Workforce Training & Continuing Education

Spring/Summer 2022
Course Schedule

Relevant. Real-world. Results.
SAINT PAUL COLLEGE
A Community & Technical College

RELEVANT. REAL-WORLD. RESULTS.

WORKFORCE TRAINING & CONTINUING EDUCATION
651.846.1800
saintpaul.edu/WTCE

Saint Paul College
235 Marshall Avenue
Saint Paul, MN 55102
TEL: 651.846.1800
FAX: 651.228.4338

Office Hours:
Monday - Friday
8:00AM - 4:30PM

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.350.3008 or AccessResources@saintpaul.edu.

Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.

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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Deidra Peaslee, EdD
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Diversity, Equity, & Inclusion Solutions

DEI has been around for years and we are now at a critical phase of understanding how to put pragmatic DEI ideas into our workplaces. Many employees are asking for ideas to improve DEI and we will discuss current strategies and solutions that you can implement today. A healthy DEI organization improves company outcomes and relationships within the organization.

$75.00 | Instructor: Joyce LeMay
Virtual via Zoom

Tuesday, Jun 21
5:30pm – 8:30pm

OR

Saturday, Aug 6
9:00am – 12:00pm

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
Virtual via Zoom

Monday
6:00pm – 8:00pm
4 Sessions: Mar 7, 14, 21, 28

OR

Monday
8:00am – 10:00am
4 Sessions: Jun 6, 13, 20, 27
Getting Grants!

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

Tuesday, Feb 8
5:00pm – 8:30pm
In-Person

OR

Wednesday, Feb 9
4:00pm – 7:30pm
Virtual via Zoom

Getting Grants – Advanced Workshop

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

Tuesday, Feb 15
5:00pm – 8:30pm
In-Person

OR

Wednesday, Feb 16
4:00pm – 7:30pm
Virtual via Zoom
Introduction to Nonprofit Fundraising

An interactive workshop providing an introduction to professional fund development (fundraising). The workshop focuses on the important role that philanthropy plays in nonprofit organizations. 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
Tuesday, Feb 1
5:00pm – 8:30pm
In-Person

OR

Wednesday, Feb 2
4:00pm – 7:30pm
Virtual via Zoom

Voice-Overs... Now is Your Time!

In what could be one of the most enlightening two hours you’ve ever spent, this class will show how YOU can begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there. This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead. And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could your game changer!

$40.00 | Instructor: Staff
Saturday, Mar 5
10:00am – 12:00pm
Virtual via Zoom
LEADERSHIP DEVELOPMENT

Earn a Leadership Certificate by completing Five Leadership Development courses!

Leadership Skills

Are you interested in improving your leadership skills? In this course, you will learn to identify leadership opportunities in everyday life, understand the differences in power vs influence, learn about the seven leadership skills, better understand the phases in negotiation, and implement strategies to build resilience as a leader.

$75.00 | Instructor: Jana Fischer
Virtual via Zoom
9:00am – 12:00pm

Thursday, Feb 17

OR

Thursday, Apr 7

The Art of Effective Communication

Learn the different types of communication, how to effectively use them, and model them through various professional means. 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
Virtual via Zoom
9:00am – 12:00pm

Thursday, Mar 10 OR May 12

Time & Stress Management Skills

There are so many stressors in our lives today; financial, career demands, family needs, health concerns...and the list goes on! You may be feeling overwhelmed, anxious and fearful, which simply adds to the stress in and on our lives. In this class, you will learn ways to improve time management skills and help reduce stress in your day-to-day life.

$75.00 | Instructor: Jana Fischer
Virtual via Zoom
9:00am – 12:00pm

Thursday, Mar 24

OR

Thursday, May 19
Healthy Boundaries in the Workplace

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
Virtual via Zoom
9:00am – 12:00pm

Thursday, Feb 24
OR
Thursday, Apr 14

Amazing Race Team Builder

Discounts available for large Teams or Work Groups!
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 one 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

Supervision During Pandemic Recovery

We are in the recovery phase of the pandemic and supervision skills are critical as organizational needs continue to change. Learn creative ways supervisors are working effectively with employees and
meeting organizational goals. Walk away with ideas to implement now to have a positive impact on the post-pandemic recovery stage of your organization.

$75.00 | Instructor: Joyce LeMay
Virtual via Zoom
Saturday, Mar 19
9:00am – 12:00pm
OR
Wednesday, Jul 13
5:30pm – 8:30pm

Management in a Hybrid Workplace

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 so that you have a stronger, more integrated plan that enhances your hybrid workplace right away.

$75.00 | Instructor: Joyce LeMay
Virtual via Zoom
9:00am – 12:00pm

Wednesday, Mar 16
OR
Saturday, Jun 25

CUSTOMIZED TRAINING FOR BUSINESS & INDUSTRY

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

Relevant.
Real-world.
Results.

saintpaul.edu/WTCE
AUTOCAD

AutoCAD Fundamentals

AutoCAD Fundamentals provides you with the knowledge and skills necessary to create and complete basic 2D drawings using AutoCAD. You will 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. This 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
In-Person
6:00pm – 9:00pm

Monday & Wednesday
6 Sessions: Jan 31
Feb 2, 7, 9, 14, 16

OR

Monday & Wednesday
6 Sessions: Apr 25, 27
May 2, 4, 9, 11

AutoCAD Intermediate

This course builds on the AutoCAD Fundamentals course and is designed for the user who needs to upgrade their skills. It 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
Two In-Person Options
6:00pm – 9:00pm
Monday & Wednesday
6 Sessions: Feb 28
Mar 2, 7, 9, 14, 16
OR
Monday & Wednesday
6 Sessions: May 23, 25, 31
Jun 1, 6, 8

AUTODESK REVIT

Autodesk Revit Fundamentals

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.

$595.00
Instructor: Daniel Swearson
In-Person
6:00pm – 9:00pm
Tuesday & Thursday
6 Sessions: Mar 1, 3, 8, 10, 15, 17
OR
Tuesday & Thursday
6 Sessions: May 3, 5, 10, 12, 17, 19

Autodesk Revit Intermediate

Autodesk Revit Intermediate 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.

$595.00
Instructor: Daniel Swearson
In-Person
Tuesday & Thursday
6 Sessions: Jun 7, 9, 14, 16, 21, 23
6:00pm – 9:00pm
Autodesk 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
In-Person

Monday & Wednesday
6:00pm – 9:00pm
6 Sessions: Mar 28, 30
Apr 4, 6, 11, 13

ADOBE CREATIVE CLOUD

Adobe Photoshop - Basic

Designed for individuals with little or no Photoshop experience who want to become familiar with the desktop and tool palettes. Topics include navigating Photoshop desktop, image size and resolution, cropping and selection tools, copying and pasting selections, creating layers, image transformations, and simple compositing.

PREREQUISITE: Familiarity with computers, Mac or PC operating system.

$249.00 | Margo Mills
In-Person
Wednesday
3 Sessions: Apr 13, 20, 27
6:00pm – 9:00pm

Adobe Photoshop – Advanced

This course builds on the skills taught in Photoshop Basic. Topics include: Paint Brush, gradient tools, color management, type, layer effects, paths and filter effects.

PREREQUISITE: Photoshop Basic or equivalent experience.

$249.00 | Margo Mills
In-Person
Wednesday
3 Sessions: May 4, 11, 18
6:00pm – 9:00pm
Adobe Dreamweaver – Basic

Dreamweaver is used by a variety of professionals, such as web developers, web designers, graphic designers, and other professionals. Adobe Dreamweaver – Basic will focus on the tools necessary to build a functional website. This course is a great component of your preparation for the Adobe Certified Expert (ACE) Dreamweaver CC exam and the Adobe Certified Associate (ACA) Web Authoring Using Adobe Dreamweaver CC exam.

$249.00 | Margo Mills
In-Person
Wednesday
3 Sessions: Jun 1, 8, 15
6:00pm – 9:00pm

Adobe Dreamweaver – Advanced

After you become familiar with creating web pages, you will learn how to use Adobe Dreamweaver CC to enhance web pages by adding advanced functions such as movement, media elements, forms, and links to social media. You will also create responsive pages to ensure that your websites are compatible with various modern display devices, such as tablets and smartphones. You will create HTML email for email marketing or email newsletters. Lastly, you will share files over a server to work in a collaborative manner. All this will ensure that you develop a website that retains user interest by providing an engaging user experience across multiple display devices.

This course is a great component of your preparation for the Adobe Certified Expert (ACE) Dreamweaver CC exam and the Adobe Certified Associate (ACA) Web Authoring Using Adobe Dreamweaver CC exam.

$249.00 | Margo Mills
In-Person
Wednesday
6:00pm – 9:00pm
3 Sessions: Jun 22, 29
Jul 6
Adobe InDesign – Basic

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics; Adobe InDesign has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web. This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

$249.00 | Margo Mills
In-Person
Wednesday
3 Sessions: Mar 2, 9, 16
6:00pm – 9:00pm

Adobe Acrobat – Professional

Adobe Acrobat Pro puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems.

$249.00 | Margo Mills
In-Person
Wednesday
3 Sessions: Feb 9, 16, 23
6:00pm – 9:00pm

Adobe InDesign – Advanced

You are familiar with creating web pages and you are now ready to use Adobe Dreamweaver CC to enhance web pages by adding advanced functions such as movement, media elements, forms, and links to social media. Create responsive pages to ensure that your websites are compatible with various modern display devices, such as tablets and smartphones. You will create HTML email for email marketing or email newsletters. Lastly, you will share files over a server to work in a collaborative manner. Being able to utilize all these advanced design features allows you to develop a website that retains user interest by providing an engaging user experience across multiple display devices.

$249.00 | Margo Mills
In-Person
Wednesday
6:00pm – 9:00pm
3 Sessions: Mar 23, 30
Apr 6
MICROSOFT OFFICE

$170.00 | Instructor: Deb Lehr
In-Person

Introduction to Microsoft Excel I

Reap the benefits of Excel training and 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 skills as you work with functions and formulas such as internal and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. 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. Classes run 1.5 hours.

Excel Foundations

Learn spreadsheet terminology and capabilities of Excel. Learn how to create and work with workbooks files, enter data, and create simple formulas.

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**

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 Shortcuts**

Learn 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 also covered.

**Excel Formulas/Functions I**

Learn the foundations of create, copy and work with basic formulas and functions. Functions covered include SUM, AVERAGE, MIN, MAX, PMT, ROUND, TODAY, and NETWORKDAYS. You will learn about relative and absolute cell references, create grand totals, and work with formulas that use data from other worksheets called 3-D references.

**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 Functions III**

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

**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. You will also learn to use formulas in lists and tables, remove duplicate records, and use the subtotal and outline features.
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 to create 1 and 2 variable data tables and consolidate data. One-click forecasting also covered.

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 note taking, work with tags and templates, integrate with Outlook, and add protection in OneNote.

More course options available online!

WATER UTILITY TREATMENT TECHNOLOGY

Want to make an impact in your community?

Embark on a fulfilling and enjoyable career in the public water industry. Careers in this industry offer:

- High Job Placement Rate
- $25-$28/Hour to Start
- Paid Benefits & Paid Time Off
- Flexible Hours & Schedules
- Opportunities for Career Growth
- Pension & 401(k) Retirement Savings

Complete all 9 modules (8 weeks each) to be eligible for the MN Water and Wastewater Operator Certification.

Enroll in the WUTT program today!
https://tinyurl.com/WUTTRegistration
BOOTCAMS

Front-End Software Developer Boot Camp

In this 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.

$3,600.00 | 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.

$3,600.00 | Staff
**Big Data Engineering Program**

The Big Data Engineering Program introduces 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 covers 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.

$4,800.00 | Staff
HEALTH, WELLNESS & SERVICES

BODY HEALTH

Strong Back and Ache-free Hips and Joints: The Magic Eddie Way

If you ever prayed for a wizard to take your joint aches and back pain away, your prayer has been answered. Experience immediate relief and often permanent recovery from lower back pain, stiff hips, knees, ankles, and shoulders. Whether you sit or stand long hours for work, you are an athlete, or your back and knees can no longer handle certain yoga poses or exercises without discomfort, this is a perfect class for you. You will simultaneously build strength, stability, and mobility by performing a therapeutic sequence of assisted stretching exercises called the Magic Eddie Method. Learn from a pro and work your body like a pro. Give yourself a gift of no-pain day. Investment today for a better every day.

$35.00 | Instructor: Ed Watson
Saturday, Jun 11
In-Person
10:00am – 12:00pm

NEW
Post Covid Health Strategies – The Science

This specialized class details the synergistic nutritional and exercise techniques necessary for enhancing natural immunity within different systems and tissues of the body, illustrates why you first must know how to maintain nutrient absorption into your body, but most importantly teaches how to optimize oxygen and nutrient delivery down to your body’s mitochondria in order to increase your energy, fitness, and immunity levels – whether or not you suffer from post Covid symptoms. These lessons are based on professor Watson’s 30 years plus experience putting the science into actual practice with clients or students challenged or immunocompromised by the HIV virus, intense athletic training, or from severe burns, i.e. burn victims.

$35.00 | Instructor: Ed Watson
Saturday, Jun 11
Virtual via Zoom
12:00pm – 2:00pm
Preventing Cognitive Decline: The Science of Metabolic Reversal of Cognitive Decline

The brain is only as healthy as the body that houses it. This class illustrates science-based metabolic-cognitive research and practical techniques that will revolutionize your perception of cognitive function and how to preserve it. Conceptually, learning how to feed, physically use, and then rest your nervous system’s cells analogously to muscle or heart cells is the key for understanding how researchers like Dale Bredesen at UCLA have successfully demonstrated recovery from cognitive decline and short-term memory loss. Many people just get tired and lose grip of “demand of the now” due to the cells’ exposure to stress, level of recovery, and hence, energetic state. You will learn how the Metabolic Model works to keep your brain healthy for a lifetime - without playing memory games or solving puzzles.

$35.00 | Instructor: Ed Watson
Virtual via Zoom
Saturday, Jun 25
12:00pm – 2:00pm

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 to 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
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 helps 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.

$150.00 | Instructor: Cheryl Anderson
Virtual via Zoom
Thursday & Friday
2 Sessions: Mar 17, 18
1:00pm – 4:00pm
OR
Wednesday & Thursday
2 Sessions: Apr 20, 21
3:00pm – 6:00pm
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-hr CORE requirements:

- 1 Hour on Laws and Rules
- 3 Hours on Safety and Sanitation

$75.00
Instructor: Marcie Smith-Fields

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:

- 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: Beth Hamp

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

REGISTER TODAY!
additional courses available online
saintpaul.edu/WTCE
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 - Hour 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 approved course fulfills the 38-hour instructor requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination. Enter the classroom ready and confident to teach. Course includes both online and classroom participation. 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: Marcie Smith-Fields

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 consist of Pre-clinical 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

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 in TMA may enhance and advance your career in Healthcare. In this course, you will 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 skills.

$749.00
Instructor: Rosalie Aguilar
In-Person

Monday & Wednesday
5:00pm – 9:00pm
12 Sessions:
Apr 11, 13, 18, 20, 25, 27
May 2, 4, 9, 11, 23, 25
HEALTH, WELLNESS & SERVICES

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 both 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: $1,100.00
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. Students will become acquainted with patient’s medical record (paper or electronic) and doctor’s orders for treatments, medications, diagnostic tests and medical procedures, essential information for the accurate processing of physician orders.

$895.00 | 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
FORKLIFT TRAINING & SAFETY

Forklift Training and Safety

This 8-hour course includes 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 are also be covered in this class.

$145.00 | Instructor: Dale Peterson
Two In-Person Options
3:00pm – 7:00pm
Tuesday & Thursday
2 Sessions: Feb 22, 24
OR
Tuesday & Thursday
2 Sessions: Mar 29, 31
Tuesday & Thursday
2 Sessions: Apr 26, 28
OR
Tuesday & Thursday
2 Sessions: May 24, 26

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. It 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.

$135.00
Instructor: Darrick Iverson
Two In-Person Options
5:00pm – 9:00pm
Tuesday & Thursday
2 Sessions: Feb 22, 24
OR
Tuesday & Thursday
2 Sessions: Mar 22, 24
5:00pm – 9:00pm
Tuesday & Thursday
2 Sessions: May 22, 24
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.

$135.00
Instructor: Darrick Iverson
In-Person

Tuesday & Thursday 5:00pm – 9:00pm
2 Sessions: Apr 26, 28

WELDING

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

Wear jeans and leather shoes. Welding helmet supplied for use. Additional material costs may occur depending on class/project selected.

Beginner Welding – Metal Art/Yard Art

Want to learn how to weld? 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. Bring safety glasses and head covering to class. Course includes weld shop safety.

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. Introduction to MIG (GMAW/wire feed). Course includes weld shop safety.

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. Course includes weld shop safety.

TIG 2/Advanced TIG (GTAW)

Introduction to welding stainless steel and aluminum. Bring in your own metal art projects or chose from some projects provided.

PREREQUISITE:
Introduction to TIG
LANGUAGES

American Sign Language I

American Sign Language (ASL) covers 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.

$120.00 | Instructor: Carole Virnig
In-Person

Thursday
4 Sessions: Mar 3, 10, 24, 31
6:00pm – 8:00pm

American Sign Language II

Continue to build on your American Sign Language proficiency.

PREREQUISITE: ASL I

$120.00 | Instructor: Carole Virnig
In-Person

Thursday
4 Sessions: Apr 7, 14, 21, 28
6:00pm – 8:00pm

ART

Metal Art/Yard Art

Want to learn how to weld using tools like MIG? Do you have small welding projects around that you wish you could accomplish on your own? 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.

$325.00 | Instructors: Tom Ramisch & Riley Pease

REGISTER TODAY!
additional courses available online

saintpaul.edu WTCE
WINE

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

This is 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.

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, and how to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine (SAT).

$325.00 | Instructor: Nikki Erpelding
In-Person
Saturday, Feb 5
8:00am – 3:30pm
Wine & Spirits Education Trust (WSET) Award, Level 2

This is a beginner to intermediate level class exploring wines and spirits for those working in the industry or wine and spirit enthusiasts. Course will also explore the major grape varieties and important wine regions grown. 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 be able to use the associated WSET certified logo. 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, and How to describe wine using the WSET Level 2 Systematic Approach to Tasting Wine (SAT).

$725.00
Instructor: Nikki Erpelding
In-Person

Saturday
3 Sessions: Feb 12, 19, 26
8:30am – 3:30pm

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. We explore 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 responsibility. 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 | Instructor: Jana Fischer & Rocky
In-Person

Tuesday - Thursday
3 Sessions: Apr 12, 13, 14
9:00am – 5:00pm

OR

Tuesday - Thursday
3 Sessions: Jun 7, 8, 9
9:00am – 5:00pm

CSI – Adult Presentation

View the ‘inside’ workings of a forensic fingerprint laboratory. A majority of the presentation is on latent fingerprints but other forensic disciplines will be covered. Review photographs from a homicide to determine what the evidence revealed. Our 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. Crimes such as homicides, robberies, staged crime scenes, auto thefts will be discussed and photos shown to enhance learning experience.

The presenter will show many photos and discuss actual crime scenes that have been processed for evidence. Fingerprint mutilation, intentionally performed by criminals/unscrupulous doctors will also be a segment of the presentation.

Some photos and information may be considered graphic/offensive by some – 18 & older only in this class.

$39.00 | Instructor: Lynne Dean
Virtual via Zoom

Saturday, Apr 23
9:00am – 12:00pm

OR

Thursday, Jun 2
6:00pm – 9:00pm
DRONES

Professional Drone Pilot Training

Flying a small Unmanned Aerial System, aka “Drone,” for any commercial use requires adherence to many regulations that govern 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 as you learn airspace classifications, weather effects and reports, laws and regulations so you are ready to use the right tools at the right time. You 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 on-line ServSafe exam administered at the end of class.

$195.00
Instructor: Heather Turngren
In-Person
8:30am – 1:30pm
Thursday & Friday
2 Sessions: Mar 24, 25
OR
Thursday & Friday
2 Sessions: May 19, 20
**Certified Food Protection Manager (CFPM) Recertification Course**

The 4-hour renewal course meets the needs for renewing 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 food borne 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.

$99.0 | Instructor: Heather Turngren
In-Person
8:30am – 1:30pm

Friday, Apr 14

**OR**

Friday, Jun 3

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**MOTORCYCLE TRAINING**

**Motorcycle Basic Rider Course**

Learn how to ride, and have the opportunity to earn your motorcycle license endorsement in this course. Supportive and friendly instructors will teach you how to operate a motorcycle and the basic skills you need to safely ride on the street. Training motorcycles are provided for riders of all sizes. If you’re an automatic scooter rider you can bring your own scooter with proof of insurance if it’s 500cc or less, in good working order and registered as a motorcycle. Students are required to complete the MSF eCourse online prior to the class start date.

Students can take the eCourse for free and will receive instructions from the college where they are registered.

Cost: $245.00

**Call or visit the website for course dates, times, and availability!**
CULINARY CAMP
June 20 - 23, 2022

Learn fun and fundamental cooking skills, while using healthy, locally grown products. This unique experience will give students a taste of a culinary career!

IMAGINE IT! DESIGN IT! MAKE IT!

Three offerings:
June 13 - 16, 2022
June 20 - 23, 2022
July 11 - 14, 2022

An advanced manufacturing summer camp on welding and machining. Have a basic understanding of how things are made, be more appreciative of the world around you and the “tools” you will use in life.
SCRUBS CAMP
July 25 - 28, 2022

Scrubs Camp gets students excited and interested in pursuing a career in the health sciences. Interact directly with many working professionals in their fields.

SUMMER BEAUTY CAMP
June 20 - 23, 2022

Have fun exploring the wonderful world of hair, skin, and nails!

VIDEO GAME DESIGN
June 20 - 23, 2022

Learn the basics of computer coding to design and bring home your own game: an endless runner game, rapid tapping app game and questing game.
register today

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.
- 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

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

DIRECTIONS (saintpaul.edu/Directions)

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