

ORIENTATION REGISTRATION INFORMATION

2005-2006

To be eligible for Butler Adult Education classes, you must be at least 16 years old, not enrolled in high school, and not a high school graduate. If you have a high school diploma, an assessment must be made to determine if you are eligible for services.

- For most classes, you are required to complete a two-day orientation session before enrolling in the class. Orientation sessions are scheduled throughout the year and have limited space, so early registration is advised. There is no fee for orientation. See the schedule below for specific dates and times.
- Registration for orientation must be done in advance during normal center hours: Monday-Thursday, 8:00 am – 8:30 pm, and Friday, 8:00 am – 5:00 pm. Registration must be in person at the Butler Adult Education Center, 2318 West Central, El Dorado, Kansas, 67042.
- When you register, you must bring the following:
 - A. Current Kansas photo identification (Kansas driver's license or Kansas identification card).
 - B. If you are under 18 years old, you must bring a disclaimer from the school district in which you reside and be accompanied by a parent or legal guardian.
- If you have any questions, please contact the Butler Adult Education Center at (316) 321-4030, extension 100.

For Classes:	Orientation Session Dates:	Times:
<ul style="list-style-type: none"> ➤ Adult Basic Education ➤ Pre-GED I & II ➤ GED FastTrack (El Dorado classes) ➤ Evening Education ➤ Literacy Education 	<p style="margin: 0;">Jun 28 and 29, 2005; Tues and Wed Aug 29 and 30, 2005; Mon and Tues Oct 31 and Nov 1, 2005; Mon and Tues Jan 3 and 4, 2006; Tues and Wed Mar 30 and 31, 2006; Thurs and Fri Jun 29 and 30, 2006; Thurs. and Fri.</p>	<p style="margin: 0;">Morning Session: 8 am – 1:30 pm</p> <p style="margin: 0; text-align: center;">or</p> <p style="margin: 0;">Afternoon Session 11 am – 4:30 pm</p> <p style="margin: 0; text-align: right;"><u>You must attend the same session on both days.</u></p>
<ul style="list-style-type: none"> ➤ GED FastTrack (off-campus classes) 	<p style="margin: 0;">A three-hour registration/orientation session will be conducted the first class period.</p>	
<ul style="list-style-type: none"> ➤ Workplace Essential Skills (WES) 	<p style="margin: 0;">An orientation session is not required; contact the Adult Education Center for enrollment information.</p>	

SCHEDULE OF CLASSES 2005 – 2006

Butler Adult Education Center
 2318 West Central, El Dorado, KS 67042 (316) 321-4030, extension 100
 Monday-Thursday 8:00 am-8:30 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. The instructor has the option of excusing an absence, but you must obtain prior approval and make arrangements with the instructor to make up the time/work. If you do not make up all missed time/work as arranged, you will be dropped from the class. No more than two absences will be excused. Any student with an unexcused absence will be dropped from class. Dropped students may reenroll for the next session if space is available.

CLASS: Adult Basic Education

\$15.00 materials fee

Intensive small-group instruction in sentence basics and mathematics. Math instruction emphasizes operations with whole numbers, fractions, decimals, measurement, and the problem-solving process. Directed studies in the areas of reading, social studies, and science focus on the development and use of thinking skills. Course also includes instruction in work readiness and technology skills.

Dates	Location	Session Length	Hours per Week	Times	Days
July 11 – Aug 26, 2005 no classes Jul 25-29	El Dorado	6 weeks	12	8 am – 11:00 am	Mon Tues Wed Thu
Sep 12 – Oct 25, 2005 no classes Oct 17 and 18	El Dorado	6 weeks	12	2 pm – 5pm	Mon Tues Wed Thu
Nov 8 – Dec 21, 2005 no classes Nov 23 - 25	El Dorado	6 weeks	12	10 am – 1 pm	Mon Tues Wed Thu
Jan 17 – March 7, 2006 no classes Feb 20 -24	El Dorado	6 weeks	12	8 am – 11:00 am	Mon Tues Wed Thu
Apr 17 – June 1, 2006 no classes April 25-28	El Dorado	6 weeks	12	2 pm – 5pm	Mon Tues Wed Thu

CLASS: Pre-GED I

\$15.00 materials fee

Intensive small-group instruction in sentence structure, the writing process, paragraph writing, and mathematics. Math instruction includes a brief review of whole numbers, decimals, and fractions, but emphasizes 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 and technology skills.

Dates	Location	Session Length	Hours per Week	Times	Days
July 11 – Aug 26, 2005 no classes Jul 25-29	El Dorado	6 weeks	12	10 am – 1 pm	Mon Tues Wed Thu
Sep 12 – Oct 25, 2005 no classes Oct 17 and 18	El Dorado	6 weeks	12	8 am – 11:00 am	Mon Tues Wed Thu
Nov 8 – Dec 21, 2005 no classes Nov 23 - 25	El Dorado	6 weeks	12	2 pm – 5pm	Mon Tues Wed Thu
Jan 17 – March 7, 2006 no classes Feb 20 -24	El Dorado	6 weeks	12	10 am – 1 pm	Mon Tues Wed Thu
Apr 17 – June 1, 2006 no classes April 25-28	El Dorado	6 weeks	12	8 am – 11:00 am	Mon Tues Wed Thu

CLASS: Pre-GED II

\$15.00 materials fee

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.

Dates	Location	Session Length	Hours per Week	Times	Days
July 11 – Aug 26, 2005 no classes Jul 25-29	El Dorado	6 weeks	12	2 pm – 5pm	Mon Tues Wed Thu
Sep 12 – Oct 25, 2005 no classes Oct 17 and 18	El Dorado	6 weeks	12	10 am – 1 pm	Mon Tues Wed Thu
Nov 8 – Dec 21, 2005 no classes Nov 23 - 25	El Dorado	6 weeks	12	8 am – 11:00 am	Mon Tues Wed Thu
Jan 17 – March 7, 2006 no class Feb 20 -24	El Dorado	6 weeks	12	2pm - 5 pm	Mon Tues Wed Thu
Apr 17 – June 1, 2006 no classes April 25-28	El Dorado	6 weeks	12	10 am – 1:00 pm	Mon Tues Wed Thu

CLASS: GED FastTrack
workbooks.

\$25 materials fee includes two

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.

** For off-campus classes, the student does not attend an orientation in El Dorado; a three-hour registration/orientation will be conducted the first class.*

Dates	Location	Session Length	Hours per Week	Times	Days
*July 7 – Aug 11, 2005 no classes July 25-29	*Council Grove	4 weeks	8	5 pm – 9 pm	Tues Thu
Sept 6 – Sept 29, 2005	El Dorado BCC (ED) Campus Grizzly Room	4 weeks	9	5 pm – 8 pm	Tues Wed Thu
*October 3 – October 26, 2005	*Rose Hill	4 weeks	8-12	5 pm – 8 pm	Mon Tues Wed Thu
November 7 – Nov 29, 2005 no class Nov 23-25	El Dorado	4 weeks	8-12	8 am – 11 am	Mon Tues Wed Thu
*Dec 1 – Dec 15, 2005	*Augusta	2 weeks	16	5pm – 9 pm	Mon Tues Wed Thu
Jan 9 – Jan 30, 2006 No class Jan 16	El Dorado	3 weeks	12	8 am – 11 am	Mon Tues Wed Thu
*Feb 1 – Feb 21, 2006	*Marion	3 weeks	14	5 pm – 8:30 pm	Mon Tues Wed Thu
*Mar 2 – Mar 28, 2006	*Burns	4 weeks	9	6 pm – 9 pm	Mon Tues Thu
Apr 17 – May 4, 2006	El Dorado	3 weeks	12	5 pm – 8 pm	Mon Tues Wed Thu
*May 11 – May 25, 2006	*Andover	2 weeks	16	5 pm – 9 pm	Mon Tues Wed Thu
*June 8 – June 22	Rose Hill	2 weeks	16	5 pm – 9 pm	Mon Tues Wed Thu

CLASS: Evening Education
fee

\$15.00 materials

A combination of small-group instruction and independent study with facilitation. Students work closely with the instructor to develop an individualized plan of study. Instruction in reading, social studies, science, writing and math targets the needs and skill levels of the students.

Dates	Location	Session Length	Hours per Week	Times	Days
July 11 – Aug 26, 2005 no classes Jul 25-29	El Dorado	6 weeks	12	5:30 pm – 8:30 pm	Mon Tues Wed Thu
Sep 12 – Oct 25, 2005 no classes Oct 17 and 18	El Dorado	6 weeks	12	5:30 pm – 8:30 pm	Mon Tues Wed Thu
Nov 8 – Dec 21, 2005 no classes Nov 23 and 24	El Dorado	6 weeks	12	5:30 pm – 8:30 pm	Mon Tues Wed Thu
Jan 17 – March 7, 2006 no classes Feb 20 -23	El Dorado	6 weeks	12	5:30 pm – 8:30 pm	Mon Tues Wed Thu
Apr 17 – June 1, 2006 no classes April 25-28	El Dorado	6 weeks	12	5:30 pm – 8:30 pm	Mon Tues Wed Thu

CLASS: Workplace Essential Skills (WES) \$25 for entire workshop; \$10 for specific days; no charge to current students.

WES I: This six-day workshop provides strategies for preparing for employment. Topics focus on current and future career trends, matching students' skills to jobs, searching and applying for jobs, resumes, and interviewing techniques.

WES II: The topics covered in this six-day workshop include, *The Language of Work; Communicating with Co-workers and Supervisors; Working Together; and Communicating with Customers.*

Dates	Location	Workshop Length	Hours per Week	Times		Days
				WES I	WES II	
July 15 – Aug 26, 2005 no class Jul 29	El Dorado	6 weeks	4	8 am – 12 noon	1:00 pm -5:00 pm	Friday
Sep 16 – Oct 21, 2005	El Dorado	6 weeks	4	8 am – 12 noon	1:00 pm -5:00 pm	Friday
Nov 7 (Mon) – Nov 11 - Dec 16, 2005 No class Nov 25	El Dorado	6 weeks	4	8 am – 12 noon	1:00 pm -5:00 pm	Friday
Jan 20 – Feb 24, 2006	El Dorado	6 weeks	4	8 am – 12	1:00 pm -5:00	Friday

				noon	pm	
Apr 21 – June 2, 2006 no class April 28	El Dorado	6 weeks	4	8 am – 12 noon	1:00 pm -5:00 pm	Friday

CLASS: Literacy Education ***\$15.00 materials fee***

Individualized plans of study focus on improving basic skills in reading, writing, computation, work readiness, and technology.

Dates	Location	Session Length	Hours per Week	Times	Days
Arranged with instructor	El Dorado	6 weeks	12	8 – 11:00	Mon Tues Wed Thu

*With instructor's approval, Butler Adult Education students can take the Official GED Practice Test two times for only \$10!
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.*