



# SPARTA COMMUNITY EDUCATION

## 2011 FALL CLASS SCHEDULE

*ADULT HIGH SCHOOL • JOB INTERNSHIPS  
LEISURE & ENRICHMENT CLASSES  
PRESCHOOL & CHILDCARE*

**CALL 887-7321 TO REGISTER.**

*Choose the fast track to success...*



Adult Education

### **Accelerated Learning Program**

*- A SCHOOL TO WORK APPROACH*

**You now have the opportunity to earn your high school diploma much faster than before!**

In addition to just receiving a diploma, this advanced program allows you to receive work experience in a field in which you are interested. You may also “try” different jobs through job shadowing and get training and experience through a variety of internships.

**You may be enrolled in a combination of the cluster areas listed on the right.**

When you complete a portion of each area, you will be eligible for a diploma - provided you have mastered the objectives. This program allows you to earn credit for up to 25 clock hours per week — even receiving credit, in some instances, while earning a pay check!

**A) BASIC SKILLS TRAINING**

- Adult Basic Education (ABE)
- English As a Second Language (ESL)
- Applied Occupational Communications

**B) CAREER TECHNICAL TRAINING**

- Computers, Office Machines
- Business Classes
- Applied Math
- Applied Science
- Accounting

**C) WORKPLACE READINESS TRAINING**

- Community Service Learning
- Internships, Apprenticeships
- On-the-job Training
- Job Shadowing
- Internships within the school system  
(aides in classrooms, kitchen, custodial department, offices, child care center, on the playground, etc.)

**CALL 887-7321**

**FOR MORE INFORMATION ABOUT EARNING YOUR DIPLOMA.**

# Sparta Adult Education Graduation Requirements

(As of January, 2003)

## A) Program Option #1

23 credit hours required from the following areas:

- 1) Credits earned to date;
- 2) 1/2 credit for each GED test passed;
- 3) Kent Career Tech Center classes;
- 4) Sparta Adult Education classes;
- 5) Technology (students must have at least one full credit which must include, minimally, Word Processing, Keyboarding, and Spreadsheets);
- 6) Up to 1 credit for documented work experience and/or job training with approval of the adult education program director;
- 7) Up to 1 credit for a documented and approved Internship at a minimum of 60 clock hours per 1/2 credit;
- 8) College credits from an accredited college.

## B) Program Option #2

### "The Accelerated Learning Program"

Students must meet all of the following criteria:

- 1) Must have at least 13 semester credit hours upon entering the program;
- 2) Completion of at least five (5) credit hours of courses from the following areas:
  - a) Applied Occupational Communications
  - b) Current American Issues
  - c) Technology/Computers
  - d) Applied Mathematics
  - e) Applied Science
  - f) Basic Accounting
- 3) Completion of at least one half (1/2) credit 60 clock hour Internship experience in an area other than the student's current job;
- 4) Must pass all parts of the Tests of Adult Basic Education, Levels 9 & 10, at minimally the eleventh grade level;
- 5) Must have the approval of the program director.

**Note:** Students must be at least 18 years of age to enroll in either of the above program options.

## ADULT HIGH SCHOOL CLASSES

**COST:** Adult High School classes and program, English As a Second Language classes, and Basic Skills Training are **FREE** to all persons, resident or non-resident, who are:

- 1) *at least 18 years of age* and who are working toward a high school diploma or GED certificate, or need ESL training.
- 2) *high school graduates under 20 years of age* as of September 1 and are not attending an institution of higher learning, and are referred by an employer for job skills training.

All high school completion classes may also be taken by graduates for leisure time/enrichment at a fee of \$120.

*If you can read this, but know someone who CAN'T... CALL 887-7321 for FREE classes!*

## BASIC SKILLS TRAINING

Reading, Spelling, Math...

Monday - Thursday, 6:00-9:20 p.m.  
Sparta Middle School Room 29



## 2011-12 ADULT HIGH SCHOOL CALENDAR

August 22 - August 31 .....	First Semester Registration
September 5 .....	Labor Day - No Classes
September 6 .....	First Semester Classes Begin*
November 23-25 .....	Thanksgiving Vacation
December 17-January 2, 2012.....	Christmas Vacation
January 11-28 .....	Second Semester Registration
January 30 .....	Second Semester Classes Begin
April 2-6.....	Spring Break
May 28 .....	Memorial Day - No School

**Note: Leisure classes beginning dates vary – see pages 3-4.**

### \*First Semester Schedule (18 weeks)

Monday Classes	September 12 - January 23
Tuesday Classes	September 6 - January 17*
Wednesday Classes	September 7 - January 25
Thursday Classes	September 8 - January 26

### Second Semester Schedule (18 weeks)

Monday Classes	January 30 - June 11
Tuesday Classes	January 24 - May 29
Wednesday Classes	February 1 - June 6
Thursday Classes	February 2 - June 7

## SPARTA ADULT HIGH SCHOOL CLASSES OFFERED

Begin: September 6, 2011

**Call 887-7321 to register NOW.**

### APPLIED OCCUPATIONAL COMMUNICATIONS I

- The learner will practice and improve reading, writing, listening and speaking skills relevant to common business procedures. Students will engage in activities, presentations and analysis of business practices, trends and issues. Content will be tailored to the students' interests and goals to ensure practicality. Entrepreneurship structures and procedures will be examined and students will be encouraged to consider potential opportunities.
- Students will job-show at local businesses to gain experience relevant to the occupational goals.
- Evaluation will center on completion of a structured portfolio that includes summaries and documents related to the above skills and components.

Continued on next page

# SPARTA ADULT HIGH SCHOOL

## CLASSES OFFERED, *continued*

**Begin: September 6, 2011 • Call 887-7321 to register NOW.**

### APPLIED OCCUPATIONAL COMMUNICATIONS II

- The learner will practice and improve reading, writing, listening and speaking skills relevant to common business procedures. Students will engage in activities, presentations and analysis of business practices, trends and issues. Content will be tailored to the students' interests and goals to ensure practicality. Entrepreneurship structures and procedures will be examined and students will be encouraged to consider potential opportunities.
- Students will job-shadow at local businesses to gain experience relevant to their occupational goals.

### APPLIED OCCUPATIONAL COMMUNICATIONS III

- The learner will practice and improve reading, writing, listening and speaking skills relevant to common business procedures by constructing a career pathway portfolio.
- Students will create career related documents, presentations and analysis of business practices, trends and issues.
- Content will be tailored to the students' interests and goals to ensure practicality.
- Students will job-shadow at local businesses to gain experience relevant to their occupational goals.
- Evaluation will center on completion of a structured portfolio that includes summaries and documents related to the above skills and components.

### KEYBOARDING/INTRODUCTION TO WORD PROCESSING I, II & III

- This three semester class is structured to teach and review the basic keyboarding components, and develop the accuracy and speed of each student so they attain employable levels of competence. The focus of the class will be on beginning skills, but will also develop advanced skills. Students will develop a working knowledge of letter writing skills, resume' preparation, and basic desktop publishing using Microsoft Office 2003. Students will also develop a basic competence of business spreadsheet and formula entry using the Microsoft Excel program part of Office 2003. Advanced students will work on computerized accounting using spreadsheets to develop their chart of accounts, general ledger files and financial statements.
- Students will use Microsoft Office 2003, a classroom Microsoft Office textbook, DDC computer applications for business textbook, keyboarding textbooks, Fastype Tutorial 6, a computerized accounting procedure textbook and practice sets from South Western Publishing Co. Files will be saved on the district's file server.

### APPLIED MATH I

Students will achieve proficiency and mastery in the use of fractions, decimals, and percentages; to master skills relating to perimeter and area of squares and rectangles, circumference and area of circles.

### APPLIED MATH II

Students will achieve proficiency and mastery of basic algebraic skills: the use of signed numbers, powers (positive and negative exponents) and roots, algebraic expression and formulas, algebraic equations, graphing, use of graphing to solve algebraic problems.

### CURRENT AMERICAN ISSUES I

Current American Issues I is designed to explore and provide a better understanding of the current economic challenges confronting individuals and our nation as a whole. The course will utilize a problem solving format, allowing students to take an active role in examining not only what the economic challenges are but also proposed solutions to overcome them.

### CURRENT AMERICAN ISSUES II

Current American Issues II examines the American political process with particular attention given to how an individual can participate in it. White consideration will be given to the underlying structure and constitutional foundations of our government, the overall emphasis of this class will be on the dynamics of the process and the practical application of personal skills to achieving desired public policy objectives.

### CURRENT AMERICAN ISSUES III

This course examines a number of critical national issues. Each issue will be examined in considerable depth, using an analytical framework to provide structure and focus. Particular emphasis will be given to various proposed solutions for dealing with the problems associated with the issues along with the pros and cons for each solution.

### APPLIED SCIENCE I, II

This course will focus on presenting students with the chance to learn about the environment in which they live and other topics relating to Earth Science, Anatomy and Physical Science. This course will open the fields of learning to Chemistry, Biology, and a little Physics. Some computer applications will be included.

CLASS	INSTRUCTOR	DAY	LOCATION	TIME
<b>Monday Classes Begin September 14</b>				
Adult Basic Education, ESL, GED Preparation	Bill May	Mon	Middle School Room 29	6:00-9:20 p.m.
Applied Occupational Communications I	Doug Kleyn	Mon	Middle School Room 8	6:00-9:20 p.m.
<b>Tuesday Classes Begin September 6</b>				
Adult Basic Education, ESL, GED Preparation	Bill May	Tu	Middle School Room 29	6:00-9:20 p.m.
Current American Issues	Chuck Steigenga	Tu	Middle School Room 22	6:00-9:20 p.m.
<b>Wednesday Classes Begin September 7</b>				
Adult Basic Education, GED Preparation	Bill May	Wed	Middle School Room 29	6:00-9:20 p.m.
Keyboarding/Word Processing I	Brian VanLente	Wed	Middle School Room 25	6:00-9:20 p.m.
<b>Thursday Classes Begin September 8</b>				
Adult Basic Education, ESL, GED Preparation	Bill May	Th	Middle School Room 29	6:00-9:20 p.m.
Applied Math /Earth Sciences/Biology	Bob Sadowski	Th	Middle School Room 41	6:00-9:20 p.m.

**WEATHER CANCELLATIONS:** Evening classes will be held even though day classes may have been canceled unless a SEPARATE RADIO OR TELEVISION ANNOUNCEMENT indicates otherwise. The decision to cancel evening classes will be made by 3:00 p.m.

Classes are automatically canceled for tornado watches or warnings. Cancellations are announced on local television and radio stations. Canceled classes will be made up.

# LEISURE/ENRICHMENT CLASSES

**CALL 887-7321  
TO REGISTER  
FOR CLASSES.**

## Registration, Refund & Cancellation Policies

**EARLY REGISTRATION** is urged in order to avoid the cancellation of any classes. It is necessary that a minimum number of people enroll in each class. **If enrollment is not sufficient one week before the class begins, the class will be canceled. Call Sparta Community Education at 887-7321 to register.**

**REFUNDS:** A full refund will be granted if the class is canceled and you paid ahead of time, OR, if requested, two days prior to the second class meeting. A 50% refund will be granted two days prior to the third class. **No refunds will be granted after the third class.**

**WEATHER CANCELLATIONS:** Cancellations are announced on local television and radio stations. **Evening classes will be held even though day classes may have been canceled unless a separate announcement indicates otherwise.** The decision to cancel evening classes will be made by 3:00 p.m. Classes are automatically canceled for tornado watches or warnings. Canceled classes will be made up.



## ArtPrize Trolley Tour

**When:** Monday, October 3, 2011  
**Where:** Pick-up at Trinity Christian Reformed Church, 660 South State St., Sparta  
**Time:** 8:00 a.m. - return 4-4:30 p.m.  
**Cost:** \$74.00

- Transportation via Grand Rapids Trolley from Trinity Christian Reformed Church
- Guided tour of the outdoor ArtPrize Exhibits in downtown Grand Rapids
- A visit to Frederik Meijer Gardens and Sculpture Park. Your visit includes the indoor gardens, a tram ride and seeing the ArtPrize exhibits
- Historic guided tour of Heritage Hill and downtown Grand Rapids
- Lunch at Covenant Village
- A visit to the Grand Rapids Art Museum. The GRAM is host to some of the ArtPrize exhibits and you will have access to the regular galleries also.
- Services of a Countryside Tour Director

**Space is limited, reserve your seat, call 887-7321 or send form below today.**

### ArtPrize Trolley Tour Reservation Form

Please make \_\_\_ reservation(s) for the Sparta Community Ed ArtPrize Trolley Tour on Oct. 3, 2011. I/We have enclosed a payment of \$\_\_\_\_\_ (\$74 per person). Make check payable to and mail to: Countryside Tours, Inc., P.O. Box 48, Sand Lake, MI 49343.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email \_\_\_\_\_  
 Credit Card Payment VISA / MC / Amer. Express / Discover (please circle one)  
 Credit Card No.                       
 Expiration Date      
 Amount to be charged \$ \_\_\_\_\_ Signature \_\_\_\_\_

## Art

### WATERCOLOR CLASS

A watercolor class is being offered this fall and will be taught by Anne Eck of Bailey. This class will be for intermediate/advanced artists who have been dabbling in watercolor but wish to get into more advanced work. The goal is to learn new techniques, materials, brushwork, and to complete, mat and frame a painting. This two hour class allows for discussion, idea exchange and most of all fun!

**WHEN:** Mondays, beginning September 12, 2011 (8 weeks)  
**WHERE:** Middle School, Room 34  
**TIME:** 6:30 - 8:30 p.m.  
**COST:** \$45.00

## Finance

### DISABILITY SEMINAR

Do you think you are disabled? Do you think you may qualify for Social Security?

Attend the free seminar on how to file a claim, the stages in obtaining a disability, the basis for obtaining disability and problems you may encounter along the way. Instructor: Charles Cerling.

Call now to register for this free class.

**WHEN:** Tuesday, November 4  
**WHERE:** Sparta Administration Board Meeting Room  
**TIME:** 7:00-9:00 p.m.  
**COST:** Free

## Safety

### HUNTER SAFETY CLASS

This class is open to all people 12 years of age or older and is necessary in order to obtain your first hunting license. If you were born after January 1960 and have never taken a hunter safety course you are required to take this course if you wish to hunt. Deputy McCutcheon will be your instructor. Class size is limited to 30 participants. **You must attend all three classes!**

**WHEN:** Tuesday, September 27  
 Wednesday, September 28  
 Thursday, September 29  
**WHERE:** Middle School, Room 7  
**TIME:** 6:00 - 9:00 p.m.  
**COST:** Pay instructor a \$5 certification fee.

If you are unable to attend Sparta classes, Alpine Township is offering classes at the township office, 5255 Alpine NW. **You must attend all three classes in October or November. Call 784-1262 to register.**

**WHEN:** Tuesday, Oct. 25 or Nov. 8  
 Wednesday, Oct. 26 or Nov. 9  
 Thursday, Oct. 27 or Nov. 10  
**TIME:** 6:00 - 9:00 p.m.  
**COST:** \$5.00

## Recreation

### 5TH-6TH GRADE GIRLS TRAVEL BASKETBALL PROGRAM

Games on Saturdays at other local schools from October 1 through November 19. Practice starts the week of September 19. Your coach will call with times once teams have been set. Cost is \$40 and includes reversible jersey. For 6th grade with jersey cost is only \$30. Deadline for registration is September 14. If you would like to coach or need more information, call 460-7684.

### OPEN GYM VOLLEYBALL

**WHEN:** Sundays  
**WHERE:** Ridgeview Elementary Gym  
**TIME:** 6:00-8:00 p.m.  
**WEEKS:** Ongoing (October - April)  
**FEE:** \$2 per person/per week

### 30 & OVER BASKETBALL

**WHEN:** Sundays, Oct. through April  
**WHERE:** Middle School Gym  
**TIME:** 5:00 - 8:00 p.m.  
**COST:** \$2 per person/per week

# LEISURE/ENRICHMENT CLASSES

Call 887-7321 to register NOW.

## Recreation

### AIM SELF DEFENSE & SAFETY AWARENESS

This fun course is designed for self-defense purposes emphasizing child safety awareness. Self-discipline rather than aggressiveness is promoted. This program is designed specifically for children **ages 5 through 15**, and is taught by a black belt instructor who has extensive training in dealing with children. Students are placed into classes according to age and ability.

WHEN: Tuesdays, September 27 - November 29, 2011  
 WHERE: Ridgeview Elementary Gym  
 TIME: Class I – 6:00-6:45 p.m.  
 Beginning students, all ages  
 Class II – 6:45-7:30 p.m.  
 Returning students, ages 5-8  
 Class III – 7:30-8:15 p.m.  
 Returning students, ages 9-15  
 COST: \$74.00

*\*A uniform is recommended. (Uniforms available 1<sup>st</sup> evening for \$37, please arrive 20 minutes early.)*

### AIM TUMBLING & GYMNASTICS

This fun and exciting program is designed to enhance self-confidence and improve coordination, physical fitness and flexibility. Learn from experienced instructors who teach the skills of floor gymnastics and tumbling.

WHEN: Tuesdays, September 27 - November 29, 2011  
 WHERE: Ridgeview Elementary Gym  
 TIME: Class I – 6:00-6:45 p.m.  
 Students ages 4- 5  
 Class II – 6:45-7:30 p.m.  
 Students ages 6-7  
 Class III – 7:30-8:15 p.m.  
 Students ages 8-10  
 COST: \$74.00

### AIM USA VOLLEYBALL

An experienced AIM USA volleyball coach teaches this fun and action packed program. We have classes for both the Beginning and Intermediate players. Students will learn and refine the proper skills and techniques to be successful volleyball players. These skills will be key to their future volleyball success. Classes are focused on the skills needed to compete on the middle school team! Students will earn certificates and medals.

WHEN: Thursdays, September 29 - December 1, 2011  
 WHERE: Ridgeview Elementary Gym  
 TIME: Class I – 6:00-6:45 p.m.  
 4<sup>th</sup> & 5<sup>th</sup> grades  
 Class II – 6:45-7:30 p.m.  
 6<sup>th</sup> grade  
 COST: \$74.00

## First Aid & CPR Classes

### CPR-AED - \$30

Child Care/Teaching, Adult Foster Care & Work Place/Industrial  
 Adult, Child, & Infant CPR,  
 AED & Choking  
 (4th Saturday of the month):  
 August 27, September 24 & October 22  
 9:00 a.m. – 1:00 p.m.

### First Aid - \$25

Child Care/Teaching, Adult Foster Care & Work Place/Industrial  
 With Blood Borne Pathogen training  
 (4th Saturday of the month):  
 August 27, September 24 & October 22  
 1:30 p.m. – 5:00 p.m.

### CPR-AED & First Aid Combination - \$45

9:00 a.m. – 5:00 p.m.

### (BLS) Health Care Provider CPR-AED - \$40

Medical & Dental Professionals/Healthcare Students - Initial Training & Recertification  
 Book may be exchanged for CPR Mask at class  
 (4th Saturday of the month):  
 August 27, September 24 & October 22  
 9:00 a.m. – 1:30 p.m.

*All Instruction provided by Sparta Ambulance (A division of Rockford Ambulance). All Classes are American Heart Association authorized. All Classes held @ Meadowlark Retirement Village located at 65 Ida Red (Near M-37 & 13 Mile Rd) Materials (Book) & Card (2 year AHA) provided upon completion*

To register, call Rockford Ambulance Service at 616-866-0724.

## 2011 Fall Recreation Registration Form

Please return this form with a check to: Sparta Community Education, 1655 - 12 Mile Rd., Sparta MI 49345

Name: \_\_\_\_\_ Gr. \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Name: \_\_\_\_\_ Gr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

What programs do you want to register for? \_\_\_\_\_

I realize that by signing this form I will not hold Sparta Area Schools and/or their staff, coaches, or employees or Athletes in Motion, Inc. responsible for any accidents or loss of personal property, however caused. I realize that the staff of Sparta Area Schools and Athletes in Motion, Inc. will do everything possible to offer a safe and injury free program. I realize that by participating in these programs, there is a certain degree of risk and injuries may occur. I also verify, by signing this waiver, the above participant is covered by a family health plan. If the above participant is not covered by a health plan, I, the undersigned, will assume all financial responsibilities for any injuries that might occur. Waiver must be signed for your child to participate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

T-shirt size: Adult: L M S Youth: YL YM YS (circle one)

Fall Program 2011

Sparta Community Education

# Sparta Area Schools PRESCHOOL and CHILDCARE

Programs are licensed by the State of Michigan and staffed by certified child-care providers.

For more information about these programs, please contact Pam Kik at Sparta Community Education at 887-7321 or email [pam.kik@staff.spartaschools.org](mailto:pam.kik@staff.spartaschools.org).

## WECC Open House

Wednesday, August 31, 2011

3 year-olds 4:00 - 5:15 p.m.

4 year-olds 5:30 - 6:45 p.m.

### Program Hours

3 year-olds 8:45 - 11:15 a.m. T-Th

4 year-olds AM, 8:30 - 11:30 a.m. M-Th • PM, 12:30-3:30 p.m. M-Th

Childcare, 6:30 a.m. - 6:00 p.m.

## White Early Childhood Center Tuition Preschool

Sparta Area Schools has a three and four -year-old tuition preschool at White Early Childhood Center. The fee is \$12.00 per session which meets for 2.5 hours per day, three days a week for three-year-olds, (Tuesday, Wednesday & Thursday mornings), and four days a week for four-year-olds either Monday through Thursday mornings.

### Eligibility:

- Child must be at least three years old but not yet five years old by December 1, 2011.
- Child must be three years old by December 1, 2011 to attend the three-year-old class.
- Child must be four years old by December 1, 2011 to attend the four-year-old class.
- Child must be toilet trained.
- District residents will receive first priority.
- Parents must provide transportation.
- Proof of immunization and a birth certificate must be presented before school starts.
- No child may enter the program unless all necessary documents are completed.



A \$30 deposit is due at enrollment. Classes are filled on a first-come/first-served basis according to the enrollment date in the community education office.

## FREE PRESCHOOL - Early 4's Readiness Program

Children eligible for the program must be four (4) years old by December 1, 2011 and meet two of the 25 eligibility factors set forth from the State. These factors include low birth weight, restricted income, siblings with academic struggles, parents who were not high school graduates, and others.

If you feel you might qualify, or a family you know may qualify, please call Sparta Ridgeview Elementary, 887-8218, for an application or for more information.

## White Early Childhood Center Child Care with Preschool

For children ages 2 years/6months through 4 year olds

This program is offered from 6:30 a.m. - 6:00 p.m. throughout the year, Monday through Friday, except for major holidays. The program will remain open on snow days. Children must be toilet trained. Breakfast and nutritious snacks will be provided. Children must bring a sack lunch.

This program is housed at White Early Childhood Center. The fee is \$130 per week (\$26.00 per day). A \$30 non-refundable fee is due at enrollment.

## Before & After School Young 5's/Kindergarten Care

For Sparta Area Schools' Kindergarteners

This program is offered from 6:30 a.m. - 6:00 p.m. during the school year. Students may attend before and/or after school, and the half day when they are not in kindergarten. This program will be open daily, including no school days and snow days, but not major holidays.

The fee is \$105.00 per week (\$21.00 per day). Breakfast and nutritious snacks will be provided. Children must bring a sack lunch. This program is housed at Appleview Elementary. Children will be shuttled to and from Ridgeview Elementary for Kindergarten. This program begins Tuesday, September 6, 2011. A \$30 non-refundable registration fee is due at time of enrollment.

## Before & After School Care "The Open Door" for Children in Grades K-5

This program operates from 6:30 - 8:00 a.m. and 3:00 - 6:00 p.m. Monday through Friday at Appleview Upper Elementary. The fee per session is \$5.00 for mornings and \$9.50 for the afternoons. Transportation is provided for students attending Ridgeview. A \$30 non-refundable fee is due at enrollment. Care is also available on no school days and snow days if needed at WECC Daycare costs per day.

Questions for any of the programs listed above, call Sparta Community Education, 887-7321.

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joe Droski as Coordinator of Title IX, Mr. Mark Kasmer as Coordinator of Title II, VI, and the Age Discrimination Act and Mrs. Susan Gates as the Coordinator of Section 504.