center. Defacing furniture or walls by writing or carving on items is destruction of property as is writing in books. Taking books or supplies out of the classroom or off premises without authorization is considered stealing. We have zero tolerance for this type of behavior. Violation of this expectation will lead to disciplinary actions and/or termination.

## **Equipment Decontamination**

Following each training session, the instructors, should decontaminate all manikins in accordance with the manufacturer's instructions, using either a commercial cleaning agent proven to get rid of bacteria, viruses, and other infectious agents, or a 10% household bleach solution that must be freshly prepared for each manikin cleaning and thrown away after use. It is best to let manikins air dry.

With each rescuer, removable face pieces ought to be replaced. The surrounding facial surface should be scrubbed vigorously with an absorbent 4x4 gauze pad and dampened with a 70% alcohol solution between student use and after the instructor's presentation. Before being dried, the surface should stay wet for at least 30 seconds. If recommended by the manufacturer, the used face parts may be decontaminated using gas sterilization.

## **Communicable Illness Exposure**

We are aware that some communicable diseases can seriously affect everyone at our Adult Education and Job Training Centers, health and safety. By engaging in prevention, intervention, and cooperative partnerships, it is crucial that all students, instructors, and staff, work together to stop the spread of infectious diseases. No single thing can make our training centers collective health better.

The institution does not discriminate against people who have a communicable condition in either policy or practice, but it does require these people to act morally and legally in order to safeguard both themselves and other people. Together, we can establish safe learning and working environments that promote the development of both our students and workers by adhering to the training centers health and safety policies.

## **Exposure Reporting**

If students or instructors are known to have an infectious disease in the active phases, have cause to assume they have been exposed to an infectious disease, or have dermatological lesions on their hands, mouths, or other areas, they should postpone the manikin presentation.



The Adult Education Coordinator should be contacted in the event of an infectious exposure, and the proper medical follow-up with the patient's private physician should be started.

## **STUDENT SERVICES**

### **Enrollment Requirements**

There is a minimum age requirement of 18 years of age to attend classes. Anyone may enroll at any time during the year even though depending on the time of enrollment you may have to wait for the next class rotations to start. Some programs may have additional requirements. The enrollment process consists of the following:

1. Complete appropriate application and enrollment documents along with a copy of your photo ID.
2. Demonstrate a willingness and ability to obtain full-time employment at the completion of training for the Culinary, Microsoft Office, Finance, Horticulture & Beekeeping courses.
3. At least 18 years of age; A high school diploma or HiSET/GED; background check and updated immunizations are required for admission into the EMT and/or CNA training.

### **Attendance**

Student attendance will be monitored by the Adult Education Coordinator. Students who do not meet the minimum required instructional hours by pre-determined assessment dates or who have excessive absences may be dropped from the program. Tardiness, being late to class, affects students' education and increases chances for failure. Tardiness interrupts lessons, class activities and interferes with the learning environment for all students. Consistently being late to class will not be excused, and if continuous, may result in the student being dropped from the program. A student is considered tardy if they are at least five minutes late from the start of the class. If a student is late or absent they will be given a student conference letter to sign acknowledging their tardiness or absence from class. Failure to sign the conference letter will result in dismissal from the program.

If a student misses one class, he/she will attend the designated make up day at the end of the session. If a student misses a second class, it is up to the instructor if they are able to accommodate the student. If a student misses a third day of class they will be dismissed from the program. The student may re-apply to enter the next session if there is availability.

Certificate of Attendance Students- Students who are dismissed from a certificate of attendance course and re-enrolls in another session may continue their hours from the previous session.  
Certificate of Completion Students- Students who are dismissed from a certificate of completion course and re-enrolls in another session will need to re-take the course from the beginning.

### **Disciplinary Procedure**

Below is the procedure for disciplinary issues including attendance:

1. First offense – A meeting with the Course Instructor to issue a verbal warning, (verbal warning will be documented and placed in the student file).
2. Second offense – A meeting with the Course Instructor and the Adult Education Coordinator to issue a written warning.
3. Termination from program issued to the student in writing.

### **Transportation to Clinical Sites**

There will be a list of clinical sites available for each student to choose while attending the Basic Emergency Medical Technician and Certified Nursing Assistant classes. If a site has reached full capacity, then an alternate site may be chosen. Students should have reliable transportation to class and the clinical site. The minimum classroom hours of attendance and the minimum hours of clinical exposure will be adhered to, regardless of student transportation issues. If transportation assistance is needed please refer to the student supportive services section.

### **Counseling**

The Adult Education & Job Training Center works closely with partnering agencies that offer counselling services. If you have personal concerns, please reach out to your Course Instructor or the Adult Education Coordinator.

### **Grievance**

It is our belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at our facility, please try to discuss your feelings with your Instructor. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Adult Education & Clinical Coordinator; you must include the specific grievance/complaint and specific remedies sought.

2. The Adult Education Coordinator has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Program Director who will hear the complaint and render a decision within five (5) working days.

If the above steps have been taken and you are still not satisfied with your grievance, then students can contact the Missouri Department of Higher Education & Workforce Development, 301 W High St., PO Box 1469, Jefferson City, MO 65101-1469, Phone: (573)751-2361, Fax: (573)751-6635, Email: [info@dhewd.mo.gov](mailto:info@dhewd.mo.gov)

### **Withdrawal Policy**

Any student wishing to withdraw should complete a withdrawal form, which can be obtained from the Administrative Assistant located at the Adult Education & Job Training Center.

### **Cell Phones**

The use of a cell phone while classes are in session is not allowed unless it's an emergency or approved by the instructor.

### **Children**

Children are not allowed in classrooms or on the premises while classes are in session. Parents are not free to attend classes if they have child care issues to resolve. If childcare is an issue, then please see the section regarding supportive services. The Adult Education & Job Training Center cannot assume responsibility for the safety and welfare of non-students.

### **Food / Beverages**

No food or beverages are allowed in classrooms or computer lab. Adult students are required to keep all foods and beverages confined to the designated space which is located outside of each room. There will be a cart available to keep these things on before entering. Vending machines are available to students.

### **Narcotics, Alcoholic Beverages and Drugs**

A student shall not possess, transmit, conceal, solicit or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities. Students will be dismissed from the program immediately.

## **Tobacco Use**

Tobacco products are not permitted on any of the Adult Education & Job Training Center property, this includes parking lots and vehicles. Disciplinary actions taken against students for violations of this policy are consistent with Federal and State law, as well as related District policies and regulations.

## **Weapons/Firearms**

Students are forbidden to bring onto school property any item considered to be a weapon including any firearm as defined in 18 U.S.C. Section 921 or any weapon defined in Section 571.010, RSMo. Examples include: a blackjack, clubs, firearms, concealed firearms, explosive weapon, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, rifle, shotgun, pistol, spring gun, or switchblade knife. Students with any such items will be asked to remove them immediately and failure to do so could be grounds for dismissal.

## **Confidentiality**

According to the Family Educational Rights and Privacy Act of 1974, student information cannot be shared with anyone who is not designated on a release of confidential information form that has been signed by the student. The Adult Education Center's personnel and staff will not share any personal information with other students, family, friends or colleagues. Any personal or educational information about a student will not be shared externally for referrals to employers, or other educational institutions without a signed release of information by the student.

## **Supportive Services/ Stipends**

Financial assistance may be offered to help students with any barriers associated with completing the course. Participant stipends will be available to offset any costs associated with attending any of the available courses. Students will be compensated or paid an hourly stipend based on Missouri's minimum wage for every hour completed of the course. This is awarded at the end of the completed sessions for all classes receiving a Certificate of Attendance. The stipend is awarded on a weekly basis for classes receiving a Certificate of Completion.

## **Tuition and Fees**

The Adult Education Center provides free tuition for students who are enrolled. There is no financial aid application. Students will not be charged program, institutional, book, equipment, materials, tools, service, or non-incident educational supplies fees.

## **Transportation Related Expenses (TRE)**

Students who are required to obtain clinical or service hours may receive mileage reimbursement in the form of checks or gas cards to pay for necessary transportation expenses. Mileage will be calculated based on the round trip mileage from the participant's home directly to the clinical site

and back using a web-based mapping service such as Google Maps, MapQuest, Yahoo Maps or a similar service. TRE payments are issued only for the dates a student travels to a clinical site for clinical or service hours. All TRE payments must be reasonable and necessary.

Students must submit a statement of need as well as the completed Clinical Rotations Tracking Sheet. All Clinical Rotation Sheets need to be fully completed having the date, location, hours, and authorized signatures. If a student travels 0-9 miles the student will receive \$5.00, 10-19 miles the student will receive \$10.00 and 20 or more miles the student will receive \$15.00. TRE payments may not exceed \$15.00 per day.

### **Safety/Emergencies**

Your course instructor will review safety regulations, which must be followed in each classroom session or lab. It is the student's responsibility to follow these procedures of your own safety as well as safety of your classmates. In case of all emergencies, exit routes and procedures will be posted accordingly. If class or the facility is closed due to inclement weather, a message will be sent out to reschedule. The student is responsible for providing all up to date contact information to admissions.

### **Code of Conduct**

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations and regulations as outlined below.

- Abide by all program policies and standards of conduct as outlined in this document and to participate actively in the learning process as expected by their instructors
- Report to class on time
- Remain in the classroom during scheduled class hours
- Submit to all scheduled testing according to state law
- Demonstrate respect towards others at all times
- Refrain from condemning, criticizing or complaining about others
- Abide by all computer usage rules without exception

### **Dress Code**

School attire should promote a positive image of students and DAEOC while not jeopardizing the health, welfare, and safety of students. Any form of dress or grooming that draws undue attention, disrupts the learning environment, or violates the preceding statement is unacceptable. Students in the various programs listed below are required to wear program-specific attire.

- **Emergency Medical Technicians:** Students will only be required to wear a uniform during clinical rotations. All uniforms will be provided at no cost to the student.

- **Culinary:** Students will wear standard chef's coats and hat when cooking and preparing food in the culinary lab. If the students are in the facility but not participating in cooking activities for that day, they will wear casual proper attire. All chef coats/hats will be provided at no cost to the student.
- **Certified Nursing Assistant:** Students will begin wearing medical scrubs the first day of class. All scrubs will be provided at no cost to the student.
- **Beekeeping & Honey Production:** Students will wear protective gear when working with the hives on our premises. When the students are in the facility casual proper attire can be worn.

### **Transcript Request**

Official Transcripts are issued by the Adult Education & Job Training Center's Main office at 99 Skyview Road. in Portageville, MO. They are signed by the Adult Education Coordinator and dated as the date the student completed the course as well as the issuance date. The student's transcript can be mailed or picked up in person. There is no charge to receive a transcript. It is against the law to release a transcript to a third party without the written consent of the student.

### **PROGRAM INFORMATION**

#### **Certificate of Attendance**

Pass/fail classes operate on a binary grading system, meaning that no letter grade will be recorded on your college transcript. Instead, you will simply earn credit depending on whether you attended all 48 hours of class. Included are the following certificate courses:

- Personal Finance / Workplace Behavior
- Culinary
- Computer- Microsoft Office
- Horticulture
- Beekeeping & Honey Production

#### **Certificate of Completion**

The grading system below is used for the following certificate courses:

- CNA- Certified Nursing Assistant
- Emergency Medical Technician - Basic

#### **Grade Scale**

90 -100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 and below = F

### **Satisfactory Academic Progress**

The Satisfactory Academic Progress policy requires that all students complete the courses by the scheduled end date. Instructors will design and develop various quizzes, verbal reviews, handouts and any other desired materials for the students. Instructors will provide brief quizzes after each lesson/module to determine if the students are comprehending the performance indicators and objectives appropriately this will also be done half way through the program to determine if progress is being made, this is called a “Mid-Course Review.” Practical exams will also be provided when applicable.

Students must maintain an 80% or higher average grade for the Certified Nursing Assistant program or 75% or higher average grade for the Emergency Medical Technician – Basic for each module throughout the year, to participate in any clinical rotations and remain eligible for the state certification.

Once it is determined that a student is not meeting SAP, a warning letter will be sent to the student letting them know if they do not bring up their grades they could be dismissed from the program.

### **Instructor Qualifications**

Brandy Lovins: Paraprofessional, Missouri Department of Elementary & Secondary Education  
Business Management, Three Rivers Community College

Jacob Smith: ServSafe Manager, National Restaurant Association

Helen Jenkins: Bachelor of Arts in Sociology, Associate of Arts in Criminal Justice  
Personal Finance, Universal Class

Timmy Lovins: FRST-Industrial Production Technician, Three Rivers College  
Introduction to Gardening, Universal Class  
Beekeeping Instructor, Beekeeping Academy Long Lane Honey Bee Farms

Kristy Tucker: Associates of Science in Nursing, Jackson State Community College, RN  
Missouri Association of Nursing Home Administrators, Inc., CNA Instructor  
Basic Life Support Certification

Brandi White: Primary Course Instructor and Skills Lab Instructor for EMS Program  
Emergency Medical Technician-B License, Missouri Department of Health and Senior Services Bureau of EMS and NREMT  
BLS Provider and Instructor, American Heart Association  
EMT-B Certified Instructor

Oliver Warren: Substitute Course and Skills Lab Instructor for EMS Program  
A.S. Public Health, Uniformed Services University of Health Sciences College of Allied Health Sciences  
BLS Provider, American Heart Association  
Emergency Medical Technician-B License, Missouri Department of Health and Senior Services Bureau of EMS  
Emergency Medical Technician-Paramedic License, Missouri Department of Health and Senior Services Bureau of EMS and NREMT

### **Immunization/Health Screening**

For students wanting to complete the Certified Nursing Assistant or Emergency Medical Technicians courses the following vaccinations are required:

- 2 Step (TB) test verification
- Hepatitis B
- MMR
- Hepatitis A

### **Personal Finance/Workplace Behavior**

This course will teach the basics of personal finance. Students will build a resume, gain interviewing skills as well as learning workplace behaviors that lead to positive and successful working environments. Students will also learn effective budgeting, investing as well as end of life preparation. As a result of this course students will be able to interview confidently, repair credit, apply for loans including home loans, understand the insurance market and invest for the future.

### **Certification Requirements**

- Students must attend 48 hours of class. If a student misses one class, then they must attend a 3 hour make up day at the end of the 8-week course.
- If students do not complete the 48 hours, re-entry to the program is determined by the Adult Education Coordinator.



**Schedule:**

- Classroom: Wednesdays and Thursdays 4:30pm – 7:30pm
- Total Hours: Classroom – 48

**Weeks 1 - 2:** Orientation; Introduction to the role Social Media plays in the workforce; Resume preparation, data mining, and warehousing; Protecting your identity; Interviewing Skills; Mock Interviews.

**Weeks 3 - 4:** Tools for Workplace Success; Completing a self-assessment; Basic skills for the workplace; Careers of the Future; Communication skills to help success; Career Planning; Entrepreneurship; Inflation; The Business Plan; Insurance.

**Weeks 5 - 6:** Income tax; Budgets/Records; Contracts; Applying for loans; Purchasing a home; Banking; Saving; Emergency Fund; Tools for Workplace Success Themes.

**Weeks 7 - 8:** Credit Checking; Basic skills for the Workplace Mathematics Review; Managing Credit; Vehicle ownership; Basic skills for the Workplace locating Information; Investing; Family Decisions; End of Life Preparations.

**Culinary**

During this course, students will learn food safety, allergen training, and the general cooking of a variety of foods. Students will also learn skills needed to succeed in the food industry including but not limited to working as a team and basic catering. Servsafe certification is not a requirement to attend the culinary course and it is at no cost to the student. Chef uniforms will be given to each student at no cost.

**Certification Requirements**

- Students must attend 48 hours of class. If a student misses one class, then they must attend a 3 hour make up day at the end of the 8-week course.
- If students do not complete the 48 hours, re-entry to the program is determined by the Adult Education Coordinator.

**Schedule:**

- Classroom, Computer Lab and Skills Lab: Monday, Tuesday – 4:00 p.m. – 7:00 p.m.
- Total Hours: Classroom – 8; Computer Lab – 8; Skills Lab - 32

**Weeks 1 - 2:** Servsafe Handler Certification; Servsafe Allergens Certification; Organize workstation; Knife Skills; Proper measuring of dry and liquid ingredients.

**Week 3 - 4:** Kitchen appliance Education; Proper preparing of food ahead of time; Proper cooking and monitoring procedures; Common cooking myths.

**Week 5 - 6:** Baking techniques; Purchasing quality ingredients; Banquet cooking; Controlling food and labor cost.

**Week 7 - 8:** Presentation of food; Preparing fish and seafood; Stress management working as a team; Canning and Freezing fresh fruits and vegetables.

### **Computer – Microsoft Office**

Students will complete lessons in Microsoft Word, Excel, PowerPoint and Outlook. Students are not required to complete all the lessons regarding Microsoft Office in order to receive a certificate. If Excel and Microsoft Word are the only two completed, then certificates from Universal Class for those two classes will be received.

### **Certification Requirements**

- Students must attend 48 hours of class. If a student misses one class, then they must attend a 3 hour make up day at the end of the 8-week course.
- If students do not complete the 48 hours, re-entry to the program is determined by the Adult Education Coordinator.

### **Schedule:**

- Computer Lab: Monday, Tuesday – 4:00 p.m. – 7:00 p.m.
- Total Hours: Computer Lab – 48 hours

**Weeks 1 - 2:** Introduction to Microsoft Word – Navigation; Basic Editing/Formatting; Using Templates; Graphics; Tables; Desktop Publishing; Mail Merge; Proofing, Printing, and Publishing; Protecting Documents; Customizing and Expanding Word.

**Weeks 3 - 4:** Introduction to MS Excel – Navigation; Worksheets; Entering Information; Formatting data Cells, Rows and Column; Formulas and Calculations; Adding Images and Graphics; Charts and Diagrams; Creating Data List; Managing Data; Pivot Tables and Charts.

**Weeks 5 - 6:** Introduction to Microsoft Outlook - Creating and Sending Email Messages; Formatting Email Messages; Organizing Mail; Working with Address Books and Contacts; Graphics and Pictures in Emails; Using the Calendar; Reminders; Tasks; Notes; Sharing.

**Weeks 7 - 8:** Introduction to Microsoft PowerPoint - Applying Themes and Layouts to Slides; Entering, Editing, and Formatting Text; Outline View; Presentations; Notes; Inserting Graphics and Tables; Charts and SmartArt; Sound and Video; Transitions and Animation; Master Slides; Printing and Running Slide Shows; Saving, Sharing, and Exporting Presentations.

## **Horticulture**

In the Horticulture course the students will learn the basics of gardening and growing. They are taught how to test soil, different garden types, irrigation & watering, vegetables, bulbs, arranging crops, fertilizing, pests, harvesting and canning. The students will be able to learn in a classroom as well as two greenhouses and horticulture shed on the premises.

### **Certification Requirements**

- Students must attend 48 hours of class. If a student misses one class, then they must attend a 3 hour make up day at the end of the 8-week course.
- If students do not complete the 48 hours, re-entry to the program is determined by the Adult Education Coordinator.

### **Schedule:**

- Classroom and Skills Lab: Monday, Tuesday – 4:00 p.m. – 7:00 p.m.
- Hours: Classroom – 24; Skills Lab - 24

**Weeks 1 – 2:** Classroom and Skills Lab: Gardening; Soil & Mulching

**Weeks 3 – 4:** Classroom and Skills Lab: Garden Types; Irrigation & Watering

**Weeks 5 – 6:** Classroom and Skills Lab: Season vegetables & bulbs; Arranging crops

**Weeks 7 – 8:** Classroom and Skills Lab: Fertilizers; Pests; Diseases; Harvesting; Canning; Freezing

### **Beekeeping & Honey Production**

The beekeeping course was developed to give low income individuals an opportunity to participate in a beekeeping and honey production training program and learn how to establish a source of income for themselves and their families. Teaching students the art of beekeeping will ultimately result in assisting local farmers in pollinating their crops. The students will be taught the basics of beekeeping along with how to use the hives and tools, smokers, working the hive, pests & diseases, harvesting honey and beeswax. After completion of the class the students will be provided with uniforms, tools, hives and bees. The instructor will conduct monthly follow up visits with the students for 6 months after the completion of the class. This ensures the students hives are producing honey, the student is harvesting the honey and selling for an income.

### **Certification Requirements**

- Students must attend 48 hours of class. If a student misses one class, then they must attend a 3 hour make up day at the end of the 8-week course.
- If students do not complete the 48 hours, re-entry to the program is determined by the Adult Education Coordinator.

### **Schedule:**

- Classroom and Skills Lab: Monday, Tuesday – 4:00 p.m. – 7:00 p.m.
- Hours: Classroom – 24; Skills Lab - 24

**Weeks 1 – 2:** Basics of Beekeeping; Hives & Essential Tools

**Weeks 3 – 4:** Honey Stings Smokers; Working Your Hive; Pests & Diseases

**Weeks 5 – 6:** Harvesting Honey

**Weeks 7 – 8:** Harvesting Beeswax; Post Training Kit Agreements and Hive Inspection

### **Certified Nursing Assistant**

This course prepares the student to provide basic patient care under the supervision of a licensed nurse. The classes cover a broad range of topics, ranging from how to bathe a patient, to positioning a patient properly. You will learn about abuse and neglect, how to feed and dress a patient, proper body mechanics for lifting and transferring patients. Also, topics such as recognizing depression, dealing with dementia, infection control issues, and perineal care. During the clinical aspect the student will be assigned to a clinical internship at a long-term care facility. A few options may be selected in case of a clinical site reaching full capacity. To prepare students for work in the medical field they will be expected to begin wearing medical scrubs starting the first day of class. Scrubs will be provided to each student at no cost. Attendance is very important. If the student is a, “No call no show,” the student will automatically be terminated from the program.

### **Certification Requirements**

- Must have a minimum of 175 hours combined with classroom, lab and clinical
- Score at least 80% on the knowledge skills test
- Score at least 80% on the manual skill test

You have 3 attempts to pass the knowledge and manual skill test portions of the exam within one year from your start of the CNA program. If you do not complete testing within one year from your start of training date, you must retake the training in order to become eligible to further attempt Missouri nursing assistant examinations. Exam fees are at no cost to the student.

**Schedule:**

- Classroom/Skills Lab/Clinical: Mondays & Wednesdays, 8:00 am- 1:00 pm
- Clinical: The student will schedule clinical hours at an approved clinical site when there is an available and approved Clinical Supervisor working on the premises.
- Total Hours: Classroom/Lab - 75; Clinical – 100

**Week 1:** CPR; Infection Control; Ergonomics; Safety; Emergency Care; Transfers; Abbreviations

**Week 2:** Pressure Ulcers; Bed Making; Week 1 Review

**Week 3:** Holistic Care; Communication; Dementia; Review for Midterm

**Weeks 4 - 5:** Basic Body Structure/Function; Basic Care Needs; Alterations in Body Structure/Function; Monitoring Vital Signs

**Weeks 6 - 7:** Restraint Use; Rehab; Restorative Nursing; Assisted Living; Palliative and End of Life Care; Job Searching; Review for FINAL EXAM

**Week 8:** FINAL EXAM AND TEST REGISTRATION

**Emergency Medical Technician - Basic**

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. During the clinical aspect the student will be assigned to a medical facility where they will be required to interview and assess a minimum of five patients. The training center has a list of clinical sites available for the student to choose where to attend. The students are required to complete 4- 12 hour shifts totaling 48 hours. If they do not receive 5 patient contacts from the 4 shifts, they will need to obtain additional shifts until 5 patient contacts are acquired. If the student is a, “No call no show,” the student will automatically be terminated from the program.

**Certification Requirements**

- Minimum of 176 hours combined with classroom, lab and clinical
- Complete all written and practical exams given throughout the course with at least 75%
- Pass the Missouri EMT Basic exam and Psychomotor Exam with at least 75%

**Schedule**

- Classroom/Skills Lab: Monday and Tuesday – 12:00pm – 4:00pm (odd weeks); Wednesday and Thursday – 12:00pm – 4:00pm (even weeks)
- Clinical: 48 hours- minimum (5 patient contacts)

- Total Hours: Classroom/Skills Lab – 128; Clinical - 48

**Weeks 1-2:** EMS Systems; Workforce Safety and Wellness; Medical/Legal and Ethical Issues; Communication and Documentation; Medical Terminology; The Human Body

**Weeks 3-4:** Lifespan Development; Lifting and Moving Patients; The Teach Approach to Health Care; Patient Assessment; Airway Management; Principles of Pharmacology

**Weeks 5-6:** Shock; BLS Resuscitation; Medical Overview; Respiratory, Cardiovascular and Neurologic Emergencies

**Weeks 7-8:** Gastrointestinal and Urological Emergencies; Endocrine and Hematologic Emergencies; Allergy and Anaphylaxis; Toxicology; Behavioral Health; Gynecologic

**Weeks 9-10:** Trauma; Bleeding; Soft-Tissue Injuries; Face/Neck, Head/Spin, Chest Injuries;

**Weeks 11-12:** Abdominal and Genitourinary Injuries; Orthopedic Injuries; Environmental Emergencies; Obstetrics and Neonatal Care; Pediatric Emergencies; Geriatric Emergencies

**Weeks 13-14:** Patients with Special Challenges; Transportation Operations; Vehicle Extraction and Special Rescue; Incident Management; Terrorism Response and Disaster Management

**Weeks 15-16:** Final Written Evaluation; Final Practice Evaluation; Patient Contacts

### **EMT Clinical Skills**

The emergency medical technician student should have the opportunity to gain experience and develop proficiency in the following skills:

1. Physical assessment, patient history, and documentation in compliance with EMS policy for all age groups.
2. Recognize and react appropriately to scene /safety hazards.
3. Vital and diagnostic signs: recognition and significance.
4. Aseptic techniques and universal precautions.
5. Cardiac arrest procedures.
  - a. CPR
  - b. AIRWAY MANAGEMENT
6. Management of trauma, medical, pediatrics, psychiatric, geriatric and OB /GYN emergencies.
7. Airway management including insertion of oral and nasal airways, suctioning and oxygen therapy.
8. Use of PPE recognition and application.

9. Proper needle disposal and infectious waste disposal/ decontamination following EMS/OSHA guidelines.
10. Emotional support of patients and family.
11. wound care and bandaging.
12. Splinting of extremity fractures.
13. Cervical immobilization and proper extrication. (Students are not allowed to use heavy rescue extrication equipment such as jaws...etc....)
14. Didactical understanding and practical application of all BLS equipment carried on Ems units.

**CLINICAL SUPERVISION**

No student is to accept total responsibility for patient care. All patients will remain under control of EMS staff.

**HANDBOOK ACKNOWLEDGEMENT AGREEMENT**

Please initial and sign. By signing below, I agree:

- I have been given a copy of DAEOC’s Adult Education & Job Training Center Programs Handbook. \_\_\_\_\_
- I have been given ample time to read DAEOC’s Adult Education & Job Training Center Programs Handbook. \_\_\_\_\_
- I understand the guidelines and rules contained therein and referenced in other documents, such as the Course Syllabus, etc. \_\_\_\_\_
- I will abide by all of the guidelines, rules, and expectations of DAEOC. \_\_\_\_\_
- I understand that if I do not abide by all of the guidelines, rules, and expectations; I may be dismissed from DAEOC. \_\_\_\_\_
- If I am unable to attend class, I must call/email and notify someone of my absence. \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



