

Classes for **ADULTS** **Introduction to Retail/ Customer Service Literacy**

HUBBS



CENTER



What the class offers:

This class is designed to teach the literacy skills needed for work in Retail/ Customer service careers.

The course will cover:

- Greeting and handling customers
- How to treat co-workers
- Calculate discounts off coupons
- Filling in inventory sheets
- Skills in describing products to customers
- Working on written and verbal skills

How much does the class cost?

Nothing. Classes are free.

Who can participate?

- ELL 2-4
- CASAS Reading form 81/82RX score 195-220

When does the class meet?

Winter: 1/2/14-2/28/14

Monday-Friday 9:15-10:45am

How do I register?

New learners come in person. Walk in any Monday or Wednesday between 9:00-11:30 AM or 2:00-6:00PM. Allow 3-4 hours for intake, placement testing, orientation, and scheduling. Current learners may see an advisor in the Student Services office during advisor hours.



**Adult Basic
Education**

Ronald M. Hubbs Center for Lifelong Learning
1030 University Avenue West
Saint Paul, MN 55104
651-290-4822
www.hubbs.spps.org