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**Program**

**Directory**

**2012-2013**

**Please contact me with questions**

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**Counselor-IEL**

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**Program Directory**

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# Act 2 (Formerly Seniors Program)

Be a lifelong learner with the IEL’s Seniors Program! Stay mentally and physically fit and enjoy a wide variety of stimulating and enlightening noncredit courses specifically designed for those of retirement age.

**Locations:**

Greater Spokane area, more than 30 locations including senior centers, retirement housing, churches, schools, and community organizations.

**Contact:**

Katherine Murray

509.279.6027

katherine.murray@iel.spokane.edu

**View classes and register online:**

[www.ccs.spokane.edu/ContinuingEd](http://www.ccs.spokane.edu/ContinuingEd)

**Program Description:**

Choose from nearly 200 courses each quarter in fitness, art, writing, computer classes for all levels, history, humanities and languages. Classes may be as short as one session or up to 11 weeks, meeting one or more times a week.

**Exit:**

Personal enrichment, creative expression, computer knowledge, and fitness.

# Basic Skills and General Educational Development Preparation (GED)

Designed to help students improve academic skills and/or prepare to take the GED.

**Locations:**

Multiple locations throughout Spokane and Spokane Valley. Rural locations in Colville, Curlew, Inchelium, Ione, Newport, Pullman and Republic.

**Students:**

Students must meet with a counselor or other intake person to determine eligibility based on CASAS reading and math scores. Students ages 16-18 must have a signed state high school release form from the school district in which they reside in order to be admitted.

**Contact:**

|  |  |
| --- | --- |
| **For general program questions in Spokane** | 509.533.4600 |
| **Colville Center** | 509.685.2120 or 1.800.276.8040 |
| **Curlew (Job Corps)** | 509.779.4611 |
| **Inchelium Center** | 509.722.3702 |
| **Ione Center** | 509.442.4290 |
| **Newport Center** | 509.447.3835 or 1.888.323.2399 |
| **Pullman Center** | 509.332.2706 or 1.888.743.4767 |
| **Republic Center** | 509.775.3675 or 1.800.276.8040 x6405 |

**Program description:**

These classes strive to help students improve their lives through education — no matter where they are on their educational journey. GED (General Educational Development) classes help prepare individuals who did not graduate from high school earn a high school equivalency diploma.

Classes provide instruction in math, writing, reading, social studies and science; additionally, students can take classes in employment and career skills. Computer basics (computer literacy and keyboarding) are also available.

Classes are offered on a continuous enrollment basis, days and evenings, four quarters a year.

Tuition for GED prep classes is $25 per quarter. Financial assistance may be available for eligible students.

**Exit/Goals:**

Goals vary by student and include: GED, college readiness, career readiness, and improved reading, writing and math skills.

# Career Transitions

Career Transitions is a six-week program to help students upgrade some of the most common job skills and gain support in searching for employment. Typical students are those who are unemployed, underemployed; facing a major life transition i.e., marriage ending, job injury/change of career, wanting to upgrade their skills in a short time-frame, or just wanting more choices.

**Location:**

* Magnuson Building

2917 W. Fort George Wright Dr., Spokane.

**Hours:**

* Monday through Friday 8am to 4:30pm

**Free Information Session:**

* Every Wednesday at 1:00 pm

**For general program questions:**

Denise McKinnon

509.279.6065

Denise.mckinnon@iel.spokane.edu

**Program Description:**

You pick and choose from the following classes: general use of computers, keyboarding, Word, Excel & other Microsoft office 2010 software, QuickBooks, Business Writing & Math, Lean Office, and Career Directions.

**Exit/goals:**

Upgrade your current job skills, clarify your career path, improve your confidence and take steps toward obtaining employment.

# College Prep

College Prep prepares students for the crucial elements needed for college success.

**Locations:**

Spokane Community College

Spokane Falls Community College

Students (minimum requirements):

* Students must have a GED or high school diploma
* CASAS scores required: 239 Reading, 220 Math
* English as a Second Language (ESL) students must pass the Secondary Level English Proficiency (SLEP) before beginning College Prep

**For general program questions:**

Heather Edwards (SCC)

509.533.8647

hedwards@scc.spokane.edu

Jeff Williams (IEL/SFCC)

509.533.3026

Jeff.Williams@iel.spokane.edu

**To get enrolled, call 509.533.4600 or 509.279.6024 to make an appointment with a counselor**

**Program description:**

College Prep is a program to help students bring their skills up to college standards through classes in English/Writing, Math, Computer applications, and Success Skills. The classes are taught in cohorts on the Spokane Community College and Spokane Falls Community College campuses so that students become more and more comfortable and confident navigating the campus. Campus and library tours are part of the program.

**Exit:**

The goals for students participating in College Prep include:

* Higher COMPASS test scores
* Increased skills in math, English and computers
* Gain an understanding of college processes, programs and classes
* Transition to a college program in order to complete three quarters and/or earn a certificate or diploma

# English as a Second Language (ESL)

**Locations:**

|  |  |
| --- | --- |
| **Adult Education Center** | 2310 N. Monroe St. |
| **Hillyard Center** | 4410 N. Market St. |
| **Magnuson Center** | 2917 W. Fort George Wright Dr. |
| **Valley Center** | 11530 E. Sprague Ave. |
| **Spokane Community College** | 1810 N. Greene St. |

**Students:**

All non-native English speakers living and working in the United States are eligible for the English as a Second Language program.

**Students must go to the Adult Education Center 2310 N. Monroe to be placed in classes.**

Stoja Saric

509.533.4671

Room 102D, LEP/ESL Program Support Supervisor

Karen Snell

509.533.4664

ESL department chair, room 102E

**Program Description:**

Classes are available Monday to Thursday, 8:30 a.m.-1:30 p.m. and 4:30 p.m. -8:30 p.m. (times are variable according to program and site).

Level one (pre-literacy)

Level two (low beginning)

Level three (high beginning)

Level four (low intermediate)

Level five (high intermediate)

Level 6 (advanced)

All classes cover listening, speaking, reading, and writing skills. Students who come with high school diplomas must take and pass the SLEP (Secondary Level English Placement) test in order to be accepted in college credit programs. Students without a high school diploma must take the GED test.

**ESL Online:**

Each quarter the IEL offers a different ESL Online class. Please contact Stoja Saric (509.533.4671) for current offerings and updates.

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# Gateway to College

Located at Spokane Falls Community College, Gateway to College empowers youth who have dropped out of high school or are not on track to graduate on time to earn a diploma and dual credit in a supportive college environment.

**Students:**

* Are 16 to 20 years old.
* Are behind in high school credits (for age and grade), with a history of absenteeism and low GPA, or already dropped out of school.
* Have fewer than 17 credits when they begin the program
* Live in one of the following school districts: Spokane Public Schools; West Valley School District
* Read at an eighth grade level or higher (Recommended CASAS Pretest Scores – Reading: 239; Math: 230). Exceptions may occur on a case by case basis
* Are able to complete their high school diploma by age 21.
* Are willing to make a long term commitment (two or more years) to work hard to complete high school and progress toward a college degree.

**For general program questions or to schedule an information session**

Jennifer Alt

509.533.3723

Jennifer.Alt@spokanefalls.edu

**Program description:**

Gateway to College, a national dropout recovery and scholarship program, allows students between the ages of 16 and 21 who may not have been successful in high school the opportunity to get back on track and earn a high school diploma. Through the program and under the guidance of a caring team of instructors and student support specialists with experience and interest in at-risk youth, students complete their high school diploma requirements at SFCC while simultaneously earning college credits toward a transferrable associate’s degree, a professional/technical associate’s degree, transfer credits, or a certificate. Gateway to College is accepting students year-round with an average of 50 students in the Fall quarter, 50 students in the Winter quarter, and 25 students in the Spring quarter. Students will be placed in a learning community of 25 students during their first (Foundation) term and take college preparatory math and English courses in addition to a College Success course. Upon successful completion of the Foundation term, students transition to college courses, earning dual credit for both college and high school. Program duration varies for each student and is based upon the number of credits needed to earn a 20-credit Washington State diploma, issued by the IEL. The cost of the college courses, books, and fees is paid for by Gateway to College; therefore, this is considered a scholarship opportunity for accepted students.

**Exit:**

The goal of Gateway to College is for students who have previously been unsuccessful in a high school setting to find success through a supportive, mature environment and earn their high school diploma while also earning significant college credits.

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# Head Start

**Spokane County Head Start/Early Childhood Education and Assistance Program (ECEAP)/Early Head Start**

Spokane County Head Start/ECEAP/Early Head Start is a child development program that provides early childhood education, social services, and health services for eligible young children and families, including those with special needs.

**What kinds of options are offered?**

Head Start/ECEAP/Early Head Start serves nearly 1,600 children at over 30 sites in Spokane County. Programs and services vary by age and site. For example:

* Free part-day for children ages 3 through pre-kindergarten
* Free part-day for children age 6 weeks to age 3
* Full-day\* for children ages 3 through pre-kindergarten.
* Full day\* for children age 6 weeks to age 3.
* Home based for families during pregnancy and those with infants and toddlers up to age 3.
\* Fees are charged for full day programs.

While transportation is not provided by Head Start/EHS, Head Start/Early Head Start assists parents in finding alternate solutions. Transportation is provided at some ECEAP locations.

**How much does it cost?**

There is no charge for Head Start/ECEAP/Early Head Start services; however, the sites that provide full day/childcare do charge a fee for services. Call 509.533.4800 for more information.

**How do I apply?**

Applications are available online at [www.iel.spokane.edu/hs](http://www.iel.spokane.edu/hs). This website also has more information about Head Start/ECEAP/Early Head Start locations, income guidelines, and other program requirements.

Applications are also available by calling 509.533.4800.

Complete the application and return it to the administrative office or to the address of the site that best meets your family’s needs. All eligible applicants are placed on a waitlist. We can also help you complete your application and/or provide a translator if needed.

**Exit:**

The goal HS/ECEAP/EHS is to build kindergarten readiness for children and families.

# High School Completion Program (HSC)

The High School Completion program was established to provide the classes necessary to meet the minimum graduation requirements for the state of Washington to receive a high school diploma.

**Locations:**

Curlew Job Corps

Newport Center

Colville Center

Republic Center)

Pullman Center

Spokane (AEC Monroe, Crosswalk, Hillyard, Valley, Youth Zone)

**Students (who qualifies for the program):**

* Last high school attended must be accredited through regional accreditation association
* Read at CASAS level 236 or above/CASAS math scores of 221 or higher (if studying math)
* Must be 17 years old or older
* If age 20 and below, must have passed State’s standardized assessment requirements unless entered the 9th grade before July 2004
* If student is currently enrolled in high school, must have release from the school district in which they reside
* Needs ½ credit up to a max of 4 credits
* Orientation required

**Contact:** For general questions about program/to schedule orientation:

|  |  |  |
| --- | --- | --- |
| **Adult Education Center YouthZone/Crosswalk** |  | 509.533.4600 |
| **Valley Center** | Bill Bussard | 509.443.5409 |
| **Hillyard Center** | Brian Brothers | 509.533.8580 |
| **Colville Center** | Suzanne McCurdy | 509.685.6710 |
| **Curlew (Job Corps)** | Bodie Kjolseth | 509.779.0527 |
| **Newport Center** | Brian Brothers | 509.447.3835 x6378 |
| **Pullman Center** | Dyan Bledsoe | 509.332.5087 |
| **Republic Center** | Suzanne McCurdy | 509.685.6710 |

**Program description:**

Most instruction is individualized and courses are available on-line. Prior high school credits, military work and life experiences are recognized. Courses do not have an hour requirement, but every course should be rigorous in nature and take a minimum of 30 hours per ½ credit to complete. Work experience may not count for the final ½ credit but may be substituted for needed elective credits if other credits are also needed. Proof of work hours must be submitted (405 hours equal 1 credit). Students must complete each ½ credit course within one quarter or 3 months to receive a passing grade. Tuition is $25 per quarter.

**Student Support Available:**

* Day and evening classes are available at some locations
* Daycare is available at some locations
* Financial assistance may be available for eligible students
* Online courses (must have computer and high speed internet access) other standards apply.
* Discounts at CCS bookstores with student ID card (other discounts within the community may be available with Student ID card).
* Student discounted bus passes (limited, first come - first serve)

**Exit:**

A joint effort between academic faculty and academic counselors (academic team) can help with employment options/opportunities as well as help exiting students pursue further educational goals.

A final high school transcript showing when diploma was achieved, what courses were taken through the IEL and the final GPA was is archived and always available for future need. Students will receive one free transcript and diploma after meeting all requirements.

A graduation ceremony is available for those that want to participate in this ceremony complete with keepsake gown, cap and tassel.

# Integrated Basic Education and Skills Training (I-BEST)

I-BEST combines college credit classes with job skills in an integrated learning community.

**Locations:**

Spokane Falls Community College

Spokane Community College

**Students (minimum requirements):**

* Adult Basic Education/GED students will need a CASAS Reading score of 245 and math score of 225 to enter
* English as a Second Language (ESL) students will be level 6 and have passed the Secondary Level English Proficiency (SLEP)
* Must finish GED or SLEP by first day of class
* Free Application for Federal Student Aid (FAFSA) submitted prior to starting
* Basic computer/keyboarding skills

Students who benefit from I-BEST include those experiencing: retraining after job loss, college students returning, displaced homemakers, adult basic education participants, GED participants, WorkFirst participants, single parents, first generation college students, those seeking a short-term certificate to get high-demand job skills, those seeking a small, learning community based program.

**Contact:**

Suzanne Bettinger

509.279.6226

Suzanne.Bettinger@iel.spokane.edu

**Program Description:**

I-BEST is a model of teaching which combines adult basic education instruction with college credit classes. I-BEST programs are always in high-demand fields and include hands-on work based skills within the college class setting. I-BEST classes are in a pathway to longer certificates or degree programs at Spokane Falls Community College or Spokane Community College. The student will experience two teachers in the classroom, small class sizes, students together in all classes, teacher led study lab, college success strategies and support services.

**Exit:**

A community college certificate of completion is received after the one or two quarter programs. Students will receive 16 or 32 college credits. Students are encouraged to continue towards a longer certificate or degree in their field of study.

# People Accessing Careers and Education (PACE Services)

PACE Services provides job readiness and specialized programs to individuals with significant obstacles to obtaining and maintaining successful employment.

**Locations:**

The Lodge/ Building 9 at Spokane Falls Community College

Colville Center

**Students:**

Students with barriers to employment are eligible to register in PACE Services. Instructional and employment services are provided on a space availability basis.

**Contact:**

* **Spokane:**

PACE Services office

509.279.6033

* **Colville:**

Norma Martinek

509.685.2122

Norma.Martinek@iel.spokane.edu

**Program Description:**

PACE Services provides instructional and job readiness opportunities to individuals with intellectual impairments. Classes include job readiness, communication, reading, life skills, computer and transition. Specialized programs for individuals on the autism spectrum or individuals with brain injuries are also available.

Job development, assessments, training and follow along are provided to referrals from Spokane County and the Division of Developmental Disabilities.

**-Ready:**

Ready is a one quarter hands on vocational program for individuals interested in working in the Childcare industry. Students learn basic workplace skills such as communication skills, critical thinking problem solving, learning strategies, resume and interviewing, customer relations, teamwork, and following instructions. In addition students learn child development (birth to 12 years), curriculum and lesson planning, behavior management, medication management, child abuse reporting, importance of play; food safety and students have the potential to earn their STARS and/or first aid certification.

# Parent Education/Cooperative Preschool Program

The Parent Education Cooperative Preschool Program is a parent-involved preschool experience for parents and their children ages birth to five years old. The Parent Education Office also offers other classes to enhance parenting skills including a Homeschooling Qualifying Course that is offered quarterly.

**Locations:**

* South Spokane
* North Spokane
* Spokane Valley
* Nine Mile Falls
* Newport

**Students**:

Parents, grandparents and care givers of preschool aged children.

**Cost:**

The cost varies depending on the co-op and the number of days attending. There are scholarships available for income eligible families. Enrollment is ongoing September through May.

**Contact:**

Janet Gunn

509.279.6021

janet.gunn@iel.spokane.edu

**Program Description:**

Parent Education/Cooperative Preschools is a unique program that combines parent education for the parent with rich learning experiences for the child. Parents are enrolled in a parent education course through the Institute for Extended Learning that takes place at the cooperative preschool where their child is enrolled. The expectation is that parents work in the classroom one day a week and attend a monthly business meeting/parent education seminar. As a participant, you help shape the program to meet the interests and needs of you and your child. The cooperative preschools are run as small, non-profit businesses where the parents make decisions along with the instructor to provide a developmentally appropriate early education experience for their children.

**Exit:**

The goal of the parent education program is to allow parents to develop skills and abilities to help themselves and their children to be successful.

# Read Right

Read Right is a scheduled, small group reading improvement program.

**Locations:**

|  |  |
| --- | --- |
| **Adult Education Center** | 2310 N. Monroe St. |
| **Hillyard Center** | 4410 N. Market St. |
| **Magnuson Center** | 2917 W. Fort George Wright Dr. |
| **Valley Center** | 11530 E. Sprague Ave. |

**Students:**

All enrolled IEL students are eligible to participate in Read Right, space available. Students will have a consultation with a tutor to establish appropriateness of program. Continued participation is based on student attendance and tutor recommendations.

|  |  |
| --- | --- |
| **For general program questions**  | Lora Senf 509.279.6028Lora.Senf@iel.spokane.edu |
| **To schedule consultation and get site-specific info** |  |
| **Adult Education Center** | Jamie Van Wormer, Stephani Carlton (evenings)509.533.4618Jamie.VanWormer@iel.spokane.edu |
| **Colville Center** | Mary Wagner509.533.6785 Mary.Wagner@iel.spokane.edu |
| **Hillyard Center** | Twyla Shields509.533.8511Twyla.Shields@iel.spokane.edu Jody Peterson Jody.Peterson@iel.spokane.edu |
| **Valley Center** | Joleen Nimri 509.443.5409JNimri@iel.spokane.edu |

**Program description:**

Read Right is an intensive reading intervention program. It is an open-entry program. All IEL students are eligible to participate. Classes are offered Monday – Thursday at multiple locations. Students are encouraged to become Excellent Readers through an intensive cycling process that includes reading with a tape or tutor, reading alone silently, and reading aloud. Unknown vocabulary and comprehension are addressed. This program is highly appropriate for ESL students allowing they are able to understand and follow verbal directions.

**Exit:** The goal of Read Right is to reduce or eliminate reading problems.

# Supported Education and Employment Enhancing Rehabilitation (SEER)

SEER is a college and vocational program for people who are recovering from psychiatric disabilities.

**Location:**

The Lodge, building 9 at Spokane Falls Community College

**Students:**

Students with psychiatric disabilities wanting to transition to college or employment are encouraged to attend SEER.

**Contact:**

* Ronda Hain

509.279.6055

Ronda.Hain@iel.spokane.edu

* PACE/SEER office

509.279.6033

**Program Description:**

SEER is s Supported Education and Employment program that assists individuals prepare for school, work or volunteer activities. SEER allows students to learn ways to manage their mental illness to reach their full potential in school or work, develop personal support networks, and to prepare to assume the responsibility of the classroom or work environment. SEER offers Transition to College, Transition to Work, Computer, Health and Wellness, Journaling and Computer classes. In addition, SEER offers support to individuals perusing their GED and Educational Coaching supports to students in credit classes and programs on college campuses. Students also receive job development, assessment, job training and follow along employment supports.

# Skills for Success (Formerly Life Skills)

Skills for Success is a class designed to build and improve the skills needed for success in taking the next step towards retraining and reinventing for a more successful future.

**Locations:**

Adult Education Center AEC, Colville Center, Hillyard Center, Magnuson Center, Valley Center

**Students:**

All enrolled IEL students (regardless of CASAS reading and math scores) are eligible to participate in Skills for Success, space available. Regular participation is required, as this is not a drop in program.

|  |  |  |
| --- | --- | --- |
| **For general program questions** | Sarah Stiffler509.279.6203Sarah.Stiffler@iel.spokane.edu  | Lora Senf509.279.6028Lora.Senf@iel.spokane.edu  |
| **Adult Education Center** | Vicki Brandt509.533.4610Vicki.Brandt@iel.spokane.edu | Lena Finley509-.533.4639Lena.Finley@iel.spokane.edu |
| **Colville Center** | Diane Wenrich509.279.6725Diane.Wenrich@iel.spokane.edu | Mary Wagner509.279.6785Mary.Wagner@iel.spokane.edu |
| **Hillyard Center** | Susie Weller509.533.8517Susie.Weller@iel.spokane.edu | Dawn Chavez509.533.8517Dawn.Chavez@iel.spokane.edu |
| **Magnuson Center** | Chana Hershberger509.279.6209Chana.Hershberger@iel.spokane.edu | Sarah Stiffler 509.279.6203Sarah.Stiffler@iel.spokane.edu |
| **Valley Center** | Roberta Depner509.443.5508Roberta.Depner@iel.spokane.edu | Val Finkbeiner509.443.5508Val.Finkbeiner@iel.sokane.edu |

**Program description:**

Skills for Success is an interactive, classroom based course designed to assist students in learning new skills that will better prepare them for the future. The main topics covered are Self-Assessments, Self-Esteem and the Power of Beliefs, Dealing with Change, Stress Management, Anger Management, Time Management, Goal Setting, Communication Skills, Workplace Culture, Exploring and Finding Employment, Resume and Cover Letter Writing, Health Fitness and Nutrition, Money Management, and Tools for Academic Success. All IEL students are eligible to participate. Classes are offered Monday – Thursday at multiple locations.

**Exit:**

The goal of the Skills for Success class is to better prepare all students for college and the workforce. Students will be better able to cope, adapt and thrive in life after attending Skills for Success.