

# 2019 Community Enrichment

*Spring 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

*Instructor: Stacey Rowe*

*April 2 – May 21 (8 weeks)*

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.

---

## Oil Painting - Bob Ross Style

*Mondays, 4:30 - 8:30 pm*

*April 8, May 13, June 10*

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)*



---

## Microsoft Word Basics

*Tuesdays, 6:00 – 8:00 pm*

*Cost: \$50*

This Microsoft Word training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge. Particular emphasis is placed on developing accurate and well-designed documents.

**Pre-requisites:** *Students should be familiar with the basic functions of a computer operating system such as navigating the environment, using a mouse, and familiar with a keyboard.*

*Instructor: Carrie King*

*April 2 – April 30 (5 weeks)*

**NEW**

---

## Microsoft Excel Basics

*Tuesdays, 6:00 – 8:00 pm*

*Cost: \$50*

This course teaches Microsoft Excel basics using a hands-on method and is best suited for those who have very little or no experience with Microsoft Excel. Excel is a spreadsheet program that helps you manage mathematical information. Once you begin to understand the basics of simple formulas and functions, how to format a workbook, and prepare it for print and distribution, you will find it is an easy and fun application to use.

**Pre-requisites:** *Students should be familiar with the basic functions of a computer operating system such as navigating the environment, using a mouse, and familiar with a keyboard.*

*Instructor: Carrie King*

*May 7 – June 4 (5 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*

*April 4 – May 9 (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*

---

## 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 18 – May 22*

*60 hours + 40 Clinical 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: Angela Lanzi*

*March 18 – May 15*

*50 hours + 40 Clinical hours*

---

## Medical Coding

\$225 + \$330 (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*

*April 8 – June 3 + April 10 (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*

*April 2 – June 4 (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*

*April 10 – June 5 + April 24 (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) March 12- June 4*

*80 hours (9 weeks) March 13 – May 16*

---

## 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*

*April 4- April 18 (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*

*May 2 – May 16 (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*

*May 23 – May June 6 (3 weeks)*

## 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*

*April 25 (1 week)*

---

## Beginning Spanish

**NEW**

*Instructor: Ronald Rapin*

*April 9 – May 28 (8 weeks)*

\$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.

---

## Beginning French

**NEW**

*Instructor: Ronald Rapin*

*April 10 – May 29 (8 weeks)*

\$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.

---

## Going Digital

\$45

Tuesdays, 5:00 pm – 7:00 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. Bring your digital camera and the manual if you have it to learn how to get the most use out of your new camera while having some fun practicing new techniques.

*Instructor: Janet Confer*

*April 2 – April 23 (4 weeks)*



---

## Photoshop and More

\$125

Tuesdays, 5:00 – 7:30 pm

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!**

*Instructor: Janet Confer*

*April 30 – June 4 (6 weeks)*

---

## 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 August. We will be looking to add new classes in July.

Call us at 810-648-4700, ext. 4266 if you would be willing to teach a class or two!



## Certified Welding

\$1,900

*Mondays, Tuesdays, Wednesdays, Thursdays,  
and four Fridays –Call for schedule*

*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: Larry Nielsen*

*3:30-6:30 pm*

*April 1 – June 1*

*120 hours (10 weeks)*

---

## Basic Welding

\$200 (includes supplies)

*Dates and times dependent on enrollment*

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.

*Instructor: Larry Nielsen*

*April 1 – May 30*

*20 hours*

---

## 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*

*April 4 – May 2 (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*

*May 9 – June 6 (5 weeks)*



## 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*

*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.

### Topics to be discussed:

**March 5** – Skin & Hair / Candida symptoms

**March 12** – Aging & Memory / Menopause

**March 19** – Stress & Anxiety / Adrenals & Thyroid Function

More topics to follow depending on interests.

---

*Instructor: Marcie Bush/Naysa Heilig*

*April 2 – June 11 (11 weeks)*

## 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*

*April 11– May 30 (8 weeks)*

**NEW**

## Beginning Guitar II

\$80

**NEW**

*Instructor: Ronald Rapin*

*Call for Start Dates and Time*

This class is a continuation of the basic guitar. Students will be able to expand their knowledge and practice new techniques of guitar playing. Please call for details on class times and dates.

---

## 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*

*April 3 – May 2*



## Computers for Beginners

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

*Wednesdays, 6:00 – 8:00 pm*

*Instructor: Pam Smith*

*April 9 – April 30 (1 week each)*

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 – April 10**

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 – April 17**

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 – April 24**

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

### **Basics 4 – May 1**

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.org](mailto:mfraley@sanilacisd.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!

<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>

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 Spring 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](mailto:mfraley@sanilacid.org)**

**Jill Western**

**Phone: 810-648-4700, ext. 4209**

**Fax: 810-648-4834**

**Email: [jwestern@sanilacid.org](mailto: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.