

**2020 WINTER  
COMMUNITY ENRICHMENT  
SANILAC CAREER CENTER**

***175 East Aitken Road***

***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 Janet Confer at 810-648-4700, ext. 4266. We will do our best to help you.

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**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.

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

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**NOW ACCEPTING CREDIT AND DEBIT CARDS-VISA, MASTERCARD and DISCOVER**

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

## Art

### **Oil Painting: Bob Ross StyleI**

Instructor: Tracy Stokes

\$60 (includes supplies)

Tuesdays: 5:00-9:00 PM

***Winter and Spring dates: January 14, February 11, March 10, April 14, 2020***

No experience or “talent” is required, just a desire to paint. This 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 a box to transport your painting home.

***Call to get your name on the list to see each monthly painting project***

## Bookkeeping with Microsoft® Excel

Mondays 6:00-8:00 PM

Instructor: Phil Nichol

\$125 (includes book)

January 20-February 24, 2020

This bookkeeping class is designed for the beginner who wants to learn bookkeeping with Microsoft® Excel and for anyone with or without a small business that would like to learn how to keep books using Excel. Students will be taught a number of Excel features, including formulas, spreadsheets and charts.

## Computers for Beginners

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

Instructor: Pam Smith

Wednesdays, 6:00 – 8:00 PM

February 5 - 26, 2020

Students may take one class, all the classes, or whatever suits their needs. Students should bring a CD or USB flash drive to save their data and practice for all the classes. It is recommended that students bring their laptops if they have one. Computers are available for practice.

### **Basics 1- February 5, 2020**

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

### **Basics 2- February 12, 2020**

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 19, 2020**

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

### **Basics 4- February 26, 2020**

Learn to browse the internet. Goggle, Bing and other search engines help you navigate more than a billion websites. Students will learn to use the internet and run searches, along with using e-mail including attachments and saving your work as a draft to send later.

## Essential Oils Classes

Instructor: Jennifer Schultz

**FREE** Mondays, 6:30-8:00 PM

January 6 – March 23, 2020

This twelve-week class on Essential Oils will highlight a different topic each week on the use of oils and what oils can do for you and your life. Topics on oils range from the basics, to gardening, cooking, pets, and using oils for your families' wellness. Attendees may pick and choose what classes they would like to attend. These classes are taught featuring Young Living® Essential Oils.

## Essential Oils: Nature's Medicine

Instructors: Marcie Bush

Naysa Heilig

**FREE** Tuesdays, 6:30-8:00 PM

January 7 – March 10, 2020

This class is not only about learning the basics of using essential oils, but we'll also be diving into life's most common ailments and how to find relief using essential oils. The instructors have been using essential oils successfully on themselves and their families for over 6 years. Whether you are a beginner or veteran oil user, we have a lot of experience to share with you. You are welcome to come to one class or all of them. These classes are taught featuring doTERRA® oils.

*Some topics of discussion will include:*

Reducing Stress	Respiratory Distress	Regulating Hormones
Weight Management	Better Digestion / Heartburn	Pain Management/ Joint Pain
Children and Babies - Usage and Safety Emotional Wellness Memory		

## Estate Planning

**FREE:** Sessions offered by Rachel Estelle, Elder Law Attorney for Biddinger & Estelle, PC and co-author of "Estate Planning for What Matters Most: A Guidebook for Michigan Families"

Tuesdays in February, 6:30-7:30 PM Participants can pick and choose what session fits their needs. **Please call Janet at 810-648-4700 ext. 4266 to register for sessions**

### Estate Planning 101

**February 4, 2020: *Planning for Incapacity: Power of Attorney vs. Guardians and Conservators***

**February 11, 2020: *Seven Costly Mistakes Families Make in Their Estate Plan***

**February 18, 2020: *How to Prepare for Long-Term Care Costs***

**February 25, 2020: *Planning for families with Special Needs Children***

## Investment

**FREE:** Workshop Sessions offered by Erica Sheridan, Financial Planner for Edward Jones Mondays in January, 6:00-7:00 PM Participants can pick and choose what session fits their needs. **Please call Janet at 810-648-4700 ext. 4266 to register for sessions**

Do you have the information you need to make decisions about your financial goals?

At Edward Jones, we believe financial education is an important step in helping you achieve a better future. At our financial workshop, you'll learn:

Key principles of saving and investing

Steps you can take to prepare for retirement

How insurance can help protect against unexpected like events\*

Basic of estate planning\*\*

**Monday, January 6, 2020: "Foundations of Investing"**

**Monday, January 13, 2020: "Retirement by Design"**

**Monday, January 20, 2020: "Ready or Not? Prepare for the Unexpected"\***

**Monday, January 27, 2020: "Preparing Your Estate Plan"\*\***

*\* Edward Jones is a licensed insurance producer in all states and Washington, D.C., through Edward D. Jones & Co., L.P., and in California, New Mexico and Massachusetts through Edward Jones Insurance Agency of California, L.L.C.; Edward Jones Insurance Agency of New Mexico, L.L.C.; and Edward Jones Insurance Agency of Massachusetts, L.L.C.*

*\*\* A local estate-planning attorney also will be available to answer your questions. Edward Jones, its employees and financial advisors are not estate planners and cannot provide tax or legal advice. Please consult your attorney or qualified tax advisor regarding your particular situation.*

## Languages

### Beginning Spanish

Instructor: Ronald Rapin

\$80

Tuesdays 5:30 – 7:30 PM

January 7– February 25, 2020

This class is an introduction to the Spanish language and culture. There will be (8) 2-hour session that will focus on basic vocabulary and Spanish conversation. This class is designed for beginnings with no previous experience with the Spanish language.

### Beginning French

Instructor: Ronald Rapin

\$80

Wednesdays 5:30 – 7:30 PM

January 8- February 26, 2020

This class is an introduction to the French language and culture. There will be (8) 2-hour session that will focus on basic vocabulary and French conversation. This class is designed for beginnings with no previous experience with the French language.

## Certified Nurse Aid

Instructors: Sherry Peters & Jamie Marley

\$900 (includes books and clinical hours)

**January 7- March 24, 2020**      **Tuesdays 3:00-9:00 PM**      **80 hours (12 weeks)**

**January 8- February 27, 2020**      **Wed. & Thurs. 4:00-8:00 PM**      **80 hours (8 weeks)**

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: Katrena Doughty-Jordon

\$2,599

January 28 – May 5, 2020

Tuesdays, Wednesdays, Thursdays 6:00-9:30 PM    140 hours + 160 Clinical hours

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, a hands-on lab and a clinical externship opportunity at a local healthcare provider. To be eligible for clinical rotation, students must successfully complete the 140-hour program 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

\$75

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 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 administrate it, the CAB's of emergency care and have the opportunity to practice on a CPR mannequin.

## Dental Assistant Program

Instructor: Candyce Koeppel

\$1,399 (includes books)

February 10- April 13, 2020

Mondays & Wednesdays 6:00-9:30 PM

60 hours + 40 Clinical hours

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 the entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

## Electronic Health Record Management Program

Instructor: TBA

\$1,999.00

February 4- May 14, 2020

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

Monday & Wednesdays 6:00-9:30 PM

February 3- March 23, 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 Career Association (NHA)-Certified Medical Administration Assistant (CMAA) exam.

## Medical Coding

Instructor: Deb Sherman

\$225 + \$310 (books)

Mondays, 5:30-9:30 PM

January 13- March 16, 2020

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.

## Medical Terminology

Instructor: Deb Sherman

\$225 + \$100 (books)

Wednesdays 5:50-9:30 PM

January 15- March 18, 2020

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 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)

February 4- March 24, 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.

## Phlebotomy

Instructor: TBA

\$1,799 (includes books)

February 3- May 11, 2020

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.

## Physicians Medical Billing

Instructor: Deb Sherman

\$225 + \$230 (books)

Tuesdays, 5:30-9:30 PM

January 14- March 17, 2020

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. ***Pre-requisite: Medical Coding Class or Experience.***

## Music

### Beginning Guitar

Instructor: Ron Rapin

\$80

Thursdays, 5:30-7:30 PM

January 9- February 27, 2020

This class is an introduction to basic guitar. The (8) 2-hour sessions will focus on basic 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 guitar.

## Welding

### Basic Welding

Instructor: Tyler Crenshaw

\$200 (Includes supplies)

Mondays, 4:00 – 6:00 PM

January 6- March 9, 2020

This class is for entry-level positions in welding and for the experiences 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.

### Certified Welding

Instructor: Tyler Crenshaw

\$1,900

Mondays, Tuesday, Wednesdays, Thursdays 4:00 -7:00 PM

January 6- March 12, 2020

Our certified welding class prepares students to become certified in one are 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.***

## 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@sanilacisd.org](mailto:jaconfer@sanilacisd.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!

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

### Additional Online Classes

*Business Management*  
*Marketing*  
*IT Software*  
*Web Development*  
*Professional Paralegal*  
*Microsoft 2010*

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

Community Education Winter 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

810-648-4700, ext. 4209

Email: [jaconfer@sanilacisd.org](mailto:jaconfer@sanilacisd.org)

Email: [jwestern@sanilacisd.org](mailto:jwestern@sanilacisd.org)