Workforce Training & Continuing Education

Spring/Summer 2024 Course Schedule

Relevant. Real-World. Results.
WELCOME

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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REGISTRATION & DIRECTIONS
BUSINESS, MARKETING, AND COMMUNICATIONS

Sales for the Beginner - $119.99
Did you know sales is embedded in almost every career? Learn personality types, relationship building, discovery, and how to close. This is a course built for those looking to hone-in on their self-awareness and how to develop a pitch to find the win-win in any situation!

In-Person
Tuesday & Thursday
March 19 & 21
5:00pm – 9:00pm

Tuesday & Thursday
May 7 & 9
5:00pm – 9:00pm

Beginning Bookkeeping & Accounting - $79.99
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
Monday Evenings
February 5, 12, 19, 26
6:00pm – 8:00pm

Beginning Bookkeeping & Accounting - $79.99
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
Monday Evenings
February 5, 12, 19, 26
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
Tuesday
April 16
5:00pm – 8:30pm

Getting Grants I - $55
This interactive workshop provides an overview of identifying grant prospects and preparing competitive grant proposals. It is relevant for nonprofit staff and board members new to development or anyone interested in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies, or education institutions. 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. Following the workshop, the trainer will provide each participant up to one hour of one-on-one support in grant development.

In-Person
Tuesday
April 16
5:00pm – 8:30pm

Getting Grants II - $55
An interactive workshop designed for individuals with some knowledge of 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. Discussing the theory of change frameworks will describe goals, objectives, outcomes, and how these components connect with the evaluation plan. Participants will learn to tell the story of the organization's impact in a proposal format. Following the workshop, the trainer will provide each participant up to one hour of one-on-one support in grant development.

**LEADERSHIP DEVELOPMENT**

**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.

**Virtual**

Tuesday
March 14
9:00am – 12:00pm

Thursday
March 7
9:00am – 12:00pm

**Art of Effective Communication - $74.99**

Do you wonder why you get frustrated when communicating with others? Feeling unheard or misunderstood? Learn the communication feedback model, the different types of communication, and understand what makes communication ineffective. Identify your styles of communication and establish an individual plan for effective communication.

**In-Person**

Thursday
February 22
9:00am – 12:00pm

Thursday
May 9
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**

Thursday
March 14
9:00am – 12:00pm

Thursday
May 23
9:00am – 12:00pm

**Introduction to Nonprofit Fundraising - $55**

An interactive workshop that introduces professional fund development (fundraising) while focusing on philanthropy's role with nonprofit organizations. Workshop topics include sources of contributions, an overview of an integrated development program, the process of creating a development plan, and fund development as a career. Following the workshop, the trainer will provide each participant up to one hour of one-on-one support in fund development.

**In-Person**

Tuesday
April 23
5:00pm – 8:30pm

Thursday
May 23
9:00am – 12:00pm

Register Today!
Emotional Intelligence - $74.99

Learn how to understand the ability to manage both your emotions and understand the emotions of people around you! Key elements discussed on understanding internal and external emotions as they play into individual emotional responses.

**In-Person**
Thursday
February 8
9:00am – 12:00pm

Thursday
March 21
9:00am – 12:00pm

Conflict Management - $74.99

Learn how to understand the ability to manage both your emotions and understand the emotions of people around you! Key elements discussed on understanding internal and external emotions as they play into individual emotional responses.

**In-Person**
Thursday
February 8
9:00am – 12:00pm

Thursday
March 21
9:00am – 12:00pm

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!
CANNABIS WORKFORCE TRAINING

These are 9-week online courses. Laptop, tablet, or mobile device is required for student success Participants that successfully complete the program will leave with an industry recognized certification.

Cannabis Retail Specialist - $750.00

This online program trains participants for the role of a Cannabis Retail Specialist. Participants will understand how the supply chain works in the cannabis industry, analyzing plant and human biology in relation to cannabis, identify various cannabis products and delivery methods available to consumers, understand dosing and titration strategies for patient care, and define compliance and operational success.

Cannabis Cultivation Specialist - $750.00

This online program trains participants for the role of a Cannabis Cultivation Specialist. Participants will understand how the supply chain works in cannabis industry, analyzing plant and human biology in relation to cannabis, identify various cannabis products and delivery methods available to consumers, understand dosing and titration strategies for patient care, and define compliance and operational success.

Cannabis Extraction & Product Development Specialist - $750.00

This online program trains participants for the role of a Cannabis Extraction & Product Development Specialist. Participants will understand how the supply chain works in cannabis industry, identifying importance of input nomenclature, pheno-hunting and decarboxylation, main extraction methods, analyzing various cannabis product developments and process, and define compliance and operational success.

All Courses are Online, start as soon as you enroll!
cannabis.saintpaul.edu | 651.846.1800
CRIMINAL JUSTICE

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
Saturday
February 3
9:00am – 12:00pm

Forensic Peer Recovery Specialist Training – $300.00
Foster understanding, knowledge, communication, awareness, and create a focus on responsivity. This evidence-based training will teach participants how to best work with recently incarcerated individuals who are working towards reentry into the workforce. Understand the cognitive-behavioral recognition, motivational interviewing, and identifying barriers and obstacles towards individuals’ success. This course is a great opportunity for those who work with justice-experienced individuals and wanting to better develop your understanding of the justice and reentry processes! This course is eligible for 24 CEU hours.

In-Person
March 25 – 27
9:00am – 5:00pm

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

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

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
**AUTOCAD**

**AutoCAD Fundamentals - $599.99**

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**
Monday/Wednesday
January 22, 24, 29, 31
February 5, 7
6:00pm – 9:00pm

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**AUTODESK REVIT**

**Autodesk Revit Fundamentals - $599.99**

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**
Monday/Wednesday
Feb. 5, 7, 12, 13, 26, 28
6:00pm – 9:00pm

**Autodesk Revit Intermediate - $599.99**

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**
March 4, 5, 18, 20, 25, 27
6:00pm – 9:00pm

June 3, 5, 10, 12, 17, 19
6:00pm – 9:00pm

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**INFORMATION TECHNOLOGY**

Courses below are all Online
New cohorts start at the end of each month! Call for more details: 651.846.1800.

**Front End Software Developer 18-Week Bootcamp - $3850.00**

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.
**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.

The successful student will be prepared for an entry-level position as a data engineer, Python programmer or business intelligence developer.

**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

**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.

**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

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**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**
Start as soon as you enroll!

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**FIRST AID, CPR & BLS**

**First Aid, CPR and AED - $99.99**

**In-Person**
Thursday February 1
9:00am – 4:00pm

Wednesday
April 10
9:00am – 4:00pm

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

**In-Person**
April 19
9:00am – 4:30pm

Please call our office for the most up to date offerings: 651.846.1800

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**ESTHETICS & COSMETOLOGY**

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

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.

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

An engaging and interactive class meeting the BCE’s 4-hr CORE requirements including: 1-hour on Laws and Rules, 3-hours on Safety and Sanitation.

**Online**
Start as soon as you enroll!

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

An engaging and interactive class meeting 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**
Start as soon as you enroll!

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

An engaging and interactive class meeting 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**
Start as soon as you enroll!
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
Start as soon as you enroll!

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
Start as soon as you enroll!

NEW

14-Hour Eye-Lash Extension Certification - $1,450.00

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.

In-Person & Online Pre-Work
February 24
8:00am - 3:00pm

April 27
8:00am - 3:00pm

June 15
8:00am - 3:00pm

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
Start as soon as you enroll!
HEALTH, WELLNESS & SERVICES

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 – Online/In-Person
January 17, 25
February 7, 21, 28
5:00pm - 9:00pm

March 11, 18,
April 1, 15, 22
5:00pm - 9:00pm

May 13, 20
June 3, 17, 24
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.

In-Person
Tuesday & Wednesday’s: Mar. 11, Mar 13, Mar. 18, Mar. 20:
5:00pm – 8:00pm

Online
Thursday & Friday
February 15 & 16
1:30pm – 5:00pm

NURSING ASSISTANT

Nursing Assistant Home Health Aide Training

Hybrid – Online/In-Person
Classes run every other month. Please call for the most up-to-date offering 651.846.1800.

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.

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 CEU hours.

In-Person
Monday & Wednesday’s: March 11, March 13, March 18, March 20:
5:00pm – 8:00pm

In-Person
Thursday
April 18
9:00am – 4:00pm
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 as a phlebotomy technician. Students will meet once a week on campus for 6-hours for skills-based practice. In addition to in-person instruction, there is 3-hours of required online work each week. This required portion of the curriculum provides an opportunity for demonstration of technical and affective skill competency. Students spend 100 hours at the clinical site 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. Cost of the ASCP exam is included in the course cost, as well as all supplies needed for student success.

Hybrid – Online/In-Person
Please call for the most up-to-date offering 651.846.1800.

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
LANGUAGES

American Sign Language I - $129.99

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
Wednesday
March 6, 13, 20, 27
April 3, 10
6:00pm - 8:00pm

American Sign Language II - $129.99

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

In-Person
Wednesday
April 17, 24
May 1, 8, 15, 22
6:00pm - 8:00pm

WINE AND CUISINE

WSET Level 2 Award in Wine - $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
Saturday
February 10, 17, 24
8:30am - 3:30pm
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**
Tuesday & Thursday
January 30 & February 1
5:00pm - 9:00pm

Tuesday & Thursday
February 27 & February 29
5:00pm - 9:00pm

Tuesday & Thursday
March 26 & March 28
5:00pm - 9:00pm

Tuesday & Thursday
April 23 & April 25
5:00pm - 9:00pm

Tuesday & Thursday
May 21 & May 23
5:00pm - 9:00pm

Motorcycle Repair – $289.99

Do you own a motorcycle that needs some updated maintenance or looking to winterize you’re 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! Join us to get your bike ride-ready for the 2024 season!

**In-Person**
Tuesday, Wednesday, Thursday
March 19, 20, 21
5:00pm - 9:00pm

Tuesday, Wednesday, Thursday
April 16, 17, 18
5:00pm - 9:00pm

Tuesday, Wednesday, Thursday
May 14, 15, 16
5:00pm - 9:00pm

CDL
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!
MANUFACTURING & SKILLED TRADES

Register Today!

Course Dates & Times at saintpaul.edu/WTCE

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
Tuesday & Thursday
January 30 & February 1
3:00pm - 7:00pm

Tuesday & Thursday
February 20 & 22
3:00pm - 7:00pm

Tuesday & Thursday
March 26 & 28
3:00pm - 7:00pm

Tuesday & Thursday
April 30 & May 2
3:00pm - 7:00pm

Tuesday & Thursday
May 28 & 30
3:00pm - 7:00pm

WELDING

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).

TIG 2 / Advanced TIG - $300.00

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
Thursday Evenings
January 11, 18, 25
February 1
5:00pm - 9:00pm

Saturday Mornings
January 13, 20, 27
February 3
8:00am - 12:00pm

Thursday Evenings
February 8, 15, 22, 29
5:00pm - 9:00pm

Saturday Mornings
February 10, 17, 24
March 2
8:00am - 12:00pm

Thursday Evenings
March 9, 16, 23, 30
8:00am - 12:00pm

Thursday Evenings
April 4, 11, 18, 25
5:00pm - 9:00pm

Thursday Evenings
May 9, 16, 23, 30
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.

Metal and Yard Art - $300.00

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.

Open Welding Lab Hours – Varied Price

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 1, 3, or 6 sessions of open lab time. Sessions are up to 4 hours each time in the weld lab. Participants must have completed one full welding course at Saint Paul College in order to sign up for open lab time.

In-Person
1 Session - $99.00
up to 4 hours

3 Sessions - $249.00
up to 12 hours

6 Sessions - $499.00
up to 24 hours

FORKLIFT TRAINING AND SAFETY
SAILING

Discover Sailing 2-hour Lessons - $299.00

Enjoy a relaxing introduction to sailing on White Bear Lake on a stable, weighted-keel sailboat with outboard engine. Sit back and enjoy the scenery, or take the helm and be an active learner. This class is customized to your individual sailing goals. This class may serve as a “toe in the water” if you are considering taking the full Basic Keelboat learn-to-sail course.

In-Person, White Bear Lake
Sign-up for a single 2 hour session the following dates, from 6:00pm - 8:00pm

| June 3 | July 1 | August 7 |
| June 5 | July 3 | August 9 |
| June 10 | July 17 | August 26 |
| June 12 | July 15 |
| June 17 | July 22 |
| June 24 | July 24 |
| July 29 |
| July 31 |

American Sailing Association, Basic Keel Boating 101 - $539.00

Come learn to sail on a weighted-keel sailboat with outboard engine on the incomparable waters of White Bear Lake. Earn your American Sailing Association Basic Keelboat certification while enjoying the soothing tranquility of this lifestyle sport. This 12-hour learn-to-sail course will give you the skills and confidence you need to master skippering a small keel boat, allowing you to continue your skill development on larger sailboats through ASA 103-Basic Cruising and ASA 104-Bareboat Chartering.

In Person, White Bear Lake

| June 15, 16, 22, 23 | 8:00am - 11:00am |
| June 19, 20, 26, 27 | 5:00pm - 8:00pm |
| June 29 & 30 | 8:00am - 3:00pm |
| August 3, 4, 10, 11 | 8:00am - 11:00am |
| August 13, 14, 20, 21 | 5:00pm - 8:00pm |
| August 24 & August 25 | 8:00am - 3:00pm |
| September 7, 8, 14, 15 | 8:00am - 11:00am |

Discover Sailing 2-hour Lessons

Enjoy a relaxing introduction to sailing on White Bear Lake on a stable, weighted-keel sailboat with outboard engine. Sit back and enjoy the scenery, or take the helm and be an active learner. This class is customized to your individual sailing goals. This class may serve as a “toe in the water” if you are considering taking the full Basic Keelboat learn-to-sail course.

In-Person, White Bear Lake

Sign-up for a single 2 hour session the following dates, from 6:00pm - 8:00pm

| June 4 | July 1 |
| June 6 | July 3 |
| June 11 | July 7 |
| June 13 | July 9 |
| June 17 | July 12 |
| June 19 | July 14 |
| June 24 | July 20 |
| July 26 |
| July 28 |
| July 31 |
FOOD SAFETY

ServSafe Food Manager Certification - $249.00

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
Thursday & Friday
January 18 & 19
8:30am – 1:30pm

Thursday & Friday
March 21 & 22
8:30am – 1:30pm

Thursday & Friday
May 2 & 3
8:30am – 1:30pm

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. Perfect for anyone who has taken the ServSafe course but did not pass the examination. Exam fee includes a virtual exam voucher and proctor, as well as proctored space to complete the exam.

In-Person
January 19
8:30am – 1:30pm

March 22
8:30am – 1:30pm

May 3
8:30am – 1:30pm

MOTORCYCLE SAFETY

Learn how to ride & earn your motorcycle license endorsement!

- E-course: highly interactive 5-hour online program that provides riders of all skill levels with the basics of motorcycling is required for the basic rider course.
- Msf-ridercoach: 11.5-Hours of hands-on riding exercises on the riding range. These exercises will guide you through the basic skills of straight-line riding, stopping, shifting, and turning, gradually progressing to swerving and emergency braking.
- Motorcycles: provided for all the students enrolled in the basic rider course

Basic Rider Course - $259.00

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, as well as some weekday-evening offerings.

Call or check online for more information!
ONLINE at saintpaul.edu/WTCE

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.
- Once you have added your class(es) to your cart, you will need to create an account. Once the account has been created you will be able to register for your course(s).
- 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 (WTCE) office, Suite L587 (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.
- 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
Relevant. Real-World. Results.

Spring/Summer 2024 Course Schedule
saintpaul.edu/WTCE

Fit in. Stand out.

At SPC, 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.

Learn more at saintpaul.edu