

Winter 2012 Brochure January - May

Leading The Community



On The Path To Success

Bay-Arenac ISD Career Center Adult & Continuing Education

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4155 Monitor Road
Bay City, MI 48706
(989) 667-3275 or 1-800-227-6382
<http://www.adulted.baisd.net>

Bay-Arenac ISD Career Center
Adult & Continuing Education
4155 Monitor Road
Bay City, MI 48706

Registration Begins
Wednesday, January 4, 2012

This brochure can
also be found online at
www.adulted.baisd.net

WELCOME TO THE BAY-ARENAC ISD ADULT & CONTINUING EDUCATION PROGRAM!

We are committed to offering an outstanding selection of academic and career technical training in convenient locations taught by experienced instructors who understand the unique needs of adult learners. Our program has gone through some recent restructuring, and students are now classified into three types. To better understand the information in this brochure, the three categories as well as some frequently used terms are defined below: (Note that a student may fall into more than one category.) The enrollment process is different for each category of student, so please note the enrollment information listed in each section of the brochure.

Career Technical Student: These are students taking Career and Technical Education classes that are designed to give them entry level skills in a trade program. Tuition rates vary by eligibility. Please see pages 5 and 6 for further explanation of tuition rates/eligibility. Career Technical Education students are required to **re-register** for each semester.

Participant: These are students who are 20 or over as of September 1, 2011 and who enroll in one of the following academic classes: Academic Skill Development, GED Prep, or High School Completion. Academic classes are free of charge for participants. After participants complete the Orientation and Assessment Testing and are placed into classes, the students will remain registered through the end of the school year unless they choose to officially drop or are dropped by attendance violations.

Pupil: These are students who are 16-19 years of age as of September 1, 2011 and are non-graduates, who enroll in the following academic classes: Academic Skill Development, GED Prep or High School Completion. Academic classes are free of charge for pupils. After pupils complete the Orientation and Assessment Testing and are placed into classes, the students will remain registered through the end of the school year unless they choose to officially drop or are dropped by attendance violations.

In addition to the academic and career technical classes, the adult education department is also an official GED testing center. The GED Exam is typically offered once a month. Please see page 11 for additional information.

There is an annual graduation ceremony at the end of the school year for all students who complete a career technical program certificate, earn the GED Credential, or earn a high school diploma.

We appreciate your interest in the Bay-Arenac ISD Adult Education Program, and we look forward to helping you meet your educational goals.

Commonly Used Terms

- **ASD:** Academic Skill Development
- **GED:** General Education Development
- **HSC:** High School Completion
- **CTE:** Career Technical Education
- **TBD:** To Be Determined

GED TESTING INFORMATION

January 25, 26 – 2012 March 14, 15 – 2012 April 25, 26 – 2012
February 22, 23 – 2012 April 11, 12 – 2012

TESTING REGISTRATION REQUIREMENTS

- Must be at least 18 years of age, **AND**
- Class which candidate would have been a member must have graduated
- A VALID Photo ID (i.e. Driver's License),
- Social Security Card must be presented at time of registration

GENERAL TESTING INFORMATION

- Testing room opens at 3:45 p.m. on all days of testing
- Testing starts promptly at 4:00 p.m. – until approximately 9:30 p.m.
- You **MUST** be on time – Late arrivals will NOT be allowed to test and will forfeit all fees paid and tests completed.
- A valid Photo I.D. is **REQUIRED** to be admitted to the testing room each day.

RETESTING REQUIREMENTS

Candidates who previously tested at another test center must bring in their "Official GED Transcript" from the previous testing facility OR request an Official Copy of those results be sent to: Bay-Arenac ISD Career Center—GED Testing Services, 4155 Monitor Road, Bay City, MI 48706 BEFORE the candidate may register to test at Bay-Arenac ISD.

TESTING & RE-TESTING FEES

\$90.00 - All first time testing candidates who are not enrolled in or attending our GED Program
\$50.00 - Any first time testing candidates who are enrolled in GED preparation classes at the Bay-Arenac ISD, attending regularly, and provide proof of completion of Official GED Practice Tests and CASAS (if applicable).
\$30.00 - Re-testing fee for 1 subject
\$60.00 - Re-testing fee for 2 subjects
\$90.00 - Re-testing fee for 3 or more subjects

TEST RESULTS & PASSING THE EXAM

GED results are received approximately 2 – 4 weeks after the last day of testing. Results will be mailed out on the day they are received in the office. In compliance with the "Family Education Rights and Privacy Act of 1974", test results cannot be given over the phone. Candidate must come in person with proper identification for an additional copy of their results. (Copy will not be an original.)

*Bay-Arenac ISD Career Center
Adult & Continuing Education reserves the right
to cancel and reschedule a test session.*

**TESTING FEES ARE
NOT TRANSFERABLE
AND
NOT REFUNDABLE.**

Registrations are taken Monday - Thursday from 1:00 - 7:00 p.m.

For more information on testing or registering for a test, call us at
(989) 667-3275 or 1-800-227-6382.

Self Preparation Opportunities

The following websites listed below may help you practice your skills as you prepare for the GED examination.

www.mel.org
www.4tests.com
www.gedpractice.com

www.gedforfree.com
www.gedprepinfo.com
www.testpreppractice.net

IMPORTANT DATES FOR THE 2011-2012 SCHOOL YEAR

December 2011

15 Fall Classes End - CTE Only
 16 Office Closed - Staff Meeting
 20 Office Closed - Winter Break Begins

January 2012

4 Winter Registration Begins - CTE
 9 2nd Trimester Resumes - Pupils & Participants
 16 Winter Semester Begins - CTE
 23 - 24 Orientation & Assessment Testing - Pupils & Participants

February 2012

2 2nd Trimester Ends - Pupils & Participants
 6 3rd Trimester Begins - Pupils & Participants

April 2012

2 - 6 Spring Break
 26 3rd Trimester Ends - Pupils & Participants

May 2012

3 Winter Classes End - CTE
 22 Graduation Rehearsal
 23 Graduation Ceremony
 28 Office Closed - Memorial Day Holiday

June 2012

1 Adult Education Office Closes

Bay-Arenac ISD Board of Education

Michael R. Dewey
 Gregory Dittenber

David A. Lovely
 Penny L. Page

William F. Karbowski
 William A. Jordan

Ben Gibson
 Richard W. Klender



GRADUATION
2011



Mission Statement:
 Educational Excellence

Vision Statement:
 Bay-Arenac ISD...a leading educational service organization for the benefit of all students.

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, religion or marital status in any of its programs, activities or employment. Inquiries regarding this policy should be directed to: Director of Staff & Organizational Development, 4228 Two Mile Road, Bay City, MI 48706, Telephone 989.686.4410.

- **NovaNET™:** The name of the computer software used in the GED Preparation and High School Diploma classes
- **Off-Site Classes:** Locations other than the Career Center where students may take classes. The offsite labs are currently held at the Bay County Community Center.
- **Tuition:** The amount of money charged for a class
- **CASAS eTest:** The name of the assessment that the participants and pupils take to assess their skills and place them in the appropriate classes
- **Orientation:** The mandatory meeting for participants and pupils before they begin their classes. (Orientation will take place the first night of classes for career technical students.)
- **Daytime Career Technical:** These are classes that are offered to area juniors and seniors in high school. As space allows adults may be able to enroll. The classes run 5 days a week from either 7:55 - 10:35 a.m. OR 12:00 - 2:40 p.m.

Classes Begin Week of January 16, 2012

Registration Begins Wednesday, January 4, 2012

Certified Nursing Assistant Registrations ONLY:

Registrations will be taken on a first come first serve basis until program is full starting:
Wednesday, January 4, 2012
 from
10:00 a.m. - 11:00 a.m.

General Adult Education Registrations:

January 4 - 5, 2012
 12:00 p.m. - 6:00 p.m.
Starting January 9, 2012
 Monday - Thursday
 1:00 - 7:00 p.m.

PROGRAM LOCATIONS

Bay-Arenac ISD Career Center
 4155 Monitor Road, Bay City, MI



Bay County Community Center
 800 John F. Kennedy Dr., Bay City, MI

PARTICIPANTS

Who is a Participant?

These are students who are 20 or over as of September 1, 2011 and who enroll in one of the following academic classes: Academic Skill Development (ASD), GED Prep, or High School Completion. Academic classes are free of charge for participants. After participants complete the Orientation and Assessment Testing and are placed into classes, the students will remain registered through the end of the school year unless they choose to officially drop or are dropped by attendance violations.

PUPILS (ALTERNATIVE EDUCATION)

Who is a Pupil?

These are students who are 16-19 years of age as of September 1, 2011 and are non-graduates, who enroll in the following academic classes: Academic Skill Development (ASD), GED Prep or High School Completion. Academic classes are free of charge for pupils. After pupils complete the Orientation and Assessment Testing and are placed into classes, the students will remain registered through the end of the school year unless they choose to officially drop or are dropped by attendance violations. *Pupils may also have an opportunity to register for Daytime Career Technical Education (CTE) classes free of charge.*

PARTICIPANT & PUPIL REGISTRATION PROCESS

Registration & Assessment Process

ALL Participants and Pupils wanting to enroll in Academic Skill Development, GED Prep or High School Completion programs may do so starting **Wednesday, January 4, 2012** in person only at 4155 Monitor Road, Bay City, MI 48706. Students will begin the registration process by providing us with the following:

- Proof of birth date (i.e. Driver's License, State ID Card, or Birth Certificate); **AND**
- Complete transcript(s) from the last attending high school or facility where credits were earned and copy of Official GED Transcript if applicable. **NOTE: Students returning to our program who have provided us with a transcript will not be required to bring another copy, but it will be verified that one is on file.**

If you do not provide/meet all of the above criteria, you will NOT be allowed to enroll.

Orientation & Assessment Testing dates and times.

At registration, students will pick from one of the following

Monday, January 23, 2012, 5:00 - 9:00 p.m.

Tuesday, January 24, 2012, 5:00 - 9:00 p.m.

-Registrations will be taken on an ongoing basis beginning December 1, 2011 through January 19, 2012 or until all Orientation & Assessment Testing Sessions are full.-

Registrations will be taken on a first come first serve basis and can not be guaranteed.

Daytime Adult Career/Technical Training* - \$400.00 per Semester

These classes are offered to area juniors and seniors in high school. As space allows adults may be able to enroll. The classes run 5 days a week from either 7:55 - 10:35 a.m. OR 12:00 - 2:40 p.m.

To register for a Daytime program please call us at (989) 667-3275 or 800-227-6382 to check on availability.

(Openings for adults can not be guaranteed.)

* Registration for DAYTIME classes goes to area High School Juniors and Seniors first.

Registration Begins Wednesday, January 4, 2012

Certified Nursing Assistant Registrations ONLY:

Registrations will be taken on a first come first serve basis until program is full starting:
**Wednesday, January 4, 2012 from
10:00 a.m. - 11:00 a.m.**

General Adult Education Registrations:

**January 4 - 5, 2012
12:00 p.m. - 6:00 p.m.**

**Starting January 9, 2012
Monday - Thursday
1:00 - 7:00 p.m.**

Manufacturing

Blueprint Reading: Appropriate for those working in basic manufacturing i.e.: molding, machinists, welding, tool and die making, etc. Review of basic blueprint reading and advanced print reading with emphasis on datum line and datum identifiers. Geometric dimensioning is also included. This class meets one night a week for 15 weeks. **Tuition:** \$140

Night/Time: Thursday/6:00 – 9:30 p.m.

Instructor: B. Pijaszek

Textbook Title: Print Reading for Industry

ISBN: 9781566378079

Introduction to Drafting & CAD: This course will include general drafting practices, line work, three view drawings and the proper placement of the three views, orthographic projection, text, and dimensioning. This will be done using the drawing board and all equipment used in the drafting field. Next, AutoCAD will be introduced and from that point on all work will be computer based. Several CAD drawings will be produced and plotted on paper. No previous Drafting or Computer experience required. This class meets one night a week for 15 weeks. **Tuition:** \$140

Night/Time: Wednesday/6:00 – 9:30 p.m.

Instructor: B. Pijaszek

Textbook Title: AutoCAD 2011 Tutorial - 1st Level: 2D Fundamentals

ISBN: 9781585035526

Machine Shop: Formal classroom and machine training on the lathe, milling machine, and machine fundamentals. Open lab will be available for experienced students on the lathe, mill, grinders, CNC mill, and Mastercam computer lab. Experienced students will have a project on a Toolmaker Vise. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **Tuition:** \$140

Night/Time: Tuesday/6:00 -9 :30 p.m.

Instructor: D. Buchmann

Machining Computerized Programming (CNC): An introductory course in Computerized Numerical Control programming. Become familiar with CNC language, capabilities, and operation using the HAAS CNC controller. Also includes an introduction to Mastercam, the largest selling CAD/CAM program in the world. **Prerequisite:** Machine Shop or related experience. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **Tuition:** \$140

Night/Time: Thursday/ 6:00 – 9:30 p.m.

Instructor: J. Chritz

CAREER & TECHNICAL CERTIFICATES OF COMPLETION GUIDELINES

Students must complete all classes in a program to be eligible for a Certificate of Completion. Certificates of Completion for individual classes are also available. Students **MUST** request individual class and program Certificates of Completion by filling out a Certificate Request form in the Adult Education Office.

ORIENTATION & ASSESSMENT TESTING

After completing the registration paperwork, a **MANDATORY** Orientation & Assessment Testing session will be assigned. The session is necessary to make sure that participants and pupils are placed in appropriate level classes. A participant or pupil will not be officially able to begin classes until the Orientation & Assessment Test session is completed. After the session is completed, department staff will assign the students their class schedule. Participants and Pupils will be required to sign up for classes for a minimum number of hours per week.

What to Expect at the Orientation and Assessment Testing Session

- The session will be held at the Bay-Arenac ISD Career Center in a computer lab.
- Students will need to plan to be here for 4 hours on the evening they are scheduled.
- There will be NO FOOD or DRINK allowed in the computer lab, but breaks may be given as needed.
- Children and guests will NOT be permitted to wait in the computer lab or building during the session.
- The first part of the session will be an orientation to the Bay-Arenac ISD Adult & Continuing Education Department policies, procedures, and changes that have occurred to our program.
- The assessment test will be given on the computer and is called CASAS eTest. (Computer experience is not necessary.)
- Students are expected to bring paper and pencil/pen with them.
- Students may be placed on a waiting list for the next available trimester if courses are full at the time the orientation and assessment testing session is completed.

Eligibility Criteria for Academic Skill Development (ASD), High School Completion, & GED Prep

Participants and pupils will be assessed using the CASAS eTest, and will be evaluated on their academic skill ability captured by the assessment.

- Students assessing below 9th grade will be eligible for Academic Skill Development (ASD) classes to help build their core skills in both Reading and Math.
- High School Completion students must have earned a minimum number of credits and have placed at 9th grade or above in Reading and Math.
- Transcripts will be evaluated for number of credits at time of registration.
- Students who place at 9th grade or above, who do not enter the Adult Education program with the required minimum number of credits will be eligible to enroll in GED Prep classes.

Progress and Post Testing Assessment Process

Progress and post test assessments must be completed in accordance with the requirements from the State of Michigan and the publishers of the assessment testing software. Students will be required to do **ALL** follow up assessment testing at the Career Center building on assigned dates and times. Students will receive a letter from the Adult Education office notifying them of their eligibility to retest. Failure to complete assessment testing will result in suspension from the program.

CAREER TECHNICAL EDUCATION STUDENTS - TUITION

(STUDENTS WITH OR WITHOUT A HIGH SCHOOL DIPLOMA OR GED AND/OR ARE 20 YEARS OF AGE OR OLDER AS OF SEPTEMBER 1, WHO ARE REQUIRED TO PAY TUITION.)

Tuition

Tuition fees are listed under each of the individual course descriptions that are on Pages 7 - 10. Full tuition is expected at time of registration. Payment plans may be available for those students who are unable to make full payment at time of registration. A payment plan requires a minimum of half (1/2) of the total tuition down at time of registration, and tuition is to be paid in full no later than the 8th week of the same semester.

The following payments can be accepted for tuition:

<u>Payment Types</u>	<u>In-Person Registrations:</u>	<u>Phone Registrations:</u>
Cash (<u>Exact Change ONLY</u>)	Yes	No
Personal Check	Yes	No
Money Order	Yes	No
Credit Card (<u>Visa/MasterCard ONLY</u>)	Yes	Yes
Authorizations for Payment (3rd Party Payments)	Yes	No

*Seniors ages 62 years of age or older pay one-half (1/2) of the tuition cost for Career/Technical classes.

Registration Process

- Students who are paying tuition may do so at any time during the designated registration period.
- Phone registrations may not be taken on the first day of registration.
- Walk-in registrations may be taken before phone registrations.
 - NOTE: Certified Nursing Assistant Registrations must be done in person, NO EXCEPTIONS, the following documentation MUST be provided, State of Michigan criminal background check and negative TB test. (see course description for details)
- Payment plans may be available, but cannot be done over the phone.

Textbooks

As of the Fall 2011 semester, it is now the students' responsibility to obtain their textbook and/or workbooks before the class begins. The Textbook name and ISBN's are listed as part of the class descriptions.

Below are some textbook websites that may be helpful:

www.alldiscountbooks.com
www.half.com

www.amazon.com
www.ecampus.com

Classes Begin Week of January 16, 2012

Advanced MIG Welding: This is an advanced course, with emphasis on welding a bead in the down hand welding and vertical position. This course should be taken concurrently or after Blueprint Reading. **Prerequisite:** MIG Welding I. This class is for Mild Steel Welding ONLY. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **NOTE:** *A second session may be added on Thursday from 6:00 - 9:30 p.m. if Monday fills.* **Tuition:** \$345

Night/Time: Monday/6:00 – 9:30 p.m.

Instructor: H. Frasier

Advanced TIG Welding: This is an advanced course designed to teach advanced open V butt and T welds. Students will be working more with Aluminum. This course should be taken concurrently or after Blueprint Reading. **Prerequisite:** TIG Welding I. This class is for Mild Steel and Aluminum Welding. This class meets one night a week for 15 weeks. **NOTE:** *A second session may be added on Thursday from 6:00 - 9:30 p.m. if Monday fills.* **Tuition:** \$400

Night/Time: Monday/6:00 – 9:30 p.m.

Instructor: H. Frasier

Textbook Title: Gas Tungsten Arc Welding

ISBN: 0937390003

Computers

Introduction to Microsoft Office 2007: For those who want an introduction to all the Office applications, this is the course. The student will learn the basics of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint on the latest version of Microsoft Office. This course will serve as a "Quick Start" to some of the most popular computer applications. Computer Literacy for Windows XP or equivalent experience is recommended but not required. Tuition includes a flash drive. This class meets one night a week for 15 weeks. **Tuition:** \$150

Night: Tuesday/ 6:00 - 9:00 p.m.

Instructor: D. LaBrie

Textbook Title: Computer Literacy Basics: Microsoft Office 2007 Textbook and CD

ISBN: Textbook: 9781423904311 CD:9781423904595

Criminal Justice

Introduction to Criminal Justice: This course introduces and provides orientation to the field of law enforcement and the criminal justice system. It will explore areas including: the philosophical and historical background of the field; types of courts and agencies and their responsibilities; basic police physical skills with a foundation in personal safety/preparedness techniques; basic crime scene investigations; and an understanding of the Bill of Rights Amendments to the Constitution. Course will involve a balance in academic and practical/physical activity as well as guest speakers. Course objective is for students to develop a practical understanding of an officer's specific skills, academic study and responsibilities. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **Tuition:** \$140

Night/Time: Wednesday/6:00 – 9:00 p.m.

Instructor: B. DuColon

CERTIFICATE OF COMPLETION REQUIREMENTS

FOR THE WELDING PROGRAM:

Arc Welding I
Arc Welding II
Arc Welding III
Arc Welding IV
Blueprint Reading

Students must complete all 5 classes to be eligible for a Arc Welding Program Certificate of Completion. Certificates of Completion for individual classes are also available. Students must request individual class and program Certificates of Completion by filling out a Certificate Request form in the Adult Education Office.

Arc Welding

Arc Welding I: Level I consists of placing emphasis on the operation of an arc welder and includes safety, equipment identification, cutting, beveling, and electrode selection. The student will learn to run a bead with 6010 and 7018 electrodes. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **Tuition:** \$270
Night/Time: Monday/6:00 – 9:30 p.m. **Instructor:** H. Frasier

Arc Welding II-III-IV: Level II covers preparing and welding plate in the flat position including in the down hand, open V butt and T welds. Level III includes specific vertical position welding including open V butts and T welding tasks, and an introduction to metallurgy. Level IV includes specific overhead position welding tasks including open head V butts and T welds. Grading based on accuracy and performance. *A textbook is not needed for this course.* This class meets two nights a week for 15 weeks. **Tuition:** \$345
Night/Time: Tuesday & Wednesday/6:00 – 9:30 p.m. **Instructor:** H. Frasier

Introduction to MIG Welding: This course covers preparing the welding power supply, the wire feed machine and the shielding gas supply for safe operation. Emphasis will be placed on the operation of the MIG Arc Welding machine and welding a bead in the down hand welding position using Mild Steel. Arc Welding I, II, III, IV and Blueprint Reading are recommended prerequisites. This class is for Mild Steel Welding ONLY. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **NOTE:** *A second session may be added on Wednesday from 6:00 - 9:30 p.m. if Tuesday fills.* **Tuition:** \$345
Night/Time: Tuesday/6:00 – 9:30 p.m. **Instructor:** H. Frasier

Introduction to TIG Welding: This course is designed to prepare advanced welding students for the TIG welding process. Along with training in various types of TIG welding techniques, the student will receive instruction in the safe use of TIG welding equipment. Arc Welding I, II, III, IV and Blueprint Reading are recommended prerequisites. This class is for Mild Steel and Aluminum Welding ONLY. This class meets one night a week for 15 weeks. **NOTE:** *A second session may be added on Wednesday from 6:00 - 9:30 p.m. if Tuesday fills.* **Tuition:** \$400

Night/Time: Tuesday/6:00 – 9:30 p.m.

Instructor: H. Frasier

Textbook Title: Gas Tungsten Arc Welding

ISBN: 0937390003

CAREER & TECHNICAL COURSE OPPORTUNITIES

Monday

Advanced MIG Welding

Advanced TIG Welding

Arc Welding I

****Certified Nursing Assistant**

Medical Billing

Wednesday

****Arc Welding II-III-IV**

****Certified Nursing Assistant**

Introduction to Criminal Justice

Introduction to
Drafting & CAD

Medical Office Assistant II

Tuesday

****Arc Welding II-III-IV**

Introduction to Microsoft
Office 2007

Introduction to MIG Welding

Introduction to TIG Welding

Machine Shop

Medical Terminology

****Phlebotomy**

Thursday

Blueprint Reading

Machining Computerized
Programming (CNC)

****Phlebotomy**

****Classes meet twice a week**

Refunds for Career Technical Classes

Refunds for evening courses are available with a declining percentage of tuition, provided a request is made no later than the 3rd night of the course. Refunds for daytime courses are available with a declining percentage of tuition provided a request is made no later than the 3rd week of the course.

There will be **NO** refunds granted after the 3rd night/week of the course. Refunds come in the form of a check payable to the student at the address given on the registration form approximately 1 1/2 - 2 weeks after request is made.

CAREER & TECHNICAL COURSE DESCRIPTIONS

CERTIFICATE OF COMPLETION REQUIREMENTS FOR MEDICAL PROGRAMS:

Students must complete all classes to be eligible for a Medical Office Receptionist or Assistant Program Certificate of Completion. Certificates of Completion for individual classes are also available. Students must request individual class and program Certificates of Completion by filling out a Certificate Request form in the Adult Education Office.

Medical Receptionist

Medical Terminology
Medical Billing
Medical Office Assistant I*

Medical Office Assistant

Medical Terminology
Medical Billing
Medical Office Assistant I*
Medical Office Assistant II**

*Medical Office Assistant I is **ONLY** offered in the Fall Semester (September - December)

Medical Office Assistant II is **ONLY offered in the Winter Semester (January - May)

Medical

Certified Nursing Assistant: This course utilizes the State of Michigan Nurse Aide Training Curriculum Model and is designed to prepare non-professional personnel with skills necessary to become effective and efficient members of the health care team. This preparation will provide for entry level employment in the medical field. Fundamental understanding of human behavior is basic to the skills provided in this course. Course will include supervised hands-on experience in an extended care facility. Upon successful completion, students will qualify to take the State Licensing Exam. **Students must provide a copy of a State of Michigan criminal background check completed within three months of the registration date for the class. State of Michigan Background Check from ICHAT is due at registration. No exceptions.** Students must use the I-Chat website (<http://apps.michigan.gov/ICHAT/Home.aspx>) through the Michigan State Police to obtain a background check. **Students must also provide proof of Negative TB test that has been done within 6 months of the registration date. Students must also be able to lift 50 pounds.** Students MUST register in person. This class meets two days a week for 15 weeks. **Tuition:** \$390

Night/Time: Monday & Wednesday/4:00 - 8:00 p.m. **Instructors:** J. Lemmon & C. Kolat

Textbook Title: Hartman's Nursing Assistant Care: The Basics Textbook & Work Book
ISBN's: Textbook: 9781604250145 Workbook: 9781604250152

**Certified Nursing Assistant Registration
held Wednesday, January 4, 2012
10:00 - 11:00 a.m. and during regular
registration hours until program is full.**

Phlebotomy: In this introductory class, the student will learn universal precautions for the safety of patient and phlebotomist, vein and artery anatomy, proper technique for an actual blood draw, safe handling of equipment, and will have a knowledge of what tube to use for specific tests. This class meets two nights a week for 15 weeks. **Tuition:** \$300
Nights/Time: Tuesday & Thursday/6:00 – 9:30 p.m. **Instructor:** B. Rozek
Textbook Title: Phlebotomy Simplified
ISBN: 9780132224789

The Medical Office Assistant Program currently uses the same Textbook/Workbook Package for the Medical Terminology, Medical Office Assistant I and Medical Office Assistant II classes.

Medical Terminology: This class will cover an introduction to the language used in the medical profession. It includes the foundation of words and the overview of the body structure. It provides the student with a working knowledge of medical terminology. The second part of the course will provide the student with a further comprehension of the language, but also a study of anatomy and physiology, the study of the body and its functions, system by system. The student will be expected to provide own index/flash cards. This class meets one night a week for 15 weeks. **Tuition:** \$285 (tuition includes textbook/workbook fee)

Night: Tuesday/5:30 – 9:30 p.m.

Instructor: P. Walkowiak

Medical Office Assistant II: This class will prepare students for clinical/medical functions of a physician's office including preparation and instruction of the patient for examination, vital signs, minor surgical procedures, E.K.G.'s, lab tests, laboratory procedures, maintaining treatment rooms and instruments, and ordering, storing and disposal of medical supplies. **Prerequisite:** Medical Terminology **AND** Medical Office Assistant I. This class meets one night a week for 15 weeks. **Tuition:** \$200

Night/Time: Wednesday/6:00 – 9:30 p.m.

Instructor: B. Rozek

Medical Billing: In this course the student will learn the basics of insurance billing and use of diagnostic and procedure coding manuals. The student will also be introduced to Medicare and Medicaid insurance. An introduction to inputting information into the computer will also be given. The second part of the semester an emphasis will be placed on proper claim completion of Medicare, Medicaid, Blue Cross Blue Shield, HMO's, and Workman's Compensation insurance forms. **Prerequisite:** Medical Terminology **AND** Medical Office Assistant I, and demonstrated proficiency in basic computer skills are required and student must be able to type 35+ wpm with 80% accuracy. *A textbook is not needed for this course.* This class meets one night a week for 15 weeks. **NOTE:** A second session may be added on Thursday from 5:30 - 9:30 p.m. if Thursday fills. **Tuition:** \$200

Night/Time: Monday/5:30 – 9:30 p.m.

Instructor: P. Walkowiak