



# ADULT & CONTINUING EDUCATION



BAY ARENAC ISD  
CAREER CENTER

## 2026 PROGRAM GUIDE



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

[www.baisd.net/learning/adult--continuing-education](http://www.baisd.net/learning/adult--continuing-education)  
[www.facebook.com/baisdaced](https://www.facebook.com/baisdaced)



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## **SUPERINTENDENT**

Shelly DuCharme

## **BAY-ARENAC ISD BOARD MEMBERS**

Doug Furtah, President

Douglas Newcombe, Treasurer

Alexa Hallberg, Trustee

Allen Schmidt, Trustee

Annette Ratajczak, Vice President

Gary Yaros, Secretary

Richard Kowalski, Trustee

## **MISSION STATEMENT**

**Striving for Excellence**

## **VISION STATEMENT**

**Bay-Arenac ISD provides an inclusive environment  
that serves and empowers our community.**

**SUPPORT • FACILITATE • COLLABORATE**

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. Our courses run on a semester schedule. Please pay close attention to the class start dates under each course description.

## **VIRTUAL PUPIL**

Students who are 16-21 years of age as of September 1, 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 County. Students complete all of their courses online and are required to attend the Drop in Lab once a week from 3:30-5:30 pm at our Career Center location or on Tuesdays from 10am-12pm at our Standish MiWorks! location.

**This is a tuition-free program.**

## **PARTICIPANT**

Students who are 18 years of age or over as of July 1, 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, whose graduating class has graduated, who enroll in one of the EDGE Career Technical Programs (see pg. 8 &9) 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 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 PUPIL ORIENTATION, ASSESSMENT, & SCHEDULING

After completing an Interest Form, 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, they will be assigned a **MANDATORY** Orientation & Assessment Session. After orientation, virtual pupils will be assigned a Drop in Lab Time. 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. 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.

## PAYMENT FOR TUITION- BASED PROGRAMS

Tuition fees are listed under each of the individual course descriptions. Tuition is expected at time of registration or before the first CTE class begins. Payment plans available upon approval by the Adult Education Supervisor. 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. For those classes requiring textbook or equipment, a list will be given on the day of registration or the 1st day of class.

# REGISTRATION PROCESS

## CAREER TECHNICAL COURSES (CTE) SCHEDULING

After completing the interest form, you will be contacted to schedule a time to fill out the registration form and to make payment.

## 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.

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





ADULT &  
CONTINUING  
EDUCATION  
PROGRAMS

# CERTIFIED CLINICAL MEDICAL ASSISTANT

## CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Upon successful completion of both semesters, participants will have explored career pathway options and be prepared for an entry-level position in the health care 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. Successful completers are eligible to write the Federal Health Care Certification Test and receive their Medical Assistant certification through the National Healthcare Association

**Tuition:** \$375.00 per semester

**Instructor:** Tamara VanOchten

**Mon & Wed:** 4:30-8:30 pm

**1st:** 9/15/25 to 12/17/25

**2nd:** 01/12/26 to 4/29/26







# CNC MACHINING PROGRAM

## INTRODUCTION TO CNC MACHINING

This program is designed to prepare students for a variety of entry level jobs in the machining field including CNC Operation. Upon successful completion of this course students will understand: machining terminology, measurement, machine components, blueprint reading and more. Students will be able to design, program and machine parts on our CNC's and earn certifications along the way.

Certifications such as: OSHA 10, Snap-On Precision Measuring Instruments and Titans of CNC.

Certifications offered will increase employment potential and on-the-job productivity in industries such as Manufacturing, Metrology Lab, Metal Working, Aerospace, Transportation and Energy.

**Tuition:** \$450.00 per semester

**Instructor:** G. Wenglikowski

**Tuesday:** 4:30 – 8:30 pm

**1st:** 09/16/25 to 12/16/25

**2nd:** 01/13/26 to 4/28/26





# 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.

**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 per semester

**Instructors:** J. Herek/B. Dutton

**Mon & Wed:** 4:30 – 8:30 pm

**1st:** 9/15/25 to 11/03/25

**2nd:** 01/12/26 to 3/04/26

### 15 WEEK COURSE OPTION

**Tuition:** \$700 per semester

**Instructors:** J. Herek/B. Dutton

**Mon & Wed:** 4:30 – 8:30 pm

**1st:** 9/15/25 to 12/17/25

**2nd:** 01/12/26 to 4/29/26

## INTERMEDIATE ARC WELDING

**Tuition:** \$700 per semester

**Instructors:** J. Herek/B. Dutton

**Tues & Thurs:** 4:30 – 8:30 pm

**1st:** 9/16/25 to 12/18/25

**2nd:** 01/13/26 to 04/30/26

**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 per semester

**Instructors:** J. Herek/B. Dutton

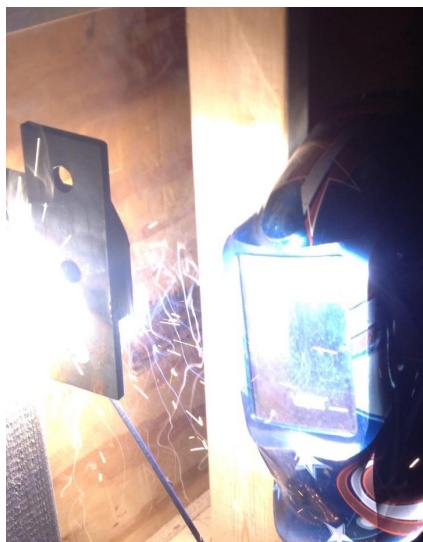
**Tues & Thurs:** 4:30 – 8:30 pm

**1st:** 9/16/25 to 12/18/25

**2nd:** 01/13/26 to 04/30/26

**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

**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 at least 60 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.*

## **CERTIFIED CLINICAL MEDICAL ASSISTANT(CCMA)**

Upon successful completion, participants will have explored career pathway options and be prepared for an entry-level position in the health care 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. Successful completers are eligible to write the Federal Health Care Certification Test and receive their Medical Assistant certification through the National Healthcare Association.

**Instructor:** Tamara VanOchten

**Mon. & Wed:** 4:30-7:30 pm

**1st:** 09/15/25 to 12/17/25

**2nd:** 01/12/26 to 04/29/26

Year long required for Edge Students

## **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 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.

**Instructor:** Debra Harthausen

**Monday Night:** 4:00-6:00 pm

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

**1st:** 09/15/25 to 12/17/25

**2nd:** 01/12/26 to 4/29/26



# EDGE PROGRAM

## **INTRO TO WELDING & FABRICATION**

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/B. Dutton

**Mon & Wed:** 4:30-8:30 pm

**1st:** 9/15/25 to 12/17/25

**2nd:** 01/12/26 to 4/29/26

## **INTRODUCTION TO CNC MACHINING**

This program is designed to prepare students for a variety of entry level jobs in the machining field including CNC Operation. Upon successful completion of this course students will understand: machining terminology, measurement, machine components, blueprint reading and more. Students will be able to design, program and machine parts on our CNC's and earn certifications along the way.

Certifications such as: OSHA 10, Snap-On Precision Measuring Instruments and Titans of CNC.

Certifications offered will increase employment potential and on-the-job productivity in industries such as Manufacturing, Metrology Lab, Metal Working, Aerospace, Transportation and Energy.

**Instructor:** G. Wenglikowski

**Tuesday:** 4:30-8:30 pm

**1st:** 09/16/25 to 12/16/25

**2nd:** 01/13/26 to 04/28/26

## **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, Tues, & Wed:** 3:30-6:00 pm

**2nd:** 01/12/26 to 04/09/26

## **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:** TBD

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

**2nd:** 01/12/26 to 04/29/26



# 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 \$43.50 per test.

There are four tests that you need to take to receive your credential which is a total cost of \$174.

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](http://www.ged.com). When you register you will create a "MyGED" account. This account will also allow you to view test results and requests 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 \$85 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

## OFFICE STAFF

Kim Byington, *Supervisor*

Donna Behrmann, *Office Professional*

Heather Davis, *Office Professional*

Sara Engelberts, *Participant Student  
Success Coordinator*

Jessica Schultz, *Participant Student  
Success Coordinator*

Lori VanDenBoom, *Career Navigator*

Julie Villano, *Virtual Pupil Student  
Success Coordinator*

## CAREER TECHNICAL INSTRUCTORS

Brandon Dutton, *Welding*

John Herek, *Welding*

Tamara VanOchten, *Certified Clinical  
Medical Assistant*

Garrett Wenglikowski, *CNC*

## ACADEMIC INSTRUCTORS

John Busch, *Social Studies*

Michael Darbee, *PE*

Angie Davies, *Math*

John Fenner, *ASD Reading & Math,  
GED & HSC*

Aaron Jurek, *Science*

Jennifer Kipfmiller, *Language Arts*

Lori Lanczak, *Foreign Language*

Erica LaRocque, *HSC*

Howard McClean, *Art*

Tamara Smith, *ASD Reading & Math*

Matt Taylor, *Math Tutor*

Julie Villano, *Virtual Pupil Mentor Teacher*

Tony Villano, *GED & Math*

## EDGE INSTRUCTORS

Brandon Dutton, *Welding*

Debra Harthausen, *Bridge to Healthcare*

John Herek, *Welding*

Brian McGee, *Construction*

Tamara VanOchten, *Certified Clinical  
Medical Assistant*

Garrett Wenglikowski, *CNC*



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**For the most up to date info!**

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[www.facebook.com/baisdaced](http://www.facebook.com/baisdaced)