

2019 Community Enrichment

Winter Classes

held at the

Sanilac Career Center

175 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 don't see the class you are looking for, contact Mary Fraley at 810-648-4700, ext. 4266. We will do our best to make it happen.

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>

Like and **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

January 14 – March 5 (8 weeks)

Oil Painting - Bob Ross Style

Mondays, 4:30 - 8:30 pm

January 14, February 11, March 11

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.

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

Instructor: Tracy Stokes

\$58 (includes paints)

(Each class is independent)



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

January 15 – March 21 (10 weeks)

NEW

Line Dancing

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

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. Don't 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.

Instructor: Carole Daugherty

January 17 - February 21 (6 weeks)

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: Kathleen Willing, BCPS

March 12 – May 7 (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) national examination and the Certified Phlebotomy Technician (CPT) national examination.

Instructor: Katrena Doughty-Jordan

February 19 – May 28 (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 Koepfel

March 11 – May 15

60 hours + 40 Clinical hours

Electronic Health Record Management Program

\$1,999 (includes books)

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

This Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. An electronic health record (EH R) includes computerized lifelong healthcare data from a variety 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 of electronic health information 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 Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Instructor: TBA

February 26 – June 6

95 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: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Phlebotomy Technician (CPT) exam.

Instructor: TBA

February 25 – June 10

90 hours

*There is no outside externship rotation included with this program.

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: Angela Lanzi

March 11 – May 8

50 hours + 40 Clinical hours

Medical Coding

\$225 + \$320 (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

January 14 – March 18 (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. 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 Coding Experience

Instructor: Deb Sherman

January 15 – March 19 (10 weeks)

Medical Terminology

\$225 + \$100 (books)

Wednesdays, 5:30-9:30 pm

This class is designed to teach students easy ways to apply prefixes, learn how to correctly pronounce medical terms, and remember roots and suffixes. Students will learn how the parts of the terms combine to form medical terms. This is a great beginner class for medical students.

Instructor: Deb Sherman

January 16 – March 20 (10 weeks)

Certified Nurse Aide

\$900 (includes books and clinical hours)

Tuesdays, 3:00-8:30 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

Instructors: Sherry Peters &

Jamie Marley

80 hours (12 weeks) January 8 – March 27

80 hours (9 weeks) January 9 – March 6

Gift Certificates Available!

Do you need a gift idea for someone for Christmas? Why not get them registered for a class they would enjoy. We can make up gift certificates for you to give with all the class information included.

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

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
January 17 – January 31 (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
February 14 – February 28 (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
March 7- March 21 (3 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.

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

Instructor: Stacey Rowe
February 7

Beginning Spanish

\$80

Tuesday, 5:30 – 7:30 pm

This class is an introduction to the Spanish language and culture. There will be 8 2-hour sessions over 10 weeks focusing on basic vocabulary and Spanish conversation. This class is designed for beginners with no previous experience with the Spanish language.

NEW

Instructor: Ronald Rapin
January 15 – March 19 (8 weeks)

Beginning French

\$80

Wednesday, 5:30 – 7:30 pm

This class is an introduction to the French language and culture. There will be 8 2-hour sessions over 10 weeks focusing on basic vocabulary and French conversation. This class is designed for beginners with no previous experience with the French language.

NEW

Instructor: Ronald Rapin
January 16 – March 20 (8 weeks)

Certified Welding

\$1,900

Mondays, Tuesdays, Wednesdays, Thursdays

3:30-6:30 pm

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.

Instructor: Dennis Paschke

January 14 – March 21

120 hours (10 weeks)

Basic Welding

\$200 (includes supplies)

Dates and times dependent on enrollment

Instructor: Dennis Paschke

January 14 – March 18

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.

Getting Paid to Talk

\$20

Tuesday, 6:30- 9:00 pm

Instructor: TBA

March 12

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.

Register early! Space is limited. Registrations must be in by **March 5.**

Cooking Basics I

Instructor: Chef Aaron Puzan

\$125 plus \$50 for supplies

Thursdays, 6:00 – 8:00 pm

January 17 – February 14 (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.

NEW

Cooking Basics II

Instructor: Chef Aaron Puzan

\$125 plus \$50 for supplies

Thursdays, 6:00 – 8:00 pm

February 21 – March 21 (5 weeks)



Gift Certificates Available!

Do you need a gift idea for someone for Christmas? Why not get them registered for a class they would enjoy. We can make up gift certificates for you to give with all the class information included.

Women's Self Defense

\$25

Tuesday, 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, fire arms, or edged weapons, effective empty-hand fighting techniques, and ground fighting techniques to defend against sexual assault. This class is taught by Master Law Enforcement Trainer, Henry Reyna. 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.

Instructor: Henry Reyna

February 12 or March 19

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. Please reserve your spot early!

January Classes – New Beginnings

New Years is a time to start over. Essential Oils are great for new beginnings! Cleanse and restore your body and keep those New Year's Resolutions to be a healthier you.

February Classes – The Many Uses for Oils

Did you get your new oils and think, now what?? What do I do with them? This month is all about finding new uses for your oils! Get to know all the things your oils can be used for.

March Classes – Spring Cleaning with Oils

Spring Clean with essential oils! Find out why using big store brand cleaning products can be bad for your health and which essential oils are the best to clean with.

Beginning Guitar

\$80

Thursday, 5:30 – 7:30 pm

This class is an introduction to basic guitar. These 8 2-hour sessions over 10 weeks will focus on chord formation and simple strumming techniques. Simple songs will be taught and practiced. This class is designed for beginners with no previous experience in playing the guitar.

Instructor: Ronald Rapin

January 17 – March 21 (8 weeks)

NEW

We Want You!

This space is blank...and it could be filled by a class or two taught by YOU!

Community Education is always looking for new classes to add to our brochure! We have found that many of our instructors are people from the community who have a *special skill, hobby, or expertise* that would interest others in the community! Your class could be something your company or organization does, or something you do as an individual. Our next brochure comes out in March. We will be looking to add new classes in February. Call us at 810-648-4700, ext. 4266 if you would be willing to teach a class or two!

Cake Decorating

NEW

Instructor: Tracy Stokes

Monday, 5:00 – 7:00 pm

Cost: \$30/session +

Decorating Kit - \$20 (one-time purchase)

December 3 or January 7

Cupcakes and different types of frosting will be discussed. The instructor will supply materials needed. Students should bring 12 cupcakes for practice.

December 12 or January 21

Students will learn how to frost a cake and work with borders and writing as time allows. Students should bring frosting and a 9 x 13 unfrosted cake.

February 4

Different tips for borders and flowers will be discussed and practiced. Students should bring a frosted cake.

February 18

Advanced decorating tips will be discussed including more intricate borders and flowers such as roses and lilies. Students should bring a frosted cake for practice.

Beginning Wedding/Tiered Cakes

Instructor: Tracy Stokes

Cost: \$50

Monday, 5:00 – 7:00 pm

March 4

Students will learn how to assemble tiers as a group and learn to decorate a tier. The proper way of cutting a cake will also be covered. Instructor will supply cakes and other decorating supplies.



Computers for Beginners

Instructor: Pam Smith

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

February 6 – February 27 (1 week each)

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 – February 6

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 – February 13

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 – February 20

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

Basics 4 – February 27

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.

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: [60 Hour Online Class](#)- Michigan Builders 60 Hour Prelicensing Class, or 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@sanilacisd.com.

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 the [HealthEd Today Website \(www.healthedtoday.com/sanilaccareercenter\)](http://www.healthedtoday.com/sanilaccareercenter) 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 Website \(http://www.myedtoday.com/sanilac\)](http://www.myedtoday.com/sanilac)

Community Education Winter Classes – 2019

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 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

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

Email: 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.