BUILDING ACADEMIC SKILLS IN CORRECTIONAL SETTINGS (BASICS)

Kansas Department of Corrections Barton Community College



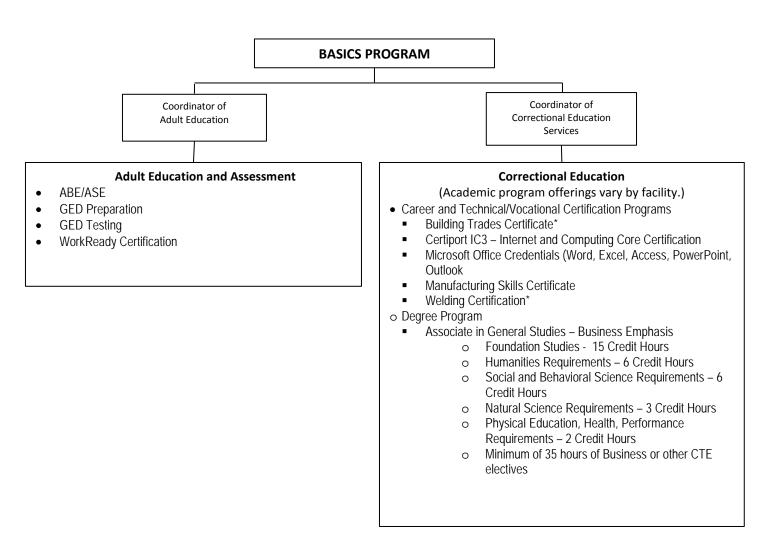


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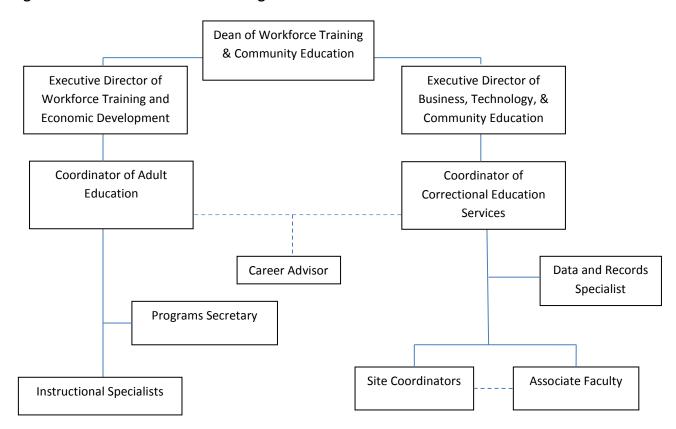
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Overview

The Building Academic Skills in Correctional Settings (BASICS) program serves as the structural umbrella for all educational programs and services offered at Larned Correctional Mental Health Facility (LCMHF), Larned Juvenile Correctional Facility (LJCF), and Ellsworth Correctional Facility (ECF). Through BASICS, inmates have the opportunity to pursue a postsecondary experience in a correctional environment. Furthermore, offenders who have not earned a high school diploma can enroll in Adult Basic Education/Adult Secondary Education, GED preparation classes, and earn a GED and/or progress towards a Kansas WorkReady Certificate. The following graphic illustrates the program structure.



Organization Chart for the BASICS Program



Contacts

- Carla Klein
 Data and Records Specialist
 kleinc@bartonccc.edu
 (620)792-9287
- Christopher Lemon
 Coordinator of Adult Education
 lemonc@bartonccc.edu
 (620)786-7563
- William Rains
 Coordinator of Correctional Education
 Services
 rainsw@bartonccc.edu
 (620)792-9244

- Jane Howard
 Executive Director of Business,
 Technology, and Community
 Education
 howardj@bartonccc.edu
 (620)792-9208
- Mary Foley
 Executive Director of Workforce
 Training and Economic Development
 foleym@bartonccc.edu
 (620)792-9278
- Elaine Simmons
 Dean of Workforce Training and
 Community Education
 simmonse@bartonccc.edu
 (620)792-9214

Adult Basic Education/ GED Prep

Barton's Adult Basic Education/GED Prep class is designed to prepare students to pass the GED exam, thus obtaining a High School credential. This program focuses on the four GED content areas (Math, Language Arts, Social Studies and Science), and prepares students not only to pass the exam, but to pursue further education and training and subsequent entrance into the workforce.

Employability

By 2020 71% of all jobs in Kansas will require some postsecondary education. As such, GED attainment and the associated development of academic skills represent a first step in a student's educational journey. Once a student has received their GED they are able to enroll in other programs (e.g. Welding, Plumbing, Certiport, Manufacturing Skills, Associate in General Studies) to attain the proper postsecondary credential and maximize their employability skills.

Program Information

The GED program has a maximum enrollment of 15, depending on available space, and has a cohort cycle of eight weeks. At the end of eight weeks, students are reassessed to determine readiness for the GED and are either tested and exited, or readmitted for another cycle.

New students spend the first week of the GED program in an orientation period where they are assessed to determine their educational level, but are also provided with an opportunity to set goals, and learn more about their personality profile and possible job interests.

After the orientation, students attend 12 hours of instruction per week that focuses on the four main content areas of the 2014 GED (Math, Language Arts, Social Studies and Science). Students are provided with face to face instruction, as well as computer based instruction to maximize the effectiveness of instructional time, while catering to students' varying learning styles.

Barton uses an instructional model that combines face to face and computerized instruction. This maximizes instructional time, and also caters to students' varying learning styles. This model allows Barton's instructors to act as facilitators for students with greater ability, while giving more direct attention to students who may struggle. To provide computer based instruction, Barton uses a combination offline software learning tools.

Computer based GED testing is accomplished through Barton's approved correctional site license. This requires a Pearson VUE certified Test Proctor to bring a laptop, preloaded with GED tests, into the facility to hook into a local area network (LAN) of inmate computers. This LAN is not connected to the facility network, or the Internet, and allows the proctor laptop to serve the GED tests to the client computers. Once all inmates are finished with the exam, the laptop is taken out of the facility, and the test results are uploaded to Pearson VUE.

GED students are awarded a scholarship to Barton Community College based on their GED score. Students are provided with six credit hours for passing the exam and are able to obtain scholarships of 30 or 60 credit hours if they achieve a high enough score. Inmates are eligible to use these hours to take

Barton classes inside the correctional facility, or after release for either face to face or online classes. Students are also provided with advisement services by a Barton's career advisor, to ensure their scholarship hours are used on courses that relate to their career and/or personal interests.

WorkReady! Certificate Program

The WorkReady! Certificate is a statewide initiative designed to certify a quality workforce and promote economic development in Kansas. The WorkReady! Certificate is powered by ACT's WorkKeys assessment that is designed to give employers and job seekers a uniform measure of workplace skills (applied mathematics, reading for information, and locating information).

Employability

Student's taking the WorkKeys assessment are awarded a certificate denoting a level of proficiency in the core skills, allowing employers to make the best hiring decisions. The following certificate levels are available:

- Platinum Level: Signifies an individual has scored at least a level six in each of the WorkKeys assessments and has the necessary foundational skills for approximately 95 percent of the jobs in the WorkKeys database.
- Gold Level: Signifies an individual has scored at least a level five in each of the WorkKeys assessments and has the necessary foundational skills for approximately 90 percent of the jobs in the WorkKeys database.
- Silver Level: Signifies an individual has scored at least a level four in each of the WorkKeys assessments and has the necessary foundational skills for approximately 65 percent of the jobs in the WorkKeys database.
- Bronze Level: Signifies that an individual has scored at least a level three in each of WorkKeys assessments and has the necessary foundational skills for approximately 35 percent of the jobs in the WorkKeys database.

Program Information

Barton's WorkReady! program serves to boost students core skills, as defined by WorkKeys, and help them achieve the highest certificate level possible. This is done in two ways. The first works in conjunction with the GED program to further boost students' skills, and prepare them for the WorkKeys assessment. The second targets students who already have a GED or High School credential, providing them with a skills refresher course before they move on to the final assessment.

The WorkReady! program is scheduled one day per week, with classes in the morning and afternoon. The program is an open entry/exit program with most students testing after 8-10 weeks (32-40 hours of instruction) depending on their skill level at entry.

Manufacturing Skills Certificate

The Manufacturing Skills Certificate is a training program developed by a group of Kansas colleges (Butler Community College, Cowley College, Hutchinson Community College, and Wichita Area Technical College) in response to business and industry representatives from the manufacturing sector. The efforts were supported by the Kansas Department of Commerce and Workforce Solutions Funds. The Manufacturing Skills Certificate courses and competencies were established by business needs and validated by industry employers.

Statistics provided by the Kansas Department of Labor indicate that manufacturing technician jobs will increase by 10.6% from 2010-2020. The current median wage for someone entering the manufacturing technician profession is \$22.88 per hour. The Kansas Department of Labor has identified existing skilled labor shortages in several critical industries, one of which is advanced manufacturing. Shortage of a labor force in this area threatens the production of manufactured goods and services. Leaders in the manufacturing industry have a strong interest in a standardized training program which results in certified individuals who meet their employment requirements.

A 2011 Skills Gap Report conducted by The Manufacturing Institute and Deloitte Consulting LLP reported that with 67% of respondents reporting a moderate to severe shortage of available, qualified workers and 56% anticipating the shortage to grow worse in the next three to five years. In addition, the survey indicates that 5% of current jobs at respondent manufacturers are unfilled due to a lack of qualified candidates. These results underscore the tenacity of a worsening talent shortage that threatens the future effectiveness of the U.S. manufacturing industry.

When asked to look ahead three to five years, respondents indicate that access to a highly skilled, flexible workforce is the most important factor in their effectiveness, ranked above factors such as new product innovation and increased market share by a margin of 20 percentage points.

Employability

The Manufacturing Skills Certificate program provides the student with the skills necessary to obtain an entry level manufacturing job. The certificate covers various manufacturing skills, such as basic mathematics, industry standards, and blueprint reading. Industries that employed the largest number of manufacturing technicians in Kansas (2008) included: machinery manufacturing, transportation equipment manufacturing, petroleum - coal products manufacturing, repair and maintenance, and plastics - rubber products manufacturing.

Program Information

The Manufacturing Skills Certificate program has a maximum enrollment of 10 students and a cohort cycle of five months. While the certificate is not currently affiliated with an Associate of Applied Science degree, it can be applied toward an Associates of General Studies degree. The certificate is non-transferable to a four-year institution. The Manufacturing Skills Certificate program is an eight credit hour certificate that includes the courses outlined below.

Employability Skills - 1 credit hours

Prepares students for future employment by providing them with the information and skills to obtain a job and be successful on the job.

Occupational Safety & Health - 1 credit hours

Provides students with an understanding of current safety regulations, established safety practices, hazard recognition and the impact of behavior and environment on injury prevention.

Applied Shop Mathematics I - 2 credit hours

Provides the study of basic math calculations of whole numbers, fractions, decimals, inch/millimeter conversions, calculating X-R values and calculating percentages.

Blueprint Reading & Geometric Dimensions and Tolerances- 2 credit hours

Provides the study of basic blue print reading and reading of engineering drawings. This course will develop the student's ability to locate and interpret dimensions in engineering.

Precision Measurement & Quality Control - 2 credit hours

Provides the study of basic measuring tools used in manufacturing today. This course will provide the student with proficiency through using and reading basic measuring devices.

After years of declining job figures, manufacturing has enjoyed a resurgence in the past several years. Since January 2010, the manufacturing industry has added almost 600,000 jobs.

More than one in seven U.S. private sector jobs depends on the U.S. manufacturing base. The sector supports millions of people who make things in America and a large number of employees in other sectors of the economy.

Specifically, manufacturing supported an estimated 17.5 million jobs in the United States in 2011; this includes 11.7 million jobs directly within manufacturing and 5.8 million jobs in sectors such as professional services (accounting, legal, consulting, etc.), wholesaling, transportation, agriculture, and F.I.R.E. (finance, insurance, and real estate).

Today's manufacturing employees earn higher wages and receive more generous benefits than other working Americans. In the second quarter of 2013, manufacturing employers paid \$33.84 per hour in wages and benefits, while all employers in the economy paid \$31.00 per hour, meaning that there is a 9.2 percent premium for working in manufacturing.

Welding Certificate Overview

This certification program was developed with funds provided by the US Department of Labor Community Based Job Training grant awarded to Barton Community College in February, 2009. The purpose of the grant was to provide vocational training to inmates prior to their release from confinement. Welding Certification was selected as one of the four vocational programs to be delivered in fulfillment of the grant objectives.

Statistics provided by the U.S. Department of Labor, Occupational Outlook Handbook (2014) indicates a 6% increase in welding positions from 2012-2011 with an average hourly wage of \$17.45. The Kansas Department of Labor records that welding jobs will increase by 17% from 2010-2020 and a median entry-level wage of \$15.98 per hour.

Kansas employers are demanding skilled workers in targeted training areas including Welding Technology. The Welding Technology Certification Program provides productive vocational training to a readily available labor force. The training offered can provide the successful participant with a sustainable income and serve to reduce factors that may lead to recidivism. These trained participants will not only serve to fill predicted voids in the labor market, but also serve to strengthen the overall Kansas economy.

Employability

The welding certificate program provides the student with the skills necessary to obtain an entry level welding job. The course covers different types of welding for various types of metals, including oil field pipe and aluminum. Industries that employed the largest number of Welders in Kansas (2008) included: machinery manufacturing, transportation manufacturing, fabricated metal product manufacturing, repair and maintenance, and electrical equipment and appliances.

Program Information

The welding certificate program has a maximum enrollment of 10 students and a cohort cycle of eight months. While the certificate is not currently affiliated with an Associate of Applied Science degree, it can be applied toward an Associates of General Studies degree. The certificate is non-transferable to a four-year institution. The welding certificate program is a 16-18 credit hour certificate that includes the courses outlined below.

Blueprint Reading – 3 credit hours

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views, and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; identify standard AWS weld symbols.

Shielded Metal Arc Welding - 3 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

Gas Metal Arc Welding – 3 credit hours

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

Gas Tungsten Arc Welding – 3 credit hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

Cutting Processes – 3 credit hours

Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards.

Safety – 1-3 credit hours

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

Certiport – IC3 Certification

This certificate program consists of a student successfully completing Introduction to Computers and Computer Concepts, and to pass the three IC3 exams that correspond to their specific course. After completion of these requirements the student inmate will be awarded an industry certificate.

Introduction to Computers - 3 credit hours

This is a computer literacy course designed to introduce students to what a computer is and how computers can be used. Topics covered include a brief historical survey of computers, components of computer hardware, applications and systems software, survey of programming languages, computer systems design and analysis, problem-solving capabilities of a computer and the impact of computer technology on society. Students will also gain experience using microcomputers and packaged software such as word processing, spreadsheets, database management, graphics and telecommunications.

Computer Concepts and Applications – 3 credit hours

This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology.

IC3 Certification

The IC³ Certification comprises of three individual examinations:

- Computing Fundamentals
- Key Applications
- Living Online

Testing Guidelines

- First Step
 - Students must complete Introduction to Computers with a "C" or better to enroll in the next course, Computer Concepts & Applications
 - Students will take IC³ tests as applicable during the Introduction to Computer class.
 - Students may take the test a total of TWO times.
 - ✓ Original Test
 - ✓ If a student "fails" the original test, the student will be allowed one additional retake.
 - Students who do not successfully complete the IC³ tests for Introduction to Computers in two attempts will need to complete the Introduction to Computers course again.
 Financial support in the form of scholarships, grant funds, etc. may not be used to

retake the Introduction to Computers class. Students will need to self-pay to retake the course.

Second Step

- Once students have completed Introduction to Computers with a "C" or better and successfully completed the IC³ certification courses for this course, students may enroll in Computer Concepts and Application
- o Students will take IC³ tests as applicable during the Computer Concepts and Applications class.
 - Students may take the test a total of TWO times.
 - ✓ Original Test
 - ✓ If a student "fails" the original test, the student will be allowed one additional retake.
- O Students who do not successfully complete the IC³ tests for Computer Concepts & Applications in two attempts will need to complete the Computer Concepts & Applications course again. Financial support in the form of scholarships, grant funds, etc. may not be used to retake the Introduction to Computers class. Students will need to self-pay to retake the course.

Third Step

 Once students have completed both Introduction to Computers, Computer Concepts & Applications and successfully completed all IC³ Certification Exams, they will be awarded the IC³ Certification.

Associate of General Studies Degree

The Associate of General Studies degree is a post-secondary learning opportunity that offers students the chance to participate in required and elective coursework. Students develop knowledge, skills, attitudes and a greater philosophical appreciation for lifelong learning. Depending on coursework selected, students may also gain entry-level work skills suitable for employment post-release.

Associate in General Studies – Business or Career Technical Emphasis

- 64 credit hour Associate's Degree program
 - o Foundation Studies 12 credit hours
 - o Humanities Requirements six credit hours
 - o Social and Behavioral Sciences Requirements six credit hours
 - Natural Sciences Requirements three credit hours
 - o Physical Education, Health, Performance Requirements two credit hours
 - Business, Computer, Career Technical Electives or other selected courses − 35 credits

Guidelines

- Developmental courses cannot be used to fulfill degree requirements.
- Prior to the beginning of the third semester, candidates for the Associate in General Studies
 Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.
- The Associate in General Studies Degree will be awarded upon completion of the planned program of not less than 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton Community College. Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual fall and spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.
- Changes to prerequisites and/or curriculum which occur for purposes beyond graduation e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

Distribution of Coursework

Foundation Studies Requirements-12 credit hours

- Written Communications: 3 credit hours
 - English Composition I (ENGL 1203 or 1204)
- Oral Communications (written or oral): 3 credit hours
 - o Interpersonal Communications (COMM 1200) OR
 - Fundamentals of Speech (COMM 1202) OR
 - o Public Speaking (COMM 1230)
- College-level Mathematics: 3 credit hours
 - o (See general education courses list for acceptable courses)
- Computer Literacy: 3 credit hours
 - o Computer Concepts & Apps or equivalent (BSTC 1036)

Humanities Requirements-6 credit hours

- Minimum of 3 credit hours in at least two of the following three subject areas, at least 3 credits from "breadth" course(s):
 - o Fine Arts Area (See general education courses list for acceptable courses)
 - Language Arts Area (See general education courses list for acceptable courses)
 - Philosophy/Religion and History Area (See general education courses list for acceptable courses)

Social and Behavioral Sciences Requirements-6 credit hours

- Minimum of 3 credit hours in at least two of the following three subject areas, at least 3 credits from "breadth" course(s):
 - Social Science Area (See general education courses list for acceptable courses)
 - o Behavioral Science Area (See general education courses list for acceptable courses)
 - Economics/Political Science Area (See general education courses list for acceptable courses)

Natural Sciences Requirements-3 credit hours

Natural Science Area (See general education courses list for acceptable courses)

Physical Education, Health, & Performance Requirements-2 credit hours

 This requirement may be met with a minimum of two credits in Physical Education, Health, and/or Dance/Music/Theatre performance courses, but no more than one credit hour from performance courses may count towards this two credit hour requirement.

Additional Coursework Requirements: 35-credit hours

 This requirement may be met with a Business, Computer, Career Technical Electives or other selected courses.

Total Requirements for Associate in General Studies Degree: 64 Credit Hours

Funding Sources for the BASICS Program

BCC Foundation Scholarships

The Barton Community College Foundation has established a scholarship program supported by donors to assist student inmates with education and training. The Foundation supports the BASICS program by collaborating with the BASICS team in order to identify and cultivate additional donors and expand the scholarship program.

BCC GED Scholarships

Scholarship opportunities are available to student inmates who complete their GED with Barton Community College. Scholarships range from 6 to 60 credit hours and may be used even if the inmate has transitioned to the community. Inmates who have released may use the scholarship to access face-to-face and/or online courses.

KDOC Funds

Kansas Department of Corrections (KDOC) funds provide support for instructional and student support services including technology needs. .

Institutional Support

Barton Community College supports the BASICS program through payment of lead administrators and associate faculty salaries. BCC also provides the expertise to pursue federal grants to support its BASICS

program. The college has been awarded two such grants; i.e., Community Based Job Training, US Department of Labor and PRSCEO, US Department of Education.

Business and Industry Support

Team members cultivate partnerships with business and industry to enhance educational opportunities. For example, a local business provides gas and other supplies to support the welding program. In turn, inmates have found employment with the business after completing the program.

Career Advisement and Transitions

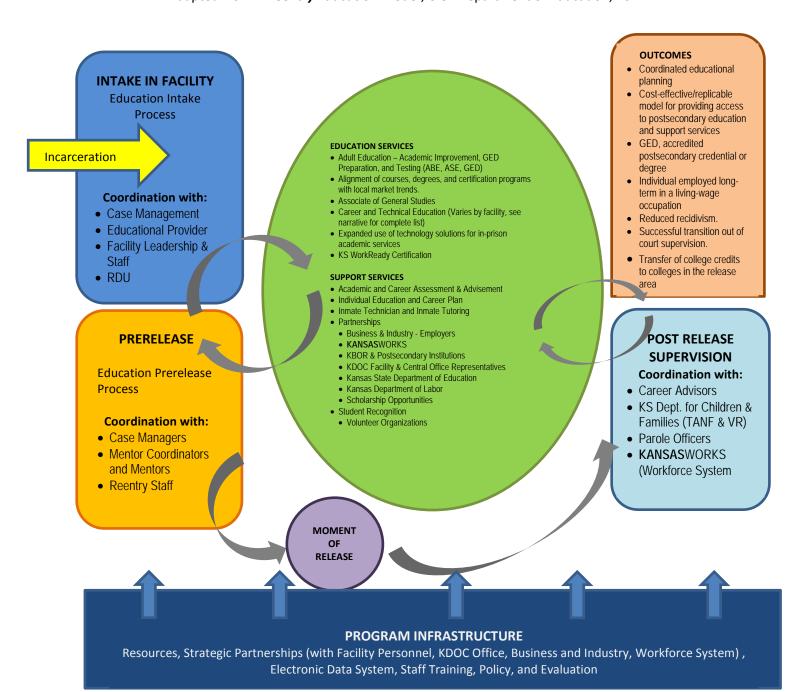
The Career Advisor meets with inmates participating in Adult Education/GED studies to increase awareness of postsecondary opportunities at their facility. The Career Advisor creates an Educational Case Plan (ECP) for all students, and administers an interest inventory to provide guidance through the selection of vocational programs and/or the Associate of General Studies coursework.

The Advisor meets with all student inmates who have participated in the BASICS program, and assists them with information on how to continue their education and/or how to utilize the skills they have acquired while incarcerated to find stable employment upon release. After this final meeting the Career Advisor helps disseminate information to the proper referral agencies to assist the offender's transition into the community.

Barton Community College Reentry Education Mode

Goal: To coordinate services among institutional and community-based education providers and their partners to ensure individuals in the correctional population can progress through their education path as their correctional status changes.

Adapted from A Reentry Education Model, U.S. Department of Education, 2012



Comments from our Students...

"Barton Community College has shown me a new angle on my future. I see possibilities that I never knew existed. Without their drive to educate, I would never have thought a degree was possible. I have experienced personal interest from staff and professors that has sparked my need to learn more. Barton's consideration for all who want to better themselves can be seen in their open enrollment and their relentless pursuit of funding. If education can be the biggest factor of rehabilitation, Barton is at the forefront."

-Parrish

"The Barton Community College experience is a great opportunity to further your education or explore new career opportunities. So many doors have been opened as a result of my education. I have a higher percentage of obtaining a Private Industry job here at Ellsworth Correctional Facility. Not only will it help me here, it will benefit me significantly upon my release, entering into society and its job market. Thanks Barton Community College for giving me the skills to carry on in life.

-Jerry

"Having the opportunity to receive an education while incarcerated has changed me for the better. The skills and information which the Barton staff provided will help turn my life around upon my release. I plan on continuing my education and pursue a career in social work."

-Christopher

"The Barton County program has been a powerful driving force in my life. I was at a crossroads when I took my first class. I had 18 years in prison done and 20 years left to go. I felt like I was not living, but just existing. The program has been a road of discovery. I have learned things about the world that are hidden from the casual observer and I have also learned things about myself.

I have been to several different prisons during my time and no other prison that I have been to offers this program. I feel blessed to be in this place and to be able to take advantage of this opportunity. Barton County has had a profound impact on my life. I have direction and a goal – my degree. I keep this goal in mind when I find myself in situations where I have to make decisions that could take me off course.

Thank you Barton County faculty, the Ellsworth Correctional Facility administration and all of the other people who work very hard to make this program possible!"

-Jason

"Barton courses at LCMHF are a great opportunity for inmates to improve their education levels. Learning is and on-going situation for anyone and the best advantage while being incarcerated. I plan to expand my education upon release and use the skills learned while being here."

-Travis

"Barton Community College has impacted my life tremendously by offering their courses to me while being incarcerated. The opportunity I have to further my education is vital to my release back into society. I've learned skills in classes that truly enhance my abilities. This is not an option for me, but a privilege I'm thankful for because I feel I can still be a productive citizen in our communities."

-Colwin

"I would like to take this opportunity to express how getting my GED has changed my life for the better. This is an achievement that I would never have gotten if I was on the outside. I was too worried about hanging out and doing what I shouldn't have been doing. I have wanted to get my GED for the longest time and now I have it. I have accomplished a goal I've had for a long time."

-Stewart

"Barton Community College helped me realize how essential education is. The encouraged me to apply myself to my best abilities. When I struggled they didn't give up on me. The teachers helped me discover my potential and kept me motivated. Ms. Simmons and Tom Snyder helped me enroll at Butler Community College, which took a lot of stress away from school."

-Carlton