

Adult Career Pathway Classes-2024/2025



HUBBS Center:

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

Hub@Harding:

1526 East 6th Street • St. Paul, MN 55106 • 651-744-7850

Register online at www.spps.org/hubbs. Once you complete the online form you will be called to schedule testing and an orientation. Classes may meet in-person or virtually on Google Meet. A technology orientation will need to be completed before the start of online classes.

For more information please call: Karen at 651-744-7522 or email: karen.gerdin@spps.org

CLASS	LOCATION	DESCRIPTION	REQUIREMENTS	SCHEDULE	FEES
Introduction to Technology (Tier 1)	In-person Hubbs Center: 1030 University St. Paul	Gain basic computer skills. Explore IT careers. Receive NorthStar certificates in Email, Internet and Basic Computer skills.	ELL B2+	Fall: 9/30/24-12/20/24 Winter: 1/7/25-3/27/25 Spring: 4/7/25-6/10/25 Monday-Thursday 11:30-1:30	Free Class IELCE CIVICS Grant
Information Technology Fundamentals (Tier 2)	Online	Students will learn about the hardware and software of a computer. Learn different operating systems. Perform basic computer troubleshooting. Hands-on experience with IT field Techs and Help desk professionals	ELL C1+ TABE "E/M" Reading test (442+)	Fall: 9/30/24-12/20/24 Winter: 1/7/25-3/27/25 Spring: 4/7/25-6/10/25 Monday-Thursday 9:30-11:30	Free Class IELCE CIVICS Grant
Workplace Health and Safety Certificate class	In-person and Online Hubbs Center 1030 University Ave	OSHA 10 General Industry Certificate Preparation for jobs in custodial, warehouse or hospitals workers. Customer service and CPR skills training	ELL B2+	Fall: Online 9/30/24-12/20/24 Winter: In-person 1/7/25-3/27/25 Spring: Online 4/7/25-6/10/25 Monday-Thursday 11:30-1:30 PM	Free Class
Commercial Driver's License Permit	Online	Instruction to pass the General Knowledge permit test. Learn about the different endorsements for Truck Driver, Bus Driver	ELL C1+ TABE "E/M" Reading 442+ 21+ years old, valid driver's license, no DWI, no speeding tickets or accidents in last 5 years	Winter: 1/7/25-3/13/25 Spring: 4/7/25-6/10/25	Free Class State license fee: \$49.00-\$57.00

Introduction to Small Business	In-Person and Online Hubbs Center: 1030 University St. Paul	Learn the basics of operating/owning a small business. Design a business plan, understand financing, marketing and hear from small business experts.	ELL level B2+ TABE "E" Reading & Math (404-553)	Fall: In-person 9/30/24-12/20/24 Winter: Online 1/7/25-3/27/25 Spring: In-person 4/7/25-6/10/25 Monday-Thursday 11:30-1:30PM Monday/Wednesday 5:30-8:00PM-Online only	Free Class P2P Grant Funded
Health Care Hero	In-person	Learn direct care skills for Nursing Assistant Training. Learn stages of human development. Build computer skills, medical vocabulary, and customer service skills. Explore careers in health care.	ELL C1+ TABE "E/M" Reading test (442+)	Fall: 9/30/24-12/20/24 Winter:1/7/25-3/27/25 Spring: 4/7/25-6/10/25 Monday-Thursday 8:30-11:30 AM	Free Class
ParaEducator Certification Training	Online	Prepare to pass the Paraeducator Certification exam for Teacher Assistant or Educational Assistant. Learn skills for working in a classroom with children. Career exploration and job shadowing activities	TABE "M" Reading (468+) TABE "M" Math (449+) High School Diploma or GED Pass a background check	Fall: 9/30/24-12/20/24 Winter:1/7/25-3/27/25 Spring: 4/7/25-6/10/25 Monday-Thursday 9:30-11:30	Free Class P2P Grant Funded
ParaEducator Test Prep	Online	This class will prepare you for the Paraeducator exam, reading, math and writing skills.	TABE "M" Reading (468+) TABE "M" Math (449+) High School Diploma or GED Pass a background check	Fall: 9/9/24-12/6/24 Winter: 12/2/24-2/28/25 Spring 3/3/25-5/23/25 Monday-Thursday Morning or Afternoon	Free Class P2P Grant Funded
Special Low Pressure Boiler License	Online	Learn the operations of a boiler for State licensing.	ELL C1+ TABE "E/M" Reading (442+)	Fall: 9/30/24-12/6/24 Tuesday/Thursday 7:00-9:00PM	Free Class State license fee \$50.00