

# *2025 Winter Classes Community Enrichment Sanilac Career Center*

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

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

[www.sanilacisd.org](http://www.sanilacisd.org)

*Community Education information under PD and Enrichment  
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# Medical

## **Certified Nurse Aid**

Instructor: Sherry Peters

Tuesday and Wednesdays

January 14 – March 12, 2025

80 hours – 8 weeks 3:00 – 7:00 PM

\$950.00

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.

## **Clinical Medical Assistant**

Instructor: Katrina Doughty-Jordon

140 hours + 160 Clinical hours

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

February 11 – May 20, 2025

\$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.

## **Dental Assistant Program**

Instructor: TBA

60 hours plus 40 clinical hours

Mondays and Wednesdays 6:00-9:30 PM

February 24 - April 30, 2025

\$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 (includes books)

January 28 - May 8, 2025

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

March 3 - April 28, 2025

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)

## **Pharmacy Technician**

Instructor: TBA

\$1,199 (includes books)

50 hours + 60 clinical hours

Tuesdays and Thursdays 6:00 -9:30 PM

March 4 - April 29, 2025

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.

## **Phlebotomy**

Instructor: TBA

\$1,799 (includes books)

February 3 - May 14, 2025

Mondays & Wednesdays 6:00-9:30 PM

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.

## *Music*

### **Beginning Guitar**

Instructor: Ron Rapin

\$90

Wednesdays 6:00 – 8:00 PM

January 22 - March 12, 2025

This class is an introduction to basic guitar. This eight-week class of two hour sessions focus on the basics of 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.

### **Guitar II**

Instructor: Ron Rapin

\$90

Thursdays, 6:00-8:00 PM

January 23 - March 13, 2025

This class is for the guitar player that is looking for a refresher class or who wants to just to brush up on their current guitar skills. The eight-week class of 2-hour sessions each will focus on chord formation and strumming techniques. This class is designed for the guitar player with some playing experience.

# Welding

## Basic Welding

Instructor: Jill Brown

\$275 (Includes supplies)

Wednesday and Thursdays 5:00 – 7:00 PM

March 5 – April 17, 2025

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.

## Certified Welding

Instructor: Jill Brown

Monday and Tuesdays, 5:00-8:00 PM

\$2,500 (Includes supplies and certificate exam fee)

January 13 – April 10, 2025

Our certified welding class prepares 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 an in-house certification exam that follows the standards and guidelines of the American Welding Society. Certification is available in either MIG, TIG or ARC welding. This welding is a 120-hour class that meets two 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 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 to 6 months. For additional information, please contact Sanilac Career Center at **810-648-4700, Ext 4266** or email [jaconfer@sanilacid.org](mailto:jaconfer@sanilacid.org).

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**Here is an example of online courses available:**

**Pharmacy Technician – \$1,499**

**Clinical Medical Assistant - \$2,599**

**Dental Assisting Program - \$1,199**

**Veterinary Assistant - \$1,899**

**Medical Billing & Coding - \$1,899**

**ICD-10 – Medical Coding - \$1,299**

**EKG Technician Program - \$1,199**

**Administrative Assistant with Bookkeeping and QuickBooks - \$1,699**

**Phlebotomy Technician - \$1,799**

**Medical Administration Assistant - \$1,199**

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### **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 in person class session or first access attempt to an online program is made.*

**Dates and costs subject to change.**

**Financial Aid may be available thru Michigan Works: 810-648-5800**

**Scholarships available through the Michigan Achievement Skills Scholarship program for those who qualify.**

### **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