Workforce Training & Continuing Education

Fall/Winter 2023 Course Schedule

Relevant. Real-World. Results.
Saint Paul College is committed to excellence in all of the educational programs we offer to our community.

In this Continuing Education course schedule, you’ll find classes to enhance your workplace skills and career opportunities or simply for personal enrichment. We offer courses in business, technology, health and wellness, manufacturing, transportation, art, languages and culinary arts.

We appreciate your consideration of Saint Paul College and look forward to your enrollment in one or more of our Continuing Education courses. Our staff stands ready to assist you in making that decision, and our instructors look forward to providing a valuable and exciting educational experience.

Deidra Peaslee, EdD
President, Saint Paul College
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President, Saint Paul College

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Leadership
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Phlebotomy

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HEALTH, WELLNESS & SERVICES
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Food Safety
Motorcycle Basic Rider Course

LANGUAGES
Wine & Cuisine

HOME & AUTOMOTIVE REPAIR
Engine Repair

REGISTRATION & DIRECTIONS
BUSINESS, MARKETING, AND COMMUNICATIONS

Beginning Bookkeeping & Accounting - $99.99
Whether starting your own business or brushing up on your accounting/bookkeeping skills to bolster your resume, participants will get a basic overview of accounting and bookkeeping for use in office support and the business world.

Online
Sept. 11, 18, 25
Oct. 2
6:00pm-8:00pm

Will Your Retirement Income Last? Don’t Leave It To Chance! - $29.99
Retirement is an exciting time that comes with several considerations. Explore the retirement income landscape, including getting the most out of social security and planning for your income to not only last, but grow through retirement.

In-Person
Sept. 26
Oct. 24
6:30pm – 7:30pm
Getting Grants I
An interactive workshop that provides an overview of the process to identify grant prospects and prepare competitive grant proposals. It is appropriate for nonprofit staff/board members new to development, or anyone who has an interest in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies or education institutions. The workshop emphasizes program, capital and operating grants. Participants learn core grant skills including identifying appropriate grant funding sources, recognizing the most crucial components of a proposal and how they fit together, and understanding the grant proposal review process. Participants also learn strategies to write proposals with a linear progression of logic aligned with funder interests. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one technical assistance in proposal writing.

In-Person
Oct. 3
5:00pm-8:30pm

Getting Grants II
An interactive workshop designed for individuals with some knowledge of the grant development who are interested in refreshing and/or improving proposal writing skills. The workshop focuses on strategies to prepare winning proposals, unpack funder review criteria, and tailor responses to information in the review criteria. A discussion of the logic model/theory of change framework will describe goals, objectives, outcomes and how these components should connect with the evaluation plan. Ultimately, participants will learn how to best describe organizational and program strengths so that they align with funder interests. Participants must email a completed grant proposal at least one week in advance of the workshop to melissacuff@gmail.com.

In-Person
Oct. 10
5:00pm-8:30pm
Introduction to Nonprofit Fundraising

An interactive workshop that provides an introduction to professional fund development (fundraising). The workshop focuses on the important role that philanthropy plays in nonprofit organizations. Workshop topics include: sources of contributions, overview of an integrated development program, fund development as a career, and fund development standards and ethics. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one of career planning support.

**In-Person**

Nov. 7
5:00pm-8:30pm

Introduction to Public Speaking - $39.99

Are you looking to gain more confidence in your public speaking ability? Join this course to work with classmates to learn how to create an effective presentation and how to present confidently. Public speaking is a skill that takes practice, and this course will provide 3-hours of public speaking practice over 2 evening sessions!

**In-Person**

For dates and times of this course, please call our office at 651-846-1800.

Leadership Skills - $74.99

Are you interested in becoming a more effective leader? Participants will be able to identify leadership opportunities in everyday life, describe the difference between power vs. influence, learn the seven skills of effective leaders, understand the phases in negotiating, implement strategies to build resilience as a leader.

**In-Person**

Sept. 21
Oct. 19
9:00am - 12:00pm
Art of Effective Communication - $74.99

Do you wonder why you get frustrated when communicating with others? Do you feel unheard or misunderstood? Participants will be able to learn the communication feedback process model, state the different types of communication, understand what makes communication ineffective, learn the different styles of communication and what is your style and how that effects your communication, establish an individual plan for effective communication.

In-Person
Sept. 28
Oct. 26
9:00am – 12:00pm

Customer Service Skills- $74.99

Do you work with customers every day? This course will teach participants proper customer service, communication skills, interpersonal communications, conflict management, time management, and overcoming barriers to help learners become expert customer service representatives!

In-Person
Sept. 14
Oct. 12
9:00am – 12:00pm
Crime Scene Investigation (CSI) Myth Vs. Fact! - $74.99

Enjoy CSI shows and mysteries? Then this presentation is for you. Some photos and information may be considered graphic/offensive by some – 18 & older only in this class. Crimes such as homicides, robberies, staged crime scenes, auto thefts and more will be discussed and photos shown to enhance learning experience.

Online
Sept. 14
Oct. 12
9:00am – 12:00pm

REGISTER TODAY!
saintpaul.edu/WTCE
Workforce

Customized Classes

Workforce Training provides quality training programs that deliver on our site, at your location, or online. We have been helping businesses and organizations throughout the metro area stay informed about advancements in continuing education in St. Paul and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Call us at 651.846.1800 today!
AUTOCAD

AutoCAD Fundamentals - $594.99

Learn fundamental knowledge and skill to create and complete basic 2D drawings using AutoCAD. Learn drawing and editing tools, adding text and basic dimensions and plotting. Small class size will assure personal attention from the instructor at every stage. The course is for anyone who plans on becoming a regular AutoCAD user or for those who have not used the software for a few years. No previous CAD experience is necessary although some familiarity with Windows 2000 or XP, as well as some drafting, design or engineering experience is helpful but not required.

In-Person
Sept. 11, 13, 18, 21, 25, 27
6:00pm – 9:00pm

AUTODESK REVIT

Autodesk Revit Fundamentals - $594.99

Learn how to use Autodesk™ Revit building modeling software. Develop design ideas and create full 3D architectural project models. Because 3D designs are created from the first stage, you can easily produce plan sections and elevation drawings. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools that would be used in a day-to-day production environment.

In-Person
Oct. 9, 11, 6, 18, 23, 25
6:00pm – 9:00pm
Online Learning
anytime, anywhere...just a click away!

Instructor-Led Online Short Courses
Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

CATEGORIES INCLUDE:
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

Visit our website for program details and to find a course!
https://careertraining.ed2go.com/saintpaul
Autodesk Revit Intermediate

This course will take you through the next stage of the Revit development process. Learn how to control visibility through setting up filters and applying them to your own custom view templates to fit your company standards. Organize your project through all the construction phases such as: New Construction, Existing, and Demolition. Collaborate with team members and improve performance by setting up and applying worksets to your project. Participants will also learn best practices for centralizing their model, linking in other Revit files, organizing your project browser, and creating alternate bids with design options.

In-Person
Nov. 6, 8, 13, 15, 20, 29
6:00pm – 9:00pm

Front End Software Developer 18-Week Bootcamp

In the 18-week, Front End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to JavaScript, Front End Technologies, and Web App Design with React. Skills and technologies learned include JavaScript, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, JQuery, Bootstrap, AJAX, React, JSX, REST, NPM, AWS, and more.

Online
Cohort Start Dates:
Sept. 28
Nov. 28
Back End Software Developer 18-Week Bootcamp - $3850.00

In the 18-week, Back End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.

Online Cohort Start Dates:
Oct. 25
Dec. 14

Big Data Engineering Program 26-Week Bootcamp - $5000.00

The Big Data Engineering Program is designed to introduce the technically inclined student to the technologies and methodologies requested by hiring companies and used by real world data engineers. This program is fast paced and will cover a breadth of technologies, including Python programming, Hadoop and cloud-based services in Amazon Web Services (AWS). The student will also be introduced to such methods as data wrangling, munging, ingesting and modeling for analytics. By the end of the 26-week, Big Data Engineering Program, the successful student will be prepared for an entry-level position as a data engineer, Python programmer or business intelligence developer.

Online Cohort Start Dates:
Aug. 29 or Nov. 30
Digital Marketing 16-Week Bootcamp - $3850.00

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn.

Our program provides a fast-paced, detailed curriculum with a full-breadth of digital marketing knowledge in order to be a competitive applicant in an ever-growing job market. Digital Marketing jobs are growing 112% faster than the U.S. national average job growth*. Upon completion of the program students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.

*Bureau of Labor Statistics

**Online**
Cohort Start Dates:
Aug. 29
Nov. 30
Jump Start Your Career or find a new one!

Online Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

CATEGORIES INCLUDE:
- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

Visit our website for program details and to find a course! https://careertraining.ed2go.com/saintpaul
HEALTH, WELLNESS & SERVICES

ACTIVITY DIRECTOR

Activity Director - $495.00

Activity Directors are responsible for planning and developing successful activity programs. They are also in charge of creating a social environment in which participants can interact with others. Most of the time, activity directors promote and organize activities to encourage social interaction. This online, asynchronous course is 45 hours in length and will help individuals become trained to be employed as an activity director in a healthcare setting.

Online
Asynchronous, complete on your own time after registration.

FIRST AID, CPR & BLS

First Aid, CPR and AED - $99.99

In-Person
Sept. 14
Nov. 9
9:00am – 4:00pm

BLS (Basic Life Support) for Healthcare Providers - $99.99

In-Person
Sept. 22
Oct. 13
Nov. 10
9:00am – 4:00pm

Call 651.846.1800 to register!
Become a State of MN Certified Water and Wastewater professional!

Complete just 9 modules offered in the hybrid format. Meet in class one or two days per week.

- Complete assignments online, pick the modules that are right for you.
- Hands on training and block scheduling to accommodate working students.
- Excellent hourly pay with full benefits – Advance in your career!
- Graduates are certified by MN Department of Health & MN Pollution Control Agency.
- Apply training hours with work experience to advance your certification.

Enroll today!
https://tinyurl.com/WUTTRegistration
HEALTH, WELLNESS & SERVICES

ESTHETICS & COSMETOLOGY

MN Board of Cosmetology License Renewal Courses—$75.00/course OR $150.00 for full 8-hours of course renewal

The Minnesota Board of Cosmetology Examiners has implemented that each licensee must complete a 8-hour continuing education course to renew an operator or salon manager license or to reactivate an inactive license.

Saint Paul College Continuing Education offers the mandatory 4-hour CORE class on Laws, Safety, and Sanitation ($75.00) with additional elective choice of another 4-hour course to satisfy the 8-hour continuing education course requirement from the Board of Cosmetology. See below for the course descriptions of each 4-hour renewal course offered:

4-hour CORE Class on Laws, Safety, and Sanitation - $75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hr CORE requirements including: 1-hour on Laws and Rules, 3-hours on Safety and Sanitation.

Online
Asynchronous, complete on your own time after registration.

4-hour PROFESSIONAL PRACTICE – Intro to Balayage - $75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments,
Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

**Online**
Asynchronous, complete on your own time after registration.

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4-hour PROFESSIONAL PRACTICE – Cosmetology Perms & Relaxers - $75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

**Online**
Asynchronous, complete on your own time after registration.

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4-hour PROFESSIONAL PRACTICE – Human Relations - $75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

**Online**
Asynchronous, complete on your own time after registration.
ADDITIONAL ESTHETICS AND COSMETOLOGY COURSES

38 - Hour Instructor Course - $649.00

This 38 Instructor Course is designed to provide future educators with the basic teaching skills needed to become licensed for entry level employment as an instructor in the field of Cosmetology, Nail or Esthetic. This course is approved and fulfills the 38-hour instructor course requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination.

Online
Asynchronous, complete on your own time after registration.

38-Hour Eye-Lash Extension Certification - $2,000.00

This course is designed for the non-cosmetology and esthetics license holders who wish to obtain a certificate to perform Eye-Lash Extensions in the State of Minnesota. This class will present theoretical knowledge, assignments, and quizzes in an on-line format as well as in-class practical training in the application of eye-lash extensions.

Online
Asynchronous, complete on your own time after registration.
HEALTH UNIT COORDINATOR

Health Unit Coordinator ONLINE - $895.00

This 60-clock hour Health Unit Coordinator course will allow students to become acquainted with their role in the health care setting, including recent changes with electronic medical record and computerized physician order entry, ethical and legal standards, customer relations, telephone and communication techniques, problem solving, medical terminology, basic human structure, diseases, and disorders.

**Online**
Asynchronous, complete on your own time after registration.

TRAINED MEDICATION AIDE

Trained Medication Aide - $795.00

Trained medication aides (TMA) distribute medications in nursing homes, schools, correctional facilities, and other non-hospital or assisted living settings. This TMA course provides students the proper training and certification to work in the field as a TMA.

**Hybrid – Some Online/ Some In-person**
Sept. 12, 20, Oct. 3, 18, 25
Nov. 8, 15, 29, Dec. 13, 20
5:00pm – 9:00pm
MENTAL HEALTH & TRAUMA INFORMED CARE

Mental Health First Aid Training - $195.00

Mental Health First Aid training is for anyone to learn signs and symptoms of mental health distress. This 8-hour training teaches participants a 5-step action plan to help a person in crisis connect with professional, peer, social, and self-help care. This is a great training for anyone to be able to understand the signs and symptoms and how/when to intervene in a mental health crisis.

Online
Sept. 19 & 20
12:00pm – 3:30pm

Trauma Informed Care 12-Hour Certificate – $299.99

Are you in a Helping Career? Do you work with students, clients, or participants that may have experienced trauma? Join us for our 12-hour Trauma Informed Care Certificate course to learn how to effectively work with those who may have experienced a traumatic event, learn how to manage resilience and empathy burnout, and understand behaviors through a trauma informed lens. Participants can use this certificate to qualify for 12-hour

In-Person
Sept. 13, 20, 27, Oct. 4
5:00pm-8:00pm
Skills for Psychological Recovery

SPR is an evidence-informed intervention designed to help individuals gain skills to reduce ongoing distress, promote resilience, and effectively cope in the weeks and months following a disaster or crisis. The SPR intervention is intended for individuals needing more than a single, brief intervention but not necessarily needing full treatment for depression, anxiety, or PTSD.

**In-Person**
Sept. 12, 19, 26
6:00pm – 8:00pm

All About Being SANE! - $29.99

This information session is for anyone who is intrigued or interested in Forensic Nursing & what it is like being a Sexual Assault Nurse Examiner (SANE). You will learn the nursing requirements and experience needed to be in this role. Discuss the roles of a SANE and the procedures that are completed in a sexual assault exam, from the moment you arrive to the Emergency Room until it is time for you to return to your safe space. Come learn more about this amazing specialty in nursing!

**In-Person**
Sept. 18
Nov. 15
6:00pm-7:00pm
NURSING ASSISTANT

Nursing Assistant Home Health Aide – please call office to register

Hybrid – Some Online/Some In-Person

Start Date: 8/21-10/9
Days: M, Tu, W, Th
Time: 4:00-8:00pm
Includes Clinicals

Start Date: 8/22-10/12
Days: Tu, W, Th
Time: 7:00am-11:30am
Includes Clinicals

Start Date: 10/10-12/7
Days: Tu, W, Th
Time: 4:00am-8:00pm
Includes Clinicals

Start Date: 10/17-12/13
Days: M, Tu, W, Th
Time: 7:00am to 11:30am
Includes Clinicals

NURSING ASSISTANT COMPETENCY EXAM

Saint Paul College offers both the skills and the knowledge test needed to be successfully completed by candidates to be placed on the Minnesota Department of Health Nursing Assistant Registry (NAR). Challenge candidates accepted. Please view our website for the most up-to-date testing days and hours.
PHLEBOTOMY

Phlebotomy Technician Certificate - $1,600.00

The Phlebotomy Technician Certificate is a combination of classroom, laboratory and applied experiences that will provide students with training needed for employment in phlebotomy careers. Following the on-campus phlebotomy coursework, students are assigned to a clinical affiliate for the clinical experience. This required portion of the curriculum provides an opportunity for demonstration of technical and affective skill competency. Students spend 100 hours at the affiliate where they must perform a minimum of 100 successful blood collection procedures, under the supervision of affiliate staff. Individuals must be at least 18 years of age.

Hybrid – Some Online/Some In-Person

Start Date: 8/22-12/14
Days: Tu, W, Th
Time: 9:00am-2:00pm
**LANGUAGE, CULINARY & ARTS**

**LANGUAGES**

**American Sign Language I**
American Sign Language (ASL) will cover sign vocabulary, sentence structures, dialog formats through facial expressions and body movements used in signing. At the end of this course you will be able to identify finger-spelling and numbers, demonstrate appropriate conversational behaviors of ASL, and have knowledge about various aspects of the deaf culture.

**In-Person**
Sept. 6, 13, 20, 27

**American Sign Language II**
Continue to build on your American Sign Language proficiency. Prerequisite: ASL I.

**In-Person**
Oct. 4, 11, 18, 25

**Spanish I**
This is a short course and focuses on conversation emphasizing pronunciation, fluency, and vocabulary. The course will include the necessary oral practice of dialogue, vocabulary, and basic grammar to communicate in Spanish at a basic level.

**In-Person**
Sept. 5, 7, 12, 14, 19, 21
6:00pm-7:30pm
WINE AND CUISINE

WSET Level 1 Award in Wines - $350, includes textbook and 9 wines

A beginner level introduction to wine suitable for those starting a wine career or pursuing an interest in wine. For individuals new to wine study, this qualification provides a hands-on introduction to the world of wine. You’ll explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion, you will receive a WSET certificate and lapel pin.

In Person
Aug. 26
8:30am-3:30pm
Includes Exam

WSET Level 2 Award in Wines, $750, includes textbook and 43 wines

A beginner to intermediate level qualification exploring wines and spirits for those working in the industry or wine and spirit enthusiasts. For individuals seeking a core understanding of wines, this qualification explores the major grape varieties and important wine regions in which they are grown. You’ll learn about the styles of wines produced from these grapes as well as key classifications and labeling terminology. A basic overview of the key categories of spirits and liqueurs will also be provided. Upon successful completion, you will receive a WSET certificate and lapel pin, and will be able to use the associated WSET certified logo.

In Person
Sept. 5, 7, 12, 14, 19, 21, 26, 28 (exam on Sept. 28)
6:00pm-8:30pm
*Must attend all dates
Italian Wine Scholars Essentials Prep - $750, includes textbook and 25+ wines

Why choose Italian Wine Scholar Essentials Prep? IWS Essentials is designed to address the needs of the inquisitive wine enthusiast and aspiring wine professional alike. IWS Essentials Prep remains accessible but is content-rich and full of cultural highlights that are as engaging as they are entertaining. The course provides an introduction to Italy, explores its key wine regions and delivers core information on 39 of the country’s need-to-know wines. IWS Essentials is your passport to understanding Italian wine. It also acts as a stepping-stone to the internationally acclaimed Italian Wine Scholar certification program. This engaging and informative course will enable you to:

- Acquire fundamental Italian wine knowledge in just weeks
- Refine your tasting skills
- Master the essential grapes and appellations of Italy’s major wine regions
- Navigate the seemingly complicated Italian wine classification system
- Be perfectly poised to continue your studies with the prestigious Italian Wine Scholar (IWS) certification program

In-Person
2 sessions, includes text, 25+ wines & exam
Sept. 16 10:00am-1:30pm
Sept. 23 10:00am-2:30pm
Includes Exam
French Wine Scholar - $825, includes textbook and 25+ wines

The program includes all the necessary tools & support to Master the wines of France:

- The 330-page full-color French Wine Scholar study manual
- 1-year access to the French Wine Scholar online study program for class preparation and review
- Registration for the French Wine Scholar Exam
AUTOMOTIVE REPAIR & MAINTENANCE

Small Engine Repair - $149.99

This course carefully details the many systems, tools, and parts involved in successful repair of small engines, and also covers performance measurement and preventative maintenance.

In-Person
Aug. 29 & 21
Sept. 12 & 14
Oct. 24 & 26
Nov. 14 & 16
5:00pm-9:00pm

Motorcycle Repair - $199.99

Do you own a motorcycle that needs some updated maintenance or looking to winterize your bike? Join us to learn the basics behind motorcycle repair including: changing oil, tire pressure, chain maintenance, proper tire tread, brake pad maintenance, and much more!

In-Person
Sept. 26, 27, 28
Oct. 31, Nov. 1, 2

REGISTER TODAY!
saintpaul.edu/WTCE

Call 651.846.1800 to register!

COST: $5,995
Payment due one week prior to training start date
Includes a test at the License Exam Station
No financial aid available, although financial assistance may be available through community organizations
Additional fees to obtain a license
Payable at the License Exam Station and medical lab day of testing

RE/hyphen.TE/hyphen.STE/hyphen.SA/hyphen.TE
$300
Includes a 3-hour refresher
Minnesota State Commercial Drivers Academy

This is a 6-week training session that meets upcoming federal training standards. It provides up to 160 hours of training in theory, range, and road.

COST: $5,995
Payment due one week prior to training start date
Includes a test at the License Exam Station
No financial aid available, although financial assistance may be available through community organizations
Additional fees to obtain a license
Payable at the License Exam Station and medical lab day of testing

RE-TESTING - $300
Includes a 3-hour refresher

Call 651.846.1800 to register!
FORKLIFT TRAINING AND SAFETY

Forklift Training - $149.99
This 8-hour course is strictly behind-the-wheel training. In this program, you will learn to recognize and respect the potential hazards and skills needed to safely operate a forklift.

In-Person
Aug. 29 & 31
Sept. 19 & 21
Oct. 24 & 26
Nov. 14 & 16
3:00pm-7:00pm

WELDING

Open Welding Lab Hours – Varied Price Based on Hours Needed
Have you completed one of our welding courses in the past? Do you just need to have access to a welding machine shop and some materials for a small project? Saint Paul College Continuing Education now offers open weld hours! Sign up for 4, 8, or 12 hours of open lab time. Students must have completed one full welding course at Saint Paul College in order to sign up for open lab time.
Garage Welding – Basic MIG - $300.00
Do you have projects around the house that need welding? Learn the basics of MIG welding with an introduction to MIG (GMAW/wire feed).

**In-Person**
Sept. 7, Sept. 14, Sept. 21, Sept. 28: 5:00pm-9:00pm
Oct. 5, Oct. 12, Oct. 19, Oct. 26: 5:00pm-9:00pm
Nov. 4, Nov. 11, Nov. 18, Nov. 25: 5:00pm-9:00pm

Metal and Yard Art - $300.00
Want to learn how to weld together an amazing art project? Do you have small welding projects around that you wish you could accomplish on your own? Learn metalworking, welding processes, and basic techniques to create beginner friendly art projects for the home, garden, and yard. Explore vast opportunities for metalworking equipment to design and fabricate your works of art.

**In-Person**
Sept. 7, Sept. 14, Sept. 21, Sept. 28: 5:00pm-9:00pm
Oct. 5, Oct. 12, Oct. 19, Oct. 26: 5:00pm-9:00pm
Nov. 4, Nov. 11, Nov. 18, Nov. 25: 5:00pm-9:00pm
Introduction to TIG - $300.00
Learn the fundamentals of TIG (GTAW) Welding carbon steel, one of the cleanest most precise forms of welding.

In-Person
Sept. 7, Sept. 14, Sept. 21, Sept. 28: 5:00pm-9:00pm
Oct. 5, Oct. 12, Oct. 19, Oct. 26: 5:00pm-9:00pm
Nov. 4, Nov. 11, Nov. 18, Nov. 25: 5:00pm-9:00pm

TIG 2 / Advanced TIG - $300
This course is an introduction to welding stainless steel and aluminum. If you wish, bring your metal projects or choose from some projects provided.

In-Person
Sept. 7, Sept. 14, Sept. 21, Sept. 28: 5:00pm-9:00pm
Oct. 5, Oct. 12, Oct. 19, Oct. 26: 5:00pm-9:00pm
Nov. 4, Nov. 11, Nov. 18, Nov. 25: 5:00pm-9:00pm

Food Safety
ServSafe Food Manager Certification - $195.00
Learn important food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This class will prepare you for the on-line ServSafe exam administered at the end of class. Successful completion of this course also allows for the student to apply for the Certified Food Protection Manager (CFPM) Certification. Earning the ServSafe Manager Certificate is one step in the process to get the State-issued CFPM certificate.

In-Person
Sept. 7 & 8
Oct. 26 & 27
Dec. 7 & 8
8:30am-1:30pm

Register Today!
saintpaul.edu/WTCE  

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FOOD SAFETY

ServSafe Food Manager Certification - $195.00

Learn important food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This class will prepare you for the on-line ServSafe exam administered at the end of class.

Successful completion of this course also allows for the student to apply for the Certified Food Protection Manager (CFPM) Certification. Earning the ServSafe Manager Certificate is one step in the process to get the State-issued CFPM certificate.

ServSafe Food Manager Test-Only - $70.00

Do you need a proctored ServSafe exam? Join the last day of the ServSafe Food Manager course for the exam only. Exam fee includes a virtual exam voucher and proctor.

In-Person
Sept. 9
Oct. 28
Dec. 8
11:00am-1:30pm

MOTORCYCLE BASIC RIDER COURSE - $245.00

Successful completion of the BRC skills course will provide you a motorcycle endorsement on your license. Twice every Saturday starting in April running through October.
CREATE A NEW STUDENT ACCOUNT:

- Click on the tab for “Register for Courses.”
- At the sign in page, click on the tab for “Create New Profile” and follow the computer prompts to create a student profile. Students who have already created a Continuing Education profile can enter their existing usernames and passwords.

REGISTER FOR A COURSE:

- Go to saintpaul.edu/WTCE, click on “View Courses.”
- A list of all courses being offered during the current term will appear. You can search for courses by main subject category and subcategory, or enter the name of a specific class in the course search box on the above right-hand side of the screen. The search will return all of the class options for the subject area you select, including classroom and online courses (online courses are marked with icons).
- To see specific information about a class, click on the name of the course for details.
- Once you have located the class in which you wish to register, follow the computer prompts to put the class into your shopping cart. You can put multiple classes into the shopping cart. Refer to both the class title and course number when registering.
- Click on “View Cart” to double-check that you have selected your desired classes. Click on the “Checkout” button at the bottom of the page to make payment for the classes.
- Payment of all course fees is due at the time of registration. Payment is by credit card (Saint Paul College accepts Visa, MasterCard or Discover).
- You will receive an e-mail confirmation when your registration is complete.
IN PERSON

Please feel free to visit the Workforce Training and Continuing Education office, Suite L456 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online.

CANCELATIONS

Saint Paul College Workforce Training and Continuing Education reserves the right to cancel classes due to lack of enrollment or emergencies. If a course is canceled, you will be notified by e-mail.

REFUNDS

- Refunds will only be issued if requested three (3) business days prior to the start of the first day of class. No refunds will be given after the class has started.
- For classes and tours that have a published cancellation deadline, no refunds or credits will be issued after the specified dates.
- Full refunds or credits are issued if the College cancels a class.

CLOSINGS DUE TO WEATHER

In case of bad weather, tune in to local media – broadcast, print and online – for information on school closures, or check Saint Paul College’s website (saintpaul.edu) for the most current updates.
SAFETY DISCLAIMER

There is an inherent risk of accident and injury to any activity. It is the responsibility of the participant to be aware that there are assumed risks in participation. Saint Paul College Workforce Training and Continuing Education (WTCE) assumes no risk for injuries received during activities. Any changes in participants’ current physical activity level should be done under the approval and directions of their physician and/or health care provider(s).

SPECIAL SERVICES

Persons with disabilities are welcome in any class or activity and may bring a helper at no extra charge in most cases (please call the WTCE office first at 651.846.1800 prior to bringing the additional person to class). If you need a reasonable accommodation, please contact the WTCE office for more information and assistance.
FROM THE SOUTH: I-35E

Take the Kellogg Blvd. exit, turn left. Continue to John Ireland Blvd., turn left at the traffic light. Turn right onto Marshall Ave.


Take the Marion St. Exit, turn left passing over the freeway. Continue on Kellogg Blvd. to John Ireland Blvd., turn right at the traffic light. Turn right onto Marshall Ave.

FROM THE WEST: I-94

Take the Marion St. Exit, at the top of the exit ramp take a right onto Kellogg Blvd. Turn right at traffic light onto John Ireland Blvd. Continue to Marshall Ave, turn right.

METRO TRANSIT

www.metrotransit.org
Fall/Winter 2023 Course Schedule

saintpaul.edu/WTCE

Fit in. Stand out.

At Saint Paul College, you'll find an inclusive, welcoming community of learners all driven to better themselves through uniquely cost-effective, high-quality education. Our students come from many backgrounds and walks of life - from PSEO students to adult learners and everyone in between. We cater to you and your unique needs with flexible class options. We're here to support you with an education that fits your lifestyle.

Classes start August 21

Apply for FREE at saintpaul.edu/FallStart