

SCHEDULE OF CLASSES 2009 – 2010

Butler Adult Education Center 131 N. Haverhill Road, El Dorado, KS 67042 (316) 321-4030, extension 100
Monday-Thursday 8:00 am-9:00 pm; Friday 8:00 am-5 pm

Fees: Classes have a nonrefundable materials fee, payable at enrollment (cash or money order; no personal checks). You are not charged for instruction.

Attendance: Classes cover a significant amount of curriculum; therefore, attendance is mandatory; you are expected to be present and ready to learn for EVERY class. If you are going to be tardy or absent, call the center and let your instructor know. You will need to make arrangements with your instructor to make up the work you missed. No more than seven absences will be excused. Any student who exceeds seven absences will be dropped from class. Dropped students may reenroll for the next session if space is available.

CLASS: *English as a Second Language (ESL)*: Intensive small group instruction at multi-levels in the four English language skills: listening, speaking, reading, and writing. This course prepares adults whose first language is not English to prepare for self-sufficiency in the three principal areas of their lives: the community, the home, and the workplace. Course objectives should enable learners to understand the spoken and written language of daily life, to communicate orally and in writing, to understand the culture and civic expectations of their new environment, and to master life skills necessary to survive and thrive in the American community and workplace.

\$25.00 materials fee for each class session.

Dates	Location	Session Length	Hours per Week	Times	Days
July 14 & 15, 2009 July 20 – September 25 2009 No class Sept 7	El Dorado	37 days	8	8:00 – 10:00	Mon Tues Wed Thurs
October 7 & 8, 2009 October 14 – December 15, 2009 No classes Nov 25-27	El Dorado	32 days	8	8:00 – 10:00	Mon Tues Wed Thurs
January 14 & 15, 2010 January 20 – March 26, 2010	El Dorado	38 days	8	8:00 – 10:00	Mon Tues Wed Thurs
April 8 & 13, 2010 April 14 – June 25, 2010 No classes May 31, June 15-17	El Dorado	38days	8	8:00 – 10:00	Mon Tues Wed Thurs

CLASS: *Literacy*: Intensive small group instruction of the necessary skills that adults with little or no reading ability need to function on the job and in society. Besides reading, learners will learn necessary skills to improve their basic writing and math skills. Specific reading and writing skills emphasized in this class are phonemic awareness, phonics, fluency, vocabulary, text comprehension, spelling, and manuscript and/or cursive writing. Basic reading, writing, and math skills will be taught using an educational reading series and real-life materials that are pertinent to each learner's life (student stories, newspapers, menus, grocery lists, children books, and everyday forms)

CASAS: Reading <211

\$25 materials fee for each class session.

July 20 – September 25 2009 No class Sept 7	El Dorado	37 days	8	10:00 – 12:00	Mon Tues Wed Thurs
October 14 – December 15, 2009 No classes Nov 25-27	El Dorado	32 days	8	10:00 – 12:00	Mon Tues Wed Thurs
January 20 – March 26, 2010	El Dorado	38 days	8	10:00 – 12:00	Mon Tues Wed Thurs
April 14 – June 25, 2010 No classes May 31, June 15-17	El Dorado	38days	8	10:00 – 12:00	Mon Tues Wed Thurs

CLASS: Pre-GED I: *Intensive small-group instruction in sentence structure, the writing process, paragraph writing, and mathematics. Math instruction emphasizes whole numbers, decimals, fractions, ratios, proportions, percents, statistics, probability, and the interpretation of tables, charts and graphs. Directed studies in the areas of reading, social studies, and science emphasize the development and application of thinking skills for interpreting nonfiction and literary texts. Course also includes instruction in work readiness, technology, and life enrichment skills.*

CASAS: Reading >211; Mathematics >201; Writing 1-5

\$25.00 materials fee for each class session.

Dates	Location	Session Length	Hours per Week	Times	Days
July 20 – September 25 2009 No class Sept 7	El Dorado	49 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
October 14 – December 15, 2009 No classes Nov 25-27	El Dorado	38 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
January 20 – March 26, 2010	El Dorado	48 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
April 14 – June 25, 2010 No classes May 31, June 15-17	El Dorado	49 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri

CLASS: Pre-GED II: *Intensive small-group instruction on the writing process, editing, essay writing, and test-taking strategies for the GED Writing Test. Math instruction briefly reviews topics covered in Pre-GED I then centers on problem-solving, using algebra and geometry. Directed studies in the areas of reading, social studies, and science continue to emphasize the development and application of thinking skills for interpreting nonfiction and literary texts. Course also includes instruction in work readiness, technology, and life enrichment skills.*

CASAS: Reading >211; Mathematics >201; Writing 1-5

\$25.00 materials fee for each class session.

Dates	Location	Session Length	Hours per Week	Times	Days
July 20 – September 25 2009 No class Sept 7	El Dorado	49 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
October 14 – December 15, 2009 No classes Nov 25-27	El Dorado	38 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
January 20 – March 26, 2010	El Dorado	48 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri
April 14 – June 25, 2010 No classes May 31, June 15-17	El Dorado	49 days	20	8:30 am – 12:30 pm	Mon Tues Wed Thu Fri

CLASS: PASS—Pathway to Achieving Student Success: *Intensive small-group instruction using a rigorous curriculum directed to the reading, writing, and mathematics skills that are needed to pass the GED and college placement tests. Math instruction briefly reviews topics covered in Pre-GED then focuses on the higher-level problem-solving skills needed to pass the GED mathematics test and the college placement tests. Directed studies in the areas of reading, social studies, and science continue to emphasize the development and application of thinking skills for interpreting nonfiction and literary texts. Writing instruction will focus on essay and research writing. Course also includes instruction in test-taking strategies, work readiness and technology skills.*

CASAS: Reading >245; Mathematics >230; Writing 3; In addition to CASAS, other academic testing will be used to qualify potential learners for class.

\$25.00 materials fee for each class session.

Dates	Location	Session Length	Hours per Week	Times	Days
July 20 – Sept 24 2009 No class Sept 7	El Dorado	37 days	12	6:00 – 9:00 pm	Mon Tues Wed Thu
October 14 – Dec 15, 2009 No classes Nov 25-27	El Dorado	32 days	12	6:00 – 9:00 pm	Mon Tues Wed Thu
January 20 – Mar 25, 2010	El Dorado	38 days	12	6:00 – 9:00 pm	Mon Tues Wed Thu
Apr 14 – June 24, 2009 No classes May 31, June 15-17	El Dorado	38 days	12	6:00 – 9:00 pm	Mon Tues Wed Thu

CLASS: GED FastTrack: An accelerated class that offers a quick overview of test-taking strategies for the GED test, and reviews material from the subject areas of reading, science, social studies, writing, and mathematics. Includes intensive instruction in algebra, geometry, problem-solving, and essay writing. **\$25 materials fee for each class session; includes two workbooks**

Dates	Location	Session Length	Hours per Week	Times	Days
July 17 & 24, 2009 July 31 - September 18, 2009	Andover	10 days	8	8:00 – 12:00 12:30 – 4:30	Friday
October 2 & 9, 2009 October 23 - December 11, 2009 No class October 16	Rose Hill	9 days	8	8:00 – 12:00 12:30 – 4:30	Friday
January 15 & 22, 2010 January 29 - March 19, 2010 No classes February 12	Augusta	9 days	8	8:00 – 12:00 12:30 – 4:30	Friday
April 9 & 16, 2010 April 19 - June 11, 2010	Andover	10 days	8	8:00 – 12:00 12:30 – 4:30	Friday

CLASS: Technology, Communications, and Career Development Class: This class assists students in the development and implementation of preliminary and intermediate computer (software and hardware), communications, and career management skills. **\$25.00 materials fee for each class session.**

July 13 & 14, 2009 July 20 – September 10, 2009 No classes Aug 4&5	El Dorado	31 days	8	12:30 – 2:30 pm	Mon Tues Wed Thurs
October 7 & 8 October 14–December 10, 2009	El Dorado	34 days	8	12:30 – 2:30 pm	Mon Tues Wed Thurs
January 20 & 21, 2010 January 25 – March 18, 2010	El Dorado	34 days	8	12:30 – 2:30 pm	Mon Tues Wed Thurs
April 14 & 16, 2010 April 13-June 14, 2010 No class May 31	El Dorado	34 days	8	12:30 – 2:30 pm	Mon Tues Wed Thurs

CLASS: Power Lab—Putting Out a Winning Effort to Achieve your Reward: POWER Lab is designed for those students who desire to take their Official Practice Tests (OPT) or who have taken their OPT but need to study further to make qualifying OPT scores. POWER Lab is also for those students who need to brush up on their math, reading or writing skills in order to be able to participate in the PASS class. Students entering the POWER Lab should have a CASAS score of 230 or more in math or reading. Students who choose to participate in the POWER Lab must agree to work on and earn a Kansas WORKReady!® Certificate before taking their Official Practice Test. Only after completion of their certificate will the student be referred for testing. Students will develop an individual educational plan with the instructor that will focus on their individual learning needs. **\$25.00 materials fee for each class session.**

July 15 & 17 July 20 – September 24, 2009 No classes Aug 4&5	El Dorado	39 days	10	3:00 – 5:30 pm	Mon - Thurs
October 14, 2009 October 19 – December 15, 2009	El Dorado	33 days	10	3:00 – 5:30 pm	Mon - Thurs
January 20, 2010 January 25 – March 25, 2010	El Dorado	37 days	10	3:00 – 5:30 pm	Mon - Thurs
April 14, 2010 April 19 – June 24, 2010 No class May 31	El Dorado	37 days	10	3:00 – 5:30 pm	Mon - Thurs

CLASS: WeFIT—Work-Employment, Financial Intelligence, and Technology The class will focus on soft skills such as punctuality, attendance, respect, and responsibility. Other work-related skills such as communication, technology, and safety will be covered in class. In preparation for the workforce, students will learn how to fill out employment forms, write cover letters, develop résumés, and interview. Another way this class will prepare students to enter employment is earning the Kansas WORKReady!® Certificate. The Financial Intelligence component will help students to see the connection between their chosen careers and responsible planning. Topics included will be budgeting handling a checking account, how to acquire credit and loans, comparison shopping, and setting short-and long-range financial goals. **\$25.00 materials fee for each class session.**

August 5 & 6, 2009 August 10 – September 10, 2009	El Dorado	5 weeks	16	8:30 – 12:30	Mon Tues Wed Thurs
September 24 & 25, 2009 October 2 – December 11, 2009	El Dorado	9 weeks	8	8:30 – 12:30 1:00 – 5:00	Friday
Jan 20 & 21, 2010 January 25 – February 25, 2010	El Dorado	5 weeks	16	8:30 – 12:30	Mon Tues Wed Thurs
March 25 & 26, 2010 April 9 – June 10, 2010	El Dorado	9 weeks	8	8:30 – 12:30 1:00 – 5:00	Friday

CLASS: Reach Out for Learning: This is a blended learning class for individuals who want to prepare to take the GED test, but cannot attend a regularly scheduled class. It integrates eLearning with textbook assignments and face-to-face learning. Learners will be required to study online for a minimum of ten hours a week and meet face-to-face with an instructor weekly throughout the class session. Students will work with instructor to develop an individualized plan of study. Instruction will be based on computer/online and textbook assignments. These classes are ongoing throughout the year. Learners are required to attend an orientation session before entering class. Check the orientation schedule for the scheduled Reach Out for Learning: El Dorado and Marion orientations. Potential learners will have to pass assessments in the areas of technology proficiency; persistence, resourcefulness, self-efficacy; and motivation.

CASAS: Reading >221; Mathematics >211; Writing 1-5
\$50.00 materials fee for each class session.

Session Dates			Face-to- Face Meeting Dates	
July 20 – September 25 2009 No class Sept 7	El Dorado	8:30 – 11:30 am	Monday	July 20,27; August 3,10,17,24,31; September 14,21 July 21,28; August 4,11,18,25; September 1,8,15,22
		8:30 – 11:30 am	Tuesday	
		12:30 – 2:30 pm	Tuesday	July 21,28; August 11,18,25; September 1,8,15,22 July 22,29; August 12,19,26; September 2,9,16,23
		1:00 – 4:00 pm	Wednesday	
October 14 – December 15, 2009 No classes Nov 25-27		7:00 – 9:00 pm	Tuesday	July 21,28; August 11,18,25; September 1,8,15,22 July 22,29; August 12,19,26; September 2,9,16,23
			Wednesday	
		8:30 – 11:30 am	Monday	October 19, 26; November 2,9,16,23,30; December 7,14 October 20, 27; November 3,10,17,24; December 1,8,15
			Tuesday	
12:30 – 2:30 pm		Tuesday	October 20, 27; November 3,10,17, December 1,8,15 October 14,21, 28; November 4,11,18, December 1,8	
		Wednesday		
January 20 – March 26, 2010		7:00 – 9:00 pm	Tuesday	October 20, 27; November 3,10,17, December 1,8,15 October 14,21, 28; November 4,11,18, December 1,8
			Wednesday	
	8:30 – 11:30 am	Monday	January 25; February 1,8,15,22; March 1,8,15,22 January 26; February 2,9,16,23 March 1,8,15,22	
		Tuesday		
12:30 – 2:30 pm	Tuesday	January 26; February 2,9,16,23; March 1,8,15,22 January 27; February 3,10,17,24; March 2,9,16,23		
	Wednesday			
April 14 – June 25, 2010 No classes May 31, June 15-17	7:00 – 9:00 pm	Tuesday	January 26; February 2,9,16,23; March 1,8,15,22 January 27; February 3,10,17,24; March 2,9,16,23	
		Wednesday		
	8:30 – 11:30 am	Monday	April 19,26; May 3,10,17,24; June 7,14,21 April 20,27; May 4,11,18,25; June 8,22	
		Tuesday		
12:30 – 2:30 pm	Tuesday	April 20,27; May 4,11,18,25; June 1,8,22 April 14,21,28; May 5,12,19,26; June 2,9,23		
	Wednesdays			
7:00 – 9:00 pm	Tuesday	April 20,27; May 4,11,18,25; June 1,8,22 April 14,21,28; May 5,12,19,26; June 2,9,23		
	Wednesday			
July 31 – September 26 2009 No class Sept 7	Marion	1:00 – 5:00	Friday	July 17,31; August 7,21; September 4,18
October 23 – December 19, 2009 No classes Nov 25-27				October 9, 23; November 6,20; December 4
January 29 – March 27, 2010				January 22, 29; February 5;19; March 5,26
April 23 – June 26, 2010 No classes May 31, June 15-17				April 16,30; May 14,28; June 11,25

With instructor's approval, Butler Adult Education students can take the Official GED Practice Test two times at no extra charge!

With 24-hour notice, students can be provided with letters regarding their enrollment, attendance, and/or progress.

Our center is open to our students on Fridays for independent study, enrichment activities, and unofficial GED practice testing by appointment only.

Plan to complete by April 3 to participate in the Butler graduation on May 15.

