

# WELCOME

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Thank you for taking the time to explore our catalog. We welcome back those who, in the past, have chosen to expand their horizons through Adult Learning Services @ LISD TECH Center. And for those who have not yet taken advantage of our offerings, we hope you find courses that will make you a lifelong student.

This year's offerings include a wide variety of courses for individuals interested in starting a new hobby, pursuing a passion, or seeking to expand their skill sets and earning potential.

We work hard at serving our two primary customers; the citizens and employers of Lenawee County. We continue to offer a wide variety of enrichment courses for the lifelong learner in Lenawee County. And this year we are expanding our offerings in career focused trainings to meet the growing demands of people who need advanced skills and employers who need a highly skilled workforce.

The LISD is pleased to announce an expanded partnership between the Jackson Area Manufacturers Association (JAMA) and the LISD TECH Center to provide skilled trades training through JAMA's Academy for Manufacturing Careers. This partnership will allow a wide range of opportunities to Lenawee residents and employers with offerings that include blue print reading to four year apprenticeship programs.

With over 20 new courses and programs starting this year along with the traditional courses you have come to expect, we hope you consider the Adult Learning Services @ LISD TECH Center your home for lifelong learning!

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**Bookmark us!** [www.al.lisd.us](http://www.al.lisd.us) has the latest information on courses. New courses that are not in the catalog can be found online. *Check it out!*



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## On the Cover

Top: Maralee Koleski

Left to Right: Hilary Mead, Steve Seneker, Pam Hall, Jann Battersby, Jamie Anderson, Erin Dugas, Marcela Roberts, Sarah Ziemke, Sherrie Finkbeiner, Michelle Stuck, Bruce Schultz.

# INSIDE

Registration Information	27
Coupon Codes	11

Arts	14-16
College Partnership	18
Computers	10-11
Do-It-Yourself	9
Floral Design	16
Foods	12-13
Health Care	6-8
Motorcycle Safety	20-21
Online	19
Photography	16
Skilled Trades	4-5
Sustainable Gardening	9
World Languages	17

## Other Features

Apprenticeship Program	26
Customized Services	25
GED Testing	25
LISD Programs	23-24
Mechanic Certification	25
Registration Information	27
Schedule At-A-Glance	22

## 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 2016

Make a commitment  to lifelong learning



Welding Technology

Page 5

## Important Dates

Registration Begins	Today
Office Closed	9/7/15
No Evening Courses	11/5, 11/25, 11/26
Office Closed	11/26 & 11/27
Office Closed	12/23-25, 12/31-1/1
Spring Break	4/4-4/8/16
Office Closed	5/30/16
Office Closed	7/4-7/8/16

## 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

Jack Townsley [Supervisor, Placement Services and Adult Learning Services] / [jack.townsley@lisd.us](mailto:jack.townsley@lisd.us)  
Rhonda Seneker [Secretary] / [rhonda.seneker@lisd.us](mailto:rhonda.seneker@lisd.us)



# SKILLED TRADES

## MEET THE INSTRUCTOR



Tony Miller is the instructor of the Adult Learning Services Welding courses. He completed the Welding program at Washtenaw Community College and has been in the industry for over ten years. His work experience includes everything from one off prototype projects to trailers and Dredge Ships. He's excited to have the opportunity to pass his knowledge on to students that are interested in learning more about the welding industry.

## WELDING TECHNOLOGY 1: INTRO

Start with the basics of welding and safety procedures. Focus will be on lab safety, learning SMAW (arc or stick), GMAW (MIG), and GTAW (TIG) welding. All welding will be done in the 1G and 1F position (flat). *Estimated cost of supplies: \$60-65*

\$180

SENIOR PRICE \$144

220 M 9/14-11/16

5:00-8:00 pm

221 W 9/16-11/18

5:00-8:00 pm

620 M 1/18-3/21

5:00-8:00 pm

Instructor: Miller

## WELDING TECHNOLOGY 2: ADVANCED

Continue with Welding Technology by performing more advanced welding procedures. Focus on improving your technique on your choice of SMAW, GMAW, or GTAW. 2G and 2F (horizontal) and 3G and 3F (vertical) positions will be covered. *Prerequisite: Welding Technology 1 or equivalent knowledge.*

\$180

SENIOR PRICE \$144

621 W 1/20-3/23

5:00-8:00 pm

Instructor: Miller



## WELDING-METAL ART

If you have ever seen the metal sculptures at art fairs or the metal art for lawns and thought you'd like to give it a try-now is your chance! A project will be provided that will teach you basic welding techniques that can then be applied toward your own work of art.

\$50

SENIOR PRICE \$40

222 M/W 11/30 & 12/2

5:00-9:00 pm

622 M/W 4/11 & 4/13

5:00-9:00 pm

Instructor: Miller

## Scholarship available

The Job Readiness Training Scholarship is available to Lenawee County residents seeking training for a job, bettering their current job, or obtaining a GED. Applications will be processed through South Central Michigan Works!

Call 517.265.1651 for more information on how to apply

# 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. Look for the CCI logo for CCI designated courses.



## Clinical Medical Assistant

Get ready 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 such as 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 will be eligible to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

\$2599 ONLINE OPTION \$2499

No DISCOUNTS

420 TU/TH 10/6-1/26 6:00-9:30 pm and  
SAT 10/17, 10/31, 11/14, 12/5, 1/9, 1/23 9:00 am-4:00 pm

825 TU/TH 3/1-6/9 6:00-9:30 pm and  
SAT 3/12, 3/26, 4/16, 4/30, 5/14, 6/4 9:00 am-4:00 pm

Instructor: Thornsberry



## OH NO! Why was my course cancelled?

Sometimes a great course 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 courses running.



# HEALTH CARE

## Phlebotomy Technician

Start your Phlebotomy career here with a program that 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: Externship not available with this program.

\$1799

ONLINE OPTION \$1299

No DISCOUNTS

425 TU/TH 10/6-12/17 6:00-9:30 pm and

SAT 10/17, 11/7, 12/5 9:00 am-3:00 pm

820 TU/TH 3/8-5/31 6:00-9:30 pm and

SAT 3/19, 4/16, 5/7 9:00 am-3:00 pm

Instructor: Romans



## Pharmacy Technician

Prepare to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam in this comprehensive program. 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.

\$1199

ONLINE OPTION \$1299

No DISCOUNTS

430 TU/TH 10/20-12/10 6:00-9:30 pm

830 TU/TH 3/22-5/17 6:00-9:30 pm

Instructor: Propes



## CCI ONLINE 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, Dialysis Technician and more. Note: all programs include textbooks, workbooks, and materials. Certain programs include clinical externships. These courses are highly interactive and provide students with an enriched learning experience. Each course includes: 24 hour a day instructor support and 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 online at [www.al.lisd.us](http://www.al.lisd.us) then click Online Learning to experience a course demo and to learn more about these exciting new programs.



Make a commitment   
 to lifelong learning

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: [jack.townsley@lisd.us](mailto:jack.townsley@lisd.us)

For more information call 517.265.1650.

Background checks will be conducted. EOE



# DIY

## MEET THE INSTRUCTOR



Julie Conley, Education Coordinator at Hidden Lake Gardens, holds a Master's of Science from University of Delaware through the Longwood Graduate Program in Public Horticulture and a Bachelor's of Landscape Architecture from the University of Illinois. With two decades of experience in botanic gardens and nature centers, she strives to help people reconsider human's relationship with nature.



### LANDSCAPE FOR LIFE

Landscape For Life instructs gardeners and those interested in landscape sustainability how to transform a traditional landscape into a beautiful and healthy environment that also benefits the surrounding community. This series will show you how to work with nature to make your landscape a model of sustainability. Teachings are based on the principles of the Sustainable SITES Initiative™ and will be led by Julie Conley, Education Coordinator of Hidden Lake Gardens, with guest lectures from the community. *Note: No discounts are available for this course, however, a special tuition fee of \$100 for 2 people in the same household can be used.*

\$75 No Discounts  
662 TH 3/3-3/31 6:00-8:30 pm  
Instructor: Conley  
Location: LISD CSF



### BACKYARD BEEKEEPING FOR BEGINNERS

Whether for sustainable farming or as a hobby, beekeeping is becoming increasingly popular-even in city areas! Our expert beekeeper will cover all the basics from buying bees to bee hive construction, bee care, pollination, harvesting honey, resources, cost, and so much more. If you've been thinking about starting your own hive-now is the time! *(Bee Guide included in tuition fee)*

\$90 SENIOR PRICE \$75  
661 TU 2/16-4/5 6:00-8:00 pm  
Instructor: Warner

### HOME MAINTENANCE

Are you tired of house projects piling up because you don't want to pay someone to fix it? Why not learn to do 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.

\$150 SENIOR PRICE \$120  
260 TH 9/17-12/3 6:00-9:00 pm  
660 TH 1/21-3/24 6:00-9:00 pm  
Instructor: Biggs

## Hidden Lake Gardens

Adult Learning Services @ LISD TECH Center is proud to be working in partnership with Hidden Lake Gardens to present the Landscape for Life program. Hidden Lake Gardens is a 755 acre botanical garden and arboretum nestled in the Irish Hills of southeastern Michigan. It offers peaceful natural areas, picturesque landscape scenes, and impressive collections of flowers, trees, and shrubs. Their mission is to preserve the natural areas and cultivated gardens and to develop and exhibit plant collections for the education and enjoyment of the public. For more information, contact HLG at 6214 Monroe Road, Tipton, MI 49287, 517.431.2060. [www.hiddenlakegardens.msu.edu](http://www.hiddenlakegardens.msu.edu)





# COMPUTERS



## Ebay - Buying & Selling

eBay is the world's largest person-to-person online trading community. Whether you want to be a smart shopper, a savvy seller, or both-everything you've ever wanted to know about getting started on eBay will be covered in this "hands-on" course. *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  
 161 TH 9/24-10/22 6:00-8:00 pm  
 561 TU 1/19-2/16 6:00-8:00 pm  
 Instructor: Winans

**Digital Camera** Page 16



## PHOTOSHOP FOR BEGINNERS

Taking your good photo and making it great is what Photoshop for Beginners is all about. The Creative Cloud software is downloaded from the Internet and always up to date giving you the tools you need to get the most out of your creativity. Both professional photographers and hobbyists alike use this software for cropping, retouching, changing colors, and combining photos. This course will teach you beginner techniques that will produce great results that can be used for printing projects, creating graphics, web design, or any other creative idea you want to share. *PCs will be used for this course. Flash drives will be provided. Prerequisite: Basic computer skills and an email account.*

\$160 SENIOR PRICE \$130  
 162 TU 9/22-11/24 6:00-8:30 pm  
 562 TU 1/26-3/29 6:00-8:30 pm  
 Instructor: Brooks



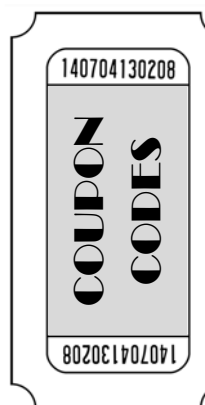
## ATTEND A FREE COMPUTER SESSION!

Which computer course is right for you? If you're feeling confused by the choices available, you're invited to a FREE computer session which will provide answers to your questions.

Thursday, September 17, 2015  
 6:00 - 7:30 p.m.

Our experienced staff will provide an overview of our computer courses and make suggestions regarding where to begin. They will be happy to answer your questions about software training.

Call 517.265.1650 **TODAY**  
 to reserve a spot



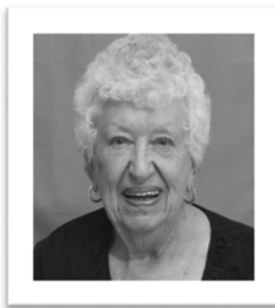
### Coupon Codes

Senior Citizen (Age 60 & over)	20%	SENIOR20
Educator	20%	EDUCATOR20
Blood Donor	10% up to \$20	BLOODDONOR10
Preferred (attended previous session)	10%	PREFERRED10

Refer to page 27 for discount eligibility guidelines

# FOODS

## MEET THE INSTRUCTOR



Ruth Clapham, the recipient of the 2015 LISD Excellence Award for Teaching, is the instructor of the Gourmet Cooking course. She has been teaching for over 15 years and has had many exciting adventures learning the art of cooking. She has taken classes in Paris, France at the LeCordon Blue (where Julia Childs also attended), the Culinary Institute in West Palm Beach, FL and learned about Cajun and Creole Cuisine in New Orleans. She has a passion for cooking and enjoys sharing what she has learned with her students.

## 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 four gourmet dinners; Italian, French, Regional American, and Soups, Salads & Breads. Enjoy eating your creations in class and taking home the extras and recipes (please bring your own containers). If you cannot attend a session, send a friend or relative in your place.

\$155 SENIOR PRICE \$135  
102 TU 9/22-10/13 5:30-9:30 pm  
Instructor: Clapham

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

## BASIC KITCHEN SKILLS

The start of creating fine meals is learning basic kitchen skills. Work on your knife skills by learning industry standard knife cuts. Utilize these knife skills while learning basic cooking techniques including sauté, pan fry, deep fry, roast, braise, and much more. This class will culminate in creating a variety of stocks, sauces, and soups.

\$115 SENIOR PRICE \$100  
106 TU 11/10-12/1 4:30-8:30 pm  
Instructor: Graf



## THE PERFECT PIE CRUST

Be the envy of all pie crust bakers by learning the secrets to making the perfect pie crust. Why do you use two different kinds of flour and five different kinds of apples? These tips and tricks will be the focus in this hands-on bakers dream-course. You won't want to miss out on this special event sure to please even the toughest pie connoisseur.

\$30 SENIOR PRICE \$26  
103 TU 10/20 5:30-8:30 pm  
Instructor: Clapham



## AUTHENTIC MEXICAN CUISINE

Now you can enjoy the great taste of authentic Mexican food that you prepare yourself. You will have fun learning these simple recipes and techniques that can be used every day. Each recipe given will provide you with 2-3 different variations that will give you a menu that can feed you for a month! Flour tortillas, salsa, chips, guacamole, chicken & rice, beans, enchiladas, and cinnamon crispas will be included. Bring your own containers to take home the extras. If you cannot attend a session, send a friend or relative in your place.

\$135 SENIOR PRICE \$116  
503 TU 3/1-3/29 6:00-9:00 pm  
Instructor: Gosselin

**Make a commitment**   
 **to lifelong learning**



# ARTS

## MEET THE INSTRUCTOR



Brenda Thompson has been crocheting for over forty years and enjoys teaching this art to others. She finds making afghans, scarves, and other items a relaxing hobby for her. Brenda enjoys watching students use their knowledge of what they have learned in class to create new and larger projects. She listens to what her students want to learn and has developed courses over the years to accommodate their requests so make sure to watch for more new courses!

## 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. Estimated cost of supplies: \$10*

\$30 SENIOR PRICE \$24  
127 TH 10/1-10/22 6:00-8:00 pm  
Instructor: Thompson



## INTERMEDIATE CROCHET

What better time to learn how to make your own blanket than this winter? Now that you've learned the basics put those skills to use by reading basic patterns and creating something special that can be enjoyed for years to come. *Supply list provided at registration. Estimated cost of supplies: \$25-30*

\$30 SENIOR PRICE \$24  
527 TH 1/7-1/28 6:00-8:00 pm  
Instructor: Thompson

## 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



## ADVANCED CROCHET

Take your 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 by making a cardigan sweater. *Supply list provided at registration. Estimated cost of supplies determined by size of sweater.*

\$45 SENIOR PRICE \$36  
128 TU 9/22-10/27 6:00-8:00 pm  
Instructor: Thompson



## MULTIPLE STITCHES—CROCHET

Enhance your skills with this one night class to practice a variety of stitches with hands-on instruction. *Supply list provided at registration. Estimated cost of supplies: \$8. Prerequisite: Intermediate crochet or knowledge of single and double crochet.*

\$25 SENIOR PRICE \$20  
528 TU 3/22 6:00-9:00 pm  
Instructor: Thompson

**For more Do-It-Yourself possibilities**

Turn to page 9



# ARTS



## **NEW CERAMICS @ COMMUNITY CLAY (LCVA)**

Explore your creative side and WOW your friends and family with what you are able to design. Basic forming techniques in both hand building and wheel throwing will be taught along with decorative glazing methods. All ability levels are welcome with no previous experience required. Generous studio time outside of class will be available throughout the week. All clay and glaze supplies are included. A small tool kit for under \$10 can be purchased at class. Space is limited so register early!

\$170 No DISCOUNTS  
140 TH 10/15-11/19 2:00-4:30 pm  
Instructor: Cravens  
142 SA 10/17-11/21 9:30 am-noon  
Instructor: Benio  
Location: Former Adrian Training School  
Campus across from LISD TECH Center

## **Welding—Metal Art**

Page 5

## **SEWING BASICS**

Take the frustration out of learning how to use your sewing machine by having fun creating a special project with hands-on instruction. Sewing kits will be provided. Bring your own working portable sewing machine with all the attachments, the owner's manual (if available), basic sewing tools for cutting and measuring, pins, threads, and bobbins. Children 12 or older are welcome and encouraged to enroll with an adult. Be ready to learn shortcut tips and tricks you may not have known before. *Note: Cost of kit is included in tuition.*

\$60 SENIOR PRICE \$51  
125 TU/TH 9/29 & 10/1 6:00-9:00 pm  
525 TU/TH 2/23 & 2/25 6:00-9:00 pm  
Instructor: Evans

## **INTERMEDIATE SEWING**

Continue exploring the features of your portable sewing machine that include more advanced functions such as zippers and Velcro. Sewing kits will be provided or you can purchase "Simple to Sew" patterns from a fabric store with supplies listed on the pattern. *Prerequisite: Sewing Basics or equivalent knowledge recommended. Note: Cost of kit is included in tuition, \$20 will be reimbursed if you choose not to use the kit.*

\$80 SENIOR PRICE \$68  
126 TU/TH 10/27-11/5 6:00-9:00 pm  
526 TU/TH 3/15-3/24 6:00-9:00 pm  
Instructor: Evans

## **MEET THE INSTRUCTORS—COMMUNITY CLAY (LCVA)**

*Pi Benio* taught ceramics at Adrian College for 36 years winning several teaching awards. An active exhibiting artist herself, she maintains a studio in Adrian. Pi has shown her work in NYC, Chicago, and Japan, and presented a one-person show at the Detroit Institute of Arts. A firm believer in the arts as a way to enhance our community, she is on the board of the Lenawee Council for the Visual Arts (LCVA) and Art-A-Licious.

*Kris Cravens* began her career in fashion merchandising and design. Fifteen years ago she began working in clay and added glass fusion to her work most recently. Currently represented by three Detroit galleries and a successful Etsy store, she has also participated in a number of art fairs including the Ann Arbor Art Fair and Art-A-Licious. Kris enjoys teaching ceramics, is a board member of the Michigan Ceramics Art Association (MCAA) and the LCVA.

# ARTS



## 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 both digital and basic photo terminology. Each week you will be given a photo assignment, with many sample pictures to look at as reference for each project. Since all camera manufacturers have their own unique menu layout, it is recommended to bring the owner's manual for your camera to class as reference. This course does not involve working with computers.

\$100 SENIOR PRICE \$80  
130 TU 9/15-10/13 6:00-8:30 pm  
131 TH 9/17-10/15 6:00-8:30 pm  
530 TU 1/12-2/9 6:00-8:30 pm  
Instructor: Strayer

## Photoshop for Beginners

Page 11

## 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 course does not involve working with computers, although there may be some discussion involving computers. *Prerequisite: Digital Camera 1 or equivalent knowledge.*

\$100 SENIOR PRICE \$80  
132 TH 10/22-12/3 6:00-8:30 pm  
Instructor: Strayer

## BEGINNING FLORAL DESIGN

Whether you plan to pursue a career in the floral industry or want 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, and take your design home each week. Current designs and techniques will be covered in many areas of floral design, along with professional tips, shortcuts, and helpful secrets for creating simple to complicated designs.

\$260 SENIOR PRICE \$228  
120 TU 9/22-11/24 6:00-9:00 pm  
520 TU 1/19-3/22 6:00-9:00 pm  
Instructor: Terry  
Location: LISD CSF



## 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.*

\$260 SENIOR PRICE \$228  
121 TH 9/17-12/3 6:00-9:00 pm  
521 TH 1/21-3/24 6:00-9:00 pm  
Instructor: Terry  
Location: LISD CSF



# COLLEGE PARTNERSHIP

The courses listed below are a result of the partnership between the LISD and Jackson College. 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 LISD Adult Learning Services 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.

\$225                                      SENIOR PRICE \$180  
301 W 9/9-12/16                                      6:00-8:05 pm  
701 W 1/20-5/4                                      6:00-8:05 pm

## **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.

\$300                                      SENIOR PRICE \$240  
304 M/W 9/14-10/28                                      5:30-9:26 pm

## **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*

\$300                                      SENIOR PRICE \$240  
703 M/W 1/18-3/9                                      6:00-8:35 pm

## **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.

\$225                                      SENIOR PRICE \$180  
302 TH 9/10-12/17                                      6:00-8:14 pm

## **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*

\$300                                      SENIOR PRICE \$240  
305 M/W 11/2-12/21                                      5:30-8:27 pm

## **Accessing the WAN (CNS 104)**

This course is the last 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*

\$300                                      SENIOR PRICE \$240  
704 M/W 3/14-5/4                                      6:00-8:35 pm

# ONLINE

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**NEW** Ed2go is the industry leader in online learning for adults. With hundreds of quality online courses ranging from College Readiness to Personal Development, see why millions of lifelong learners take online courses through ed2go. Take a free demo of any one of their instructor-led, 6-week online video and written courses and experience proven online training success! Start today by going to [www.al.lisd.us](http://www.al.lisd.us) and clicking on "Online Learning Courses".

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### Want more information?

Scan the code on the left 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.



### ONLINE 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: 24/7 instructor support and 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 online at [www.al.lisd.us](http://www.al.lisd.us) and click on "Online Learning Courses" to experience a course demo and to learn more about these exciting new programs.

### Did you know?

All E-learning healthcare courses offered through Health Ed Today qualify for a payment plan option. Contact us for all the details and to register.

Call **517.265.1650** for more information



# SAFETY

## **MOTORCYCLE SAFETY COURSES**

New for 2016, Adult Learning Services will be adopting the Motorcycles Safety Foundation's new curriculum for the Basic Rider Course.

With the introduction of its online eCourse, this updated curriculum takes a more interactive approach to education by taking a segment of your classroom learning experience right into the comfort of your own home! By covering key components of the motorcycle's basic operation prior to class (e.g. motorcycle controls, riding strategies, etc.), students will arrive to class ready for their hands-on training. The eCourse will be a required component for all eCourse Basic Rider Course classes. See Pre-Course Requirement below for complete details.

### **Pre-Course Requirement**

Prior to attending class you will need to complete a Motorcycle Safety Foundation (MSF) Basic eCourse. An eCourse Code will be emailed to you prior to class.

Items to bring to both days of class: driver's license or driver's certificate, basic eCourse Certificate, parental waiver (if you are under 18), sack lunch & water bottle, pen or pencil, highlighter, folding chair (optional). Items to wear to class: DOT-approved, properly fitted helmet, long sleeve jacket or heavy shirt, heavy duty long pants, eye protection-goggles or glasses (required even with a face shield helmet), full fingered gloves, hard sole over-the-ankle boots (high heels or high-top tennis shoes not permitted), rain gear (if necessary), change of clothing if it's hot or wet (optional), hat to protect you from sun when not riding (optional). *Students are required to register and pay for course online. There will be no refunds, transfers, or discounts for this course. If you are unable to attend please call 517.265.1650 to cancel. You cannot send another person to take your place.*

### **eCourse Basic Rider Course**

The online eCourse will provide students with the basic classroom knowledge to begin riding the motorcycle. Designed for someone who has minimal experience operating a motorcycle, this course focuses on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning, and shifting. Successful completion of this course and its knowledge and skills test, which consists of approximately 18 hours of classroom and hands-on riding instruction, will result in a riding test waiver by the Secretary of State. Prerequisite: ability to ride a bicycle. *Requirement: must have a valid email address on file with Adult Learning Services. Must complete the online eCourse prior to your class start date and bring the completion certificate, along with your riding gear, to the first class session. Link to the eCourse will be distributed by Adult Learning Services via email at least one week prior to the start date of your course.*

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

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

\$25	No Discounts		
901	4/8-4/10	907	6/3-6/5
902	4/15-4/17	908	6/24-6/26
903	4/22-4/24	909	7/8-7/10
904	4/29-5/1	910	7/22-7/24
905	5/13-5/15	911	7/29-7/31
906	5/20-5/22		



<b>LISD Board of Education</b>	Howard Keller Victor Hogue Richard Germond Jim Hartley Carrie Dillon
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# SAFETY

## Returning Rider Basic Rider Course

A one day course designed for the experienced but unlicensed rider to become licensed and legal. Many experienced, licensed riders use this course as a refresher and skills tune up. Topics include: braking, counter steering, turning, speed judgement, and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. To participate in this class, you must be at least 18 years old. If you are 16 or 17, you may take this class only if you have a valid license and a current motorcycle endorsement. Each student must provide their own motorcycle. Scooters will be allowed in the class. Sharing is not allowed. The cycle must be titled, properly registered, and display a valid license plate. Each student must provide proof of insurance and the bike must pass a safety inspection. Students under the age of 18 must have a parent or guardian accompany them to the class to meet briefly with the instructor; parent signatures are required on some documents. Successful completion allows a student to waive the Secretary of State riding skills test.

\$25	No Discounts	
921 SA	5/7	7:30 am-4:30 pm
922 SU	6/12	7:30 am-4:30 pm
923 SA	7/16	7:30 am-4:30 pm



## Advanced Rider Course

This one day course is designed for licensed, experienced riders who have a cycle endorsement to enhance their basic skills and help with personal risk assessment. Interactive classroom activities to improve perception and hazard awareness are combined with range exercises which enhance both basic skills and crash avoidance skills. You will learn to improve braking and corner finesse. It is the public version of the Military Sport Bike Rider license plate. Each student must provide proof of insurance and the bike must pass a T-CLOCS safety inspection. Graduates will receive MSF national ARC completion card.

\$25	No Discounts	
931 SA	6/11	7:30 am-4:30 pm
932 SU	7/17	7:30 am-4:30 pm

## 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: DOT-approved motorcycle helmet, long sleeve jacket or heavy shirt, heavy duty long pants, eye protection-goggles or glasses (required even with a face shield helmet), full fingered gloves, hard sole over-the-ankle boots (high heels or high-top tennis shoes not permitted), and rain and cold weather gear as needed. 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 first day of class. If a registered student does not show up, you may be allowed to register on a first-come, first-served basis.
- 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.

# SCHEDULE AT-A-GLANCE

## September

3	Certified Nursing Assistant
9	Auto General Services
10	Undercar Service
14	Network Fundamentals
14	Welding Technology 1
15	American Sign Language 1
15	Digital Camera 1
15	Home Canning
15	Industrial Print Reading
15	Spanish for Beginners
16	Manual Milling Machine Set-Up
16	Welding Technology 1
17	Advanced Floral Design
17	ASL-Applied
17	Digital Camera 1
17	Home Maintenance
17	Spanish for Beginners
18	FREE Computer Session
22	Advanced Crochet
22	Beginning Floral Design
22	Gourmet Cooking
22	Microsoft Office Certification
22	Photoshop for Beginners
24	eBay Buying & Selling
24	Intro to PCs
29	Sewing Basics

## October

1	Crochet for Beginners
6	Clinical Medical Assistant
6	Phlebotomy Technician
15	Ceramics @ Community Clay
17	Ceramics @ Community Clay
20	Pharmacy Technician
20	Pie Crust
22	Digital Camera 2
27	CNA Boot Camp
27	Intermediate Sewing
27	Sausage Making—Basic

## November

2	Routing Protocols & Concepts
3	Sausage Making—Smoked
10	Basic Kitchen Skills
30	Welding—Metal Art

## January

7	Intermediate Crochet
12	American Sign Language 2
12	Certified Nursing Assistant
12	CNC Milling 1
12	Digital Camera 1
13	American Sign Language
13	Industrial Print Reading
18	LAN Switching & Wireless
18	Welding Technology 1
19	Beginning Floral Design
19	Dental Assistant
19	eBay Buying & Selling
19	Microsoft Office Certification
19	Spanish for Beginners
20	Auto General Service
20	Welding Technology 2

## January

21	Advanced Floral Design
21	Home Maintenance
21	Intro to PCs
26	Photoshop for Beginners
26	Sausage Making—Basic
28	Spanish—Next Step

## February

2	Sausage Making—Smoked
16	Backyard Beekeeping for Beginners
23	Sewing Basics

## March

1	Authentic Mexican Cuisine
1	CNA Boot Camp
1	Clinical Medical Assistant
3	Landscape for Life
8	Phlebotomy Technician
14	Accessing the WAN
15	Intermediate Sewing
22	Multiple Stiches in Crochet
22	Pharmacy Technician
23	Manual Lathe Set-Up

## April

8	Motorcycle Safety—BRC
11	Welding—Metal Art
12	Industrial Print Reading
15	Motorcycle Safety—BRC
19	Certified Nursing Assistant
22	Motorcycle Safety—BRC
29	Motorcycle Safety—BRC

## May

7	Motorcycle Safety—RRBRC
13	Motorcycle Safety—BRC
20	Motorcycle Safety—BRC

## June

3	Motorcycle Safety—BRC
11	Motorcycle Safety—ARC
12	Motorcycle Safety—RRBRC
24	Motorcycle Safety—BRC

## July

8	Motorcycle Safety—BRC
16	Motorcycle Safety—RRBRC
17	Motorcycle Safety—ARC
22	Motorcycle Safety—BRC
29	Motorcycle Safety—BRC

## Check for updates

Instructors often add more dates to their course schedule or new courses based on student recommendations. Make sure to check our website regularly for the most up-to-date offerings.

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

# LISD TECH CENTER CAMPUS

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

The LISD TECH Center offers 28 career technical education programs to all Lenawee County high school students. Articulation and dual enrollment opportunities are also available for students to earn college credit while still attending high school. Students receive career counseling services in support of their Education Development Plan (EDP). *New for this year - Computer Programming.*

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

JC/LISD Academy is a public middle college program for capable and self-motivated students. The Academy exists in partnership with all 11 Lenawee County public school districts and is funded through a percentage of each district's Foundation Allowance. This alleviates cost to attending students or their families. The Academy is designed to fully immerse high school aged students in the post-secondary learning environment, while affording them the opportunity to complete a high school diploma and Associate's Degree. For more information, visit our website: <http://jccmi.edu/theacademy/about.html>

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

The LEED Platinum certified LISD Center for a Sustainable Future (CSF) is a state of the art net-zero energy educational campus located on Tipton Highway in Adrian Township. It is the first K-12 net-zero education building in the state of Michigan and one of only a handful in the country. The CSF has been named a 2014 U.S. Department of Education Green Ribbon School by the Secretary of Education. The campus offers students hands-on learning opportunities in a variety of LISD programs, especially the rapidly growing fields of sustainable agriculture and alternative energy production. To schedule a tour of the facility for your group or organization, contact Ann Knisel at 517.264.9840.

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**LISD PREP Academy**  
**517.266.1198**

The LISD PREP Academy is an alternative high school for teenage parents located on the LISD TECH Center campus. 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 the student's resident district high school graduation requirements. (Free on-site licensed child care is provided.)

# LISD Youth Programs

## Career Exploration Camps

LISD Career Exploration Camps support hands-on activities in the areas of science, technology, engineering, and math (STEM). Campers are encouraged to explore exciting careers while being instructed in the use of state-of-the-art equipment and technology at the LISD TECH Center. Ignite their natural curiosity and create amazing projects! To register for camps, or for more information, visit our website: [www.lisd.us/camps](http://www.lisd.us/camps) Questions may be directed to: [camps@lisd.us](mailto:camps@lisd.us) or 517.264.9797.

## Professional Development

### CPR, First Aid, and AED Training

Receive an American Academy of Orthopedic Surgeons (AAOS) certificate upon course completion. CPR and First Aid certificates are valid for two years. All courses will be given at the LISD Wm. J. Ross Education Service Center, 4107 N. Adrian Hwy., Adrian, MI 49221. Cost \$70 (*no charge for families of students who receive special education services in Lenawee County*)

8/26/15	1:00-3:00 pm	3/10/16	1:00-3:00 pm
10/8/15	4:30-6:30 pm	4/21/16	4:30-6:30 pm
11/10/15	1:00-3:00 pm	6/15/16	9:00-11:00 am
1/28/16	10:00 am-12:00 pm		

Register online at [www.solutionwhere.com/www/lisd](http://www.solutionwhere.com/www/lisd)

Questions? Contact Kathy Campbell at [kathy.campbell@lisd.us](mailto:kathy.campbell@lisd.us) or 517.265.1619.

## LISD Special Education

### LISD Child Find Outreach

Are you concerned about a 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. 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:

Advanced Manufacturing/CNC  
Current Software Packages  
Welding  
Spanish/Sign Language

### 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 LISD 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 10, 2015, March 3, 2016, and May 4, 2016. The cost is \$6.00 per test. *Pre-registration 30-days in advance 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. To pre-register go to [ged.com](http://ged.com). *A valid email address and a credit or debit card for payment of testing fee will be required to register.* For questions, please contact Joan Larson, Coordinator of GED Services, at [joan.larson@lisd.us](mailto: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).

# SKILLED TRADES PROGRAMS



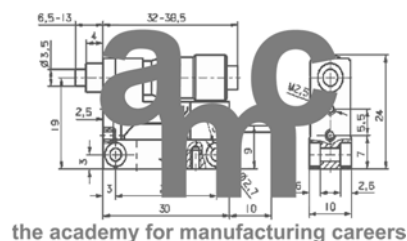
## Adult Learning Services @ LISD TECH Center Is Expanding Skilled Trades Programming

To meet the needs of Lenawee County residents and our local employers, Adult learning Services @ LISD TECH Center is partnering with the Jackson Area Manufacturers Association's "Academy for Manufacturing Careers." The expanded offerings will now include Skilled Trades Apprenticeships, Certificates, and Customized Training.

The Academy for Manufacturing Careers (AMC) is a nationally recognized training institution providing high quality technical instruction for in-demand manufacturing occupations. AMC is certified as a Registered Apprenticeship Program by the U.S. Department of Labor's Office of Apprenticeship (USDOL-OA) and is approved as a licensed Proprietary School by the State of Michigan.

The training offered by this partnership will raise the level of proficiency for the currently employed, provide new skills for the unemployed, and help employers meet their demands for highly skilled workforce.

For more information email Placement Services or call 517.265.1650.



### Placement Services

Jack Townsley [Supervisor, Placement Services and Adult Learning Services] / [jack.townsley@lisd.us](mailto:jack.townsley@lisd.us)

Susan Town-Richards [Workforce Development Coord.] / [susan.town-richards@lisd.us](mailto:susan.town-richards@lisd.us)

# REGISTRATION INFORMATION

## REGISTRATION IS EASY!

Registering for Adult Learning classes is quick and easy. Go to [www.al.lisd.us](http://www.al.lisd.us) and click on 'Register Now'.

If you do not have internet access or would like assistance, call us at 517.265.1650.

### office hours

Monday, Wednesday, & Friday 7:30 a.m. - 4:30 p.m.

Tuesday & Thursday 7:30 a.m. - 7:30 p.m.



### discounts

Discounted tuition is available for qualified students. Some course restrictions apply. Coupon codes cannot be combined with any other discount and must be used at time of checkout to be applied. Sorry, there are no discounts on material fees. See schedule on page 11 for applicable coupon codes.

### 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.

### 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 the 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.