

2020 FALL COMMUNITY ENRICHMENT

COURSE CATALOG

Sanilac Career Center

175 East Aitken Road

Peck, MI 48466

810-648-4700

*For more information
please contact:*

Janet Confer

810-648-4700 ext.4266

jaconfer@sanilacisd.org

Jill Western

810-648-4700 ext. 4209

jwestern@sanilacisd.org

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

Bookkeeping with Microsoft Excel

Instructor: Phil Nichol

\$125 (includes book)

Mondays: 6:00-8:00 PM

September 14-October 19,2020

Whether you own a business or want to keep track of your household expenses, this class focuses on you individual bookkeeping needs using Microsoft® Excel. This class will cover a number of Excel features, including formulas, spreadsheets and charts.

Certified Welding

Instructor Jordan Messing

\$1.900

Mondays, Tuesdays, Wednesdays, and Thursdays 5:30-8:30 PM

September 14-November 19, 2020

Our certified welding class teaches students to become certified in one or both vertical and overhead positions. Through classroom instruction and hands-on learning, our certified welding class prepares students to take and in-house certification exam that follows the standards and guidelines of the American Welding Society. Certification is available in the MIG, TIG, ARC welding. This welding is a 120-hour class that meets four nights a week.

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 certification class.

Medical

Certified Nurse Aid

Instructors: Jamie Marley and Sherry Peters

80 hours

\$900

Tuesdays: September 15-December 1, 2020 3:00-9:00 PM

Wednesday and Thursday: September 9-October 29, 2020 4:00-8:00 PM

The Certified Nurse Aid 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 Aid.

Clinical Medical Assistant

Instructor: Katrina Doughty-Jordon

140 hours + 160 Clinical hours

Tuesdays, Wednesdays, Thursdays 6:00-9:30 PM

September 15-December 17, 2020

\$2599

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 with Clinical Externship, submit to a thorough background check, drug screening and meet other requirements. ***NOTE:*** Upon completion of this program, students will be eligible to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician national examinations.

CPR, First Aid and BLS American Heart

Instructor: Pat Beauchamp

\$100

2 days 4 hours each day

Classes scheduled based on enrollment

This CPR class is an American Heart Basic Life Support for Healthcare Providers and Heart Saver 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 administrate it, the CAB's of emergency care and have the opportunity to practice on a CPR mannequin.

Dental Assistant Program

Instructor: Candyce Koeppel

60 hours plus 40 clinical hours

Mondays and Wednesdays 6:00-9:30 PM

October 12-December 9,2020

\$1, 399 (includes books)

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

Electronic Health Record Management Program

Instructor: TBA

\$1,999.00 (includes books)

September 29, 2020 – January 19, 2021

Tuesdays and Thursdays (95 hours) 6:00-9:30 PM

The Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. An electronic health record (EHR) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management using common electronic data interchange systems such as, HL7, CDISC and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal accreditation and regulatory requirements of the electronic health record and database, **NOTE:** After the successful completion of this program, students will be prepared to sit for the National Health Career Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Medical Administrative Assistant

Instructor: TBA

\$1,199 (includes books)

50 hours + 40 Clinical Hours

Mondays & Wednesdays 6:00-9:30 PM

October 26-December 16, 2020

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 administration assistant position in the health care field. **NOTE:** This program meets the necessary requirements to take the National Health

Medical Coding

Instructor Deb Sherman

\$225 plus \$350 for books

Mondays and Wednesdays 5:30-9:30 PM

September 21-November 23,2020

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

Medical Terminology

Instructor: Deb Sherman

\$225 plus \$100 for books

Wednesdays 5:30-9:30 PM

September 16-November 18, 2020

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

Pharmacy Technician

Instructor: TBA

\$1,199 (includes books)

October 27 – December 17, 2020

Tuesdays and Thursdays 6:00 -9:30 PM

50 hours + 60 clinical hours

This program is intended for students who want to prepare to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certified 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 the 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.

Physicians Medical Billing

Instructor Deb Sherman

\$225 plus \$250 for books

Tuesdays and Thursdays 5:30-9:30 PM

September 22-November 24, 2020

Understanding Health Insurance and guide to billing and reimbursement is all covered in this five-week course. This course covers Physician billing and 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, provide basic knowledge of national diagnosis and procedure coding systems and learn to simplify the process of completing claims.

Pre-requisite: Medical Coding Class or Experience.

Phlebotomy

Instructor: TBA

\$1,799 (includes books)

October 5, 2020 – January 20, 2021

Mondays & Wednesdays 6:00-9:30 PM

90 hours

This 90-hour Phlebotomy Technician Program prepares professional to collect blood specimens from clients for the purpose of laboratory analysis. Student become familiar with all the 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.

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 jaconfer@sanilacid.org.

Health Ed Today courses include:

- 24 hours 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!

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

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

Additional Online Classes

<i>Business Management</i>	<i>Marketing</i>	<i>IT Software</i>
<i>Web Development</i>	<i>Professional Paralegal</i>	<i>Microsoft 2010</i>

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

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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 Renee Jansen, Special Education Director, 175 E. Aitken Rd. Peck, MI 48466 (810)-648-4700

Community Education Fall Classes 2020

REGISTRATION FORM

Complete form and mail to:

Sanilac Career Center, 175 E. Aitken Rd. Peck, MI 48466, ATTN: Janet Confer

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: _____

Total Enclosed: _____

Please 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 FAX: 810-648-4834

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

DEADLINE FOR REGISTRATION IS ONE WEEK PRIOR TO CLASS START DATE

Book prices subject to change

FOR MORE INFORMATION, PLEASE CONTACT:

Janet Confer

Jill Western

810-648-4700, ext. 4266

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