

# JOB TRAINING CLASSES 2017



**ADULT BASIC  
EDUCATION**

Saint Paul Public Schools

**HUBBS CENTER:**

1030 University Ave W ▪ St Paul, MN 55104 ▪ 651-290-4822

**HUB@HARDING:**

1526 East 6<sup>th</sup> Street ▪ St. Paul, MN 55106 ▪ 651-744-7850

<http://www.spps.org/hubbs>

Class	Location	Description	Requirements	Schedule	Fee
<b>Commercial Driver's License Permit</b>	<b>Hub @Harding</b> 1526 E. 6 <sup>th</sup> St  North End of Harding High School	Classroom instruction to pass the General Knowledge permit test. Learn about the different endorsements for Truck Driver, Bus Driver	21+ years old, valid driver's license, no DWI, no speeding tickets or accidents in last 5 years  TABE "D" Reading test (5.0-12.5) CASAS Reading test (221+)	<b>Summer</b> <b>6/19/17-7/28/17</b> <b>Monday-Thursday</b> <b>8:00-10:00AM</b>	Free Class  Permit application fee \$28.00 to \$43.00 depending on licensure
<b>Child Development Literacy</b>	Hubbs Center 1030 University St. Paul	Prepare to work with children 0-5 year. Explore different child care settings. Learn about, physical, academic development for young children.	ELL Level 3 to Level 5 CASAS Reading 201-229. Using CASAS Reading form 81/82RX	<b>Spring</b> <b>2/27/17-4/28/17</b> <b>Monday-Friday</b> <b>9:15-10:45am</b>	Free Class
<b>Child Development Bridge Class</b>	Hubbs Center 1030 University St. Paul	This class could transition you into Child Dev. coursework at St. Paul College. You will build college readiness, computer skills, and work experience	TABE "D" Reading test (5.0-12.5) CASAS Reading test 230+ Ability to pass a background check to work with children. Volunteer in Child Care classroom 3 hours/wk.	<b>Fall (TBD)</b> <b>Saturday</b> <b>9:00am-12:00pm</b>	Free Class
<b>Construction Training Class</b>	<b>Hub@Harding</b> 1526 E. 6 <sup>th</sup> St  North End of Harding High School	Eight week program covering Forklift, Boom lift, Scissor Lift, OSHA 30, CPR Certificates etc. Training in construction & employability skills.	TABE "D" Reading test (6.0-12.5) TABE "D" Math test (5.0-12.5)	<b>Spring</b> <b>3/6/17- 4/28/17</b> <b>5/1/17-6/7/17</b>  <b>Monday-Friday</b> <b>8:30am-3:30pm</b>	Free Class This class partners with Merrick Community Services An app. will need to be completed with them.
<b>Introduction to Health Care Careers</b>	Hubbs Center 1030 University St. Paul	This class will introduce the student to the health care field, both direct and indirect care. They will learn vocabulary, computer skills and develop a greater understanding of health care jobs.	ELL- Level 3 to level 5 CASAS Reading (201-229) Using CASAS Reading form 81/82RX	<b>Spring</b> <b>2/27/17-4/28/17</b> <b>5/1/17-6/9/17</b>  <b>Monday-Friday</b> <b>10:45-12:15pm</b>	Free Class

<b>Medical Office Preparation</b>	Hubbs Center 1030 University St. Paul	Medical terminology, basic anatomy, computer skills, communication and college readiness skills. Exploration of different Medical Office careers.	TABE "D" Reading test (6.0-12.5) TABE "D" Math test (5.0-12.5)  Ability to pass a background check	<b>Fall 2017 (TBD)</b> <b>Monday-Friday</b> <b>10:45am-12:15pm</b>	Free Class
<b>Introduction to Nursing Assistant (Pre CNA)</b>	Hubbs Center 1030 University St. Paul	Preparation to enter Certified Nurse Assistant Training. High interest in direct care. This class is for preparation, <b>it is not a certification class.</b>	TABE "D" Reading test (4.0-8.0) CASAS Reading score of 224+ In ELL 5 for 3+months	<b>Spring</b> <b>3/13/17-6/9/17</b> <b>Monday-Friday</b> <b>11:15 - 1:45pm</b>	Free Class
<b>Retail Literacy</b>	Hubbs Center 1030 University St. Paul	Preparation and training for retail and customer service careers	ELL- Level 3 to Level 5 CASAS Reading (201-229) Using CASAS Reading form 81/82RX	<b>Spring</b> <b>5/1/17-6/9/17</b> <b>Monday-Friday</b> <b>9:15-10:45am</b>	Free Class
<b>Retail / Customer Service Certificate</b>	Hubbs Center 1030 University St. Paul	Prepare for sales/ customer service in a variety of work settings; run a school store; improve money and communication skills; create a job search portfolio	TABE "M" Reading test (5.0-12.5) CASAS Reading test (221+)	<b>Spring</b> <b>3/6/17-6/9/17</b> <b>Monday-Thursday</b> <b>9:15am-10:45am</b>	Free Class
<b>ServSafe® Food Safety</b>	Hubbs Center 1030 University St. Paul	Learn safe food handling practices; leads to MN Certified Food Manager License	TABE "D" Reading test (6.0-12.5) CASAS Reading test (228+)	<b>Winter</b> <b>12/05/16-3/10/17</b>  <b>Monday - Friday</b> <b>11:15am - 1:45pm</b>	Free Class ServSafe Exam: \$40 (at Hubbs) MN Certified Food Manager license: \$35
<b>Special Low Pressure Boiler License</b>	<b>Hub@Harding</b> 1526 E. 6 <sup>th</sup> St  North End of Harding High School	Learn the operation of a boiler machine for State Licensing.	TABE "D" Reading test (6.0-12.5) CASAS Reading test (230+)	<b>Spring</b> <b>5/1/17-6/9/17</b>  <b>Monday-Thursday:</b> <b>10:30am - 1:00pm</b>	Free Class  State license fee \$50.00

Registration on Monday or Wednesday, 9:00-11:30 AM or 2:00-5:30 PM at the Hubbs Center location.

Registration on Tuesday, 9:00-5:00 PM or Thursday, 9:00-1:00 PM at the Hub@Harding location.

Enrollment closes after the first week of class unless otherwise noted. all dates are subject to change.