



Continuing Education

Community Colleges of Spokane offers a variety of credit and noncredit continuing education courses and workshops each quarter. Opportunities for personal and professional enrichment are offered on-campus at Spokane Community College and Spokane Falls Community College and at numerous off-campus sites throughout the college's six-county service area through the Institute of Extended Learning.

In This Section...

PROGRAMS

Adult Basic Education	87
Life Skills/Women's Programs	89
Parent Education/Cooperative Preschools, Families That Work/Head Start	90
People Accessing Careers and Education (PACE Services)	91
Seniors Program	95
Small Business Development Center (SBDC)	103
Training and Education Coordinating Center (TECC)	107

CONTINUING EDUCATION CLASSES

IEL, SCC, SFCC Combined	110 – 143
-------------------------------	-----------

REGISTRATION

Information	144
Registration Form	145

Institute for Extended Learning

The Institute for Extended Learning is one of three instructional units of the Community Colleges of Spokane. The IEL offers credit and continuing education (noncredit) courses, as well as adult basic education classes. Many IEL programs are provided in cooperation with area school districts, three Indian reservations, centers for students with special instructional needs, Fairchild Air Force Base, community centers, Community Colleges of Spokane, Colville Center and a variety of business and industrial sites.

The IEL designs programs to meet specific community needs throughout Ferry, Stevens, Pend Oreille, Spokane, Whitman and portions of Lincoln counties. IEL provides skills assessment, counseling and personal enrichment, to programs for senior citizens and people with cognitive disabilities, and resources for people living in rural settings and business and industry.

Located at 3305 West Fort George Wright Drive, across from Spokane Falls Community College.

For information call: 279-6000

SCC/SFCC Continuing Education

Continuing education programs focus on lifelong learning needs for personal enrichment and/or career development. These programs respond to current community needs through seminars, workshops, and classes focusing on interests and needs of individuals and groups. Community Colleges of Spokane offers a wide variety of continuing education (noncredit) state-support programs and self-support classes (not financed by state tax funds), the latter providing adults and young people a creative outlet to pursue activities not related to a college credit program.

A wide range of continuing education topics are offered each quarter in recreational, avocational and vocational courses and workshops held on the campuses and in the local community. In addition, Youth College, which includes courses designed specifically for young people, is offered during the summer.

For more information call:

SCC Continuing Education — 533-7062

SFCC Continuing Education — 533-3522

ABE Adult Basic Education – It could change your life!



Dream. Discover. Do!

Adult Basic Education includes a number of courses designed to meet the employment and pre-college educational needs of those 19-years or older regardless of previous educational background or ability. Courses are individualized to better serve the special needs of each student. All day and evening courses are offered on a continuous enrollment basis during the year at over 17 community sites, public schools and special institutions throughout the community college service area.

All Adult Basic Education program classes carry a \$25 per quarter tuition charge. Financial aid available for those that qualify. For more information, call 533-4600.

College Preparation Class

Open to students preparing for college. You can enroll anytime. Come study for the ASSET/Compass tests – English, Writing, Study Skills and Math.

For more information, call 533-4600.



Adult Education Workplace Basics

Course components include:

Workplace reading skills:

Comprehension, main points, summarizing

Workplace writing skills

Computer basics:

Word, Excel, PowerPoint and keyboarding

Learning styles assessment:

How to apply this information to the workplace

Soft skill job strategies or “Hidden rules of the workplace:”

Communications, and real work scenarios

Job search tool:

Cover letters, resumes, interviewing skills and dress for success

Career planning & vocational assessment

Self-concept & personality styles in the workplace

For more information, call 533-4600.



ABE – Adult Basic Education courses are divided into two general categories. Basic skills teach reading, writing and mathematics. From there, students progress through four learning levels that include reading writing and math skills through the eighth grade.

For information, call 533-4600.

ABE Class Locations

Adult Education Center • 2310 N Monroe St

Hillyard Education Center • 4410 N Market St

Keystone Education Center • 612 S McDonald Rd

American Indian Community Center • 905 E Third Ave

General Education Development (GED)

Didn't complete high school? You have options!

Designed for adult students 19 and older, the GED program offers instruction in:

- mathematics
- science
- social studies
- writing skills
- literature and the arts
- computer basics
- job readiness.

If you have a GED diploma, you may qualify to enroll in college prep writing and mathematics courses. Students ages 16 to 18 may be admitted to the GED program if they have a written release from the Office of the Superintendent of Public Instruction from the school district where they reside.

We offer Washington Online GED course!

For more information, call 533-4600.

High School Completion (HSC)



Need to get your high school diploma?

We offer individualized instruction in the required and elective core courses needed to earn the high school diploma required in today's workplace.

Life experiences, military work and prior credits may be counted!

Students ages 16-18 may be accepted with a referral letter from their high school.

For entry requirements, call 533-4600.



ENGLISH as a SECOND LANGUAGE

English as a Second Language (ESL)

From beginning literacy through advanced English as a Second Language, we have what you need to meet Washington state's six levels of competencies. In addition, consider the following resources available through the ESL program:



- Citizenship
- College prep classes
- Computer basics
- Employment skills

For information, call 533-4612.

ESL is instruction for non-native English speakers. There are six (6) state levels of instruction and they are directly tied to competencies in listening, speaking, reading, writing and observing.



Job readiness as well as retention and advancement in the workplace is a component of all ESL instruction. Computer literacy and ESL specific software programs are a part of all curricula.

Students wishing to enroll in ESL must go through placement testing at the Adult Education Center before class assignments can be made. Students who have documentation of high school completion as well as clearance from the Spokane K-12 system may attend these classes.

For placement testing, call 533-4612.

Workplace ESL assists students in improving vocabulary and writing in the workplace and is offered through Washington Online. **For Washington Online Classes, Call 533-8509.**

ESL Class Locations

Adult Education Center
2310 N Monroe St

Keystone Education Center
612 McDonald Rd

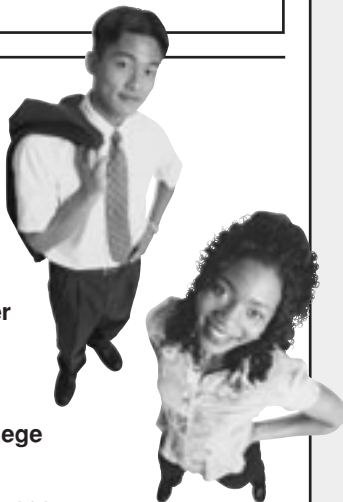
Hillyard Education Center
4410 N Market St

East Central Community Center
500 S Stone St

Spokane Community College
1810 N Greene St

Spokane Falls Community College
3410 W Fort George Wright Dr

For more information, call 533-4600.



Learn to Read Right.



Eliminate reading problems and improve comprehension.

Read Right classes are offered in one- or three-hour blocks, Monday-Friday.

You can enroll any time!

A new reading program for people who:

- have difficulty reading
- are worried reading problems prevent them from succeeding in school or work

Call
533-4632

for more information.



Families That Work/ Project Self-Sufficiency (PSS)

A Family Education Program

This program offers low-income single parents the opportunity to build self-confidence, increase skills, and make the transition from public assistance to productive employment and self-sufficiency.

Classes include:

- ABE/GED
- Work-Based Success Skills
- Computer Basics
- Parent Education
- Life Skills
- Family Management



Eligible Families

Qualifying families have:

- One or more children or pregnant
- One or two parents
- TANF participation or 175 percent of poverty level

For information about classes, call 533-4600.

IEL WOMEN'S PROGRAMS



FROM TRANSITION TO TRIUMPH

The Displaced Homemaker Center



The Displaced Homemaker Center offers assistance to women who are in transition following separation, divorce, or the death or disability of a spouse.

The **ChangePoint!** program offers aid in overcoming barriers and exploring new directions toward economic and emotional independence.

This five-week, Monday through Thursday morning class is a free career transition program for displaced homemakers. The Displaced Home-maker program is funded by the Washington State Board for Community and Technical Colleges.

For information, call 279-6065.



Women in Nontraditional Settings (WINS) at SCC



This intensive 10-week course for women features an introduction to computers and basic academic skills with emphasis on training and employment opportunities in the trades and technology fields.

Tuition is \$25.

For information, call 279-6060.

Families That Work/ Project Self-Sufficiency (PSS)

See ad on page 88.

IEL LIFE SKILLS PROGRAMS

Interpersonal Communications Skills for Couples

Sat., November 5 and 12
8:00 am - 1:00 pm



Learn to understand, develop and integrate healthy communication skills into your relationships.

Discover techniques useful to improving family relationships, understanding gender differences, managing anger and how loss impacts relationships.



Cost: \$25 per person.
No singles, please.

IEL Lodge
3305 W Fort George Wright Drive
Spokane, Washington

Call **533-7466** for information.

Adult Education Workplace Basics

See ad on page 87.

HELP LINE

Help Line is your connection to community and campus resources. Call to learn more about specific programs and services at the

Institute for Extended Learning

Call: **(509) 279-6060** or **1-888-323-2399**



Program Locations

Adult Education Center

2310 N Monroe St

Hillyard Education Center

4410 N Market St

CenterPlace at Mirabeau Point

2426 N Discovery Place
Spokane Valley, WA 99216



Dream. Discover. Do!



Dream. Discover. Do!

**Headstart/
ECEAP/
Early
Headstart**

**Early Childhood and
Family Support Services**

CONTINUING EDUCATION

Parent Education / Cooperative Preschools Program

Parent Co-ops are the place for parents and children (from birth-age 5)

- A time for children to explore and learn with others
- A place to make lifelong family friendships
- A time for parents to learn more about child development and parenting skills

This unique program combines parent education for you with a rich learning experience for your child.

Each individual co-op group establishes the child fees which usually range from \$40-\$75 per month. Sessions are two hours and vary from one to four days a week.

Scholarships are available.



PEPS: Because babies don't come with a manual!

Program for Early Parent Support (PEPS) is for parents of infants from birth to ten months. It is a weekly, two-hour group to share support, information, discouragements and delights.

Call for more information!



How to enroll:

Call the Parent Education Office at **533-4895** or **533-4896** or **1-800-845-3324** or e-mail jgunn@iel.spokane.edu for basic information on the co-op location of your choice.

Head Start /ECEAP

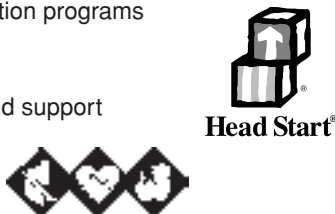
(Early Childhood Education and Assistance Program)

Early Head Start

serve low-income families of children birth through age five. All families are welcome and are encouraged to participate in all areas of the program. In addition to classroom experiences, the programs provide a wide range of support for families. Parent involvement plays an important role in all of the Head Start, ECEAP and EHS programs.

FREE family support services and assistance include:

- Early childhood education programs
- Health screenings
- Nutrition education
- Disability screening and support
- Mental health services
- Social services
- Family involvement



Most Head Start and ECEAP programs have NO COST. Full-day and childcare programs charge a small fee.

Give your family a Head Start!



Head Start/ECEAP/Early Head Start

For children of low-income families, ages birth to 5 years old.

More than 30 locations to serve your family!

For more information, call: **533-4800** or log on to: www.iel.spokane.edu