Workforce Training & Continuing Education

Fall/Winter 2022
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

IN THIS ISSUE

04 BUSINESS, MARKETING & COMMUNICATIONS
Business, Marketing, & Communications
Leadership Development

12 COMPUTERS, TECHNOLOGY & SOFTWARE
AutoCAD
Autodesk Revit
Bootcamps
Microsoft Office Online & Virtual Courses

19 HEALTH & WELLNESS
Body Health
CPR & First Aid
Esthetics & Cosmetology
Medication Assistant
Nursing Assistant/Home Health Aide
Health Unit Coordinator (HUC)
Activity Coordinator
Trauma Informed Care

27 MANUFACTURING & SKILLED TRADES
Forklift Training & Safety
Home Improvement & Maintenance
Welding

30 LANGUAGE, ART, CULINARY & WINE
Languages
Wine

32 CRIMINAL JUSTICE

34 TRANSPORTATION, DRONES & SAFETY
Drones
Food Safety
Motorcycle Training

38 REGISTRATION & DIRECTIONS
Diversity, Equity, & Inclusion Solutions

Diversity, Equity, & Inclusion Solutions (DEI) has been around for years and now we are at a critical phase of understanding how to put DEI pragmatic ideas into our workplaces. Employees are asking for ideas to improve DEI. We will discuss current strategies and come up with ideas for implementation today. A healthy DEI organization can improve company outcomes and relationships.

$75.00 | Instructor: Joyce LeMay
Day: Saturday
1 Session: Oct 15
Time: 9:00am – Noon
Virtual via Zoom

Beginning Bookkeeping & Accounting

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 an office support setting and the business world.

$129 | Instructor: Arvind Suri
Day: Mondays
4 Sessions: Sept 12, 19, 26, Oct 3
Time: 6:00 – 8:00pm
Virtual via Zoom

OR

Day: Mondays
4 Sessions: Oct 10, 17, 24, Nov 1
Time: 6:00 – 8:00pm
Virtual via Zoom

Getting Grants I

Getting Grants! is 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.

$50.00 | Instructor: Melissa Cuff
Day: Tuesday
1 Session: Oct 4
Time: 5:00 – 8:30pm
In-Person

OR

$45.00 | Virtual
Day: Wednesday
1 Session: Oct 5
Time: 4:00 – 7:30pm
Virtual via Zoom

Getting Grants II

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

$50.00 | Instructor: Melissa Cuff
Day: Tuesday
1 Session: Oct 11
Time: 5:00 – 8:30pm
In-Person

OR

$45.00 | Virtual
Day: Wednesday
1 Session: Oct 12
Time: 4:00 – 7:30pm
Virtual via Zoom
Introduction to Nonprofit Fundraising

Fundamentals of Nonprofit Fundraising is 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.

$50.00 | Instructor: Melissa Cuff
Day: Tuesday
1 Session: Sept 13
Time: 5:00 – 8:30pm
In-Person

OR

$45.00 | Virtual
Day: Wednesday
1 Session: Sept 14
Time: 4:00 – 7:30pm
Virtual via Zoom

Volunteer Program Management

Volunteers make it happen! Successful management of this important asset is critical to an organization. Learn the basic principals and concepts of professional volunteer management and gain a solid foundation on which to build.

$125.00 | Instructor: Staff
Day: Wednesdays
3 Sessions: Oct 12, 19, 26
Time: 5:00 – 9:00pm
In-Person

Non-Profit Laws & Ethics

Gain knowledge of the complexities of nonprofit organizations and learn about the legal aspects of nonprofit and tax exempt organizations under federal and state law. Areas discussed include incorporation, exemption, reporting requirements and various IRS mandates for 501c(3) exemptions along with ethical issues and concepts as they relate to nonprofit business.

$125.00 | Instructor: Staff
Day: Wednesdays
3 Sessions: Oct 12, 19, 26
Time: 5:00 – 9:00pm
In-Person

Career Exploration Series

3-Part Series to Develop Your Career Exploration - Receive a certificate for completion of all three courses in the series.

UNCOVER THE REAL YOU
The real building blocks of career satisfaction begin with self-knowledge. This session will review

$75.00 | Jennifer Rogers
Day: Tuesday
1 Session: Sept 6
Time: 6:00 – 7:00pm
In-Person

WHAT JOBS ARE OUT THERE? HOW TO LEARN ABOUT CAREER OPTIONS.
Armed with self-knowledge, you can create a list of careers that fit exactly what you are looking for in a new job. Each of us has a preferred learning style, and these can be tapped to learn about careers. This
class will cover all the different approaches including online tools to research occupations, labor market demand, executing Career Conversations, options for direct experience, and how to be ready for any opportunity!

$75.00 | Jennifer Rogers
Day: Tuesday
1 Session: Sept 20
Time: 6:00 – 7:00pm
In-Person

**LEADERSHIP DEVELOPMENT**

**Earn a Leadership Certificate by completing 5 of the Leadership Development courses!**

**Leadership Skills**

Do you wonder why you get frustrated when communicating with others; you don’t feel heard or you feel misunderstood? In this course: Learn the communication feedback process model, state the different types of communication, understand the importance of DEI in communication, identify what makes communication ineffective, and explore the different styles of communication.

$75.00 | Instructor: Jana Fischer
Day: Thursday
1 Session: Sept 8
Time: 9:00am – Noon
Virtual via Zoom

**The Art of Effective Communication**

In this course you will learn the different types of communication, how to effectively use them, and model them through various professional means.

Learn and practice giving professional feedback and have the opportunity to develop an individual plan using effective communication in a personal scenario.

$75.00 | Instructor: Jana Fischer
Day: Thursday
1 Session: Sept 29
Time: 9:00am – Noon
Virtual via Zoom

**OR**

$75.00 | Instructor: Jana Fischer
Day: Thursday
1 Session: Oct 6
Time: 9:00am – Noon
Virtual via Zoom

**Social Intelligence**

Develop healthy boundaries both professionally and personally! Learn to say no without feeling guilty! Understand the importance of self-care and how unhealthy boundaries affect your well-being.

$75.00 | Instructor: Jana Fischer
Day: Thursday
1 Session: Oct 20
Time: 9:00am – Noon
Virtual via Zoom

**Amazing Race Team Builder**

Ever seen the show “The Amazing Race”? Grab some friends and/or co-workers for 4 hours of fun that will take you all over the city of Saint Paul. You will re-discover Saint Paul while strengthening relationships and having fun! A team is a group of 2-3 people. You will need access to a smart phone and 1 vehicle per team. Teams will be given clues that will lead them on an adventure to complete road blocks, puzzles, and generally have fun through Saint Paul in and around Cathedral Hill, Downtown, the Westside and more.

$50.00 | Instructor: Staff
Discounts available for large Teams or Work Groups!

**Supervision During Pandemic Recovery**

We are in the pandemic recovery phase and supervision skills are continuing to be developed as so many organizational needs continue to change. We will share creative and productive ways that supervisors are working effectively with employees and meeting organizational goals. Walk away with ideas you can implement right away and have a positive impact on your organization.

$75.00 | Instructor: Joyce LeMay
Day: Saturday
1 Session: Nov 5
Time: 9:00am – Noon
Virtual via Zoom
Management in a Hybrid Workplace

So many of us began working and managing a large number of employees that work from home and the office and are now realizing it takes unique management skills to manage in this environment. We will discuss how to motivate, encourage, and develop employees in a hybrid situation. We will share practical applications and walk away with a plan to implement right away.

$75.00 | Instructor: Joyce LeMay
Day: Wednesday
1 Session: Oct 26
Time: 5:30 – 9:30pm
Virtual via Zoom

Networking in a Digital World

Did you know many recruiters and employers use LinkedIn when reviewing applicants? Learn which components of your LinkedIn profile can be impactful for your next job search. Learn what employers pay more attention to with a profile, and gain an understanding of which parts facilitate professional networking.

$120.00 | Jennifer Rogers
Day: Tuesday
1 Session: Oct 11
Time: 6:00 – 8:00pm
Virtual via Zoom

Certified Lean Six Sigma Yellow Belt

An introductory course for those looking to learn basic Lean Six Sigma skills and attain recognized Yellow Belt certification. Those who complete the Lean Six Sigma Yellow Belt will have a basic knowledge of Six Sigma, but does not lead projects of their own.

$650.00 | Instructor: Staff

Multiple class offerings – Please check saintpaul.edu/wtce for next available session.
AUTOCAD

AutoCAD Fundamentals – 2023 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 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.

$495.00 | Instructor: Daniel Swearson

Day: Mondays & Wednesdays
6 Sessions: Sept 5, 7, 12, 14, 19, 21
Time: 6:00 – 9:00pm
In-Person

AutoCAD Intermediate

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.

$495.00 | Instructor: Daniel Swearson

Day: Mondays & Wednesdays
6 Sessions: Oct 3, 5, 10, 12, 17, 19
Time: 6:00 – 9:00pm
In-Person

AUTODESK REVIT

AutoCAD Revit Fundamentals – 2023 Edition

Learn how to use Autodesk TM 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.

$495.00 | Instructor: Daniel Swearson

Day: Tuesdays & Thursdays
6 Sessions: Nov 1, 3, 8, 10, 15, 17
Time: 6:00 – 9:00pm
In-Person

AutoCAD 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 work sets 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.

$495.00 | Instructor: Daniel Swearson

Day: Tuesdays & Thursdays
6 Sessions: Oct 4, 6, 11, 13, 18, 20
Time: 6:00 – 9:00pm
In-Person

AutoCAD Revit MEP

Autodesk Revit MEP is a building information modeling (BIM) software created by Autodesk for professionals who engage in MEP engineering. MEP stands for mechanical, electrical, and plumbing, which are the three engineering disciplines that Revit MEP addresses. Individuals who
currently work in or are pursuing careers in the mechanical, electrical, or plumbing engineering fields will discover many benefits of using Revit MEP. In this course, participants will learn how to leverage Revit MEP to perform 3D mechanical design, product simulation, tooling creation, design communication, and much more.

$495.00 | Instructor: Daniel Swearson

Day: Mondays & Wednesdays
6 Sessions: Nov 7, 9, 14, 16, 21, 23
Time: 6:00 – 9:00pm
In-Person

BOOTCAMPS

Front End Software Developer Boot Camp
In this fully online 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.

$3600.00 | Staff

Back End Software Developer Boot Camp
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.

$495.00 | Instructor: Daniel Swearson

Day: Mondays & Wednesdays
6 Sessions: Nov 7, 9, 14, 16, 21, 23
Time: 6:00 – 9:00pm
In-Person

Big Data Engineering Program
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.

$4800.00 | Staff

Digital Marketing
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.

$3600.00 | Staff
MICROSOFT OFFICE

$170.00 | Instructor: Deb Lehr
In-Person

Introduction to Microsoft Excel I

You don’t have to be an accountant to reap the benefits of Excel training. Get started with Microsoft Office Excel 2016. Learn spreadsheet terminology and fundamental Microsoft Excel concepts, including identifying Excel Window components, navigation, and downloading templates. Explore the basics of entering, editing, and coping text, values and formulas.

Microsoft Excel II

This course builds on the skills and concepts taught in Excel I. Take your Excel skills to the next level as you learn how to work efficiently creating range names, using several logical, date and time, and text functions. You will also learn how to sort, filter, use database functions, outline and subtotal, create and modify tables, apply intermediate and advanced conditional formatting, create and modify charts, and create pivot tables and charts.

Microsoft Excel III

Develop advanced Excel skills as you work with advanced functions and formulas such as internal

and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. You will learn about comparing and merging workbooks, data validation, and recording a macro. This class also covers creating Sparklines, mapping data, one and two variable data tables, goal seek, scenarios, and one-click forecasting.

MICROSOFT OFFICE VIRTUAL COURSE OFFERINGS

Visit our website for dates, times, and availability – Many course options available online.

$70.00 | Classes run 1.5 hours

Excel Formatting

Learn how to enhance the way data displays on a worksheet and in print by formatting text, numbers, alignment, styles and conditional formatting.

Excel Workbooks

Learn to organize your worksheets effectively by adding, deleting, moving, copying, and renaming them in workbooks. Learn how to create workbook and worksheet templates, set up workbook and worksheet protection, and set workbooks up for sharing.

Excel Charts

Learn to create several types of charts in Excel. Identify chart elements and learn to modify, add, and format charts to enhance the presentation of your data.

Excel Tables & Lists

Learn how to sort and filter lists, insert a range as a table, table design techniques, set up data validation rules. Use formulas in lists and tables, remove duplicate records, and use the subtotal and outline features.

Excel Shortcuts

Learn various keyboard and mouse shortcuts that will make you more efficient when working with Excel. Flash fill, Sparklines, the Quick Analysis Tool and Go to Special commands will also be covered.

Excel Functions II

Work with Excel’s IF function, created a nested IF function, IF/AND functions. Learn several text functions, VLOOKUP and conditional functions including SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS
Excel Recording Macros
Use Excel’s macro recorder to automate various Excel tasks/procedures.

Excel Pivot Tables
Learn to create pivot tables and pivot charts to summarize worksheet data.

Excel Data Analysis
Use the Scenario Manager, Goal Seek, and Solver tools to effectively analyze data in your worksheets. Learn how to create 1 and 2 variable data tables and consolidate data. Excel 2016’s one-click forecasting tool will also be covered.

Excel Functions III
Learn to use SUMPRODUCT, create various array formulas, work with statistical functions, and financial functions.

OneNote Notebooks Part 1
Learn to create and organize OneNote notebooks and add various types of content to a notebook including text, spreadsheets, file printouts, screenshots, audio recordings.

OneNote Notebooks Part 2
Learn to use linked notetaking, work with tags and templates, integrate with Outlook, and add protection in OneNote.

BODY HEALTH
Self Defense
Self-defense is a set of awareness, assertiveness, verbal confrontation skills, safety strategies, and physical techniques that enable someone to successfully escape, resist, and survive violent attacks. This self-defense course provides psychological awareness and verbal skills, as well as the physical training needed to understanding basic self-defense skills.

$75.00 | Staff

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 in 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. This is not a Healthcare Provider Course.

$99.00 | Instructor: Anita Mills

Multiple class offerings – Please check saintpaul.edu/wtce for next available session.

BLS (Basic Life Support) 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.

$99.00 | Instructor: Anita Mills

**Mental Health First Aid**

Mental Health First Aid is a 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.

$195.00 | Instructor: Cheryl Anderson

Day: Monday & Tuesday
2 Sessions: Sept 19, 20
Time: 3:00 – 6:30pm
Virtual via Zoom

**ESTHETICS & COSMETOLOGY**

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

4 – hour CORE Class on Laws, Safety, and Sanitation

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements for Cosmetologists:

- 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

$75.00 | Instructor: Kunthea Thoeut-Nhim

This course is approved by the Minnesota Board of Cosmetology for CE credits.

4 – hour PROFESSIONAL PRACTICE - Cosmetology Perms & Relaxers

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements for Cosmetologists:

Day: Wednesday & Thursday
2 Sessions: Nov 9, 10
Time: 3:00 – 6:30pm
Virtual via Zoom

This course is approved by the Minnesota Board of Cosmetology for CE credits.

$75.00 | Instructor: Kunthea Thoeut-Nhim

This course is approved by the Minnesota Board of Cosmetology for CE credits.
4 – hour PROFESSIONAL PRACTICE – Human Relations

This course is designed for all Cosmetologist, Nail Technicians and Estheticians working in a spa or salon. Participants will learn how Human Relation skills and self-care strategies during a pandemic will improve any salon service. Customer service is essential. As a service industry, customer satisfaction is the cornerstone of the business. However, in today’s pandemic-focused society, Human Relation efforts naturally come in second to safety.

$75.00 | Instructor: Nick Bohrer

This course is approved by the Minnesota Board of Cosmetology for CE credits.

Courses are fully online!
Enroll anytime!

38 - Hour Instructor Course

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. When you complete our course you will enter the classroom ready and confident to teach. This course is both online and classroom participation. The classroom portion must be arranged prior to starting the online portion. The following is a requirement for class: Milady Master Educator 3rd Edition textbook and MN Laws and Rules.

$599.00 | Instructor: Staff

This course is approved by the Minnesota Board of Cosmetology.

38 - Hour Eye-Lash Extension Certification

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. The class will consist of Preclinical theoretical instruction in structure; function, and disorders of the eye and orbital area, Eyelash growth cycle, Contraindications and allergic reactions, Infection control, Eye shapes and eyelash evaluation, Product ingredients, Health and safety, MN laws and rules, Client consultation, as well as- Design, Cleansing the eye area, applying eyelash extensions, and removing eyelash extensions. Must complete on-line training prior to the first day of class.

Participants must be prepared to practice at home. The state of Minnesota requires written tests which must be taken through the state contracted testing agency, PSI.

Each participant will receive an Eyelash Extension Kit

$2,100.00 | Instructor: Orenda Benjaminson

This course is approved by the Minnesota Board of Cosmetology for CE credits.

MEDICATION ASSISTANT

Medication Aide

A Medication Aide (MA) 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.

Review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. Learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

$749.00 | Instructor: Rosalie Aguilar

Day: Wednesdays
5 In-Person Sessions:
   Oct 5, 12, 26, Nov 9, 16
Time: 5:00 – 9:00pm
Hybrid/Blended
HEALTH & WELLNESS

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, holiday, evening and may end before or extend beyond the last date of class listed online or in the catalog.

Multiple class offerings and locations available – Please check saintpaul.edu/wtce or call 651.846.1800 for next available session.

Must be 16 to register.

Cost: $1200.00 | Staff

HEALTH UNIT COORDINATOR (HUC)

Health Unit Coordinator – HUC ONLINE

This course introduces the student to the health care facility environment and procedures. Students will 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. Designed to acquaint the student with patient’s medical record (paper or electronic) and doctor’s orders for treatments, medications, diagnostic tests and medical procedures. The information presented provides knowledge essential for the processing of physician orders

$995.00 | Instructor: Anita Mills

ACTIVITY COORDINATOR

Activity Director Course - ONLINE

This Activity Director course is designed to give the student the training and insight in working with the activity and social service programs in nursing homes.

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. Activity directors take a hands-on approach when providing services and make sure all activity participants are satisfied during events. In addition, activity directors motivate and supervise staff, so they get involved in activities in a way that respects safety, privacy, and organizational rules. Activity directors maintain excellent working relationships with other departments within their organization to ensure participants’ satisfaction as well.

$495.00 | Instructor: Staff

TRAUMA INFORMED CARE

Completion of the Introduction to All Things Trauma Informed Care, as well as 3 additional modules in the Trauma Informed Care series, will lead to a certificate in Trauma Informed Care. Two additional modules to be offered Spring of 2023 towards the Trauma Informed Care certificate.

INTRODUCTION TO ALL THINGS TRAUMA INFORMED CARE

This course is foundational and encompasses the following: defining trauma in terms of an overwhelming experience of a traumatic event; understanding
HEALTH & WELLNESS

TRAFKLIFT 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.

$145.00 | Instructor: Dale Peterson
Day: Tuesday & Thursday
2 Sessions: Sept 20, 22
Time: 3:00 – 7:00pm
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Oct 18, 20
Time: 3:00 – 7:00pm
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Nov 15, 17
Time: 3:00 – 7:00pm
In-Person

TRAUMA INFORMED CARE: PERSPECTIVES FOR PROFESSIONALS

This module course focuses on the parallel process in trauma informed care: recognizing the trauma experienced by professionals in the context of their work. Topics as follows: The Experience of Vicarious Trauma; Empathy Fatigue versus Compassion Fatigue; Trauma Informed Self Care Strategies.

$80.00 | Instructor: Nicole Kimberly-Staeheli
Day: Monday & Wednesday
2 Sessions: Sept 26, 28
Time: 5:00 – 8:00pm
In-Person

TRAUMA INFORMED CARE

the physical, emotional, cognitive, and spiritual impacts of trauma-based reactions. Participants will be able to define 6 key principles of Trauma Informed Care (TIC) with a unique emphasis on the importance of the experience of safety. Practical implementation strategies of trauma informed approaches are discussed. This is a prerequisite course needed to continue taking the Trauma Informed Care module series.

$80.00 | Instructor: Nicole Kimberly-Staeheli
Day: Monday & Wednesday
2 Sessions: Oct 24, 26
Time: 5:00 – 7:00pm
In-Person

TRAUMA INFORMED TEACHING
HOME IMPROVEMENT & MAINTENANCE

Small Engine Repair
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.

$145.00 | Instructor: Darrick Iverson
Day: Tuesday & Thursday
2 Sessions: Sept 20, 22
Time: 5:00 – 9:00pm
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Oct 25, 27
Time: 5:00 – 9:00pm
In-Person

Advanced Small Engine Repair
Build on the knowledge and skills you learned in Small engine repair to increase your skills and confidence in fixing and maintaining small engines on your own.

$145.00 | Instructor: Darrick Iverson
Day: Tuesday & Thursday
2 Sessions: Sept 27, 29
Time: 5:00 – 9:00pm
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Oct 18, 20
Time: 3:00 – 7:00pm
In-Person

WELDING

Garage Welding – Basic MIG (GMAW/Wire Feed Welding)
Do you have projects around the house that need to be welded? Learn the basics of MIG welding. Wear jeans and leather shoes. Bring safety glasses and head covering to class. Welding helmet supplied for use. Course includes weld shop safety.

$325.00 | Instructors: Tom Ramisch & Riley Pease
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Nov 8, 10
Time: 3:00 – 7:00pm
In-Person

Beginner Welding – Metal Art/Yard Art
Want to learn how to Weld? Do you have small welding projects around that you wish you could accomplish on your own? Introduction to MIG (GMAW/wire feed) welding. Learn basic techniques to create beginner friendly art projects for home, garden, and yard. 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. Wear jeans and leather shoes. Bring safety glasses and head covering to class. Welding helmet supplied for use. Course includes weld shop safety.

TIG 2/Advanced TIG (GTAW)

PREREQUISITE: INTRODUCTION TO TIG COURSE
Introduction to welding stainless steel and aluminum. If you wish you can bring in your own metal art projects or chose from some projects provided. Wear jeans and leather shoes. Welding helmet supplied for use. Additional material costs may occur depending on project selected.

$325.00 | Instructors: Tom Ramisch & Riley Pease
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Nov 15, 17
Time: 3:00 – 7:00pm
In-Person

Introduction to TIG (GTAW Welding)
Learn the fundamentals of TIG (GTAW) welding carbon steel, one of the cleanest most precise forms of welding. Work on carbon steel projects to learn the basics of TIG welding. Wear jeans and leather shoes. Welding helmet supplied for use. Additional material costs may occur depending on project selected.

$325.00 | Instructors: Tom Ramisch & Riley Pease
In-Person

OR
Day: Tuesday & Thursday
2 Sessions: Nov 15, 17
Time: 3:00 – 7:00pm
In-Person
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.

$130.00 | Instructor: Carole Virnig
Day: Wednesdays
4 Sessions: Oct 5, 12, 19, 26
Time: 6:00 – 8:00pm
In-Person

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

$130.00 | Instructor: Carole Virnig
Day: Wednesdays
4 Sessions: Sept 7, 14, 21, 28
Time: 6:00 – 8:00pm
In-Person

WINE

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 instruction 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.

$325.00 | Instructor: Nikki Erpelding

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)

$725.00 | Instructor: Nikki Erpelding
CRIMINAL JUSTICE

Criminal Justice Academy

Criminal Justice Academy highlights 30 years of experience in the field of reentry; where instructors bring together the two worlds of recovery and reentry; analyzing and exploring how they overlap and why that’s important for professionals and specialists to understand. This course is designed to foster understanding, knowledge, communication, awareness and to create focus on responsivity. Whether you are a lawyer, probation officer, corrections officer, peer recovery specialist, case manager, advocate or reentry professional serving in a community agency, this course is for you! We understand that institutions and community agencies; have a responsibility to respond by utilizing best practices, cognitive behavioral recognition, motivational interviewing, and our lived experiences. By conducting assessments that can help us better assess the level of needs and in helping to identify barriers and obstacles to individuals’ success. By comprehensively understanding the two worlds of recovery and reentry we can better reduce recidivism. In exploring these two worlds and how they intersect, we will unpack their similarities and differences.

$550.00 | Instructors: Jana Fischer & Rocky

CSI – Adult Presentation

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. Presenter will be showing many photos and discussing actual crime scenes she has processed for evidence. Fingerprint mutilation, intentionally performed by criminals/unscrupulous doctors will also be a segment of the presentation. View the ‘inside’ workings of a forensic fingerprint laboratory. Majority of the presentation is on latent fingerprints but other forensic disciplines will be covered in general. Look at actual photographs from a homicide to determine what the evidence revealed. Presenter will then go over with participants how they analyzed the evidence and then relate the facts of the crime scene to tie in the homicide evidence photos. Participate in hands on exercises regarding fingerprints.

$39.00 | Instructor: Lynne Dean

Virtual via Zoom
Day: Saturday
1 Session: Apr 23
Time: 9:00am – Noon

OR

Day: Thursday
1 Session: Jun 2
Time: 6:00 – 9:00pm

REGISTER TODAY!

additional courses available online
saintpaul.edu/WTCE
DRONES

Professional Drone Pilot Training

Flying a small Unmanned Aerial System, aka “Drone”, for any commercial use requires adherence to many regulations that govern the air space over the United States. This class guides you through the necessary areas of expertise needed to pass the FAA 107 Certification Exam, which unlocks your ability to work as a professional drone pilot. Do more than just memorize some facts for an exam - learn the airspace classifications, weather effects and reports, laws and regulations - so you are ready to use the right tools at the right time. Also get hands-on time with drones of all sizes that could be used to meet the needs of any job.

$400.00 | Instructor: Staff

FOOD SAFETY

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 online ServSafe exam administered at the end of class.

$195.00 | Instructor: Heather Turngren

Day: Thursday & Friday
2 Sessions: Mar 24, 25
Time: 8:30am – 1:30pm
In-Person

OR

Day: Thursday & Friday
2 Sessions: May 19, 20
Time: 8:30am – 1:30pm
In-Person

Certified Food Protection Manager (CFPM) Recertification Course

The 4-hour renewal curse meets the needs to renew the Certified Food Protection Manager Certification (CFPM) certificate. The CFPM is recognized by the Minnesota Department of Health (MDH) and Minnesota Department of Agriculture (MDA). The course focuses on the specific recertification requirements that help reduce the risk of foodborne illness. This course does not include an exam This course will meet the CFPM renewal needs of individuals with a state issued CFPM credential that has not yet expired. If your state issued CFPM certificate has expired, you will need to take the initial course and its exam.

$99.00 | Instructor: Heather Turngren

Day: Friday
1 Sessions: Apr 14th, 2022
OR

1 Sessions: Jun 3rd, 2022
Time: 8:30am – 12:30pm
In-Person

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.

Cost: $245.00

Call or visit website for course dates, times, and availability!
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WORKFORCE TRAINING

Customized Training provides quality training programs helping your business or organization in informed about advances and best practices in workplace skills, leadership, organizational sustainability, and business solutions.

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Call us today! 651.846.1800
Course Dates & Times
at saintpaul.edu/WTCE
register today
saintpaul.edu/WTCE

CREATE A NEW STUDENT ACCOUNT:
• Click on the tab for “Register for Courses.”
• Click on the tab for “Create a New Profile” and follow the 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.
• To see specific information about a class, click on the name of the course for details.
• Once you have located the class in which you wish to register, follow the computer prompts to put the class into your shopping cart. You can put multiple classes into the shopping cart. Refer to both the class title and course number when registering.
• Click on “View Cart” to double-check that you have selected your desired classes.
• Click on the “Checkout” button at the bottom of the page to make payment for the classes.
• Payment of all course fees is due at the time of registration. Payment is by credit card (Saint Paul College accepts Visa, MasterCard or Discover).
• You will receive an e-mail confirmation when your registration is complete.

IN PERSON
• Please feel free to visit the Workforce Training and Continuing Education office, Suite L456 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online. 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
• 30% cancellation fee will be charged for all cancellations due to the participant’s negligence.
• Full refunds or credits are issued if the College cancels a class.

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

SPECIAL SERVICES
Persons with disabilities are welcome in any class or activity and may bring a helper at no charge. Current physical activity level should be done under the approval and directions of their physician and/or health care provider.

DIRECTIONS
(fromsaintpaul.edu/Directions)

FROM THE SOUTH: I-35E
Take the Kellogg Blvd exit, turn left. Continue to John Ireland Blvd, turn right at the traffic light, then left onto Marshall Ave. (online courses are marked with icon).

Take the Marion St Exit, turn left passing over the freeway. Continue on Kellogg Blvd.

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 John Ireland Blvd. Turn right at the traffic light, turn right onto Marshall Ave.

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.

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FALL/WINTER 2022 COURSE SCHEDULE
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