

2018 Community Enrichment

Fall Classes

held at the

Sanilac Career Center



175 East Aitken Rd

Peck, MI 48466

810-648-4700

Looking for a Certain Class?

We are always looking for new classes to offer. If you would like to teach a class or if you do not see the class you are looking for, contact Mary Fraley at 810-648-4700, ext. 4266. We will do our best to help you.

Keep Your Name on Our Mailing List

Like everyone, we are trying to keep our costs down. Send an email to the address below to stay on our mailing list. You will be assured of getting all the latest information on classes as well as early notification as new classes are added! If you need a paper copy sent, call us with your information to keep your name on our list.

Note: We will be starting a new mailing list at the beginning of every year.

*We now accept Credit and Debit Cards
Visa, MasterCard and Discover*



Check us out on our website for new classes and the latest information at <http://www.sanilacisd.org>

Follow us on **Facebook** at Sanilac Career Center Community Education

Belly Dancing

\$50 Tuesdays, 6:00 - 7:00 pm

Learn the basic moves for traditional belly dancing while getting some great exercise. Students will learn the correct posture and muscle control to become proficient at combining moves to perform a beautiful dance. Belly Dancing is for any age, size and shape. Anyone can learn and have fun. No previous experience is necessary. Students should wear comfortable clothes.

Instructor: Stacey Rowe

September 11 – October 30 (8 weeks)

Oil Painting: Bob Ross Style

\$58 (includes supplies)

Sept 10, October 8, November 12, December 10

(Each class is independent)

No experience or “talent” is required, just a desire to paint. This painting class teaches the wet-on-wet method of oil painting. Paintings are completed in one session.

Cost is per class and Due In Advance. Students need to **bring a 16 x 20 canvas**, baby wipes, paper towel, and box to bring painting home.

Instructor: Tracy Stokes

Mondays, 4:30 – 8:30 pm



Call to get your name on the list to see what will be painted each month

Yoga

\$50,

Wednesdays 6:00 - 7:00 pm, (8 weeks)

Come stretch yourself with us! You will learn the basics of yoga to help get you up and going in this short eight-week beginning yoga class! You will feel better, have better posture, and get in shape.

Instructor: Susan Daves

September 12 – October 31



Line Dancing Lessons

Thursdays

Basics:

6:00 - 7:30 pm

\$5.00 per session

Beyond Basics:

7:00 - 8:30 pm

\$5.00 per session

Both classes:

6:00 - 8:30 pm

\$10.00 per session

Instructor: Carole Daugherty

September 20 - October 25 (6 weeks)

Learn the basics to Country Line Dancing. This class will start you out at the beginning of each dance with easy steps that you can build on each week. Do not worry if you miss one, you will be able to catch up in no time! Soon you will be dancing like the pros. Bring your friends and plan to have a great time. Line dancing is a great form of exercise!

NOTE: Basic Class has slower paced line dances for beginners. Beyond Basic is a faster pace.

Cake Decorating

Cost TBD

Times TBD

Instructor: Melissa Queen

Dates to be determined



Would you like to learn how to decorate your own cakes for those special occasions in your life? Do you have some great ideas but need to learn the techniques to carry them out? This class is for you. Students will learn the basics decorating techniques to create a masterpiece. Students will be able to practice the techniques learned and then enjoy their creations.

Pharmacy Technician Program

\$1,199 (includes books)

Tuesdays & Thursdays, 6:00-9:30 pm

This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, history, practice in multiple environments, calculations and measurements, prescriptions and drug names. Through classroom lecture and hands on labs, students will review many areas a Pharmacy Technician will handle including dosage calculations, drug classifications, billing and reimbursement among other items. Students will be eligible to participate in a 60-hour clinical externship with a local Retail Pharmacy. Students may be asked to submit to a thorough background check, drug screening and meet other requirements.

Instructor: TBA

October 23 - December 13 (8 weeks)

50 hours + 60 Clinical hours

Clinical Medical Assistant Program

\$2,599 (includes books)

Tuesdays, Wednesday, Thursdays, 6:00-9:30 pm

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office including preparing patients for examinations and treatment, routine laboratory procedures, diagnostic testing, phlebotomy, pharmacology, taking and documenting vital signs, cardiology including proper lead placements, the proper use and administration of medications, a professional workplace behavior, ethics and the legal aspects of healthcare and more. This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT) national examination.

Instructor: Katrena Doughty-Jordan

September 25 – January 15, 2019 (14 weeks)

140 hours + 160 Clinical hours

Dental Assistant Program

\$1,399 (includes books)

Mondays & Wednesdays, 6:00-9:30 pm

The 60-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers key areas in administrative and clinical aspects including dentistry history, the dental office, legal aspects, dental equipment, oral anatomy, patient positioning, dental hand-pieces, sterilization, and many other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

Instructor: Candyce Koeppel

October 15 – December 12

60 hours + 40 Clinical hours

Phlebotomy Technician Program

\$1,799 (includes books)

Mondays & Wednesdays, 6:00-9:30 pm

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

Note: There is no outside externship rotation included with this program.

Instructor: TBA

September 10 – December 12

90 hours

Medical Administrative Assistant

\$999 (includes books)

Mondays & Wednesdays, 6:00- 9:30 pm

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

Note: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

Instructor: TBA

October 22 – December 12

50 hours + 40 Clinical hours

Medical Coding

\$225 + \$310 (books)

Mondays, 5:30-9:30 pm

Students will learn how to code with the latest methods for diagnostic coding and inpatient procedural coding. This class will teach ICD-10 Diagnosis coding used in both hospital and physician offices. Federal regulations, hands-on exercises and case studies are also included.

Instructor: Deb Sherman

September 10 – November 12 (10 weeks)

Physicians Medical Billing

\$225 + \$230 (books)

Tuesdays, 5:30 – 9:30 pm

Understanding Health Insurance and the guide to billing and reimbursement is all covered in this 10-week course. This course covers Physician billing and covers the skills students will need to solve insurance billing problems and the process to file claims for reimbursement. Students will be introduced to information about major insurance programs, provided basic knowledge of national diagnosis and procedure coding systems, and learn to simplify the process of completing claims.

Prerequisite: Medical Coding Class or Experience.

Instructor: Deb Sherman

September 11 – November 13 (10 weeks)

Medical Terminology

\$225 + 100 (books)

Wednesdays, 5:30-9:30 pm

This class is designed to teach students easy ways to identify and understand the basic word structures, root words, suffixes, and prefixes of medical terms. Students will learn how to pronounce medical terms correctly and how the parts of the terms combine to form the words. This is a great beginner class for all medical students.

Instructor: Deb Sherman

September 12 – November 14 (10 weeks)

Certified Nurse Aide

\$900 (includes books and clinical hours)

Tuesdays, 3:00-9:00 pm

Wednesdays & Thursdays, 4:00-8:00 pm

The Certified Nurse Aide program is an 80-hour course, which includes class work with lab work and 16 hours of clinical work at a medical care facility. Students learn basic health care procedures including pulse rates, taking temperatures, respiration, blood pressure, and patient care. This program will prepare students to take the State test to become a Certified Nurse Aide.

*Instructors: Sherry Peters &
Jamie Marley*

80 hours (12 weeks)

80 hours (9 weeks)

American Heart CPR & First Aid

\$75

This CPR class is an **American Heart** Basic Life Support for Healthcare Providers & Heartsaver First Aid training, including AED training. This class will cover adult, infant, and child CPR/AED, and first aid. Students will learn to identify when CPR is necessary, how to administer it, the CAB's of emergency care, and practice on the CPR mannequin.

Instructor: Pat Beauchamp
Classes scheduled based on enrollment
2 days – 3 hours each day

Basic CNC Machining

Tuesdays and Thursdays, 5:30 – 7:30 pm

Cost: \$750

Want to pick up a new hobby, or gain the skills that are highly desired by industry? In this class, students will learn how to manipulate technology to fabricate precision components for manufacturing. In this 40-hour introductory class, students will delve into the world of Computer Numerical Control (CNC) machining. Students will encounter the fundamentals of safety, quality measurements, and basic shop math. This will provide a firm foundation for training on how to set up, operate, and program the basics of a CNC mill or lathe. Classes are a blend of classroom and hands on learning in an engaging environment. Students will earn a CERTIFICATE of TRAINING in BASIC CNC MACHINING when successfully completing this program.

Instructor: Jason Justice
September 11 – 15 (10 weeks)

Active Shooter Training

\$10

Tuesdays 6:00 – 8:30

What would you do if you find yourself in the wrong place at the wrong time? Learn strategies and techniques that could save your life and the lives of those around you. Learn how to avoid, survive, and escape active shooters and other life-threatening situations. This training is designed to increase your situational awareness and be an overview of other classes available designed for your particular circumstances. These classes consist of tactics to avoid, survive, and escape dangerous situations using proven law enforcement techniques. Students will learn how to implement a lockdown/secure-in-place response, recognize cover and concealment opportunities, deliver effective empty-hand striking techniques, fight back with improvised weapons, use a gun, knife, Taser, pepper spray, or other personal safety tool (as allowed by workplace policies), and respond if you are an armed citizen with a CPL. Register now! Space is limited!

Instructor: Henry Reyna
October 2

Getting Paid to Talk

\$20

Thursday, 6:30- 9:00 pm

Make Money with Your Voice! This class is an introduction to professional voice-overs.
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. This will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone with an interest in voice acting professionally.

Instructor: TBA
October 11

Register early! Space is limited. Registrations must be in by **October 3rd.**

Reiki I

\$75

Thursdays, 6:00 – 8:00 pm

Reiki is a form of hands-on, natural healing that uses universal life energy. Reiki is an alternative therapy for holistic health with benefits including stress reduction and relaxation which help the body heal. In this class, students will learn the basics of Reiki, the history behind the process, and the hand positions used during the process. Students will also learn how to do a self-treatment. Handouts are included with the class. At the completion of this class, students will receive a certificate for Reiki I.

Instructor: Stacey Rowe

September 13 – September 27 (3 weeks)

Reiki II

\$75

Thursdays, 6:00- 8:00 pm

Students will learn distance healing and Reiki symbols in this three-week course. Students must have already taken a Reiki I course.

Instructor: Stacey Rowe

October 11 – October 25 (3 weeks)

Reiki III

\$300

Thursday, 6:00-8:00 pm

Students will become a Master in this Reiki III class. Students will learn how to give Attunements and learn how to set up and teach a class to other students.

Instructor: Stacey Rowe

November 1 (1 week)

Animal Reiki

\$25

Thursday, 6:00-8:00 pm

Small and large animals can also benefit from a Reiki treatment. Students will learn how to give a Reiki treatment to all types of animals in this class.

Instructor: Stacey Rowe

October 4

Students must take a Reiki I class prior to this class.

Cooking Basics I

Instructor: Chef Aaron Puzan

\$125 plus \$50 for supplies

Thursdays, 6:00 – 8:00 pm

September 13 – October 11 (5 weeks)

Are you ready to challenge your taste buds? In this class, students will learn to prepare a different meal each week covering a starch, vegetable, and protein. This class will be all hands on with groups doing each portion of the meal. Students will learn to build each plate encompassing all items and learn to display their dishes. Techniques and options will be discussed while eating the meal. During the combined 10-week session, students will learn about food safety, knife skills, understanding meats and poultry, sauces,

pasta and breads, greens and vegetables, thickening agents, methods of cooking including broiling, roasting, broasting, poaching, sautéing, frying, sweating, and recipe break down and building.

Registrations must be received one week before class so supplies can be purchased.

Cooking Basics II

Instructor: Chef Aaron Puzan

\$125 plus \$50 for supplies

Thursdays, 6:00 – 8:00 pm

October 18 – November 15 (5 weeks)



Certified Welding

\$1,900

Mondays, Tuesdays, Wednesdays, Thursdays
3:30-6:30 pm

Instructor: Dennis Paschke

September 10 – November 15

120 hours (10 weeks)

Our certified welding class prepares students to become certified in one area in both vertical and overhead positions. Students prepare to take an in-house certification following standards and guidelines from the American Welding Society. Certification is available in either MIG, TIG, or ARC welding.

90% attendance is required for certification.

It is strongly recommended that students have some prior experience in welding or have taken the Basic Welding class prior to taking the certification class.

Basic Welding

\$200 (includes supplies)

3:30 – 5:30 pm

Instructor: Dennis Paschke

September 11 – November 15

20 hours

This class is for entry-level positions in welding and for the experienced welder. Students will learn what is involved in welding and may choose to specialize in any area of welding to complete basic projects if time allows. Skill areas include oxyacetylene welding, cutting and brazing, arc welding, MIG and TIG welding

Women's Self Defense

\$25

Tuesdays 6:00 – 8:30

This training will increase your awareness, help you avoid dangerous situations, and empower you with escape and striking techniques that really work! Students will learn how to stay aware of their surroundings, the pros and cons of self-defense tools such as pepper spray, firearms, or edged weapons, effective empty-hand fighting techniques, and ground fighting techniques to defend against sexual assault. Master Law Enforcement Trainer, Henry Reyna, teaches this class. His expert knowledge as a law enforcement officer provides you with precise and thorough training to help you be prepared for and defend yourself in the case of a violent situation. Students should wear clothing that allows kicking and swinging of the arms.

All techniques will be taught in static step progression. This class is open to teens, also.

Essential Oils Training

Cost: FREE

Tuesdays, 6:30-8:00 pm

If you would like to learn more about how essential oils work and what certain oils can do, these classes are for you. They are held weekly and you can come to all or as many as you are able. Each class will offer a wealth of information you can use right away to help bring your life closer to balanced.

Instructor: Marcie Bush/Naysa Heilig

September 25 – December 18 (13 weeks)

Topics Discussed:

- Daily Health Habits – Learn about using essential oils every day.
- The "Sweet 16" - Find out what oils are under \$16 and how you can incorporate them into your daily routine.
- DIY Rollerball Remedy Recipes – Make useful, easy to apply, essential oil rollerball applicators.
- Essential Oils for Babies and Children – Learn how to prepare and apply essential oils safely for babies and children.
- Rest and De-Stress – Learn about essential oils to aid in reducing your stress levels and getting a good rest

Computers for Beginners

\$15 each session / \$60 for all classes

Wednesdays, 6:00 – 8:00 pm

Students may take one or all of the classes listed below depending on experience level. Students should bring a CD or USB flash drive to save your data and practice for all classes. Computers are available for practice but students should bring their laptop to class if they have one.

Basics 1 – October 3

The instructor will start from scratch, explaining how computers work, defining the terminology and showing students how to use a mouse or touchpad. In addition, all those “mysterious” buttons on the keyboard will be explained.

Basics 2 – October 10

Students will learn many useful functions like copy/paste, delete, move, and insert. All of these can be utilized when using most programs and will be valuable tools no matter what students are creating or searching. Simple steps to create, name/rename and combine files will also be covered. Students will learn quick and easy steps to downloading and organizing files.

Basics 3 – October 17

After the basics have been covered, students will learn to navigate Windows with confidence with the use of shortcuts and commands.

Basics 4 – October 24

Learning to browse the internet connects you with the world. Google, Bing and other search engines help you navigate more than a billion websites. Students will quickly become comfortable using the internet and running searches and the use of e-mail including attachments and saving your work as a draft to send later.

Going Digital

\$45

Tuesdays, 5:30 pm – 7:30 pm

Do you have a digital camera that does really cool things but you need help? Come spend some time with an expert who can have you taking professional, fun, artistic pictures in no time.

Be sure to bring your digital camera with you.

Instructor: Janet Confer

September 18 – October 9 (4 weeks)

Photoshop and More \$125

Tuesdays, 5:30 – 7:30 pm

Instructor: Janet Confer

Enhance your digital photos, restore old family pictures or just print with confidence using these professional photo editing tools. Get the most out of digital imaging by learning Adobe Photoshop

Elements 14. This is an easy-to-learn, easy-to-use version that is very user-friendly!

Bring your photos to work on!

October 16 –

December 4 (8 weeks)



Real Estate Classes - Online

Are you interested in pursuing a career in Real Estate? Get the training you need online where you can progress at your own pace. Students have six months to complete the courses.

Call for more information at 810-648-4700, ext. 4266 or

check out this link for more information: [Real Estate Online Class](#)

Builder's License Classes - Online

Are you interested in pursuing a career in the construction trades? Get the training you need online where you can progress at your own pace. Students have six months to complete the courses. Practice for the licensing exam is also included. Call for more information at 810-648-4700, ext. 4266 or check out this link for more information: Are you interested in pursuing a career in the construction trades? Get the training you need online where you can progress at your own pace. Students have six months to complete the courses. Practice for the licensing exam is also included.

Call for more information at 810-648-4700, ext. 4266 or check out this link for more information:

[60 Hour Online Class](#)- Michigan Builders 60 Hour Prelicensing Class, or

[Continuing Competency Online Classes](#) – Michigan Builders Continuing Education Classes.

Be sure to mention you heard about these classes from the Sanilac Career Center/Sanilac ISD.

ONLINE CLASSES!

Take classes from the comfort of your home without having to spend money on gas and time on travel. Don't have high-speed internet to take online classes? Don't let that stop you. Students are welcome to use the Career Center computers during designated hours to complete their class assignments.

All online classes have instructor support through email and all books and supplies are included in the cost. Students are given 6 months to complete the programs with an extension if needed. Most finish within 4 - 6 months. For additional information, please contact Sanilac Career Center at **810-648-4700, Ext 4266**, or email mfraley@sanilacid.org.

Health Ed Today courses include:

- 24 hour a day instructor support & course mentors
- engaging labs, student exercises and course videos
- all textbooks, workbooks and student materials
- a new "Secure Student Website" – including career resources & other training
- national certification exam options for most classes
- certain programs include clinical externships!

Pharmacy Technician - - - - -	\$1,299
Clinical Medical Assistant Program - - - - -	\$2,499
Dental Assisting - - - - -	\$1,299
EKG Technician - - - - -	\$1,299
Electronic Health Record Management Program - - - - -	\$1,299
Phlebotomy Technician - - - - -	\$1,299
Medical Billing & Coding - - - - -	\$1,799
Medical Coding ICD-10 - - - - -	\$ 999
Medical Administrative Assistant - - - - -	\$1,299
Dialysis Technician - - - - -	\$1,299
Medical Terminology - - - - -	\$ 499
ECG / EKG Course for Nurses - - - - -	\$ 699

Visit us online at [Health Ed Today Course Options](#) to experience a [Course Demo](#) and to learn more about these exciting new courses!

Additional Online Classes

Business Management
Marketing
IT Software

Paralegal Professional
Web Development
Microsoft Office 2010

See all career tracks available at [My Ed Today Course Options](#)

Community Education Fall Classes – 2018

REGISTRATION FORM

Date: _____

Complete form and mail to:

Sanilac Career Center, 175 E Aitken Rd, Peck, MI 48466, ATTN: Mary Fraley

Name _____ Phone _____

Address _____ Alt Phone _____

City _____ Zip Code _____

Email _____

Class Title _____

Start Date _____ Class Fee _____ Book Fee _____

Class Title _____

Start Date _____ Class Fee _____ Book Fee _____

Class Title _____

Start Date _____ Class Fee _____ Book Fee _____

Total Enclosed _____

(Make checks payable to: Sanilac Career Center) To pay by debit or credit card, please call 810-648-4700, ext. 4266

REGISTER BY MAIL, PHONE OR WALK –IN

Sanilac Career Center 810-648-4700, ext. 4266 or 4209.

Office hours are Monday-Thursday, 8:00 am - 7:00 pm (during school year)

DEADLINE FOR REGISTRATION IS ONE WEEK PRIOR TO CLASS START DATE!

Book Prices subject to change!

Now accepting Debit and Credit Cards!

For more information, contact us

Mary Fraley

Phone: 810-648-4700, ext. 4266

Fax: 810-648-4834

Email: mfraley@sanilacid.org

Jill Western

Phone: 810-648-4700, ext. 4209

Fax: 810-648-4834

E-mail: jwestern@sanilacid.org

Refund & Cancellation Policy

100% refund before the start of the class. If a class is cancelled, a full refund will be issued. Once classes have begun, a refund is only available immediately after the first class session is held.



Financial Aid may be available thru
Michigan Works 810-648-5800

Non-Discrimination Statement

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Emma Navarro, Special Education Director, 46 North Jackson Street, Sandusky, MI 48471, (810) 648-2200.