

# Classes for **ADULTS**

## Medical Office Preparation

# HUBBS



**CENTER**



### What the program offers:

Medical Office Preparation develops the foundational skills to enter Medical and Health Information careers. This class will prepare the student to take a 3-credit college level course under the Medical Office Careers Certificate, a 20-credit certificate program at Saint Paul College

### The course will cover:

- Medical Terminology
- Career exploration in the Medical and Health Information fields
- Accuplacer/college preparation
- Computer skills

### How much does the class cost?

Nothing. Classes are free.

### Who can participate?

- Adults with a score 6.0-12.5 on the TABE D Reading test (Testing happens at enrollment)
- Must pass criminal background check

### What times does the class meet?

1/2/14-3/28/14

Monday, Tuesday, Thursday, Friday,  
10:00-12:30 PM

### Where does the class meet?

CLC Building-St. Paul College  
Room 905  
317 Marshall Ave  
St. Paul, MN 55104

### How do I register?

Register at the Hubbs Center. Monday or Wednesday between 9:00-11:30 AM or 2:00-6:00PM. Allow 3-4 hours for intake, testing, orientation, and scheduling.



**Adult Basic  
Education**

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

