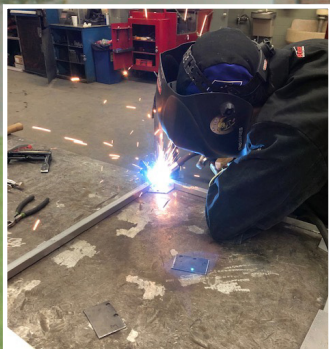




ADULT & CONTINUING EDUCATION



BAY ARENAC ISD
CAREER CENTER

2024 PROGRAM GUIDE



4155 Monitor Road
Bay City, MI 48706
(989) 667-3275
or 1-800-227-6382

www.baisd.net/learning/adult--continuing-education
www.facebook.com/baisdaced



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www.facebook.com/baisdaced

SUPERINTENDENT

Michael Vieau

BAY-ARENAC ISD BOARD MEMBERS

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Annette Ratajczak, Secretary

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MISSION STATEMENT

Educational Excellence

VISION STATEMENT

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

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

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START YOUR STORY!

Thank you for your interest in our academic and Career Technical Education (CTE) courses. We work hard to ensure our classes meet education and industry standards so that you receive a quality education. During your time with us, we hope you put forth your best work and are successful in reaching your goals. Registration times are listed below. Our courses run on either a trimester or semester schedule. Please pay close attention to the registration and class start dates under each course description.

2023-2024 REGISTRATION BEGINS

Virtual Pupils:

Monday, Aug 7
9 am - 4 pm

Participants & CTE:

Tuesday, Aug 15
10 am - 4 pm

Registration will be ongoing for the remainder of the year.

VIRTUAL PUPIL

Students who are 16-21 years of age as of September 1, 2023, and are non-graduates who enroll in GED Prep or High School Completion classes. This is a tuition free Virtual Pupil Program for students who live in Bay or Arenac County. Students complete all of their courses online and are required to attend the Drop in Lab once a week from 3:45-5:45 pm. **This is a tuition-free program.**

PARTICIPANT

Students who are 18 years of age or over as of July 1, 2023, and whose graduating class has graduated may enroll in one of the following adult ed academic classes: Academic Skill Development, GED Prep, or High School Completion. Classes are available mornings, afternoons, and evenings and are available at three locations: Bay-Arenac ISD Career Center, Bay City MiWorks! and Standish MiWorks! **This is a tuition-free program.**

EDGE PARTICIPANT

Students who are 18 years of age or over as of July 1, 2023, whose graduating class has graduated, who enroll in one of the EDGE Career Technical Programs (see pg. 8) and one of the following adult ed academic classes: Academic Skill Development, GED Prep, or High School Completion. Academic classes are available mornings, afternoons, evenings, and may be available at three locations: Bay-Arenac ISD Career Center, Bay City MiWorks! and Standish MiWorks! All of the CTE courses will be held at the BAISD Career Center.

This is a tuition-free program.

CAREER TECHNICAL STUDENT

Students taking Career and Technical Education classes that are designed to give them entry level skills in a trade program. Tuition rates vary. Career Technical Education students who want to take more than one trimester or semester are required to re-register for each. All CTE courses will be held at the Bay-Arenac ISD Career Center.

This is a tuition-based program.

REGISTRATION PROCESS

Virtual Pupils who want to enroll in our **Virtual Pupil Program** may **apply**, in person or online beginning **Monday, August 7**.

Participants who want to **enroll** in our **Adult Ed, EDGE, or CTE programs** may do so, in person or online beginning **Tuesday, August 15**.

We are located at the BAISD Career Center, 4155 Monitor Road, Bay City.

What do I need to bring to register?

- Proof of Birth Date - Driver's License, State ID Card, or Birth Certificate
- Payment for tuition-based programs (see pg. 3 for details)

**Applications will be taken on an ongoing basis throughout the school year*

VIRTUAL PUPIL ORIENTATION, ASSESSMENT, & SCHEDULING

After completing an application, virtual pupil applicants will be scheduled for an interview to determine if the program is a good fit. If the student is accepted into the program, he or she will be assigned a **MANDATORY** Orientation & Assessment Session. After orientation, virtual pupils will be assigned a Drop in Lab Time. The Drop in Lab is available for Virtual Pupils Monday-Thursday from 3:45-5:45 pm at the Career Center. Laptops and/or Internet access are loaned to virtual pupils to complete online coursework.

PARTICIPANT & EDGE ORIENTATION, ASSESSMENT, SCHEDULING

After completing the registration paperwork, participants will be assigned a **MANDATORY** Orientation & Assessment session. The session is necessary to make sure that participants are placed in appropriate level classes. A participant will not be officially able to begin classes until the Orientation & Assessment session is completed. After the session is completed, students will be signed up for classes for a **minimum of 10 hours per week**. **Please note that EDGE students will be assigned a minimum of 8 additional hours for their technical training.**

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

Participants will be assessed using the CASAS eTest and will be placed in classes based on the results of the assessment.

- Students assessing below 9th grade will be eligible for Academic Skill Development (ASD) classes to help build their core skills in both reading and math.
- Transcripts will be evaluated for number of credits at time of registration.
- Students who place at 9th grade or above will be eligible to enroll in High School Completion or GED Prep classes.

REGISTRATION PROCESS

PAYMENT FOR TUITION-BASED PROGRAMS

- Students who want to enroll in a tuition-based CTE course may do so in person or over the phone.
- Tuition must be paid before the first CTE course begins. Payment plans are available, see below.
- Discount for seniors 62 years of age and older is 25%.

THE FOLLOWING PAYMENTS CAN BE ACCEPTED FOR TUITION:

Cash (exact change only) Check, Money Order, Debit or Credit Card

TEXTBOOKS AND/OR EQUIPMENT

It is the student's responsibility to obtain their textbook and/or equipment before the class begins. The textbook name and ISBN's are listed as part of the class descriptions. For those classes requiring equipment, a list will be given on the day of registration, or the 1st day of class.

REFUNDS FOR CAREER TECHNICAL COURSES

Refunds for tuition based courses are available provided a request is made before the 3rd session of the course. 100% refund before the first session, 90% refund before the second session, 80% refund before the third session. There will be **NO** refunds granted after the 3rd session of the course. Refunds come in the form of a check payable to the student at the address given on the registration form approximately 2 - 3 weeks after request is made.

If at any point tuition-based classes are canceled through no fault of the student, tuition will be refunded on a prorated basis.

Tuition fees are listed under each of the individual course descriptions. Tuition is expected at time of registration; however a payment plan is available.

Please note: All class days, dates, times and courses offered are tentative and are subject to change.



MEDICAL OFFICE ASSISTANT PROGRAM

The textbook & study guide required for Medical Terminology & Medical Office Assistant I & II classes are:

Today's Medical Assistant: 3rd Edition
ISBN 9780323311274

Study Guide for Today's Medical Assistant: 3rd Edition
ISBN 9780323311281

Both books are required. A book is NOT required for Medical Billing.

MEDICAL OFFICE ASSISTANT I

This introductory course will provide the student with the basic skills needed to work in a physician's office. Skills include: basic office procedures, basic assistant nursing skills, transcription, telephone techniques, patient appointments and patient history. CPR and First Aid training are included in this course. This course must be taken after or concurrently with Medical Terminology.

Tuition: \$200 **Instructor:** TBD
Night: Monday **Time:** 5:00 - 9:00 pm
Fall Session: 10/02/23 to 12/4/23

MEDICAL TERMINOLOGY

This class will cover an introduction to the language used in the medical profession. It includes the foundation of words and the overview of the body structure. It provides the student with a working knowledge of medical terminology. The second part of the course will provide the student with a further comprehension of the language, but also a study of anatomy and physiology, the body and its functions, system by system.

Tuition: \$200 **Instructor:** TBD
Night: Tuesday **Time:** 5:00 - 9:00 pm
Fall Session: 10/03/23 to 12/05/23

MEDICAL OFFICE ASSISTANT II

This class will prepare students for clinical/medical functions of a physician's office. Preparation and instruction of the patient for examination, vital signs, minor surgical procedures, EKGs, lab tests, laboratory procedures, maintaining treatment rooms and instruments, ordering, storing, and disposal of medical supplies. Prerequisite: Medical Terminology AND Medical Office Assistant I.

Tuition: \$350 **Instructor:** TBD
Nights: Mon. & Wed. **Time:** 5:00 - 8:30 pm
Winter Session: 01/08/24 to 03/13/24

MEDICAL BILLING

In this course the student will learn the basics of insurance billing and use of ICD 10 diagnostic and procedure coding manuals. The student will also be introduced to Medicare and Medicaid insurance. An introduction to entering information into the computer will also be given. In the second part of the course, an emphasis will be placed on proper claim completion of Medicare, Medicaid, Blue Cross Blue Shield, HMO's, and Workman's Compensation insurance forms. Proficiency in basic computer skills are required and the student must be able to type 40+ wpm with 80% accuracy. Prerequisite: Medical Terminology AND Medical Office Assistant I. **Limit 10 students**

Tuition: \$200 **Instructor:** TBD
Night: Tuesday **Time:** 5:00 - 9:00 pm
Winter Session: 01/09/24 to 03/12/24



MACHINE SHOP FUNDAMENTALS

Formal classroom and machine training on machine fundamentals. A textbook is not required.

Tuition: \$150 **Instructor:** TBD

Night: Tuesday **Time:** 5:30 - 9:30 pm

1st- 10/03/23 to 12/05/23

2nd- 01/09/24 to 03/12/24

MACHINE SHOP II-III

Formal classroom and machine training on the lathe and milling machine. Open lab will be available for experienced students on the lathe, mill, grinders, CNC mill, and Mastercam computer lab. Experienced students will have a project on a Toolmaker Vise. *A textbook is not required.*

Prerequisite: Machine Shop Fundamentals or related experience.

Tuition: \$150 **Instructor:** TBD

Night: Tuesday **Time:** 5:30 - 9:30 pm

1st- 10/03/23 to 12/05/23

2nd- 01/09/24 to 03/12/24



COMPUTERIZED NUMERICALLY CONTROLLED (CNC) I-II

An introductory course in Computerized Numerical Control programming.

Become familiar with CNC language, capabilities, and operation using the HAAS CNC controller. Also includes an introduction to Mastercam, the largest selling CAD/CAM program in the world.

Prerequisite: Machine Shop Fundamentals or related experience. *A textbook is not required.*

Tuition: \$150 **Instructor:** G. Wenglikowski

Nights: Monday **Time:** 5:30 - 9:30 pm

1st- 10/02/23 to 12/04/23

2nd- 01/08/24 to 03/11/24



WELDING PROGRAM

In the Welding Program students can choose the welding process(es) that they will take in sequential order and have the opportunity, at the end of the program, to earn an American Welding Society (AWS) Qualification in one or more welding processes.

Students can complete the entire program in one and a half years. If questions, please feel free to contact us.

Students must furnish: Safety glasses (ANSI Z87.1 rated), Long pants (cotton/denim), Welding Hood (auto-darkening style recommended/shade #10 or above if fixed), welding beanie/hat, leather welding gloves (SMAW & GMAW, GTAW), long sleeve welding jacket (cloth or leather), leather work boots (steel toed preferred), vise grips (10 in C-clamp style or classic style), chipping hammer, wire brush, tape measure, welding pliers.

Optional Tool: 12" combination square, center punch for metal, 12 oz. ball peen hammer, tool bag, soap stone, soap stone holder, small flashlight, Tungsten carbide scribe w/magnet.

INTRO TO WELDING & FABRICATION

This course introduces students to the basic concepts of the Gas Metal Arc Welding GMAW, Shielded Metal Arc Welding SMAW, Gas Tungsten Arc Welding GTAW processes on carbon steel. Students will learn proper joint design, basic blue print reading, weldment set-up, and techniques to produce cost effective fillet welds in the flat and horizontal positions. Familiarization with the equipment, set-up, shielding gasses, cutting gasses, base materials, and

manipulation techniques are emphasized. This course provides practical welding experience and knowledge for students.

This course will introduce students to the essential welding safety equipment and procedures as well as oxy fuel cutting, Plasma arc cutting, hand angle grinders, iron worker, and multiple hand tools for welding and fabrication.

This course will provide a pathway for employment in the welding field as well as basic skills for the home hobbyist.

Passing grade of C or higher is required to advance.

7 1/2 WEEK COURSE OPTION

Tuition: \$350

Instructors: J. Herek/B. Dutton

Nights: Mon. **Time:** 5:30 - 9:30 pm
Wed. **Time:** 5:30 - 9:30 pm

Semester Dates: 1st 09/11/23 to 10/31/23
2nd 01/08/24 to 02/29/24

15 WEEK COURSE OPTION

Tuition: \$700

Instructors: J. Herek/K. Harrington/
B. Dutton

Nights: Mon. **Time:** 5:30 - 9:30 pm
Wed. **Time:** 5:30 - 9:30 pm

Semester Dates: 1st 09/11/23 to 12/20/23
2nd 01/8/24 to 04/24/24

INTERMEDIATE ARC WELDING

Tuition: \$700

Instructors: J. Herek/K. Harrington/
B. Dutton

Nights: Tues. **Time:** 5:30 - 9:30 pm
Thurs. **Time:** 5:30 - 9:30 pm

Semester Dates: 1st 09/12/23 to 12/20/23
2nd 01/09/24 to 04/25/24

Prerequisite: Introduction to Welding

This course builds upon the Introduction to Welding course by introducing the students to types of weldments used in



industry, with emphasis on proper design, setup, trouble shooting and techniques to produce cost effective fillet and groove welds in the vertical and overhead positions. Laboratory experience includes skill development in advanced welding techniques, along with project-based learning concepts, blueprint reading, manufacturing of projects, and fabrication technique.

Instructional procedure will consist of lectures, project-based learning, videos, online resources, and/or handouts used for instruction of fundamental concepts.

ADVANCED ARC WELDING

Tuition: \$700

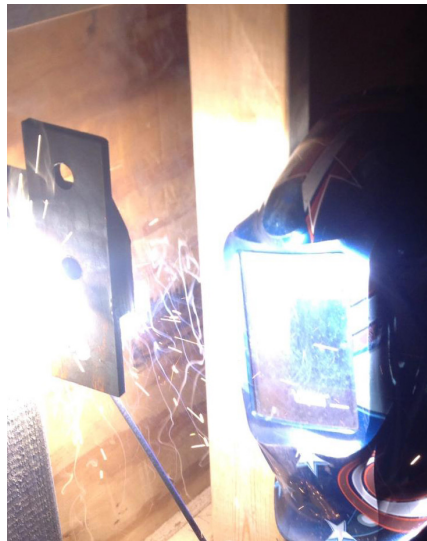
Instructors: J. Herek/K. Harrington/
B. Dutton

Nights: Tues. **Time:** 5:30 - 9:30 pm
Thurs. **Time:** 5:30 - 9:30 pm

Semester Dates: 1st 09/12/23 to 12/20/23
2nd 01/9/24 to 04/25/24

Prerequisite: Intermediate Arc Welding

This course introduces students to the advanced concepts of design and production of many types of weldments used in industry, with emphasis on proper design, set-up, troubleshooting and techniques to produce cost effective fillet and groove welds in the vertical and overhead positions using the SMAW, GMAW, GTAW processes. Laboratory experiences include skill development in advanced welding techniques along with project-based learning concepts, blueprint reading, understanding and using WPS, manufacturing of projects, out of booth welding situations, focus on NDT (non-destructive testing) techniques with visual inspection as well as destructive testing with bend testing. At the conclusion of this course, students will be prepared to take



a 3G or 4G pass/fail welder Certification of Qualification.

QUALIFICATION COURSE

This course is designed as the final step in the BAISD Welding Program. Students are given the opportunity to earn AWS Qualification(s) at the end of the program. The certification course will include 40 hours of welding lab time the tuition includes one qualification in single a process. Additional qualifications are available during the 40 hours at an additional cost.

Tuition: \$700 per course

Instructor: J. Herek/K. Harrington

Nights: TBD **Time:** TBD

Semester Dates: TBD

Get an **EDGE** on your
competition



A tuition-free training program that quickly and efficiently moves eligible adults into high demand career pathways in the technical careers listed below. Participants will receive 100-200 hours of career specific training concurrently with adult education and employability skills training. Upon completion of the program, participants will have the opportunity to seek employment into an entry-level job in their chosen career pathway.

Contact us to determine if you are eligible for this free training!

All supplies needed for Edge courses will be provided at no-cost to the student.

Please note that the following days, dates, times, & courses offered are tentative and are subject to change.

MEDICAL OFFICE ASSISTANT

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the health care office assistant field.

This program offers an introduction to the language used in the profession, anatomy and body functions and systems, basic medical offices procedures, basic assistant

nursing skills and CPR/first aid. Topics covered in this program include: preparing students for the clinical/medical functions of a physician's office and various types of insurance billing. Successful completers are eligible to write the Federal Health Care Certification Test and receive their Medical Assistant certification through the National Healthcare Association.

Instructor: TBD

Mon. & Tues. : 5:00-9:00 pm

Fall Session: 10/02/23 to 12/04/23

Mon. & Wed. : 5:00-8:30 pm

Tues. : 5:00-9:00 pm

Winter Session: 01/08/24 to 03/13/24

CERTIFIED NURSING ASSISTANT (CNA)/BRIDGE TO HEALTHCARE

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the healthcare field. This course utilizes the State of Michigan Nurse Aide Training Curriculum Model and is designed to prepare individuals with the skills necessary to become effective and efficient members of a health care team. This course will include supervised hands-on experience in

EDGE PROGRAM

an extended care facility. Upon successful completion, students will qualify to take the State Licensing Exam. Students must be able to lift 50 pounds. Beyond the CNA, students will also complete these industry recognized certifications: HIPAA, CPR/First Aid, AED, Epi-Pen, Stop the Bleed and Blood-Borne Pathogens.

Instructors: Debra Harthausen/
Karen Kujawa Bishop

Monday Night: 4:00-6:00 pm

Tues. & Wed. Nights: 5:30-8:30 pm

Fall Session: 9/18/23 to 12/20/23

Winter Session: 1/08/24 to 4/24/24

WELDING

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the welding field. Participants will be trained to the American Welding Society (SENSE) standards in various types of welding and cutting processes. Participants will also receive instruction in the use of industrial equipment used in metal fabrication, welding shop safety (including SENSE Certification), shielded metal arc welding, gas metal and gas tungsten arc welding, oxy-fuel and plasma cutting, grinders and hand tools, blueprint reading, measuring tools and math conversions.

Instructor: J. Herek/K. Harrington

Nights: Mon. & Wed. **Time:** 5:30-9:30 pm

Fall Session: 09/11/23 to 12/20/23

Winter Session: 01/08/24 to 04/24/24

COMPUTERIZED NUMERICALLY CONTROLLED (CNC)

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the machining field. Participants will receive formal classroom and machine

training on machine fundamentals, manual mill, manual lathe, surface grinding, CNC mill, and CNC Mastercam.

Instructor: TBD

Semester Dates:

1st 10/02/23 to 12/04/23

2nd 01/08/24 to 03/11/24

BUILDING TRADES

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the building trades field. Participants will receive training and instruction in basic carpentry, masonry, and residential wiring. Instruction will be hands-on with job-site experience and the classroom will reflect a professional atmosphere. Participants will exit the program with the following industry related certifications: OSHA 10, Skytrak license, aerial lift, CPR/First Aide, and shingle application.

Instructor: Brian McGee

Mon.-Thur: 4:00-6:30 pm

Semester Dates: 01/08/24 to 03/30/24

AUTO TECHNOLOGY

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the automotive field. Topics covered in class will include: vehicle identification, buying vehicles, automotive shop safety, safety inspections on vehicles, use of hand and power tools, basic lubrication systems, cooling systems basic automotive electrical, fuel system maintenance, steering systems, basic brake systems, testing fuses and batteries, testing charging systems, performing oil changes, tire rotation, balancing and replacement.

Instructor: Dwayne Gilbert

Mon, Tues & Wed: 3:30-6:00 pm

Session 1: 09/11/23 to 12/20/23

Session 2: 01/08/24 to 04/25/24

TESTING INFORMATION

GED TESTING INFORMATION

Bay Arenac ISD Adult & Continuing Ed is an approved Pearson VUE GED Testing Site

The State of Michigan has set the cost of \$37.50 per test.

There are four tests that you need to take to receive your credential which is a total cost of \$150.

However, if you enroll with us for tuition-free GED preparation classes we will help you prepare for the GED including classroom instruction, materials, and practice tests and you may be eligible to take the test for free.

If you're NOT interested in enrolling in our tuition-free GED prep program and would like to take the GED on your own you can register online at www.ged.com. When you register you will create a "MyGED" account. This account will also allow you to view test results and request transcripts.

You may also register by calling 1-877-EXAM-GED or 1-877-392-6433 Monday through Friday, from 7:00 a.m. to 7:00 p.m. Central Standard Time. You will schedule your test time and location and pay for your exam.

You can take the individual parts of the exam in any order and time frame that you choose. At our testing site, you can complete two parts in one night; therefore, it will take two nights to complete all four parts. At some testing sites, you can take all four parts of the exam in one day.

GED's website is the best place to check on availability. They handle all of the scheduling and hold all of the information on open testing sites. All information about rules and procedures will be provided by GED Testing Service and Pearson Vue.

PARAPRO TESTING INFORMATION

Bay Arenac ISD Adult & Continuing Ed is an approved ETS ParaPro Testing Site

The online ETS Parapro Assessment Certification for public school employees testing measures the skills and knowledge in reading, writing, and math possessed by prospective and practicing paraprofessionals. Please refer to our website for more information. Please call (989) 667-3267 for times, dates and to register. The fee to take the test is \$80 and must be made before or on the day of the test. Cash, check, money order, credit and debit cards are accepted.

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

MEET THE STAFF

ACADEMIC INSTRUCTORS

John Busch, Social Studies

Michael Darbee, PE

Angie Davies, Math

John Fenner, ASD Reading & Math,
GED & HSC

Annemarie Johnson, Language Arts &
ASD Reading

Aaron Jurek, Science

Lori Lanczak, Foreign Language

Erica LaRocque, HSC

Amy Pobanz, Art

Megan Rohde, GED

Tamara Smith, ASD Reading & Math

Matt Taylor, HSC, GED & Math/Tutor

Julie Villano, Virtual Pupil Mentor Teacher

CAREER TECHNICAL INSTRUCTORS

Brandon Dutton, Welding

Keith Harrington, Welding

John Herek, Welding

Garrett Wenglikowski, CNC

EDGE INSTRUCTORS

Brandon Dutton, Welding

Dwayne Gilbert, Auto Technology

Keith Harrington, Welding

Debra Harthausen, Bridge to Healthcare

John Herek, Welding

Karen Kujawa Bishop, Bridge to Healthcare

Brian McGee, Construction



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Adult & Continuing Education
4155 Monitor Road
Bay City, MI 48706

For the most up to date info!

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