

Services & Classes

Lancaster | Lebanon



23-24

Community
Education
a service of **iu13**



Table of Contents

Our Mission Statement3
Our Locations 4-5
Our Classes6-10
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 to learn more about who we are!](#)



Contact us:

717-606-1708

CommunityEd@iu13.org

www.iu13.org/CommunityEd



Our Locations



Chestnut Street Community Center

611 Chestnut Street
Lebanon, PA 17042



CareerLink

1046 Manheim Pike
Lancaster, PA 17601



IU13 Lancaster County Office

Burle Business Park
1020 New Holland Drive
Lancaster, PA 17601



The Refuge Center at Reynolds Middle School

605 West Walnut Street
Lancaster, PA 17603

Our Locations



Lancaster Prison
625 E King Street
Lancaster, PA 17602



Lebanon Prison
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 students are referred to the Literacy Council of Lancaster-Lebanon for services.

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 to learn more about ESL classes.](#)



Contact us:

717-606-1708

CommunityEd@iu13.org

www.iu13.org/CommunityEd



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 to 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 to learn more about HSE.](#)



[Click here to learn more about Family Literacy.](#)



Our Classes

Workforce Preparation

Administrative Support Professional, Basic Computer Skills, Pre-LPN, 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, 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.



Our Classes

Workforce Preparation (Continued)

Administrative Support Professional, Basic Computer Skills, Pre-LPN, 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 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.

Lebanon HiSET Testing Site

At IU13's Lebanon site on One Cumberland Street, HiSET testing is offered every two months with morning and evening testing sessions available. Contact HiSET directly ([log-in](#) or call 1-855-694-4738) to sign up for a test time.

Student Advisement

All students in our English as a Second Language (ESL) and High School Equivalency (HSE) classes 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

For more than 20 years, the IU13 Community Education Program has been offering Central PA's employers cost-effective, customized, on-site education and training programs for workers. Training options include the following:

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.

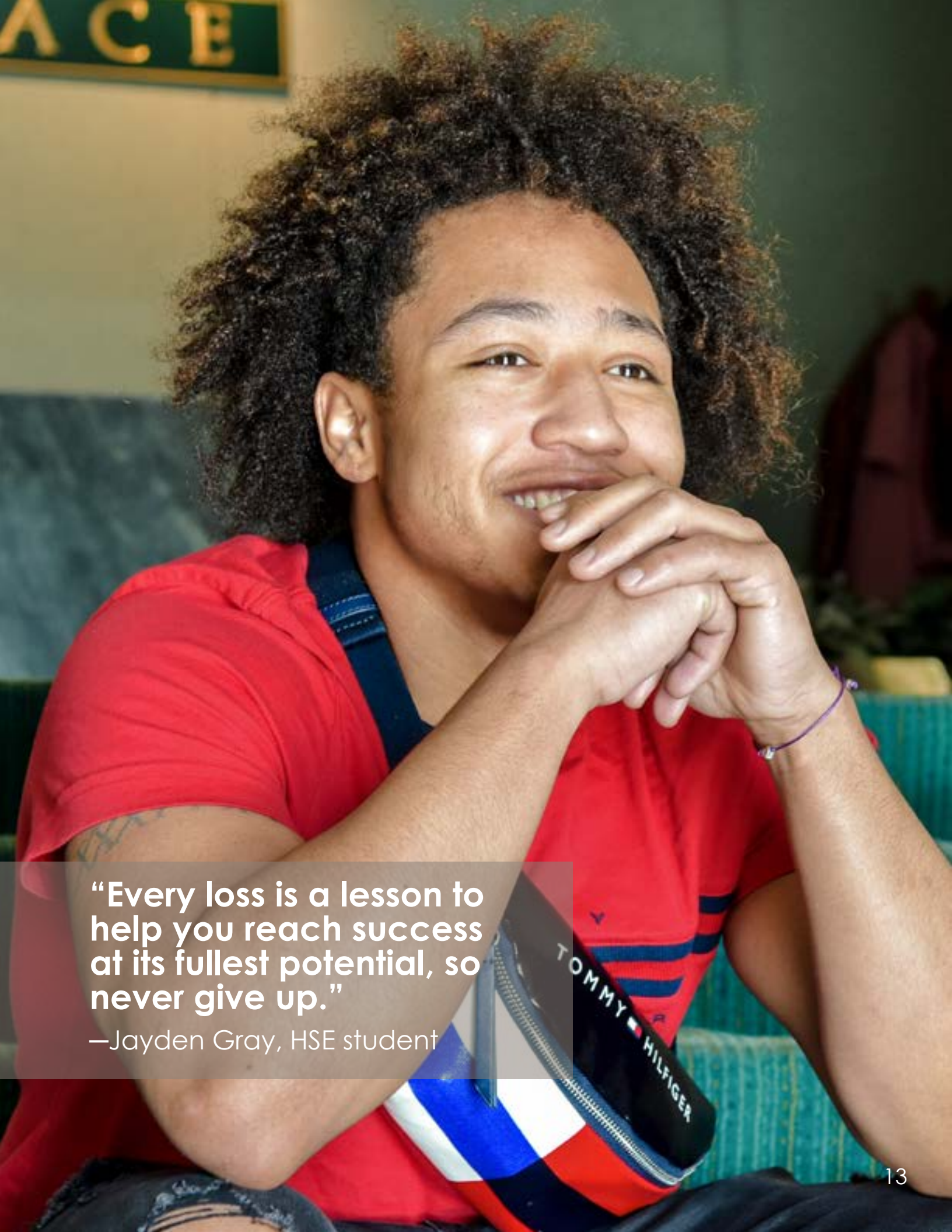
[Click here to learn more about all of the workplace services we provide!](#)



For more information, please contact:

IU13 Community Education
www.iu13.org/CommunityEd
CommunityEd@iu13.org
717-606-1708

ACE



“Every loss is a lesson to help you reach success at its fullest potential, so never give up.”

—Jayden Gray, HSE student

Support IU13 Community Education

About Your Donation

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 to donate to
Community Education!](#)



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

-Hong Lam, ESL and GED student

Matthew Stem, Executive Director

Joey Bertrand, Ed.D., Director, Instructional Services

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.

Community
Education
a service of **iu13**

1020 New Holland Avenue | Lancaster, PA 17601
717-606-1600 | www.iu13.org