

# JOB TRAINING CLASSES 2019-2020



## 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

[www.spps.org/hubbs](http://www.spps.org/hubbs)

Class	Location	Description	Requirements	Schedule	Fee
<b>Advanced Child Development</b>	Hubbs Center 1030 University St. Paul	Learn the stages of early childhood development, the importance of literacy, classroom design, and nutrition. Build college readiness skills as this coursework may help with a CDA or a community college.	TABE "M" Reading test (442+) CASAS Reading test 226+ Ability to pass a background check to work with children. Attend class for 15 Saturdays. Homework and computer access required. Volunteer in an early childhood class/daycare for 3 hours/wk.; 30 hours total.	<b>Fall: 10/5/19-12/21/19</b>  <b>Saturdays</b> <b>9:00AM-12:00PM</b>	Free Class
<b>Building Maintenance</b>	Hubbs Center 1030 University St. Paul	Preparation and training for Janitorial/Custodial work. Customer service skills. Building maintenance vocabulary and OSHA 10 Certification	ELL level 4+ CASAS Reading 201+	<b>Winter: 2/1/20-5/16/20</b> <b>Saturdays</b> <b>9:00AM-12:00PM</b>  <b>Spring: 3/2/20-5/22/20</b> <b>M-Th, 11:30-1:00</b>	Free Class P2P Grant, in partnership with Marsden and Goodwill
<b>Commercial Driver's License Permit</b>	<b>Hub @Harding</b> <b>1526 E. 6th St</b>  <b>North side of Harding High School</b>	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 "M" Reading test (442+) CASAS Reading test (226+)	<b>Winter: 2/3/20-3/26/20</b>  <b>Monday-Thursday</b> <b>11:30AM - 2:00PM</b>	Free Class

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

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

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

2/3/2020

<b>Introduction to Nursing Assistant</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 "E" Reading test (460+) TABE "M" Reading test (442+) CASAS 185/188 Reading (226+)	<b>Winter: 2/3/20-5/7/20</b> Monday-Thursday 8:30AM-11:30AM	Free Class  Upon successful completion you may move on to the Certification of Nursing Assistant Training through a local college
<b>Introduction to Small Business Class</b>  <b>NEW CLASS!</b>	Hubbs Center 1030 University St. Paul	Learn the basics of operating/owning a small business. The class includes designing a business plan, having a business mentor, Hands on experience operating a coffee cart.	ELL level 5+ (226+) TABE "M" Reading test (404+)	<b>Winter: 1/13/20-3/26/20</b> <b>Spring: 4/6/19-6/26/20</b>	Free Class P2P Grant, in partnership with NDC and Goodwill
<b>Medical Office Preparation</b>	Hubbs Center 1030 University St. Paul	Prepare for office jobs in health care, patient support, front desk, in a variety of settings. Develop computer skills, medical vocabulary, communication and customer service skills	TABE "M" Reading test (442+) CASAS 226+	<b>Winter: 1/6/20-3/12/20</b>  Monday-Thursday 9:30AM-11:30AM	Free Class
<b>ParaPro Plus Certification Training</b>	Hubbs Center 1030 University St. Paul	Prepare to pass the ParaPro Certification exam for Teacher Assistant or Educational Assistant. Civic education & Job Shadowing activities	TABE "M" Reading test (468+) TABE "M" Math test (449+) High School Diploma or GED Ability to pass a background check	<b>Spring: 3/16/20-6/9/20</b>  Monday-Thursday 9:30AM-11:30AM	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 "M" Reading test (442+) CASAS Reading test (226+) Homework and computer access required.	<b>Spring: 1/31/20-5/29/20</b>  Fridays 8:30AM -12:30PM	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 "M" Reading test (442+) CASAS Reading test (226+)	<b>Spring: 4/6/20-5/28/20</b>  Monday-Thursday 11:30AM - 2:00PM	Free Class  State license fee \$50.00

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