



## Teaching Information

Welcome to Apollo Career Center!

Apollo Career Center Adult Workforce Education offers programs for people who want to explore new educational areas and develop their skills for both professional and personal reasons. Every effort is made to create an environment that will enhance the learning experience.

Apollo develops and administers classes, workshops, refresher and recertification classes, skills upgrading, and leisure time offerings each year. Programs vary in length and time. We welcome and encourage inquiries and suggestions from the community regarding the planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or have a friend/associate who would like to teach, you are encouraged to contact us to explore the possibility of offering the class.

The participants of the Adult Workforce Education classes include employees of business, industry, non-profit organizations, professionals, and anyone in the community wishing self-improvement or leisure time enjoyment and learning.

Classes are held mainly on the Apollo campus, but can also be held in other locations.

For general scheduling purposes, the time frames are: Fall: August-November, Winter: December-February, and Spring/Summer: March-July. Each class is designed to use time wisely and varies in length according to topic.

The fees for all classes vary according to the number of class hours, facilitator costs, and materials. Every effort is made to keep fees affordable.

We will contact you each term about your interest and availability in facilitating upcoming classes. You will be contacted well in advance of the term start date to support the lengthy process of updating your information on our website and creating the course catalog.

Apollo uses a variety of methods to market your classes. The biggest emphasis is our course catalog. The catalog is mailed to most area households.

Learners have a variety of options available to register for our classes: by phone, mail, fax, in person, and on-line.

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