

# WELCOME

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The Lenawee Vo-Tech Center was built in 1970 to provide additional educational opportunities to community members. Programming for adults shortly followed and thousands of adults have enrolled in courses to build on their professional and personal experiences and skills.

“Vo-Tech” is now the **LISD TECH Center** and continues to anticipate the demands of an ever-changing world. The LISD Center for a Sustainable Future (CSF) held its ribbon cutting ceremony in June 2013. As Michigan’s first net-zero energy school building, CSF will provide students of **all ages** with hands-on learning opportunities through product development, demonstration, and active research in the rapidly growing areas of sustainable agriculture and alternative energy production.

CSF promises to provide another dimension of educational opportunity for the community. Just like the LISD TECH Center evolved with technology, so will CSF. Life is about change. Life can change you or you can change life; either way change will happen. Honor the past and prepare for the future by looking at a new beginning. Look through the course catalog. Your new beginning may await you inside.

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Advanced Manufacturing

Page 14



## Get Your Skills On

Get the competitive edge you need in today's job market by learning to work in our state-of-the-art advanced manufacturing lab. Turn to page 14 for all the details.

**Bookmark us!** [www.al.lisd.us](http://www.al.lisd.us) has the latest information on classes. New classes that didn't make it in this catalog can be found on-line. *Check it out!*

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### Cover design

by Bobbi Heldt, LISD TECH Center Graphic Imaging Technology student

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## What's New?

Look for the  for new courses

## Go Green

Entire catalog pdf downloadable from website [al.lisd.us]

Course reminders sent out via email

Recycle catalog after July 2014

Make a commitment  to lifelong learning



Health Care

Page 4-5

## The Right Fit

Whether it's Certified Nursing Assistant, Dental Assistant, Pharmacy Technician, Phlebotomy Technician, Clinical Medical Assistant, or Medical Billing & Coding, we have you covered. See pages 4 & 5 for the health care career that's right for YOU.

## Important Dates

Registration Begins	Today
Office Closed	9/2/13
No Evening Courses	11/7, 11/27, 11/28, 12/12
Office Closed	11/28 & 11/29
Office Closed	12/24-26, 12/31-1/1
Spring Break	4/7-4/11
Office Closed	4/18/14
Office Closed	5/26/14
Office Closed	6/30-7/4/14

## Questions ?

- Call us at 517.265.1650
- Email [adultlearning@lisd.us](mailto:adultlearning@lisd.us)
- Go to [al.lisd.us](http://al.lisd.us) and click on the information links

## Adult Learning Services @ LISD TECH Center

1372 N. Main St. | Adrian, MI 49221 | [adultlearning@lisd.us](mailto:adultlearning@lisd.us)  
517.265.1650 | f 517.263.9433

Mon-Wed-Fri, 7:30 am to 4:30 pm | Tues-Thurs, 7:30 am to 9 pm

Joel Rodriguez [Dean of Students] / [joel.rodriguez@lisd.us](mailto:joel.rodriguez@lisd.us)  
Char Kindinger [Secretary] / [char.kindinger@lisd.us](mailto:char.kindinger@lisd.us)  
Rhonda Seneker [Secretary] / [rhonda.seneker@lisd.us](mailto:rhonda.seneker@lisd.us)

# HEALTH CARE

## DENTAL ASSISTANT

Attain entry-level skills in the dental assisting field with this fast-paced course. In our well-equipped lab, you will become familiar with

- general knowledge of teeth
- instrument identification
- procedure steps
- chair side assisting
- x-ray mounting
- lab work, such as taking impressions

Upon successful completion, students will receive a certificate of completion.

\$295

SENIOR PRICE \$250

520 TU & TH 9/24-11/21 5:00-8:00 pm

721 TU & TH 1/21-3/13 5:00-8:00 pm

Instructor: Pilbeam

## CERTIFIED NURSING ASSISTANT

Nursing Assistants provide direct personal care to patients in various health care settings. Classes will be held at the Bixby classroom with clinical instruction at a long term care facility. Those successfully completing the program will be eligible for State Certification testing. 80 hours-course dates vary. Call for complete schedule and refund policy. Must pass a background check and provide current Tuberculin skin test. *Registration deadline: Two weeks prior to first day of class.*

\$540

No DISCOUNTS

511 9/3-10/18

512 11/2-12/22

513 1/6-2/13

514 3/24-4/27

Instructor: CNA Team

Location: Bixby Classroom

## ON-LINE E-LEARNING HEALTHCARE

E-learning healthcare courses are now available from Health Ed Today. These exciting courses include Pharmacy Technician, Clinical Medical Assistant, Dental Assisting, Phlebotomy Technician, EKG Technician, Medical Billing and Coding, and more. Note: all programs include textbooks, workbooks, and materials. Center programs include clinical externships and national certifications. These courses are highly interactive and provide students with an enriched learning experience. Each course includes: 24 hour a day instructor support & course mentors, engaging labs, student exercises and course videos, all textbooks, workbooks, and student materials, and a new "Secure Student Website" - including career resources and other training. Visit us on-line at

<http://www.healthedtoday.com/LISD>

to experience a course demo and to learn more about these exciting new programs.



## Invest in yourself



Pharmacy Technician Certification

Phlebotomy Technician



# HEALTH CARE

Since 1993, Condensed Curriculum International (CCI) has supported leading healthcare education and training programs in partnership with community colleges and universities. CCI currently has over 300 partnerships operating in 40 states offering innovative, classroom-based health care education programs.

## Phlebotomy Technician

This program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform vein punctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

\$1599 No DISCOUNTS  
539 TU/TH 3/11-5/27 6:00-9:30 pm and  
SAT 3/29, 4/26, 5/17 9:00 am-3:00 pm  
Instructor: Romans

## Clinical Medical Assistant

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. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology, including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. Program includes 140 hours of classroom lecture and hands-on labs, and a clinical externship opportunity at a local healthcare provider. To be eligible for clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

\$2399 No DISCOUNTS  
538 TU/TH 3/4-6/12 6:00-9:30 pm and  
SAT 3/15, 3/29, 4/5, 4/26, 5/10, 5/31  
9:00 am-4:00 pm  
Instructor: Staff

## Pharmacy Technician

This comprehensive program will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam. Technicians, under the supervision of a registered pharmacist, work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings. Course content includes pharmacy medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

\$999 No DISCOUNTS  
536 TU & TH 3/25-5/20 6:00-9:30 pm  
Instructor: Propes

## Medical Billing and Coding

This combined billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using CPT and ICD-9 manuals), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. This course covers CPT (introduction, guidelines, evaluation, and management), specialty fields (surgery, radiology, and laboratory), ICD-9 (introduction and guidelines), and basic claims processes for medical insurance and third party reimbursements. Learn how to find the service and codes using manuals (CPT, ICD-9, and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice), the American Health Information Association (AHIMA) Certified Coding Associate (CCA) Exam; and/or other national certification exams.

\$1799 No DISCOUNTS  
534 TU/TH 3/18-5/29 6:00-9:30 pm and  
SAT 4/5, 5/10 9:00 am-3:00 pm  
Instructor: Staff

## Spring 2014 Term Dates

Visit [www.al.lisd.us](http://www.al.lisd.us)

# COMPUTERS

Computer courses offered through Adult Learning Services can enrich your personal or business life by giving you the skills needed to operate a computer with confidence. Let our instructors show you how quick and easy it is to get started.

## INTRO TO PC'S USING MICROSOFT OFFICE 2013

Gain basic understanding of the computer and become acquainted with software applications including Windows, word processing, and the Internet. Familiarize yourself with the operating system by customizing your computer, add and remove programs, manage files and folders, share your computer, and troubleshoot common problems. There are no prerequisites for this course.

\$145                      SENIOR PRICE \$121  
201 TH 9/19-10/24                      3:00-5:30 pm  
202 TU 9/17-10/22                      6:00-8:30 pm  
801 TU 1/28-3/4                      6:00-8:30 pm  
Instructor: Blanden

## Computer Network Certification

Page 16-17

## ACCESS

Access is the world's most widely used data base. Access databases are used for business and personal use and can be used for cataloging collections, mailing lists, business information, expenses, investments, and any other information you want to organize, update, and find. Learn how to design and maintain databases, search for valuable information within the database, and build attractive forms for quick and easy data entry. *Prerequisite: Familiarity with Windows working environment.*

\$220                      SENIOR PRICE \$182  
831 TU 1/14-3/18                      6:00-8:30 pm  
Instructor: Blanden

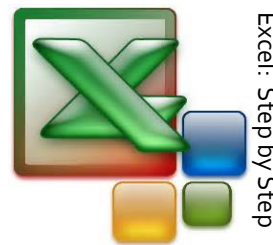


Explore new skills or refresh old ones

## EXCEL 2013 FOR BEGINNERS

Learn to create, modify, print, format, and enhance worksheets, work with basic formulas and functions, and use styles along with AutoFormats. *Prerequisite: Familiarity with Windows working environment.*

\$130                      SENIOR PRICE \$110  
221 TH 9/12-10/10                      6:00-8:30 pm  
821 TH 1/16-2/13                      6:00-8:30 pm  
Instructor: Blanden



## EXCEL 2

Starting with a brief review of the material presented in Excel 2013 for Beginners, students will work with functions, advanced formatting functions, special format and print options, sorting, tables, and charts. *Prerequisite: Excel for Beginners or equivalent knowledge.*

\$100                      SENIOR PRICE \$80  
822 TH 2/20-3/20                      6:00-8:30 pm  
Instructor: Blanden

**Adult Learning Gift Certificates**  
**Any Amount ♦ Give the "Presents" of Mind**



# COMPUTERS

## EBAY - BUYING & SELLING

Everything you've ever wanted to know about getting started on eBay will be covered in this "hands-on" class. *Prerequisite: Basic computer skills, word processing skills, Internet skills, and an e-mail account. A credit or debit card or a checking account are required to register for PayPal.*

\$75                                      SENIOR PRICE \$60  
241 TH 9/26-10/24                      6:00-8:00 pm  
841 TH 1/16-2/13                      6:00-8:00 pm  
Instructor: Desmet

## WEB PAGE LAYOUT AND DESIGN

Using Adobe Photoshop CS6 and Muse, you will design and create web pages and websites. Learn to critically evaluate website quality, design and create quality web pages, web design standards and why they are important, and create and manipulate images. Practice will be on a Mac computer, however, lessons are transferable to any computer. This course is beneficial if seeking a career as a web-designer, or simply for learning to create an attractive personal web page.

\$110                                      SENIOR PRICE \$88  
271 TH 9/12-11/21                      6:00-9:00 pm  
871 TH 1/16-3/20                      6:00-9:00 pm  
Instructor: Myers



## DIGITAL IMAGING

Combine your artistic talents with the wonders of Adobe Photoshop to create digital images and learn the fundamentals of photo editing. Practice will be on a Mac computer, however, lessons are transferable to any computer. This course is beneficial if seeking a career as a photo-editor, or simply for learning to touch up and edit personal photos and images.

\$110                                      SENIOR PRICE \$88  
281 M 9/16-11/18                      6:00-9:00 pm  
881 M 1/27-3/31                      6:00-9:00 pm  
Instructor: Myers



## COMPUTERS - ON-LINE

Can't find the computer class you need? Why not try on-line? Enjoy state-of-the-art on-line computer courses with 24/7 access designed to fit your schedule. Offerings include

- Microsoft Word for Beginners
- MS Word for Home & Business
- Microsoft Publisher
- Microsoft Outlook
- Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Adobe InDesign
- Dreamweaver Introduction
- And much more!

*For upcoming dates, costs, and to register go to  
www.al.lisd.us then click  
"On-Line Learning Courses"*

## OH NO! Why was my class cancelled?

Sometimes a great class gets cancelled because people wait to register until the last minute. Sign up early. If you have a change of heart, get busy at work, or your schedule changes, just call and we will be happy to put a credit voucher for a future class on your account. You have nothing to lose! Sign up today and help us keep the classes running.

# ARTS/FLORAL

## SEWING BASICS



"A stitch in time saves nine." Save time by learning how to use your sewing machine to create a throw pillow or apron. Bring your own working portable sewing machine with all the attachments, the owner's manual (if available), basic sewing tools for cutting and measuring, sewing thread, and 1-1/2 yards of fabric. Patterns for your choice of project are provided. All ages are welcome. Be ready to learn and have fun!

\$25 SENIOR PRICE \$20

160 TU & TH 10/8 & 10/10 6:00-9:00 pm

660 TU & TH 3/25 & 3/27 6:00-9:00 pm

Instructor: Dilworth

## BEGINNING FLORAL DESIGN

Whether you plan to pursue a career in the floral industry or just to learn design skills for your own personal enjoyment, this class is for you. You'll have hands-on experience with tools, different containers, a variety of fresh flowers, taking your design home each week. Current designs and techniques will be covered in the many areas of floral design, along with professional tips, shortcuts, and secrets helpful in creating simple to complicated designs.

\$275 SENIOR PRICE \$240

151 TU 9/24-11/26 6:00-9:00 pm

651 TU 1/21-3/25 6:00-9:00 pm

Instructor: Terry

Location: LISD CSF

Crochet for enrichment



## ADVANCED FLORAL DESIGN

Continue developing floral design skills working with many varieties of plant materials to create challenging, intricate, and elaborate designs. *Prerequisite: Two semesters of Beginning Floral Design.*

\$275 SENIOR PRICE \$240

152 TH 9/19-12/5 6:00-9:00 pm

652 TH 1/23-3/27 6:00-9:00 pm

Instructor: Terry

Location: LISD CSF

## CROCHET FOR BEGINNERS

Enrich your lifestyle by learning the relaxing art of crochet. Basic crochet stitches will be taught during class projects with time to practice between classes. *Supply list provided at registration.*

\$30 SENIOR PRICE \$24

115 TH 10/3-10/24 6:00-8:00 pm

615 TU 1/7-1/28 6:00-8:00 pm

Instructor: Thompson

## ADVANCED CROCHET

Take your beginning crochet skills a step further. In the Advanced Crochet class, you will learn how to read patterns and put the stitches you have learned into something new. *Supply list provided at registration.*

\$30 SENIOR PRICE \$24

617 TH 1/9-1/30 6:00-8:00 pm

Instructor: Thompson

HELP WANTED

## We're always looking for great course ideas & instructors.

The Adult Learning Services @ LISD TECH Center is always looking for innovative quality courses for adult students taught by enthusiastic and skilled instructors in a career technical setting. The program offers a variety of short term courses designed to give adults the opportunity to learn new skills.

If interested, write a course proposal containing a course description, targeted audience, needed materials/equipment, and course length and email it to: [joel.rodriguez@lisd.us](mailto:joel.rodriguez@lisd.us)

For more information call (517) 265-1650.

Background checks will be conducted. EOE

# FOODS

## SAUSAGE MAKING - BASIC

Yum! Using beef or venison, students will make bratwurst, Polish, and Italian sausages. Learn the steps, equipment, and recipes for making homemade sausages. Sample them during class and take home almost four pounds of home-made sausage!

\$55                      SENIOR PRICE \$50  
121 TH 11/14                      6:00-9:00 pm  
621 TH 1/16                      6:00-9:00 pm  
Instructor: Tritt



Discover Sausage Making

## CAKE DECORATING 1

It's back! Join us in learning the art of baking the perfect cake to making the beautiful rose. Preparing the cake, icings, borders, flowers, and more will be covered in this hands-on course. Special techniques like piping gel and butter cream transfer will also be covered. *Supply list will be provided at registration. Estimated cost of supplies: \$30-50*

\$50                      SENIOR PRICE \$40  
124 TH 9/5-9/26                      6:00-8:30 pm  
624 TH 1/30-2/20                      6:00-8:30 pm  
Instructor: Drogowski

## SAUSAGE MAKING - SMOKED

If you like fresh sausage, you will love smoked sausage. This class is being offered by special request. You will receive two sausage supply catalogs, a 113-page sausage making cookbook, and, using beef and pork, will prepare summer sausage and cotto salami during class. The instructor will have the sausages smoked with the finished product ready for pick-up the following week.

\$55                      SENIOR PRICE \$50  
122 TH 11/21                      6:00-9:00 pm  
622 TH 1/23                      6:00-9:00 pm  
Instructor: Tritt

## CAKE DECORATING 2

Extend your cake decorating skills to the next level by learning new icings and up to nine challenging flowers. Add flare and uniqueness to your cake creations with new techniques that will extend your skills and designs. *Supply list provided at registration. Prerequisite: Level 1 or similar knowledge.*

\$50                      SENIOR PRICE \$40  
125 TH 10/3-10/24                      6:00-8:30 pm  
625 TH 2/27-3/20                      6:00-8:30 pm  
Instructor: Drogowski

## GOURMET COOKING

Say "Bon Appetit" with confidence. With a little practice and know-how, you can become a gourmet cook. It's even easier when you take lessons from a Paris-trained gourmet chef like Ruth Clapham. Actively participate in the preparation of five gourmet dinners, with each session featuring a multitude of dishes from appetizer, salad, entree, to dessert. Enjoy eating your creations in class and taking home the extras and recipes (so bring your own containers). If you cannot attend a session, send a friend or relative in your place. This is definitely a hands-on course. *For a weekly schedule of topics covered, visit [www.al.lisd.us](http://www.al.lisd.us).*

\$155                      SENIOR PRICE \$135  
123 M 9/9-10/7                      5:30-9:30 pm  
Instructor: Clapham

## Get Connected - Stay Informed





# PHOTOGRAPHY

Digital Camera with Lad Strayer



## DIGITAL CAMERA 1

Focus on creating better digital camera pictures with an emphasis on composition and thinking like a photographer. There will be discussion on digital as well as basic photo terminology. Each week you will be given a basic photo assignment to complete with many sample pictures to look at as reference for completing class assignments. Since each camera manufacturer has its own unique menu layout, it is recommended you bring the owner's manual for your camera to class as reference. This class does not involve working with computers.

\$100

SENIOR PRICE \$80

171 TU 9/10-10/8

6:00-8:30 pm

172 TH 9/12-10/10

6:00-8:30 pm

671 TU 1/14-2/11

6:00-8:30 pm

Instructor: Strayer

## DIGITAL CAMERA 2

Explore the photographic principals of shutter speed, aperture, and ISO functions and their relationships. The class creates a venue for discussion on digital applications and recognizing photo image quality. Each student will create a portfolio of work during the duration of the class. Students should have a camera that allows them to work in Aperture, Shutter, and Program exposure modes. This class does not involve working with computers, although there may be some discussion involving computers. *Prerequisite: Digital Camera 1.*

\$100

SENIOR PRICE \$80

174 TU 10/15-11/12

6:00-8:30 pm

674 TH 1/16-2/13

6:00-8:30 pm

Instructor: Strayer

## Don't see what you're looking for in this catalog?

Go to our website for current course listings and to view the diverse selection of on-line courses available. With over 300 learning opportunities available both on-site and on-line, there's something for every interest.

Visit [www.al.lisd.us](http://www.al.lisd.us) for more information

# WORLD LANGUAGES

## AMERICAN SIGN LANGUAGE 1

Learn finger-spelling, numbers, basic grammar, vocabulary, and cultural information related to the deaf community. Children 12 or older are welcome and encouraged to enroll with an adult. This course uses the A Basic Course in American Sign Language textbook and will cover chapters 1-8.

\$140 SENIOR PRICE \$120  
130 TU 9/24-11/19 5:30-7:30 pm  
630 TH 1/16-3/13 5:30-7:30 pm  
Instructor: Cossette



## AMERICAN SIGN LANGUAGE 2

Continue developing skills and knowledge with chapters 9-15 in the A Basic Course in American Sign Language textbook. Prerequisite: ASL 1.

\$100 SENIOR PRICE \$80  
631 TU 1/21-3/18 5:30-7:30 pm  
Instructor: Cossette

**Want to know more about individual program instructors?  
Visit the LISD Adult Learning Services  
website at [al.lisd.us](http://al.lisd.us) and click on the "Instructors" link.**

## SPANISH FOR BEGINNERS

Habla español? You will be able to answer "sí" and much more after completing this class. This fun, hands-on learning experience will prepare you for traveling abroad or even expanding your resume. Spanish in 10 minutes a day® with CD-ROM will be used in class. If you have access to the book, tuition is only \$95.

\$115 SENIOR PRICE \$96  
133 TU 9/10-11/12 6:30-8:30 pm  
633 TH 1/23-3/27 6:30-8:30 pm  
Instructor: Tobar

## SPANISH NEXT STEP

Take the Spanish for Beginners class to the next step. Continue having fun learning more Spanish in this course. *Prerequisite: Spanish for Beginners or equivalent knowledge.*

\$95 SENIOR PRICE \$76  
135 TH 9/12-11/21 6:30-8:30 pm  
635 TU 1/21-3/25 6:30-8:30 pm  
435 TH 4/17-5/22 6:30-8:30 pm  
Instructor: Tobar



Coloquial Español

## CONVERSATIONAL LANGUAGE - ON-LINE

Learn French, Chinese, German, Italian, Portuguese, Dutch, and more on-line. Enjoy state-of-the-art on-line audio-visual language courses with a full 6 month access to the language database. You will be provided with specific tools needed to understand and communicate right from the first day.

\$99 No Discounts  
[www.al.lisd.us](http://www.al.lisd.us) then click On-line Learning

## More On-Line Courses

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# SAFETY

## MOTORCYCLE RIDER AND SAFETY COURSES

Do you dream of riding a motorcycle? Completing either of two classes will help you obtain a motorcycle endorsement on your driver's license.

**Basic Rider Course (BRC):** for non-riders or riders with limited experience  
**Returning Rider Basic Rider Course (RRBRC):** for experienced but unlicensed motorcyclists

After completing your class, you will have to pass a knowledge test at a Secretary of State office to obtain your motorcycle endorsement. See page 13 for details on course policy and requirements.

## BASIC RIDER COURSE (BRC)

If you have never ridden a motorcycle, this class will teach you how. You will learn the mental and physical skills needed to ride on public roads and to become licensed. Two-wheeled, manual-shift-and-clutch motorcycles provided.

*Prerequisites: At least age 15 with a stage 1 or higher Michigan driver's license. Must be able to balance and support a two-wheeled motorcycle and operate manual hand and foot controls for shifting and braking. Must sign a liability waiver. If under 18, a parent or guardian must sign the liability waiver.*

All courses meet Fridays from 5:00-10:00 pm  
and

Saturdays & Sundays from 7:30 am-6:00 pm

\$25 No Discounts

981 4/11-4/13 986 6/6-6/8

982	4/25-4/27	987	6/13-6/15
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983	5/2-5/4	988	6/27-6/29
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984	5/16-5/18	989	7/11-7/13
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984	5/10-5/10	989	7/11-7/13
985	5/30-6/1	990	7/25-7/27

985	5/30-6/1	990	7/25-7/27
		991	8/1-8/3

## Advanced *RiderCourse* (ARC)

A one-day course that complements a rider's basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard awareness. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering finesse is emphasized. The course is beneficial for riders on any type of street motorcycle. *Prerequisite: One year experience recommended. Must already have a motorcycle endorsement on your driver's license.*

\$25 No Discounts

995 Sa 4/12 7:30 am-4:30 pm

996 Su 6/29 7:30 am-4:30 pm

## Returning Rider Basic Rider Course (RRBRC)

This class is for an experienced but unlicensed motorcycle rider. You will improve your riding skills and this one-day class will help you get a motorcycle endorsement on your Michigan driver's license. Students provide their own street legal, licensed, two-wheeled motorcycle and show registration and proof of motorcycle insurance. Two-wheeled scooters that are licensed by the State of Michigan as motorcycles may be ridden in this class. Your basic riding skills, starting, stopping, shifting, and turning will be evaluated during the first two range exercises. You will not be allowed to continue in the range exercises if you do not demonstrate adequate basic riding skills and no refund will be given. Motorcycles/scooters that are not in good condition will not be allowed to be ridden in this class. *Prerequisites: At least age 15 with a stage 1 or higher Michigan driver's license. Must sign a liability waiver. If under 18, a parent or guardian must sign the liability waiver.*

\$25      No Discounts

992 Sa 4/5 7:30 am-4:30 pm

993 Sa 5/10 7:30 am-4:30 pm

994 Sa 6/28 7:30 am-4:30 pm



Get trained and get endorsed  
with BRC and RRBRC

Improve your skills with ARC

# SAFETY

## MOTORCYCLE RIDER AND SAFETY COURSE: POLICY & REQUIREMENTS

### Attendance and required equipment for all motorcycle safety courses

If you are tardy, you will not be allowed in class. You must attend all class sessions and pass all written and riding skills tests to successfully complete the class.

Students in all classes must wear proper riding attire while on the riding range. This includes: long-sleeved shirt, long pants, sturdy over-the-ankle boots, full-fingered gloves, eye protection, and D.O.T. approved motorcycle helmet. The instructor has the final decision on the acceptability of student-provided equipment.

There will be NO REFUNDS, TRANSFERS, or DISCOUNTS for these courses.

### Special registration instructions

If the class you want is full, you have three options beyond those normally available:

- Add your name to the waiting list by calling 517.265.1650
- Come early on the day of class. If a registered student does not show up, you may be allowed to register. Precedence is determined by first-come, first-serve
- Register for a motorcycle licensing class at another school or agency

### Program funding

The motorcycle safety education courses are conducted with state funds from a motorcycle safety grant administered by the Michigan Department of State. Licensing fees paid by Michigan's motorcyclists fund the grant.

## Did you know?

The LISD Adult Learning Services offers customized training and technology for Lenawee area businesses. Courses can be tailored to the needs of your business, industry, or agency.

Call **517.265.1650** for more information



Self defense for all ages and abilities

## SANCHIN-RYU

Sanchin-Ryu is an artistic form of self-defense designed in such a way that size, strength, age, or athletic ability are not factors in defending one's self. Taught on an individual basis, students study in a non-competitive environment while working on Sanchin-Ryu's practical movements and no-nonsense approach to martial arts. To truly understand every facet of conflict resolution, we study three components of personal awareness-physical, mental, and emotional.

GRADES K-2      \$15      6:00-6:30 PM  
GRADES 3-8      \$25      6:30-7:15 PM

All classes are held on Wednesday

001 8/7-9/25

003 12/4-2/5

002 10/2-11/27

004 2/12-4/2

FAMILIES (AGES 4 +)      \$50      7:15-8:00 PM

ADULTS & TEENS AGES 14+      \$30      8:00-9:00 PM

005 4/16-6/4

007 8/13-10/1

006 6/11-8/6





# SKILLED TRADES

The Advanced Manufacturing courses have been redesigned to maximize quality time and instruction for each student. The extra lab time is for students to use at their leisure and will not include instructor time. Register early as class space will be limited to a combined total of 14 students.

## ADVANCED MANUFACTURING 1

Competitive manufacturers require employees have advanced technological skills. Learn machine safety and the fundamentals of machining on manual machines like drill presses, lathes, mills, and surface grinders. You will be introduced to basic print reading and Computer Numerical Control (CNC) theory, including CNC start up and shut down procedures and executing a CNC program.

\$525 SENIOR PRICE \$420  
190 M & W 9/16-11/20 5:00-9:00 pm  
Extra lab: TH  
690 M & W 1/13-3/24 5:00-9:00 pm  
Extra lab: TH  
Instructor: Constable

## WELDING FABRICATION 1

Welding is a vital part of manufacturing technology. Start by learning welding fabrication safety, welding theory, and the fundamentals of arc welding (SMAW) and wire welding (MIG). *Estimated cost of supplies: \$60-65*

\$170 SENIOR PRICE \$136  
195 TU 9/17-11/19 5:00-8:00 pm  
196 TH 9/12-11/21 5:00-8:00 pm  
695 TU 1/14-3/18 5:00-8:00 pm  
495 TU 4/15-6/17 5:00-8:00 pm  
Instructor: LaFollette

## WELDING FABRICATION 2

Continue with Welding Fabrication by performing more advanced MIG welding. An introduction to the TIG welding process (GTAW), hydraulic shear, and brake to fabricate metal parts will also be covered. *Prerequisite: Welding Fabrication 1.*

\$170 SENIOR PRICE \$136  
696 TH 1/16-3/20 5:00-8:00 pm  
496 TH 4/17-6/19 5:00-8:00 pm  
Instructor: LaFollette

## ADVANCED MANUFACTURING 2

Continue with Advanced Manufacturing by learning basic Computer Numerical Control (CNC) programming, part setups, tool setups, basic CNC operations, and CNC documentation. *Prerequisite: Advanced Manufacturing 1.*

\$525 SENIOR PRICE \$420  
191 W & TH 9/12-11/21 5:00-9:00 pm  
Extra lab: M  
691 W & TH 1/15-3/20 5:00-9:00 pm  
Extra lab: M  
Instructor: Constable

## HOME MAINTENANCE



Are you tired of listening to a dripping faucet but don't want to pay a plumber to fix it? Why not learn to fix it yourself and save a lot of money? This hands-on course will show you how to do rudimentary plumbing, carpentry, electrical, dry-wall, and plaster work. Preventative maintenance will also be included to keep your home in top-shape.

\$110 SENIOR PRICE \$88  
140 TH 9/12-11/21 6:00-9:00 pm  
640 TH 1/16-3/20 6:00-9:00 pm  
Instructor: Biggs



Looking for a career in welding?  
Start here!



# SCHEDULE AT-A-GLANCE

## September

3	Certified Nursing Assistant
5	Cake Decorating 1
7	PC Repair/A+ Hardware
9	Gourmet Cooking
10	Spanish for Beginners
10	Digital Camera 1
11	Auto General Service
12	Spanish-Next Step
12	Home Maintenance
12	Digital Camera 1
12	Advanced Manufacturing 2
12	Welding Fabrication 1
12	Excel 2013 for Beginners
12	Web Page Layout & Design
16	Advanced Manufacturing 1
16	Digital Imaging
17	Welding Fabrication 1
17	Intro to PC's Using MS Office 2013
19	Advanced Floral Design
19	Intro to PC's Using MS Office 2013
24	American Sign Language 1
24	Beginning Floral Design
24	Dental Assistant
24	Phlebotomy Technician
26	eBay - Buying & Selling

## October

1	Medical Billing & Coding
2	Sanchin-Ryu
3	Crochet for Beginners
3	Cake Decorating 2
8	Sewing Basics
8	Clinical Medical Assistant
15	Digital Camera 2
15	Pharmacy Technician
21	Routing Protocols & Concepts

## November

2	Certified Nursing Assistant
14	Basic Sausage Making
21	Smoked Sausage Making

## December

4	Sanchin-Ryu
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## January

6	Certified Nursing Assistant
7	Crochet for Beginners
9	Advanced Crochet
13	LAN Switching & Wireless
13	Advanced Manufacturing 1
14	Digital Camera 1
14	Welding Fabrication 1
14	Access
15	Advanced Manufacturing 2
16	Basic Sausage Making
16	American Sign Language 1
16	Home Maintenance
16	Digital Camera 2
16	Welding Fabrication 2
16	Excel 2013 for Beginners
16	eBay - Buying & Selling
16	Web Page Layout & Design
21	American Sign Language 2
21	Spanish-Next Step

## January

21	Beginning Floral Design
21	Dental Assistant
23	Smoked Sausage Making
23	Spanish for Beginners
23	Advanced Floral Design
27	Digital Imaging
28	Undercar Service
28	Intro to PC's Using MS Office 2013
30	Cake Decorating 1

## February

12	Sanchin-Ryu
20	Excel 2
27	Cake Decorating 2

## March

4	Clinical Medical Assistant
10	Certified Nursing Assistant
11	Phlebotomy Technician
12	Accessing the WAN
18	Medical Billing & Coding
25	Pharmacy Technician
25	Sewing Basics

## April

5	Motorcycle Safety - RRBRC
11	Motorcycle Safety - BRC
12	Motorcycle Safety - ARC
15	Welding Fabrication 1
16	Sanchin-Ryu
17	Spanish-Next Step
17	Welding Fabrication 2
25	Motorcycle Safety - BRC

## May

2	Motorcycle Safety - BRC
5	PC Repair/A+ Hardware
10	Motorcycle Safety - RRBRC
16	Motorcycle Safety - BRC
30	Motorcycle Safety - BRC

## June

6	Motorcycle Safety - BRC
11	Sanchin-Ryu
13	Motorcycle Safety - BRC
18	PC Repair/A+ Software
27	Motorcycle Safety - BRC
28	Motorcycle Safety - RRBRC
29	Motorcycle Safety - ARC

## July

11	Motorcycle Safety - BRC
25	Motorcycle Safety - BRC
30	A+ Certification Exam Prep

## August

1	Motorcycle Safety - BRC
13	Sanchin-Ryu



# COLLEGE PARTNERSHIP



The courses listed below are a result of the partnership between the LISD and Jackson College (formerly JCC). You have a choice of taking a course for college credit or purely for enrichment. If you are interested in:

- college credit, call Jackson College at 517.265.5515.
- enrichment, call the LISD Adult Learning Services program at 517.265.1650.

Textbooks for all Jackson College courses need to be purchased through the Jackson College Bookstore. Call 517.265.6855 for more information.

## **Auto General Service (AUT 101)**

This course is designed as an exploration of the automotive service technician occupation. It will include introductory exposure into the various service areas, along with student participation in various service tasks.

\$135                      SENIOR PRICE \$108  
301 W 9/11-12/11                      6:00-9:07 pm  
Instructor: LaFollette

## **Undercar Service (AUT 234)**

This course will provide training in MIG welding, exhaust pipe bending, and oxy-acetylene cutting procedures. This class is designed to prepare students to pass the ASE XI Specialist test: Exhaust Systems.

\$135                      SENIOR PRICE \$108  
602 TU 1/21-4/29                      6:00-9:07 pm  
Instructor: Staff

## **PC Repair/A+ Hardware (CIS 174)**

This course will introduce students to basic computer theory, logic, and technological evolution. Fundamental PC components, I/O peripheral identification, implementation and functionality, printer fundamentals, types, diagnostics, troubleshooting, and basic repair will also be covered.

\$200                      SENIOR PRICE \$160  
303 SA 9/7-12/14                      9:00 am-12:07 pm  
603 M & W 5/5-6/16                      6:00 pm-9:38 pm  
Instructor: Staff

## **PC Repair/A+ Software (CIS 175)**

Students gain familiarization with basic DOS functionality and manipulation for diagnostics, troubleshooting, and repair with WIN O/S. Installation, configuration, troubleshooting, diagnostics, and upgrading familiarity with necessary MS product for A+ certification will be presented.

\$200                      SENIOR PRICE \$160  
604 M & W 6/18-7/28                      6:00 pm-9:38 pm  
Instructor: Staff

## **A+ Certification Exam Prep (CIS 176)**

Focus on A+ core exam module component essentials/fundamental to include real time test environment and materials.

*Prerequisite: CIS 175*

\$160                      SENIOR PRICE \$128  
605 M & W 7/30-8/18                      6:00 pm-8:54 pm  
Instructor: Staff



# COLLEGE PARTNERSHIP

## Network Fundamentals (CNS 101)

This course introduces fundamental networking concepts and technologies. It is the first of four courses that help prepare for the Cisco CCNA certification exam. The course materials will assist in developing the skills necessary to plan and implement small networks across a range of applications. It also helps prepare for the CompTIA Network+ certification exam.

\$230 SENIOR PRICE \$184  
304 M & W 8/26-10/16 6:00-9:52 pm  
Instructor: Staff

## Routing Protocols & Concepts (CNS 102)

This course is the second of four courses that help prepare for the Cisco CCNA certification exam. It covers the routing concepts introduced in CNS 101. The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. This course includes both static routing and dynamic routing protocols. *Prerequisite: CNS 101*

\$215 SENIOR PRICE \$172  
305 M & W 10/21-12/11 6:00-8:54 pm  
Instructor: Staff

## LAN Switching & Wireless (CNS 103)

This course is the third of four courses that help prepare for the Cisco CCNA certification exam. It covers the switching and wireless concepts introduced in CNS 101 in more depth. The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. *Prerequisite: CNS 101*

\$215 SENIOR PRICE \$172  
606 M & W 1/13-3/10 6:00-8:54 pm  
Instructor: Staff

## Network Security/Security+ (CNS 201)

This course is an introduction to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization, and the legal and ethical issues associated with network security. Students will learn the skills necessary for the Security+ certification. *Prerequisite: CNS 102*

\$135 SENIOR PRICE \$108  
608 M & W 1/13-4/30 4:00-5:27 pm  
Instructor: Staff

## More Computer Courses

Page 6-7

## Accessing the WAN (CNS 104)

This course is the fourth of four courses that help prepare for the Cisco CCNA certification exam. It covers the WAN concepts introduced in the CNS 101 in more depth. The goal is to develop an understanding of various WAN technologies to connect small to medium business networks. It focuses on WAN technologies including PPP, Frame Relay, and broadband links. *Prerequisite: CNS 101*

\$215 SENIOR PRICE \$172  
607 M & W 3/12-4/30 6:00-8:54 pm  
Instructor: Staff



Try something new!

Cake Decorating Page 9

## ON-LINE



Take classes from the comfort of home or office! Instructor-led courses use state-of-the-art on-line learning technologies including on-line meetings, audio, video, slide presentations, discussion forums, and on-line up-loadable assignments. Classrooms are open 24/7 and are designed to fit each student's schedule. A Certificate of Completion is emailed upon successful completion of the course. *Course requirements include: Intermediate PC skills. Please check the course summary page to see if a book is required. If so, the book can be ordered directly from the site. Refer to page 19 for answers to frequently asked questions.*

***For upcoming dates and to register for on-line courses, go to  
www.al.lisd.us then click "On-Line Learning Courses"***

*Course offerings include:*

*How to Start a Home-Based Business*

*Take Charge of Your Money and Win!*

*How to Start a Virtual Assisting Business*

*Organize or Agonize*

*Making Meaning of Your Life*

*How to Freelance Writing Articles & Blogs*

*Stock Trading 101*

*Photoshop Introduction*

*How to Start an Internet Business*

*Telecommuting: Working from Home*

*How to Start an Import/Export Business*

*Letting Go of Detrimental Thinking*

*How to Earn a Living Freelancing*

*Blogging with WordPress*

*The Heart of Accounting*

*Free College Credits by Showing What You Know*



Expand your world today!



### CONVERSATIONAL LANGUAGE - ON-LINE

Learn French, Chinese, German, Italian, Portuguese, Dutch, and more on-line. Enjoy state-of-the-art on-line audio-visual language courses with a full 6 month access to the language database. You will be provided with specific tools needed to understand and communicate right from the first day.

\$99 No Discounts

*For upcoming dates and to register for  
on-line courses, go to  
www.al.lisd.us then click "On-Line Learning  
Courses"*

**Bookmark us!** [www.al.lisd.us](http://www.al.lisd.us) has the latest information on classes. New classes that didn't make it in this catalog can be found on-line. ***Check it out!***

# ON-LINE

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## ON-LINE E-LEARNING HEALTHCARE

E-learning healthcare courses are now available from Health Ed Today. These exciting courses include Pharmacy Technician, Clinical Medical Assistant, Dental Assisting, Phlebotomy Technician, EKG Technician, Medical Billing and Coding, and more. Note: all programs include textbooks, workbooks, and materials. Center programs include clinical externships and national certifications. These courses are highly interactive and provide students with an enriched learning experience. Each course includes: 24 hour a day instructor support & course mentors, engaging labs, student exercises and course videos, all textbooks, workbooks, and student materials, and a new "Secure Student Website" - including career resources and other training. Visit us on-line at <http://www.healthtoday.com/LISD> to experience a course demo and to learn more about these exciting new programs.

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## FAQ

Some answers to frequently asked questions regarding GrowthEducation on-line courses.

### Who provides the on-line instruction for the courses?

Adult Learning Services @ LISD TECH Center contracts with GrowthEducation to provide our students with professional training in a convenient format that offers access to class lessons 24 hours a day, seven days a week.

GrowthEducation prides itself in seeking out instructors with "real life" and "day-to-day" experience with the courses they develop. All instructors have created their courses based on a lifetime of experience with the subject.

### Is a Certificate of Completion provided for on-line courses?

Yes! A certificate of completion (COC) is offered for the majority of GrowthEducation courses (the course summary notes whether or not a COC is an option). Each course contains at least four designated activities students must complete in order to earn a COC. These activities are tied to the course outcomes; successful completion of those assignments will demonstrate to instructors that a satisfactory level of learning has been attained. At the end of the term, instructors will evaluate the students' participation. Upon request, the student who meets the criteria for the COC will be emailed a .pdf document as evidence of their achievement.

### How long do courses run?

Course lengths vary, see the course outline for details. All of GrowthEducation's courses are instructor-led via classroom Q and A discussions, however, students may move along at their own pace. Classrooms are open 24/7.

### How late can I enroll and still get into a class?

Late registrations are accepted up to 10 days after the class begins. Please email [adultlearning@lisd.us](mailto:adultlearning@lisd.us) and we will get you in the class, if at all possible.

### What computer skills are needed?

Students should feel comfortable with navigating the Internet, sending email, and downloading/uploading documents in the classroom. Anything beyond this will be fully explained by the course instructor.

### What is the refund policy?

Refund policies vary by course. Please review the course summary for the refund policy. Keep in mind that your satisfaction is guaranteed. If you are not pleased with your course, your tuition is fully refunded. Just let us know before the course ends.

### Are course retakes offered?

Retakes may be permitted in some situations. Contact Adult Learning Services at [adultlearning@lisd.us](mailto:adultlearning@lisd.us) or 517.265.1650.



# LISD TECH CENTER CAMPUS

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## **LISD TECH Center** **517.263.2108**

The LISD TECH Center offers 26 career technical education programs to all Lenawee County high school students. Articulation and dual enrollment opportunities are also available to students to earn college credit while still attending high school. Students also receive career counseling services in support of their Education Development Plan (EDP). The LISD TECH Center partners with local Lenawee districts providing support and assistance with the implementation of Project Lead The Way (PLTW) engineering curricula for students in grades 9-12.

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## **JC/LISD Academy: *A Regional Middle College*** **517.266.6982**

A collaborative education venture between the LISD, the 11 public school districts of Lenawee County, and Jackson College. The program is designed to deliver 'intensive care' education to underserved students. All Michigan's state core high school graduation requirements are taught by highly qualified instructors, with the benefit of low student to teacher ratios. In addition to completing the required high school requirements, each student has the opportunity to obtain an associate's degree through Jackson College.

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## **LISD Center for a Sustainable Future** **517.263.2108**

The LISD Center for a Sustainable Future (CSF) is comprised of 75-acres of open fields and woodlands. Students have the opportunity to benefit from a "net-zero energy" education facility that will utilize renewable energy sources. The Center is designed to offer a hands-on experience in agriscience, biology, alternative energy, and basic research in the areas of sustainable practices.

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## **LISD PREP Academy** **517.266.1917**

This is an alternative high school for teenage parents located on the LISD TECH Center campus. Free on-site licensed child care is provided. Opportunities are encouraged for students to also enroll in LISD TECH Center career programs and/or dual enroll at Jackson College while working towards the successful completion of student's resident district high school graduation requirements.

# LISD Youth Programs

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## Career Exploration Camps

LISD career exploration camps support hands-on activities in the areas of science, technology, and engineering. Campers are encouraged to explore exciting careers and will be instructed in the use of state-of-the-art equipment and technology at the LISD TECH Center to ignite their natural curiosity and create amazing projects!

2014 Winter Saturday Camps will start in February. Registration will open December 2, 2013. To register for camps, or for more information, visit our website: [www.lisd.us](http://www.lisd.us)  
Questions may be directed to: Kelly Cichy at [kelly.cichy@lisd.us](mailto:kelly.cichy@lisd.us) or 517.265.1625

Tracy Slomski at [tracy.slomski@lisd.us](mailto:tracy.slomski@lisd.us) or 517.265.1665

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## Professional Development

### CPR, First Aid, and AED Training

Receive an American Academy of Orthopedic Surgeons (AAOS) certificate upon course completion. The certificate is good for 2 years for both CPR and First Aid. All courses will be given at: LISD Wm. J. Ross Education Service Center, 4107 N. Adrian Hwy., Adrian, MI 49221. Cost \$70

10/10/13	4:30-6:30 pm	11/12/13	1:00-3:00 pm
1/29/14	10:00 am -12:00 pm	3/8/13	1:00-3:00 pm
3/12/14	1:00-3:00 pm	6/18/14	9:00-11:00 am

Register on-line at [www.solutionwhere.com/lisd](http://www.solutionwhere.com/lisd). Questions? Contact Kathy Campbell at [kathy.campbell@lisd.us](mailto:kathy.campbell@lisd.us) or 517.265.1619.

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## LISD Special Education

### LISD Child Find Outreach

Are you concerned about any Lenawee County resident's (birth - age 25) development? If you think a person's growth, learning, or social skills are not the same as others the same age, the sooner this person is evaluated the better. This evaluation is free.

Contact: Lenawee Intermediate School District (LISD)  
Jody Howard, Director of Special Education  
2946 Sutton Rd., Adrian, MI 49221  
517.265.1682 or Toll Free 888.444.8144

For more information, visit the LISD Special Education webpage:  
<https://webapps.lisd.us/sites/specialed/Pages/Specialhome.aspx>



# SERVICES

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## **Customized Services for Business, Industry, & Agencies**

Success in today's competitive business market requires skilled and efficient staff members that are highly trained in your area of expertise. The LISD Adult Learning Services has a proven track record of providing cost-effective, high quality services to meet the needs of Lenawee area businesses for:

### **Training and Technology**

If you don't see the course or schedule you need, call 517.265.1650 and inquire about customized training. Courses can be tailored to the needs of your business, industry, or agency in areas such as:

Implementing Lean Practices  
Current Software Packages  
Welding  
QuickBooks

### **Employment Testing Services**

Identify individual skills and abilities needed to meet the technical demands for employment or advancement within a company. Improve the recruiting and selection process in a cost-effective manner. Call Adult Learning Services at 517.265.1650.

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### **Mechanic Certification Testing**

Michigan Motor Vehicle Mechanic Certification Tests will be offered at the LISD TECH Center on December 4, 2013, February 6, 2014, and April 1, 2014. The cost is \$6.00 per test. *Pre-registration is required. For information, call 517.265.1650.*

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### **GED Testing Services**

General Educational Development (GED) testing is offered through the Lenawee Intermediate School District. Complete program information is included on page 24. For additional questions, or to register for testing, please contact Joan Larson, Coordinator of GED services, at joan.larson@lisd.us or 517.265.1702.

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#### **LISD Nondiscrimination Statement**

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

#### **Declaración de No Discriminación del LISD**

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

# STUDENT OUTCOMES

The following Outcomes for Students are anticipated for participants in the Adult Learning Services @ LISD TECH Center program.

## Definition of Student Outcome and Quality Standards

The **Student Outcome** describes what we want a student to know (be like), and/or be able to do as a result of participating in the program or service. The **Quality Standard** is the activity, strategy, or behavior which indicates how a student outcome is being met.

## Outcome - Student Achievement

Adult students, building on their personal and professional experiences, gain knowledge and skills through courses facilitated by Adult Learning Services @ LISD TECH Center.

## Quality Standards

The Adult Learning Services @ LISD TECH Center staff uses best practice and research regarding course structure and content.

- The LISD provides qualified instructors to help in the learning process
- The LISD provides appropriate equipment and materials
- The LISD supports appropriate curriculum

Participants evaluate the program after each course they complete. This information is used by the Adult Learning Services @ LISD TECH Center staff to improve:

- Course content
- Course descriptions
- Teaching methods
- Facilities
- Registration processes
- Equipment and materials



Quality services are offered to participants in the most economical and efficient learning environment whether it be at the LISD TECH Center campus, another campus, the participant's place of employment, or at home.

Satisfaction is guaranteed.

<b>LISD Board of Education</b>	Howard Keller, President Victor Hogue, Vice President/Secretary Richard Germond, Treasurer John Lark, DDS, Trustee Claude Rowley, Trustee
<b>LISD Administration</b>	James D. Philp, Superintendent William D. Brown, Asst. Superintendent, Special Education & Strategic Initiatives Kyle Griffith, Ed.D., Asst. Superintendent, Instruction & General Services Dan Garno, Executive Director, Staff Resources Theresa Soto, Executive Director, Finance/Business Services

# GED TESTING

## Eligibility Requirements to Obtain a GED Certificate:

- Candidates must be at least 18 years old and their high school class must have graduated
- The minimum passing score is 410 on each individual test
- An average standard score of 450 for all five tests is required, with an overall score of 2250
- New examinees must schedule and attend a required orientation session to complete paper-work; bring your valid driver's license or MI ID, social security card, and payment for test(s)
- Previously tested? Bring valid license/MI ID and payment for test(s) to

4107 N. Adrian Hwy.  
Adrian, MI 49221  
Tuesday through Thursday  
8:30am-4:30pm

## GED Test Overview

The GED test is a series of 5 tests that are administered using a uniform set of time limits

### Language Arts - Writing

Part 1            75 minutes  
Part 2            45 minutes

### Mathematics

Part 1            45 minutes  
Part 2            45 minutes

### Social Studies

70 minutes

### Science

80 minutes

### Language Arts - Reading

65 minutes

**Cost:** \$30 per test, \$150 for all 5 tests - *No Refunds*

- All tests must be paid for before your name is added to the testing schedule
- Special accommodations are available, but must be requested in advance
- **The current version, known as the 2002 Series GED test, will expire at the end of 2013. It will be replaced with the new 2014 test - CBT, beginning January 2, 2014**

## 2013-2014 GED Testing Dates

2013: (2002 Series)

September	16-17-18 Register by 9/12/13
October	14-15-16 Register by 10/10/13 (Last time for new examinees to sign up to test)
November	4-5-6 Register by 10/31/13 18-19-20 Register by 11/14/13 (Last testing dates for 2002 series)

2014: (Computer Based Testing)

Contact Joan Larson after January 2, 2014 for  
testing dates and information



## Contact Information

For additional information contact Joan Larson, Coordinator of GED Services:

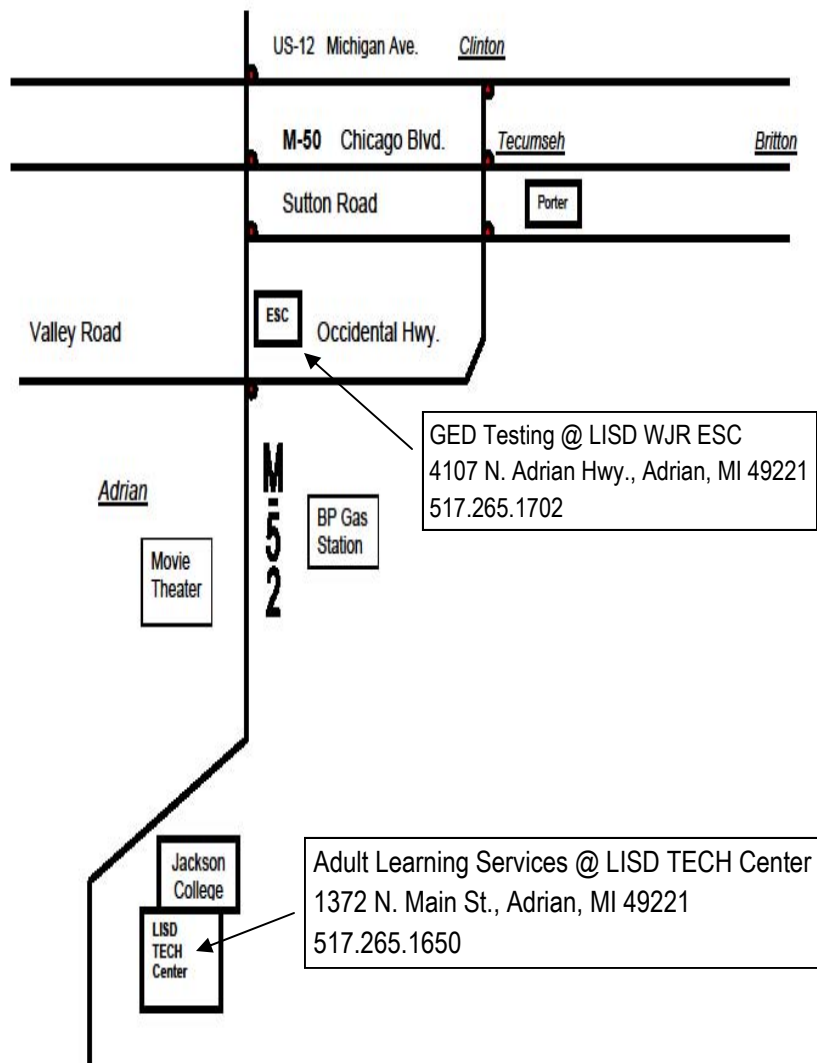
Phone | 517.265.1702

E-Mail | joan.larson@lisd.us



# SITE DIRECTORY

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## LISD BUILDINGS

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LISD William J. Ross Education Service Center  
4107 N. Adrian Hwy., Adrian, MI 49221  
517.265.2119 Fax: 517.265.7405

LISD Milton C. Porter Education Center  
2946 Sutton Rd., Adrian, MI 49221  
517.263.8931 Toll Free: 888.444.8144 Fax: 517.263.2890

LISD Trenton Hills Learning Center  
1008 W. Maple Ave., Adrian, MI 49221  
517.263.6354 Fax: 517.266.0379

LISD TECH Center  
1372 N. Main St., Adrian, MI 49221  
517.263.2108 Fax: 517.263.9433

LISD Center for a Sustainable Future  
4260 Tipton Hwy., Adrian, MI 49221  
517.263.2108 Fax: 517.263.9433

# REGISTRATION INFORMATION

## registration hours

Monday, Wednesday, & Friday 7:30 a.m. - 4:30 p.m.  
Tuesday & Thursday 7:30 a.m. - 9:00 p.m.

## special accommodations

Students with disabilities are asked to notify Adult Learning Services @ LISD Tech Center of their specific needs before the class starts so we can make appropriate accommodations. This information will be held in total confidence and such written communication removed from program folder after the course has been completed.

## waiting lists

In order to maintain a suitable student-teacher ratio, and to ensure that sufficient tools, equipment, and materials are available for each student, class size must be limited. Once a course is filled to the maximum enrollment, additional registrants will be placed on a waiting list. If someone should decide to withdraw from a course, persons on the waiting list will be notified of the available opening. People left on the waiting list will be notified of the next course offering before the course is publicized.

## gift certificates

Give the "presents" of mind with Adult Learning @ LISD TECH Center gift certificates. Perfect for that hard-to-buy-for person. Available in any amount. Stop in or call 517.265.1650.

## FAQ

Some answers to frequently asked questions.

### **When should I register?**

Now! Many classes fill quickly. Often instructors need to order supplies. Help ensure that your class has enough students by registering at least five days ahead of the start date.

### **Where are classes held?**

All classes are held at the LISD TECH Center unless otherwise noted.

### **Is there financial assistance?**

There are agencies available that may provide tuition assistance. Call 517.265.1650 to discuss.

### **Will classes be held if the weather is questionable?**

A decision will be made by 4:00 pm. Please listen to the local radio stations for cancellations.

### **I still have questions. Who do I contact?**

You may email [adultlearning@lisd.us](mailto:adultlearning@lisd.us) or call 517.265.1650.

## Top Reasons to say YES to Adult Learning Services @ LISD TECH Center

### location

LISD TECH Center is centrally located in Lenawee County.

### certificates

A certificate of completion is issued for all courses. Grades can be issued by request.

### peers

Attend courses with other adult learners (unless otherwise indicated in the catalog).

### cost

95% of our students feel Adult Learning Services @ LISD TECH Center tuition rates are reasonable or very reasonable.

### no tests

Relax and learn. Tests and quizzes are only administered in Dental Assisting and certification courses.

### guarantee

Your satisfaction is guaranteed. If you are not pleased with your course, your tuition is fully refunded. Just let us know before the course ends. So you have nothing to lose—sign up today!

What's this?



Simply put, a QR code is a type of bar code used with Smartphone's and other devices that contain a camera. Scan this bar code and you will be taken directly to the Adult Learning Services @ LISD TECH Center website. Access up-to-date course schedules, register for courses, and get answers to many of your Adult Learning questions.

# REGISTRATION INFORMATION

**REGISTRATION IS EASY!**



[MAKE A COPY OF FORM TO  
REGISTER YOUR FRIENDS]

Last Name	First Name
Home Phone Number	Cell Phone Number
Street Address	City / State / Zip
Date of Birth	E-mail Address

## Method of Payment

- ☐ check or money order  
☐ invoice employer/agency  
 (send authorization to bill your company)  
☐ Visa, MasterCard, Discover  
 (complete card information below)



Course #	Start Date	Title	Fee

**Course Fee Total**

CARD NO. (include CVV code)

EXP. DATE

SIGNATURE

I hereby authorize use of my Visa/MasterCard/Discover



## on-line

al.lisd.us - register 24-hours every day. Visa/MC/  
Discover accepted.

## phone

517.265.1650 - use your Visa/MC/Discover to register Monday, Wednesday, & Friday, 7:30 am - 4:30 pm, Tuesday & Thursday, 7:30 am - 9 pm, Sept.-Nov. and Jan.-Mar.

## mail

LISD TECH Center, 1372 N. Main St., Adrian, MI 49221 - send completed registration form with credit card info, employer authorization, or check.

## walk-in

LISD TECH Center - walk-in registrations are accepted Monday, Wednesday, & Friday, 7:30 am - 4:30 pm, Tuesday & Thursday, 7:30 am - 9 pm, Sept.-Nov. and Jan.-Mar.

## fax

517.263.9433 - fax completed form with credit card info or employer authorization 24 hours a day.

## discounts

Discounted tuition is rounded to the nearest dollar and cannot be combined with any other discount. Sorry, there are no discounts on material fees. Some course restrictions apply.

- Educator/Senior Citizen 20%
- Blood Donor 10% up to \$20

## refunds

Tuition refunds upon withdrawal from course will be made on the following basis:

- Notification of withdrawal before the first class meeting - 100% refund minus a \$10 registration fee.
- Notification of withdrawal before the second class meeting - 90% refund minus \$10 registration fee.
- No refunds or tuition transfers made after the second class.
- CNA students will receive a refund policy applicable to their course.

## cancellations

A decision to run a course is generally made the day before the course starts. If there are fewer than the minimum number of registrants to run a course, the course will be cancelled. Those who have registered will be notified of the cancellation and a full refund will be issued.

## Adult Learning Services @ LISD TECH Center

Joel Rodriguez [Dean of Students] / joel.rodriguez@lisd.us  
 Char Kindinger [Secretary] / char.kindinger@lisd.us  
 Rhonda Seneker [Secretary] / rhonda.seneker@lisd.us