

	Class Title	Description	Class Schedule	Minimum Requirements
BUSINESS	Office Support (OS)	This class prepares you for a front desk/customer service position. Learn professional communication skills (customer service, phone etiquette, emails) and practice more in-depth skills in Word, Excel, and Google Calendar. Learn appointment scheduling, typing, data/file management, and general office skills.	Mar 19 - May 14 Tuesday & Thursday • 5:30-8:30 p.m. (No class Mar 24, 26)	ESL 5 or higher <u>and</u> GOALS 905/906 Test (Score 210); Computers for Work (Pass)
	<i>Computer Class:</i> Computer Basics (CB)	Introduction to basic computer vocabulary, mousing, typing, navigation, and using a flash drive. Prepare to pass the Northstar <i>Basic Computer Skills</i> assessment (certificate).	<i>Fall Session</i> - Nov 5 - Dec 10 Tuesday & Thursday • 1:00-3:00 p.m. (No class Nov 28) <i>Spring Session</i> - Apr 14 - May 14 Tuesday & Thursday • 6:00-8:00 p.m.	Metro South Student enrolled in ESL 2-4 <u>and</u> One (1) Northstar Test (Pass)
CAREER DEVELOPMENT	<i>Computer Class:</i> Computers for Work (C4W)	Learn Word (resume), Excel (budget), Powerpoint (presentation) and prepare to pass these Northstar assessments (certificates). Also, learn to use flash drives and a digital calendar. Class includes lessons in professionalism: giving presentations, phone etiquette, and email etiquette.	<i>Winter Session</i> - Feb 11 - Mar 19 Tuesday & Thursday • 6:00-8:00 p.m. <i>Summer Session</i> - Mid-July Monday–Thursday • 9:15 a.m.-12:30 p.m.	Metro South Student enrolled in ESL 5 or higher <u>and</u> One (1) Northstar Test (Pass)
	ESL and Career Development (Eden Prairie Campus)	Learn civics, workplace English and culture. This class includes lessons in grammar, reading, writing, listening, and speaking relating to the workplace. Discover your interests and create a personalized portfolio showing your career interest and job preparation skills in resumes, presentations, mock interviews, career planning, digital and financial literacy. Learn about careers in education, healthcare, and IT. Includes field trips and guest speakers.	Sept 4 - June 30 Monday & Wednesday • 6:00-8:45 p.m.	ESL ABE 1 <u>and</u> GOALS 905/906 Test (Score 220)
HEALTHCARE	Intro to Health Careers (IHC)	Explore careers in healthcare through discussion and research. Choose one career to present to the class while learning Google Slides and how to give a short presentation. Build your healthcare vocabulary and reading fluency on healthcare topics. Improve your professional (soft) skills.	Oct 14 - Dec 16 Monday & Wednesday • 12:45-3:00 p.m. (No class Nov 27)	ESL 3-5 <u>and</u> CASAS 83/84 Test (Score 207)
	Medical Terminology (MT)	Use your knowledge of medical word parts to prepare you for a variety of careers in the medical field. Includes guest speakers from the medical industry and/or Hennepin Technical College. Earn two credits toward the HTC Health Unit Coordinator (1 yr program) or Medical Assistant (2 yr program).	Feb 11 - May 7 Tuesday & Thursday • 5:30-8:30 p.m. (No class Mar 24, 26)	ESL ABE 2 <u>and</u> GOALS 905/906 Test (Score 228); Accuplacer Reading Test (Score >55)
	Nursing Assistant Prep (NA)	This is a short, intensive class to prepare you for the NAR (CNA) class in early December. You will learn the most critical topics and skills in long term care as a Nursing Assistant. The class includes CPR/First Aid certification and a visit to a nursing home. You must also be able to complete about four hours of homework a week outside class.	<i>Fall Session</i> - Oct 4 - Dec 6 Friday • 9:15 a.m.-1:45 p.m. (No class Oct 18) <i>Spring Session</i> - Mar 6 - May 8 Friday • 9:15 a.m.-1:45 p.m. (No class Mar 27, Apr 10)	ESL ABE 1 <u>and</u> GOALS 905/906 Test (Score 220); 4 hours per week of homework outside class
	Nursing Assistant Registered (NAR)	This non-credit class prepares you to pass the CNA/HHA state exam and build skills to work as a Certified Nursing Assistant or Home Health Aide. If you pass the class exams/skills, there is a 2-day clinical in which you must complete a TB test and background check. The state exam fee is paid by a grant. You are required to obtain scrubs, a TB test and a background check.	Dec 10 - Mar 5 Tuesday & Thursday • 12:30-3:30 p.m. Clinical Mar 3 & 5 (No class Dec 24,26,31, Jan 2)	ESL ABE 1 <u>and</u> GOALS 905/906 Test (Score 220); NA Prep Teacher Recommendation; Accuplacer Reading Test (Score >55)
TRANSPORTATION	Phlebotomy Technician (PhT)	Successful completion of this course will prepare you to work immediately as an entry-level Phlebotomy Technician. An experienced instructor will teach you how to draw blood in a medical lab setting and prepare you to pass the Basic Life Support certification. Earn three (3) credits in <i>Phlebotomy Techniques</i> toward the Hennepin Technical College Health Unit Coordinator (1 yr program) or Medical Assistant (2 yr program).	<i>Fall Session</i> - Oct 4 - Feb 7 Friday • 8:30 a.m.-12:30 p.m. (No class Oct 18, Nov 29, Dec 27, Jan 3) <i>Spring Session</i> - Feb 14 - Jun 5 Friday • 8:30 a.m.-12:30 p.m. (No class Mar 27, Apr 10)	ESL ABE 2 <u>and</u> GOALS 905/906 Test (Score 228); Current Immunization Record; Accuplacer Reading Test (Score >55)
	Commercial Driver's License (CDL)	Explore transportation careers. Learn the rules of driving a commercial vehicle and study to pass the CDL Class B test with school bus and passenger endorsements. Prepare for possible employment with Bloomington Public Schools as a School Bus Driver. Assistance with application and interview practice by our Opportunity Navigator. Class held at Bloomington Transportation Center.	<i>Fall Session</i> - Oct 15 - Dec 17 Tuesday • 1:00-4:00 p.m. <i>Spring Session</i> - Mar 31 - Jun 2 Tuesday • 1:00-4:00 p.m.	ESL 3 <u>and</u> CASAS 83/84 Test (Score 211); Valid MN Driver's License with a clean driving record