

***2021 SPRING
COMMUNITY ENRICHMENT
SANILAC CAREER CENTER***

175 East Aitken Road

Peck, MI 48466

810-648-4700

***To register for any classes or for more
information please contact:***

Janet Confer

810-648-4700 ext. 4266

jaconfer@sanilacisd.org

CHECK US OUT ON OUR WEBSITE FOR NEW CLASSES AND THE LATEST INFORMATION AT

www.sanilacisd.org

Community Education information under PD and Enrichment

Adult Education

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

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

Bookkeeping

with Microsoft Excel

Instructor: Phil Nichol
Mondays 6:00-8:00 PM
April 12-May 1, 2021
\$125 (includes book)

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

Commercial Driver's License

Instructor: Dominic Lewis
Days and times to be announced
\$4000.00

Maier, LLC offers training for commercial driver licensing year round. We use the most up to date curriculum, and offer an online class option for those who prefer it.

- 160 Hour Training Class (Basic CDL & HAZMAT instruction and Driving)
- 120 Hour Training Class (Basic CDL Instruction and Driving (some work completed online))
- Specialized, One-on-One Instruction

Medical

Certified Nurse Aid

Instructor: Jamie Marley
Tuesdays
March 16-June 8, 2021
80 hours – 12 weeks
\$900.00

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.

Certified Nurse Aid

Instructor: Sherry Peters
Wednesday and Thursdays
April 7- May 27, 2021
80 hours – 8 weeks
\$900.00

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.

CPR, First Aid and BLS American Heart

Instructor: Pat Beauchamp
\$133
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 FirstAid 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.

Medical Administrative Assistant

Instructor: TBA
\$1,199 (includes books)
50 hours + 40 Clinical Hours
Mondays & Wednesdays 6:00-9:30 PM
April 5 – May 26, 2021

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 Association exam. (CMAA)

Medical Coding

Instructor Deb Sherman

\$225 plus \$350 for books

Mondays

5:30-9:30 PM

March 22 – June 7, 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 + \$150 (books)

Wednesdays 5:30-9:30 PM

March 24 – June 2, 2021

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)

50 hours + 60 clinical hours

Tuesdays and Thursdays 6:00 -9:30 PM

April 6 – May 25, 2021

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 a thorough background check, drug screening, and meet other requirements.

Physicians Medical Billing

Instructor Deb Sherman
\$225 plus \$250 for books
Tuesdays
5:30-9:30 PM
April 6 – May 25, 2021

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.

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 to 6 months. For additional information, please contact Sanilac Career Center at **810-648-4700, Ext 4266** or email jaconfer@sanilacisd.org.

Condensed Curriculum International

- 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:

[Condensed Curriculum International | Quality Education](#) to learn more about these exciting new courses!

Here is an example of online courses available:

Pharmacy Technician – \$1,499

Clinical Medical Assistant - \$2,799

Dental Assisting Program - \$1,199

Health Information Technology - \$2,450

Medical Billing & Coding - \$1,899

ICD-10 – Medical Coding - \$1,299

EKG Technician Program - \$1,199

Electronic Health Records - \$1,999

Phlebotomy Technician - \$1,799

Medical Administration Assistant - \$1,199

Now Accepting Credit and Debit Cards



Visa, MasterCard, and Discover

100% refund before the start of the class. If a class is cancelled, a full refund will be issued. Once classes have started, 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