

Lancaster | Lebanon

# Services & Classes

24-25

Community  
Education  
a service of **iu13**

Our Mission Statement .....	3
Our Locations .....	4-5
Our Classes .....	6-10
Services Provided .....	11-12

\*IU13 Community Education classes and services provided directly by IU13 staff are free with limited exceptions. Additional services/tests provided by our partner providers may have costs. Please contact us with any questions.





# IU13 Community Education

## Our Mission Statement

We educate and inspire lifelong learners, build partnerships, and unite communities to transform lives.

## Our Vision

We envision self-reliant, lifelong learners who earn family-sustaining wages and nurture family relationships, while feeling safe, secure, and connected to their communities.

## Our Core Values

### **Opportunities:**

Everyone has potential.

### **Transformation:**

Education is powerful.

### **Relationships and Partnerships:**

We are stronger together.

### **Diversity:**

All people deserve respect and are valued.

Click here or scan QR  
code to learn more  
about who we are!



## Contact us:

717-606-1708

CommunityEd@iu13.org

[www.iu13.org/CommunityEd](http://www.iu13.org/CommunityEd)



# Our Locations



## **Community Education Lebanon (CELEB)**

Chestnut Street Community Center  
611 Chestnut Street  
Lebanon, PA 17042



## **Center for Community Education at Burle (CCEB)**

1020 New Holland Drive  
Lancaster, PA 17601



## **The Refugee Center at Reynolds Middle School**

605 West Walnut Street  
Lancaster, PA 17603



## **Lancaster County Prison**

625 E King Street  
Lancaster, PA 17602

# Our Locations



**Lebanon County  
Correctional Facility**  
730 E Walnut Street  
Lebanon, PA 17042



**Washington Elementary School**  
545 S Ann Street  
Lancaster, PA 17602





# Our Classes

## English as a Second Language (ESL) Classes

### ESL 1 & ESL 2

Students explore the foundations of English including vocabulary, basic pronunciation skills, grammatical structures, and foundational learning strategies such as speaking to communicate information on familiar topics, active listening by using simple clarification techniques, reading texts with frequently occurring words, and developing simple writing skills.

**Requirement:** Placement test

### ESL 3

Students increase their vocabulary, improve their pronunciation, participate in short conversations in small groups and present information to the rest of the class, develop reading fluency, and produce simple and compound sentences in writing using grammar learned in class.

**Requirement:** ESL 2 or appropriate placement score

### ESL 4

Students increase their use and knowledge of general academic and content-specific words, such as idioms, communicate entire ideas, and understand conversations. Students will also work collaboratively on projects, give oral presentations, and develop reading strategies with the use of context clues.

**Requirement:** ESL 3 or appropriate placement score

### ESL 5

Students will acquire and use a wide range of complex academic vocabulary, understand figurative language, idiomatic expressions, and improve their pronunciation. In this class, students will improve their communication skills, read and analyze evidence-based texts, and compose written informational texts using complex sentences. Student in this class will gain skills to help them prepare for college or career advancement.

**Requirement:** ESL 4 or appropriate placement score.

# Our Classes

## English as a Second Language (ESL) Classes (Continued)

### English and Civics for Careers

Classes prepare English Language Learners to be full participants in their communities as they develop the skills they need for their chosen career. Participants receive English as a Second Language (ESL and civics instruction and training with the support of adult educators along the way.

**Requirement:** Placement test

### Citizenship

This class prepares adult immigrants from low-beginning through high-intermediate ESL levels to complete the naturalization process. Coursework includes developing students' language skills and civics knowledge by teaching them US history and government. Additionally, IU13 partners with Church World Service to provide legal assistance, including practicing for the naturalization interview and becoming familiar with Form N-400.

**Requirement:** Placement test

Click here or scan QR  
code to learn more  
about ESL classes.



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# Our Classes

## High School Equivalency (HSE)

Classes assist adults in attaining a secondary school diploma in the transition to postsecondary education and training. Coursework includes math, reading, writing, science, and social studies. Instruction will be provided to prepare students to pass both the GED and HiSET exams. Classes occur within the prisons and community settings. Customized learning options are available.

**Requirement:** Placement test

## Family Literacy

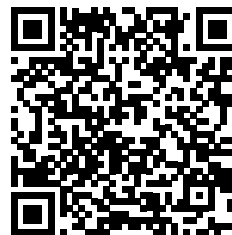
Family Literacy classes prepare caregivers for the High School Equivalency exams or as they learn English as a Second Language. In addition, classes include specific skills in parent education and interactive literacy activities that enable caregivers to support their children's educational and developmental needs in preschool and early elementary school years.

**Requirement:** Caregivers of a child between ages birth through third grade, as well as a placement test

Click here or scan QR to  
learn more about HSE.



Click here or scan QR  
code to learn more  
about Family Literacy.





# Our Classes

## Workforce Preparation

Administrative Support Professional, Basic Computer Skills, Pre-LPN, Certified Nursing Assistant Training, Direct Care Provider, and Teacher Assistant Training for English Language Learners

### Administrative Support Professional

Administrative skills are in high demand for jobs in virtually every industry. Learn how to transfer these skills into many occupations. Skills you will learn in this course include Microsoft Word, business phone etiquette, Zoom, Teams, and effective interviewing. Customer service skills focus on verbal and non-verbal communication, listening to the customer, customer behavior, professionalism, and conflict resolution.

**Recommended:** High school diploma or equivalency

### Basic Computer Skills

This hands-on class is designed for those who may lack technology skills and want to have a better understanding of computer basics. Students will learn how to create, send, and manage emails; use Microsoft Word and Google Docs; navigate the Internet successfully and safely; set up accounts online; download, upload, and attach documents; and learn important computer-related vocabulary. This two-week course will help participants gain the skills they need to succeed in a computer-centered world.

### Certified Nursing Assistant Training for English Language Learners

This 8 to 9-week course prepares English learners for a position as a certified nursing assistant caring for residents in skilled nursing facilities, hospitals, rehab centers, and other healthcare facilities. Participants will develop their language and workplace skills while simultaneously gaining occupational skills needed to obtain their certificate of completion from HACC. Graduates will be eligible to take the National Nurse Aid Assessment Program examination. After passing the NNAAP written and skills performance exam, the student is placed on the PA Nurse Aide Registry.



# Our Classes

## Workforce Preparation (Continued)

Administrative Support Professional, Basic Computer Skills, Pre-LPN, Certified Nursing Assistant Training, Direct Care Provider, and Teacher Assistant Training for English Language Learners

### Direct Care Provider

Students will learn basic health care skills, including communication, personal care, and First Aid/CPR in preparation to be a direct care provider in a long-term care facility, home health setting, or a group home. Along with the health care training provided by professionals in the field, students will work on reading, writing, speaking, and listening skills, and learn how to be successful in the workplace. This 27-day class includes field trips to healthcare settings and a healthcare job fair.

**Requirement:** Placement test

### Pre-LPN/TEAS

(Licensed Practical Nurse/Test of Essential Academic Skills)

Preparation classes help students who are planning to attend Practical Nursing school. Students will learn the study skills needed to be successful learners. The class will focus on the content and thinking skills that are required to pass the TEAS, Test of Essential Academic Skills (nursing school entrance exam).

**Requirement:** High school diploma, or equivalency and placement test

### Teacher Assistant Training for English Language Learners

This 12-week course prepares English learners for careers in special education. Participants will develop their language skills while learning about special education classrooms in the US. The course focuses on building English proficiency, technology skills, and workplace skills for success and confidence as a teacher assistant. Class graduates are guaranteed a job interview with IU13.

**Requirement:** High School Diploma or equivalent (from the US or other country)

Click here or scan QR code to  
learn more about  
Workforce Preparation.





# Services Provided

## Refugee Center (RC)

RC focuses on aiding refugees and immigrants in Lancaster County and beyond to provide education, integration, wellness, and work leading to self-sufficiency. Services include Career Pathways for English Learners and Cultural Navigation for schools.

## Career Pathways for English Learners (CPEL)

English learners work with Cultural Navigators to identify the steps needed to reclaim their careers in the U.S. Tuition support is available for eligible participants.

## Cultural Navigation for Schools

Multilingual Cultural Navigators work with children and adults to connect them with social, educational, and medical opportunities that empower families.

## Student Advisement

All students in our classes can receive ongoing, one-on-one support in areas such as goal setting, scheduling, referrals, career planning, and barrier and transition services.



# Services Provided

## Tutoring

One-to-one or small-group tutoring is provided for students who have specific learning needs or logistical barriers. Topics of instruction include reading, math, English communication, and work-based foundation skills. Please contact us if you would like to volunteer as a tutor.

## Workplace Services

Through the Employer Engagement Program (EEP), IU13 and partnering agencies Church World Service and Literacy and Learning Success Centers work with employers in Lancaster, Lebanon, and Dauphin counties to create pipelines to jobs and career pathways for the successful hiring and retaining of refugees in their workplaces. The program engages employers in maximizing the skills and talents new neighbors bring to the workforce, creating opportunities for staff to improve English skills, offering employer-supported training and leadership development, and creating more diverse, equitable, and inclusive workplaces.

## English as a Second Language

Targeted instruction is available to help workers with limited English language skills improve their communication skills in the workplace.

## Navigation Services

Employers sometimes struggle to communicate effectively with immigrant and refugee employees and/or have challenges helping them to overcome obstacles to maintaining employment. Cultural navigators help to bridge the divide, and to support immigrants and refugees in accessing additional community resources to supplement their income.

## Workplace Spanish Instruction

Training will help managers and others communicate more effectively with Spanish-speaking employees. Common workplace language is emphasized, and participants are encouraged to bring specific communication issues to class.

**Click here or scan QR  
code to learn more about  
all of the workplace  
services we provide!**







**“EVERY LOSS IS A  
LESSON TO HELP YOU  
REACH SUCCESS AT  
ITS FULLEST POTENTIAL,  
SO NEVER GIVE UP.”**

JAYDEN GRAY, HSE STUDENT

**FOR MORE INFORMATION, PLEASE CONTACT:**

IU13 COMMUNITY EDUCATION  
[WWW.IU13.ORG/COMMUNITYED](http://WWW.IU13.ORG/COMMUNITYED)  
[COMMUNITYED@IU13.ORG](mailto:COMMUNITYED@IU13.ORG)  
717-606-1708

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Tim Shenk, Program Director, Community Education

**Community Education Mission Statement:**

We educate and inspire lifelong learners, build partnerships, and unite communities to transform lives. IU13 Community Education is a proud partner of the American Job Center (CareerLink) network.

IU13 is an equal opportunity education institution.



**Check Out Our Online  
Catalog Here!**

Community  
Education  
a service of **iu13**

1020 New Holland Avenue | Lancaster, PA 17601  
717-606-1600 | [www.iu13.org](http://www.iu13.org)

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I give thanks to IU13 for helping me accomplish my goals. The teachers helped me believe in myself.

HONG LAM, ESL AND GED STUDENT

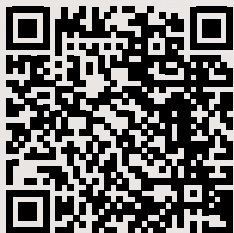


## Support IU13 Community Education

### About Your Donation of Time or Funding

We envision self-reliant, lifelong learners who earn family-sustaining wages and nurture family relationships while feeling safe, secure, and connected to their communities. Please join us in making this vision a reality through your gifts of time and money. Financial donations must be sent through the Lancaster-Lebanon Education Foundation. Click the button below to learn more!

Click here or scan QR  
code to volunteer  
or donate funds!



A donation of \$25 for the student assistance fund



A donation of \$50 for student bus passes



A donation of \$145 for a student's GED testing

