Workforce Training & Continuing Education

FALL 2017 COURSE SCHEDULE
Relevant. Real-world. Results.
WELCOME

At Saint Paul College, we are committed to providing excellence in all educational opportunities we provide to our surrounding community.

In this Continuing Education course schedule, you’ll find classes for personal enrichment. Or if you are looking to enhance your skills in the workplace, we offer courses in computers, technology, business and industry.

Whether your path is career and technical training, gaining skills to become a better employee, or life-long learning, we offer the courses and training you need at Saint Paul College.

-Rassoul Dastmozd
Ph.D., President/CEO
Getting Grants!
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.

Instructor: Melissa Cuff  
Day: Wednesday  
1 Session: Oct 18  
Time: 5:00pm – 9:00pm  
- OR -  
Day: Saturday  
1 Session: Oct 28  
Time: 9:00am – 1:00pm  
Cost: $50.00

Getting Grants Advanced Workshop
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 melissa.cuff@saintpaul.edu. These proposals will be discussed during a peer review activity. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one technical assistance in proposal writing.

Instructor: Melissa Cuff  
Day: Tuesday  
1 Session: Nov 14  
Time: 5:00pm – 9:00pm  
Cost: $50.00
Fundraising for Non-Profits 101
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.

Instructor: Melissa Cuff
Day: Thursday
1 Session: Dec 7
Time: 5:00pm – 9:00pm
Cost: $50.00

Hospitality Management
This course provides an orientation to the hospitality industry. This includes an introduction to the structure of lodging, food service and tourism organizations, the role of lodging departments, the future of the industry and career opportunities. Course structure includes lecture, projects, discussion and guest speakers.

Instructor: Craig Maus
Day: Wednesday
9 Sessions: Aug 23 – Dec 13
Time: 6:00pm – 9:00pm
Cost: $399.00

Fundamentals of Project Management
Only about one-quarter of all business projects are successful. The discipline of Project Management aims to improve those dismal results with a systematic approach to the unique tasks that abound in an enterprise. This course will acquaint the participants with world-recognized methodologies used to produce more successful projects.

Online Only!

Taking Your Products to the Retail Market
One of the biggest challenges for entrepreneurs and small manufacturers today is getting their product picked by a retailer. This interactive online course will explore strategies in getting both prepared to sell to retailers as well as work with retailers once a commitment has been given by a retailer. Topics include common mistakes many manufacturers make, pricing strategies, retail packaging, tradeshow marketing, and many other things. At the end of the course, participants will have gained a strong understanding of what things retail buyers are looking for, how to prepare to handle their objections, and how to ensure repeat purchase orders. All entrepreneurs and small manufacturers, no matter where their product is in the product life cycle are encouraged to attend!

Instructor: Yohan Jacob
Day: Saturday
4 Sessions: Nov 7, 9, 14, 16
Time: 7:00pm – 8:00pm
Cost: $195.00
LIVE Web-Based Training
PERSONAL FINANCE

Improve Your Credit Score
Build a stronger credit score and enjoy the confidence of knowing how to do it! Credit scores are used by lenders, employers, landlords, and even your car insurance rates. Learn the rules and myths of credit scoring, how to spot errors on your credit reports, and use your rights under the Fair Credit Reporting Act. Gain a new attitude of confidence towards credit by knowing practical, free steps to build up your score.

Home Buying Seminar
Be prepared to purchase your dream home by understanding the home buying process. Learn about the key players in purchasing a home, mortgage loan options, and best steps to follow to make home ownership a reality. Plus – our City & county Mortgage experts will help you determine if you are ready to take the next step!
Day: Wednesday
1 Session: Sept 20
Time: 6:30pm – 7:30pm
Cost: FREE

HUMAN RESOURCE MANAGEMENT

Minnesota Workers’ Compensation
Conducted by the Minnesota Department of Labor and designed for business owners, HR managers, and supervisors to better understand workers’ compensation in Minnesota. You will learn valuable information related to what to do before an injury occurs, how to report injuries, what is covered by workers’ compensation and employer do’s and don’ts.

Instructor: Staff
Day: Thursday
1 Session: Sept 28
Time: 8:30am – 11:30am
- OR -
Day: Tuesday
1 Session: Dec 5
Time: 8:30am – 11:30am
Cost: $45.00

Budgeting 101
Begin telling your money what to do instead of wondering where it went by creating a successful monthly budget. Learn how to create a working monthly budget utilizing the Zero-Based Budgeting Method. We will focus on budget goal setting, spending percentages and tips and tricks to make the budgeting process stress-free.

Day: Monday
1 Session: Oct 16
Time: 6:30pm – 7:30pm
Cost: FREE
AUTOCAD

AutoCAD Fundamentals  –  2018 Edition

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.

Tuition fee includes all course materials and student software license for 13 months.

Instructor: Staff
Day: Monday & Wednesday
6 Sessions: Sept 11, 13, 18, 20, 25, 27
Time: 6:00pm – 9:00pm
- OR -
Day: Monday & Wednesday
6 Sessions: Nov 6, 8, 13, 15, 20, 22
Time: 6:00pm – 9:00pm
Cost: $395.00

AutoCAD Intermediate  –  2018 Edition

This course builds on the AutoCAD Fundamentals course and is designed for the user who needs to upgrade their skills. The course is designed to teach advanced tools and techniques while creating, annotating and printing drawings using AutoCAD. Students will learn to use task commands more efficiently and will work with advanced blocks, XREFS, layouts and plotting.

Prerequisite: AutoCAD Fundamentals or the equivalent or a working knowledge of AutoCAD and the ability to create and edit basic AutoCAD objects. Tuition fee includes all course materials and student software license for 13 months.

Instructor: Staff
Day: Monday & Wednesday
6 Sessions: Oct 9, 11, 16, 18, 23, 25
Time: 6:00pm – 9:00pm
- OR -
Day: Monday & Wednesday
6 Sessions: Dec 4, 6, 11, 13, 18, 20
Time: 6:00pm – 9:00pm
Cost: $395.00

AUTODESK REVIT

Autodesk Revit Fundamentals  –  2018 Edition

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.

Instructor: David Plumb
Day: Tuesday & Thursday
8 Sessions: Oct 3, 5, 10, 12, 17, 19, 24, 26
Time: 6:00pm – 9:00pm
Cost: $495.00

ADDITIONAL course offerings available online
saintpaul.edu/WTCE
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.

Instructor: Staff
Day: Tuesday & Thursday
6 Sessions: Oct 31
Nov 2, 7, 9, 14, 16
Time: 6:00pm – 9:00pm
Cost: $395.00

Revit Content Creation

Autodesk Revit Content Creation is the cornerstone for all elements within the Revit platform.

Instructor: Garrett Byrne
Day: Monday
13 Sessions: Sept 18 – Dec 11
Time: 6:00pm – 9:00pm
Cost: $395.00

IT, NETWORKING, SOFTWARE & PROGRAMMING

Introduction to Mastercam

Mastercam is a dual purpose 3-dimensional computer-aided design (CAD) software that allows the user capabilities to build or import parametric models of parts, as well as creating tool paths for various machine tools. This course will include a trial version of Mastercam to be loaded onto a PC laptop and training DVD – not available for MACs.

Instructor: Garrett Byrne
Day: Monday
13 Sessions: Sept 18 – Dec 11
Time: 6:00pm – 9:00pm
Cost: $395.00
Internet Basics

Over the past 15 years, browsing the web, surfing the internet, email and online chat is now a way of life. The internet offers such opportunity for staying in touch with family and friends, getting information, shopping at home and even paying your bills online. The course will teach participants the basics and will have pointers for browsing the web, signing up for an email mailbox, surfing the internet, what is the internet and basic internet skills you can use in your daily life. Additionally, participants will be shown how to navigate using links and browser buttons, teach the elements of a webpage and practice safe browsing on the internet.

Instructor: Tamarra Dreier
Day: Wednesday
Time: 5:30pm – 9:30pm
1 Session: Sept 13
- OR -
1 Session: Oct 11
- OR -
1 Session: Nov 8
- OR -
1 Session: Dec 6
Cost: $45.00

Coding Boot Camp

Saint Paul College’s coding boot camp is a technical training program that teaches the parts of programming with the biggest impact and relevance to current market needs. It will enable participants with very little coding knowledge to focus on the most important aspects of coding and immediately apply their new coding skills to solve real-world problems. This coding boot camp will teach participants with little or no technical coding background how to write code, and build applications on a professional level.

Flexible start dates. Please call 651.846.1786 for more information on this course!

A+ Hardware/Operating System Preparation

The course provides an in-depth review of PC hardware, Operating Systems and the application software that they run. The material encompasses the body of knowledge outlined by CompTIA for their certification as an A+ computer technician.

Instructor: Mark Rawlings
Day: Saturday
8 Sessions: Aug 26 – Dec 2
Time: 8:00am – 12:00pm
Cost: $1,599.00
MICROSOFT OFFICE

Instructor: Deb Lehr
Time: 8:30am – 4:00pm
Cost: $170.00

Introduction to Microsoft Word
After an introduction to Word’s window components, students will learn how to navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents. Formatting text and paragraphs, using tools such as Find and Replace, Format Painter, and Styles, and enhance lists by sorting, renumbering, and customizing list styles. Creating and formatting tables. Inserting graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art. Formatting the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout. Also using Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Intermediate Microsoft Word
The Intermediate Word class covers organizing content using tables and charts. Customizing formats using styles and themes. Inserting content using quick parts. Using templates to automate document formatting. Simplify and manage long documents. And also using mail merge to create letters, envelopes, and labels.

Advanced Microsoft Word

Introduction to Microsoft Excel
You don’t have to be an accountant to reap the benefits of Excel training. Get started with Microsoft Office Excel 2016. Performing calculations. Modifying a worksheet. Formatting a worksheet. Printing workbooks and managing workbooks.

Intermediate Microsoft Excel
This class builds on the skills and concepts taught in Introduction to Excel. Students will learn how to use work with functions. Working with lists. Analyzing data. Visualizing data with charts. And also using Pivot Tables and Pivot Charts.

Advanced Microsoft Excel
This Advanced Microsoft Excel class builds on the skills and concepts taught in Intermediate Excel. Working with multiple worksheets and workbooks. Using Lookup functions and formula auditing, sharing and protecting workbooks. Automating workbook functionality. Creating spark lines and map data. Also forecasting data.

Introduction to Microsoft Access
Microsoft Access is a database management tool used when you want to save, manipulate and process large amounts of data. After an introduction to database concepts and the Access environment you will navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options. Organize and manage data stored within Access tables. Use queries to join, sort, and filter data from different tables. Use forms to make it easier to view, access, and input data. Create and format custom reports.

Intermediate Microsoft Access
This class builds on the skills taught in Introduction to Access. Basic overview of designing a relational database. Joining tables to retrieve data from unrelated tables. Validate data entered into a database. Using advanced
queries to manipulate your data. Organize a database for efficiency and performance, and to maintain data integrity. Customizing reports to organize the displayed information and produce specific print layouts.

**Advanced Microsoft Access**

Take this class to build on your intermediate Access skills. Customizing a form layout to improve usability and efficiency of data entry. Sharing data across applications. Use macros to improve user interface design. Introduction to using VBA to enhance tasks. Organizing data into appropriate tables to ensure data dependency and minimize redundancy. Lock down and prepare a database for distribution to multiple users. Creating and modifying a database switchboard and set the startup options.

**Introduction to Microsoft PowerPoint**

Don’t let a weak PowerPoint presentation be a deal breaker. After an introduction to PowerPoint’s Window components and Help systems, you will identify the basic features and functions of PowerPoint 2016. Develop a PowerPoint presentation. Perform advanced text editing operations. Also adding graphical elements to your presentation. Modifying objects in your presentation along with adding tables to your presentation with charts as well.

**Advanced Microsoft PowerPoint**

This class builds on the skills and concepts taught in Introduction to PowerPoint. Modifying the PowerPoint environment. Customizing design templates. Adding SmartArt and math equations to a presentation. Working with media and animations. Collaborating on a presentation. Customize a slide show, along with securing and distributing a presentation.

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BODY HEALTH

Hand and Foot Massage: Reflexology Techniques

Reflexology, an ancient discipline, is the study of the nerve connections between the feet, hands and the body systems. This introductory class provides basic techniques that are applied to the feet and hands. Participants will be given an overview of the physiology of the hand and foot. In each class, various techniques and sequences will be taught during hands-on practice. Special emphasis is given to those areas of the feet and hands where stimulation may improve conditions throughout the body. Several reflexology studies have indicated that this modality may reduce pain, anxiety and depression, and help enhance relaxation and sleep.

Instructor: Bob Vigliotti
Day: Saturday
4 Sessions: Oct 7, 14, 21, 28
Time: 10:00am – 12:00pm
Cost: $100.00

CPR & FIRST AID

American Heart Association – Adult/Pediatric: First Aid, CPR and AED

Learning Cardiopulmonary Resuscitation (CPR) may help you save the life of someone you love. According to the American Heart Association, about 75-80 percent of all out-of-hospital cardiac arrests happen at home. Perhaps it is time you learned CPR?

This class combines CPR, AED and First Aid Training into one convenient session. Heartsaver CPR/AED with First Aid (as the American Heart Association classifies this course) teaches the skills necessary to recognize and provide immediate care for breathing problems, cardiac emergencies, injuries and sudden illnesses until medical personnel arrive. Participants will be certified by the American Heart Association for: Standard First Aid and CPR/AED for adults, children and infants.

Instructor: Anita Mills
Day: Wednesday
1 Session: Sept 6
Time: 4:30pm – 9:30pm
- OR -
Day: Thursday
1 Session: Oct 5
Time: 9:00am – 2:30pm
- OR -
Day: Saturday
1 Session: Nov 18
Time: 9:00am – 2:30pm
- OR -
Day: Monday
1 Session: Dec 18
Time: 4:30pm – 9:30pm
Cost: $75.00

BLS for Healthcare Providers

The American Heart Association Basic Life Support (BLS) Healthcare Provider CPR course is designed to train healthcare professionals on recognizing and responding to several life-threatening emergencies. Skills include providing team CPR for adults, children and infants,
using an AED, BVM, and relieving choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. There are no prerequisites or requirements for this class and anyone may participate to learn the life-saving skills of CPR. The AHA is an authorized provider of CPR and ECC courses. Participants who successfully complete the BLS program will be issued a Basic Life Support for Healthcare Providers certification that is valid for two years.

Instructor: Anita Mills
Day: Saturday
Time: 9:00am – 4:00pm
1 Session: Sept 23
- OR -
1 Session: Dec 2
Cost: $75.00

ESTHETICS & COSMETOLOGY
4–hour CORE Class on Laws, Safety, and Sanitation
The Minnesota Board of Cosmetology Examiners has implemented a new rule, stating that beginning August 1, 2014, each licensee must complete a 4-hour continuing education course to renew an operator or salon manager license or to reactivate an inactive license.

Saint Paul College has developed an engaging and interactive class that meets the BCE’s requirements:
- 1 Hour on Laws and Rules
- 3 Hours on Safety and Sanitation

Instructor: Marcie Smith-Fields
Day: Wednesday
Time: 4:30pm – 8:30pm
1 Session: Sept 20
- OR -
1 Session: Oct 25

Eye Lash Extensions: Hands on Training
Eye Lash Extensions are becoming more popular and a great way to generate additional revenue for your salon. In this course you will learn:
- Proper tool handling, client safety and appropriate hygiene.
- Application techniques including: properly picking up the lash, the right amount of adhesive for a secure bond without clumps, how to isolate to make sure lashes do not stick together and how to measure the natural lashes to select the right thickness, length and curvature.
- How to appropriately design your application to suit the clients’ different eye shapes.
- How to remove lash extensions without damaging the natural lash.
- Product knowledge and how to retail after care and other retail products.
- How to effectively advertise and market your new skill.

Each participant will receive an Eyelash Extension Kit that is valued at $450. Participants must have a current cosmetology or esthetic license, or be a student of one of those programs.

Instructor: JoAnn Romeo
Day: Monday
Time: 9:00am – 5:00pm
1 Session: Sept 25
- OR -
1 Session: Nov 6
Cost: $750.00
ESSENTIAL OILS

Essential Oil Make & Take Class
Come get hands-on with essential oils! You will have the opportunity to make 2 DIY bath and beauty products with essential oils to take home. No oil experience necessary – we will briefly cover what essential oils are, how you can benefit from them and how to use them safely before we get hands on. On top of the handmade goodies, everyone will go home with a mini essential oil recipe booklet. All educational and recipe materials included with the class.

Instructor: Amy Lichner
Day: Saturday
1 Session: Oct 14
Time: 9:30am – 11:30am
- OR -
Day: Monday
1 Session: Nov 13
Time: 6:30pm – 8:30pm
- OR -
Day: Thursday
1 Session: Dec 14
Time: 6:30pm – 8:30pm
Cost: $10.00

MEDICAL BASICS & CONTINUING EDUCATION

Asthma – Motivational Interviewing
In this online, self-paced course, Certified Asthma Educators who complete this course will expand their knowledge of the 4 Components of Asthma Motivational Interviewing:

• Building Rapport
• Questioning the Patient
• Educating the Patient
• Closing the Interview

This course is offered in partnership with Minnesota Department of Health. There is 1 CEU available for successfully completing this course. Please make sure and check with your professional affiliation for their CEU requirements.

Cost: $25.00

ONLINE Register Anytime!

Change the Environment Not the Child: Strategies for Educators Working with Students with Fetal Alcohol Spectrum Disorders
Did you know that Minnesota requires that paraprofessionals working with students with an FASD are required to have disability specific training on FASD? The Centers for Disease Control estimates that as many as 1 in 20 U.S. school children may have an FASD. It has also been reported that approximately 60% of students with an FASD have a disrupted school experience. FASD caused by prenatal alcohol exposure (PAE) produces a range of birth defects. The organic brain injury caused by PAE affects how individuals on the spectrum experience school and education settings.

This session will provide a brief overview of the FASD basics and strategies for working with students on the spectrum from early childhood through high school.

Instructor: Ruth Richardson
Day: Thursday
1 Session: Sept 28
Time: 9:00am – 11:30am
- OR -
Day: Wednesday
1 Session: Nov 29
Time: 6:00pm – 8:30pm
Cost: $45.00
Mental Health First Aid

Mental Health First Aid is an in-person training for anyone who wants to learn about mental illnesses and addictions, including risk factors and warning signs. 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.

Mental Health First Aid is appropriate for a variety of professionals working in primary and behavioral healthcare integration settings. The training can help those who regularly engage with individuals who may experience mental health challenges and is most appropriate for audiences with no prior training or experience with mental health or substance use.

Using scenarios and role playing, participants are given the opportunity to practice their new skills and gain confidence in helping others who may be developing a mental health or substance use challenge, or those in distress.

Instructor: Lisa Hanes-Goodlander
Day: Tuesday
1 Session: Nov 14
Time: 8:30am – 3:00pm
Cost: $45.00

QUESTIONS? Call 651.846.1786 or email: jennifer.huston@saintpaul.edu

2018 summer camps

Manufacturing         SCRUBS          Video Game Design         Welding

2018 camp dates coming soon! Visit saintpaul.edu/WTCE for details.
Ophthalmic Technologist

An Ophthalmic Technologist is a valuable member of the healthcare team working to preserve and improve vision. Technologists perform various diagnostic tasks and measurements under the direction and supervision of a physician who specializes in ophthalmology. Ophthalmic medical technologists do not diagnose illnesses or plan treatment, but perform many valuable supportive services for the physician.

The School of Ophthalmic Medical Technology combines a highly qualified faculty with a variety of clinical facilities to provide a broad experience for students. Graduates are eligible for JCAHPO certification at the COT/COMT level.

The accredited 21 month, full-time, day program is taught at the School of Ophthalmic Medical Technology- Regions Hospital in St Paul, MN.

A new class begins every fall.

Instructor: Kris Fey, COMT, Program Director

Please call the School of Ophthalmic Medical Technology at 651.254.3000 for more information!

MEDICATION ASSISTANT

Trained Medication Aide

A Trained Medication Aide (TMA) distributes patient medications in nursing homes, schools, correctional facilities and other non-hospital, assisted living facilities. Medication aides are directly supervised by doctors or other licensed caretakers. They typically assist patients in properly taking oral, topical or rectal prescriptions in correct dosages, as well as adhering to strict medical regimens. TMAs may also supervise patients to ensure they do not have any adverse reactions after taking their medications. Being cross-trained may enhance and advance your career in Healthcare.

This course will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse.

You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

Instructor: Rosalie Aguilar

Day: Monday & Wednesday

12 Sessions: Oct 23 – Dec 6

Time: 4:45pm – 8:45pm

Cost: $699.00

NURSING ASSISTANT/HOME HEALTH AIDE

Nursing Assistant and Home Health Aide

Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. Topics include: communication, safety issues, vital signs, nutrition, homemaking responsibilities, client personal hygiene, comfort and more! This course includes lab
exercises and clinical experience in a long-term healthcare facility and meets the requirements of the Minnesota Department of Health and OBRA. Upon successful completion of this course, participants are eligible to take the NA/HHA competency examination.

**Attendance is IMPORTANT!** Plan on attending every scheduled day and time. You are required to attend all clinical visits to successfully complete the course. Tardiness on clinical days is not acceptable. If you are 15 minutes late, you may be sent home and may be dropped from the class. There are no refunds available.

**CLINICAL INFO:** Clinical visits are typically held during the final week of each course. These times will vary and may change! They may be on weekends, holidays, evening and may end before or extend beyond the last date of class listed online or in the catalog.

**Multiple class offerings available** – Please check saintpaul.edu or call 651.846.1800 for next available session. Must be 16 to register.

**Cost:** $915.00

*Register Today!*
FORKLIFT TRAINING & SAFETY

Forklift Training and Safety
This 8-hour course will include both classroom and 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.

Students will learn about the OSHA standard (OSHA 29CFR 1910.178) that applies to Powered Industrial Trucks and the hazards present in the work environment. Proper driving techniques, correct balance for loads, center of gravity, and load placement, safe fueling/recharging and completing an inspection checklist will also be covered.

Instructor: Dale Peterson
Day: Tuesday & Thursday
2 Sessions: Sept 26, 28
Time: 3:00pm – 7:00pm
Cost: $125.00

OSHA 10-Hour Safety Training
This 10-hour course is taught by and OSHA authorized trainer. The training will provide workers with an overview of OSHA, as well as information on how to locate specific OSHA regulations, how to identify, abate, avoid, and prevent job-related hazards. The course will also inform workers about their rights and their employer’s responsibilities, and explain how to file a complaint with OSHA. The course also covers a variety of general industry safety and health hazards which a worker may encounter.

All participants who successfully complete the OSHA 10-hour course will receive and OSHA 10-hour training certificate, plus the official OSHA 10 wallet card.

Instructor: Keith Setley
Day: Tuesday & Wednesday
2 Sessions: Oct 10, 11
Time: 4:30pm – 9:30pm
Cost: $225.00
HOME IMPROVEMENT & MAINTENANCE

Basic Home Electrical Repair
This is a “hands-on” class for the electrical beginner. We will discuss the basic home electrical system. Learn how to make simple repairs such as replacing switches, wall outlets, checking circuit breakers and rewiring a lamp. Work with electrical boards to install wire, single pole & three way switches, duplex outlet, and lamp receptacle.

Please bring a wire stripper, straight slot screwdriver and long-nose pliers to class if you have them.

Instructor: Tod Novinska
Day: Wednesday
1 Session: Nov 8
Time: 6:00pm – 8:30pm
Cost: $50.00

Basic Home Plumbing Repair
Learn to repair minor plumbing problems and replace fixtures. There will be a discussion about different types of fittings and metal vs plastic pipe comparison. We will take apart different types of faucets, replace a pop-up drain assembly, and discuss the internal working parts of a toilet.

There will be a demonstration on how to cut and glue plastic pipe and fittings as well as soldering copper pipe and fittings.

Instructor: Tod Novinska
Day: Tuesday
1 Session: Nov 14
Time: 6:00pm – 8:30pm
Cost: $50.00

WOMEN in the Trades Sampler

NOV 14, 15 & 16
5:30 - 9:30pm

Are you looking to secure a career with good salary and benefits? Explore careers in high-demand trade fields. Learn, create and connect with trade industry professionals. This hands-on, exploratory career experience will expose participants to electrical, carpentry, welding, sheet metal, pipefitting, and automotive repair.

Scholarship and grant opportunities available.
Learn more at saintpaul.edu/BuildYourFuture

Saint Paul College is dedicated to promoting success for women in the trades. Must be 18 or older and a woman to sign up for the Sampler.
Makers Corner
This is an Open Woods Lab. You will be able to come in and utilize all of the College's woodworking tools and equipment within their Woods Lab to create or continue your woods project(s). This course is for people of all skill levels who would like to advance their woodworking skillset. Participants will learn how to safely and accurately utilize the various hand tools, power tools, machines and equipment within the woodworking lab to create their finished projects out of rough sawed lumber. Specific items that will be taught are: shop safety; squaring a board; planning and face & edge jointing; cutting and ripping; drilling; various joining techniques; and finishing processes.

Instructor: Thomas Hillstead
Day: Thursday
Multiple Sessions: Aug 24 – Dec 14
Time: 5:00pm – 9:00pm
Cost: $200.00

Small Engine Repair Course
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 addition, participants will also learn more about career opportunities in this line of work. This course is ideal for anyone looking to start their own small engine repair business, or for anyone looking to save money by knowing how to make their own repairs on equipment such as lawn mowers, chain saws, snow blowers and more.

Instructor: Darrick Iverson
Day: Saturday
2 Sessions: Oct 7, 14
Time: 8:00am – 12:00pm
Cost: $125.00

Advanced Small Engine Repair Course
Instructor: Darrick Iverson
Day: Saturday
2 Sessions: Oct 21, 28
Time: 8:00am – 12:00pm
Cost: $125.00

MANUFACTURING
MSSC Certified Production Technician
This series of 4 courses is designed to certify individuals for jobs in the manufacturing industry. Participants can earn a Certified Production Technician Certificate and 8 credits for prior learning at Saint Paul College trades program. If you are looking to start a career in manufacturing, then this nationally recognized certification from the Manufacturing Skills Standards Council can help you stand apart from the crowd!

Instructor: Pam Schumacher
Online Course – Work at your own pace. Register Today!
Cost: $899.00
WELDING

Beginner Welding
Want to learn how to Weld? Do you have small welding projects around that you wish you could accomplish on your own? Learn how to make and weld beginner-friendly projects. Come and learn metal working and welding processes. Explore the vast opportunities of metal working equipment to design and fabricate your own works or fixes. Bring safety glasses and head covering to class. Welding helmet supplied for use.

Instructors: Tom Ramish, Victoria LeMay & Bill Schult
Day: Tuesday
4 Sessions: Oct 3, 10, 17, 24
Time: 5:00pm – 9:00pm
- OR -
Day: Saturday
4 Sessions: Oct 7, 14, 21, 28
Time: 8:00am – 12:00pm
Cost: $275.00

Garage Welding
Work on your welding projects while continuing to advance your welding skills. This course is for people who want to work learning Mig, Tig, and Stick welding. Welding helmet supplied for use. Prerequisite: Beginner Welding/Shop Safety. Additional material costs may occur depending on project selected.

Instructors: Tom Ramish & Bill Schuldt
Day: Tuesday
4 Sessions: Oct 3, 10, 17, 24
Time: 5:00pm – 9:00pm
- OR -
Day: Saturday
4 Sessions: Oct 7, 14, 21, 28
Time: 8:00am – 12:00pm
Cost: $275.00

TRADING UP!

Find your path in the construction building trades. Earn an average wage of $16 an hour!

Trading Up is a new FREE program at Saint Paul College that provides a career pathway into the skilled building, construction trades, manufacturing and transportation for qualified applicants. It's time for a career, not just another job. Learn more about how Trading Up will put you on a path to earning a livable wage, a lifelong career, and job placement in your chosen trade. Listen to stories from current trades’ workers and industry leaders. Find out if the building trades are right for you. Space is limited.

Check online for dates & times.
REGISTER TODAY!
saintpaul.edu/TradingUp

FREE! TO QUALIFIED APPLICANTS

Applicants to the Trading Up program must be at least 18 years old, possess a H.S. Diploma or GED, have reliable transportation, be drug free, and currently receiving public assistance in the state of Minnesota, or have a household income at or below 200% of the federal poverty level. Trading Up funded through the Minnesota Job Skills Partnership (MJSP).
CULINARY ARTS

Knife Skills
Cut down on knife injuries. Learn to chop, slice and dice quickly and efficiently. Workplace injuries in the kitchen can be a pain in more ways than one. Most people do not understand how to properly hold a knife when preparing food. Add to that, kitchen staff and chefs are working overtime to do more with less staff and that leads to less proper training. Saint Paul College can help!

This class will teach you proper knife safety, knife grip, using the right tool for the right job, plus how to sharpen and care for knives. Good knife skills cut down on injuries and lead to more efficient preparation. This class is also perfect for those who work in a home care setting preparing meals, dishwashers, bussers and mass food production settings. The class will be hands on practice in slicing, dicing, chopping and much more. Join us!

Instructor: Chef Sara Johannes
Day: Monday
Time: 5:30pm – 8:30pm
1 Session: Sept 25
- OR -
1 Session: Nov 6
Cost: $50.00

International Holiday Cookies
The tradition of holiday cookies can be traced back as far as medieval times and across the world there are hundreds of different traditional holiday cookies unique to each culture. This course will introduce participants to a handful of traditional holiday cookie recipes from across the world and allow them to make and taste the recipes and also share the traditions used in their own cultures.

Instructor: Chef Pierre Rabbia
This is a Friends and Family Class!
Day: Saturday
Time: 10:00am – 2:00pm
1 Session: Dec 2
- OR -
1 Session: Dec 9
Cost: $50.00

Give 'em the Bird!
There was a time when the only way to purchase a turkey or chicken was whole. Everyone knew how to cut it up. This course will detail fabrication of a whole chicken and or turkey, to include cutting, stock preparation, grilling and sauté. Participants will work to prepare a variety of dishes.

Instructor: Chef Jason Ross
Day: Thursday
1 Session: Nov 16
Time: 5:00pm – 9:00pm
Cost: $50.00
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 fingerspelling and numbers, demonstrate appropriate conversational behaviors of ASL, and have knowledge about various aspects of the deaf culture.

Instructor: Carole Virnig
Day: Wednesday
4 Sessions: Oct 4, 11, 18, 25
Time: 6:00pm – 8:00pm
Cost: $100.00

Italian I
Whether you’re planning a trip to Italy for business or pleasure, this series will introduce you to the basic vocabulary and grammar used in daily situations. You’ll learn vocabulary related to greetings, directions, money, time, food and shopping. Grammar studies will cover the basic verbs and verb tenses; nouns, adjectives and articles; and sentence formation. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. You’ll acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture.

Instructor: Daniela Chiarelli McArthur
Day: Tuesday
6 Sessions: Sept 26, Oct 3, 10, 17, 24, 31
Time: 6:30pm – 8:30pm
Cost: $145.00

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

Instructor: Carole Virnig
Day: Wednesday
4 Sessions: Nov 1, 8, 15, 29
Time: 6:00pm – 8:00pm
Cost: $100.00

Italian II
Whether you’re planning a trip to Italy for business or pleasure, this series will introduce you to the basic vocabulary and grammar used in daily situations. You’ll learn vocabulary related to greetings, directions, money, time, food and shopping. Grammar studies will cover the basic verbs and verb tenses; nouns, adjectives and articles; and sentence formation. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. You’ll acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture. Courses designed to be taken sequentially, with subsequent classes reviewing and reinforcing your previous learning.

Instructor: Daniela Chiarelli McArthur
Day: Tuesday
6 Sessions: Nov 14, 21, 28, Dec 5, 12, 19
Time: 6:30pm – 8:30pm
Cost: $145.00
Somali I
This series introduces the basics of Somali language and culture for use in daily situations. Commonly used vocabulary, phrases and conversations will be taught with the emphasis on the workplace. Topics include the Somali alphabet, pronouns, verbs, common words and phrases, numbers and culture. No prior knowledge of the language is required.

Instructor: Ali Warsame
Day: Thursday
6 Sessions: Sept 21, 28
Oct 5, 12, 19, 26
Time: 6:30pm – 8:30pm
Cost: $145.00

Somali II
This series introduces the basics of Somali language and culture for use in daily situations. Commonly used vocabulary, phrases and conversations will be taught with the emphasis on the workplace. Topics include the Somali alphabet, pronouns, verbs, common words and phrases, numbers and culture. No prior knowledge of the language is required.

Instructor: Ali Warsame
Day: Thursday
6 Sessions: Nov 2, 9, 16, 30
Dec 7, 14
Time: 6:30pm – 8:30pm
Cost: $145.00

Spanish I
Quieres hablar Español? This series provides a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. Conversational practice and other exercises are led in a fun and no-pressure atmosphere, making the courses ideal for beginners or as a refresher for those with “rusty” Spanish skills. A series of four classes is approximately equivalent to one year of high school or one semester of college Spanish.

Instructor: Tyrel Nelson
Day: Monday
6 Sessions: Sept 25
Oct 2, 9, 16, 23, 30
Time: 6:30pm – 8:30pm
Cost: $145.00

Spanish II
Quieres hablar Español? This series provides a foundation of Spanish grammar, while introducing basic vocabulary for daily situations. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. Conversational practice and other exercises are led in a fun and no-pressure atmosphere, making the courses ideal for beginners or as a refresher for those with “rusty” Spanish skills. A series of four classes is approximately equivalent to one year of high school or one semester of college Spanish.

Instructor: Tyrel Nelson
Day: Monday
6 Sessions: Nov 6, 13, 20, 27
Dec 4, 11
Time: 6:30pm – 8:30pm
Cost: $145.00
ART

Beginner Metal Art

Want to learn how to make a wrought iron gate, dragon fly or some other metal art project? Learn how to make and weld beginner-friendly projects for the home and garden. Come and learn metal working and welding processes. Explore the vast opportunities of metal working equipment to design and fabricate your own works of art. There will be a variety of projects to choose from. Bring safety glasses and head covering to class. Welding helmet supplied for use.

Instructors: Tom Ramish, Victoria LeMay & Bill Schult

Day: Tuesday
4 Sessions: Oct 3, 10, 17, 24
Time: 5:00pm – 9:00pm

- OR -

Day: Saturday
4 Sessions: Oct 7, 14, 21, 28
Time: 8:00am – 12:00pm
Cost: $275.00

Advanced Metal Art

Work on your metal art projects while continuing to advance your welding skills. This course is for people who want to work on their metal art projects during the spring session. Welding helmet supplied for use. Prerequisite: Beginner Metal Art/Welding/Shop Safety. Additional material costs may occur depending on project selected.

Instructors: Tom Ramish & Bill Schuldt

Day: Tuesday
4 Sessions: Oct 3, 10, 17, 24
Time: 5:00pm – 9:00pm

- OR -

Day: Saturday
4 Sessions: Oct 7, 14, 21, 28
Time: 8:00am – 12:00pm
Cost: $275.00
Soap Making
– The Cole Process Method

This is a DEMONSTRATION class because lye is used in the soap making process.

Each participant will take home 5 bars of soap - a $25 retail value. An instruction manual is provided that will contain an equipment list, soap recipe, material list, instructions for making soap, and websites for purchasing essential oils.

Instructor: John Hanson
Day: Wednesday
Time: 6:00pm – 8:30pm
1 Session: Sept 27
- OR -
1 Session: Nov 8
Cost: $35.00

MUSIC

Music Theory

If you have ever been interested in the basics of music but just haven’t found the time to learn, it’s time for you to take this course! This beginner level course will help students learn basic music chords, scales, writing and more. It will focus on Jazz and Modern styles of music. No instruments or musical ear is needed, just an interest!

Instructor: Bob Vigliotti
Day: Saturday
4 Sessions: Nov 4, 1, 18
Dec 2
Time: 10:00am – 12:00pm
Cost: $75.00

WINE & CUISINE

Misfit Grapes: This WHAT comes from WHERE?

Cabernet Sauvignon is the peanut butter to Napa Valley’s jelly. Malbec and Argentina are as inseparable as Batman and Robin. There are plenty of well-known grapes that just seem to fit certain wine regions—and deliciously so! But what about Pinot Noir from Slovenia, or Lemberger from Washington? The wine world is much more complex than it might seem, and it’s high time to bring some surprising (but delightful) grape-and-place combinations into the limelight. Participants will learn about some common wine grapes that are grown in uncommon wine regions. Participants will also learn about some well-known wine regions that grow unique/little-known grapes. Participants will also sample and identify various tastes and aromas in these wines using correct wine terminology.

Instructor: Karina Roe
Day: Monday
1 Session: Oct 23
Time: 6:00pm – 7:30pm
Cost: $35.00
The Road Less Traveled: How to Get Out of Your Wine Rut

Of the thousands of wine choices available to us these days, it’s easy to get overwhelmed. And when we get overwhelmed, the most common reaction is to shrink back to familiarity. But there are some unique and delicious wines out there that will help you to break out of your comfort zone, while at the same time not straying too far away from those flavors that you’ve come to love in your old reliable. Take the road less traveled and learn how to break out of your wine rut!

Instructor: Karina Roe  
Day: Monday  
1 Session: Nov 13  
Time: 6:00pm – 7:30pm  
Cost: $35.00

Deconstructing Wine: Cabernet Sauvignon

Cabernet Sauvignon is one of the world’s most popular grapes. But what is it about this big, bold wine that makes it so beloved? This class will teach you how to deconstruct Cab’s flavors and aromas, introduce you to its family tree and its favorite places to grow, and help you discover that this big, bold wine is more complex than you might think.

Instructor: Karina Roe  
Day: Thursday  
1 Session: Nov 30  
Time: 6:00pm – 7:30pm  
Cost: $35.00

Wines of Alsace

France and Germany collide and offer the best of both worlds in Alsace. Find out for yourself why these wines have been prized since the middle ages.

Instructor: Lisa Lehar  
Day: Tuesday  
1 Session: Oct 24  
Time: 6:30pm – 8:30pm  
Cost: $40.00

Port Wines

It’s almost winter and the perfect time to discover Port. Learn about the different types of Port, when to drink them and what to drink with them!

Instructor: Lisa Lehar  
Day: Tuesday  
1 Session: Nov 14  
Time: 6:30pm – 8:30pm  
Cost: $40.00
Wines of South Africa
Looking for a new corner of the world to explore? Try South Africa, which offers some of today’s best values for high quality wine. Wines sampled will include those made with familiar grapes as well as some new styles.

Instructor: Lisa Lehar
Day: Tuesday
1 Session: Sept 19
Time: 6:30pm – 8:30pm
Cost: $40.00

Minnesota Wines
Did you know that the University of Minnesota has been instrumental in developing northern hardy grapes that are grown at many local wineries? We will taste some of the most important wines developed at the U of M and learn about local wineries.

Instructor: Lisa Lehar
Day: Tuesday
1 Session: Oct 10
Time: 6:30pm – 8:30pm
Cost: $40.00

Wines of South America
South America produces wines other than Malbec and you will try some of them in this class. Learn about different wine areas and taste their wines.

Instructor: Lisa Lehar
Day: Tuesday
1 Session: Dec 5
Time: 6:30pm – 8:30pm
Cost: $40.00

Wine & Spirits Education Trust (WSET) Award, Level 1
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.

What you’ll learn:
• The main types and styles of wine
• Common wine grapes and their characteristics
• How to store and serve wine
• The principles of food and wine pairing
• How to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine® (SAT)

Instructor: Nikki Erpelding or Lisa Lehr
Day: Tuesday
2 Sessions: Sept 12, 19
Time: 5:30pm – 9:30pm
- OR -
Day: Saturday
1 Session: Oct 14
Time: 8:00am – 5:00pm
Cost: $295.00
Wine & Spirits Education Trust (WSET) Award, Level 2

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.

What you’ll learn:
- How wine is made
- What factors influence wine style
- The key white and black grape varieties and their characteristics
- The important wine-producing regions of the world in which these grapes are grown
- The production of sparkling, sweet, and fortified wines
- Label terminology
- Food and wine pairing principles
- The principal categories of spirits and liqueurs, and how they are made
- How to describe wine using the WSET Level 2 Systematic Approach to Tasting Wine® (SAT)

Instructor: Nikki Erpelding or Lisa Lehr

Day: Tuesday
4 Sessions: Oct 17 - Nov 14
(no class Nov 7)
Time: 5:30pm – 9:30pm
- OR -
Day: Saturday
2 Sessions: Dec 2, 9
Time: 8:00am – 5:00pm
Cost: $595.00

Saint Paul College is proud to offer the internationally recognized

Wine & Spirits Education Trust Level 1 & 2 Awards

REGISTER TODAY! saintpaul.edu/WTCE
BIKE MAINTENANCE

Bike Maintenance
Participation in cycling is at an all-time high. From the die-hard racer, to the weekend tourist, to family riders, cyclists are everywhere! This course teaches basic bike maintenance skills to keep your equipment running smoothly and allow for quick fixes in the event of a breakdown. Learn through hands-on experience the proper techniques for cleaning and lubricating your bike, basic bike fitting, changing a flat, removing and reinstalling wheels, adjusting chain tension on single speed bikes (such as kids bikes), adjusting shifting and braking, proper inspection of your bike, on-the-road fixes and so much more!

This is a truly interactive course guided by the professional mechanics of Grand Performance Bike.

Instructor: Michael Theiler
Day: Saturday
1 Session: Sept 23
Time: 9:00am – 2:00pm
Cost: $50.00

FOOD SAFETY

Instructor: Chef Sara Johannes

ServSafe Food Manager Certification
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 8-hour class will prepare you for the on-line ServSafe exam administered at the end of class.

Cost: $170.00

ServSafe Food Manager Recertification
Don’t let your Minnesota Food Manager Certificate expire without having completed the proper renewal training! Mandated by the Minnesota Department of Health, a Minnesota Food Manager Certificate license needs to be renewed every three years along with an additional four hours of food safety training. This refresher course meets all the requirements for the MN state license recertification. The Minnesota Department of Health requires that most food service establishments must have a MN state certified food manager on staff at all times (test included).

Cost: $100.00

ServSafe Food Manager Recertification Test
This course is a retest of the ServSafe examination for those who did not pass the test on their previous attempt.

Cost: $70.00

Multiple class offerings available – Please check saintpaul.edu or call 651.846.1800 for next available session.
MARINER’S ACADEMY

OUPV Captain’s License – US Coast Guard Approved – Inland/Great Lakes/Near Coastal

The USCG-Approved OUPV 6 Pack Captains License lets you take 6 passengers for-hire, plus crew, on your vessel. The course was designed for Captains working and boating on ANY federal waters with passengers for hire on a power-driven boat. This includes duck hunters, tours, fishing guides and similar activities.

National Maritime Center-approved for original issuance, renewal, and re-issuance of a merchant mariner credential as an Operator of Uninspected Vessels (OUPV) upon Near Coastal* waters. (*PLEASE NOTE: If you take this class and do not have the required sea service time for the Near Coastal route, your license will be approved for either the Inland or Great Lakes route.)


Cost includes all course materials (student manuals, plotting tools, charts and one sitting of your proctored exam) 52 classroom hours.

Application Help available during class at no additional charge.

The course is taught in partnership with the Explorer’s Guide Maritime Academy. Captain Gary Kulibert is the founder of Explorer’s Guide Maritime Academy and the lead instructor/course developer. He has extensive training, education and experience with both state and federal agencies. Gary’s work has involved developing training programs, and being a featured speaker at national seminars.

Day: Friday, Saturday & Sunday
6 Sessions: Oct 20, 21, 22, 27, 28, 29
Time:
Friday 12:00pm – 8:00pm
Saturday & Sunday 8:00am – 5:00pm
Cost: $695.00


Cost includes all course materials (student manuals, plotting tools, charts and one sitting of your proctored exam) 52 classroom hours.

Application Help available during class at no additional charge.

The course is taught in partnership with the Explorer’s Guide Maritime Academy. Captain Gary Kulibert is the founder of Explorer’s Guide Maritime Academy and the lead instructor/course developer. He has extensive training, education and experience with both state and federal agencies. Gary’s work has involved developing training programs, and being a featured speaker at national seminars.

Day: Friday, Saturday & Sunday
6 Sessions: Oct 20, 21, 22, 27, 28, 29
Time:
Friday 12:00pm – 8:00pm
Saturday & Sunday 8:00am – 5:00pm
Cost: $695.00
MOPED TRAINING

Motorized Bicycle (Moped) Rider Course
This course is required for those at least 15 years of age and wish to ride a moped on the street. Anyone with a driver’s license may legally ride a moped although we suggest you take the course to brush up on essential two-wheel skills required to safely operate one of these machines. Those without a driver’s license who wish to ride a moped are required to complete the course.

Instructor: Staff
Day: Thursday
Time: 5:30pm – 10:00pm
1 Session: Sept 7
- OR -
1 Session: Sept 21
Cost: $35.00

MOTORCYCLE TRAINING

Motorcycle Basic Rider Course
This 14.5-hour three-day course is designed with the beginner in mind but it is a challenge even to experienced riders. The course includes one 4.5-hour classroom session and two 5-hour range exercise sessions of on-cycle instruction with high-quality, personalized coaches. In this course participants will learn basic motorcycle operational skills such and advanced skills such as swerving, braking and cornering, and street riding strategies. Riders 18 and older can earn their motorcycle license by successfully completing the course if you have a valid motorcycle permit. Riders under age 18 are required to take the course to obtain a motorcycle permit and must have parent/guardian signature to participate in the class. 100% attendance is required for all three sessions in order to pass the course. Motorcycles are furnished for all participants.

Instructor: Staff
Cost: $180.00
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**SAINT PAUL COLLEGE**
A Community & Technical College

**start here. go anywhere.**

With 52 associate degree programs including the Associate of Arts degree and 77 career certificate and diploma programs, chances are Saint Paul College has a program to put you on the path to achieve your career goals.

To find out more about the programs that interest you, visit [saintpaul.edu](http://saintpaul.edu).

The small class setting had a huge impact on me because it provided an environment where I was able to get to know my professors and classmates, which is a powerful resource in achieving success.

– MICHAEL ’17
Saint Paul College Grad, Associate of Arts Degree
Transferring to University of Minnesota
**ONLINE**

at saintpaul.edu/WTCE

**TO 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.

**TO 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 L453 (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 at our public registration station.
- Due to regulations regarding student privacy, we are unable to accept registrations by mail, telephone, or fax.

**CANCELLATIONS**

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 five (5) 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.

**ADDITIONAL course offerings available online**

saintpaul.edu/WTCE
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

DIRECTIONS
Customized Training provides quality training programs at your location, online, or on our campus. We can assist your business or organization stay informed and keep knowledgeable about advances and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Call 651.846.1800 or visit saintpaul.edu/WTCE for details.