Workforce Training & Continuing Education

Spring/Summer 2020 Course Schedule

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

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

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

Deidra Peaslee, EdD
Interim President, Saint Paul College
IN THIS ISSUE

04 BUSINESS, MARKETING & COMMUNICATIONS
- Business, Marketing & Communications
- Human Resource Management
- Leadership Development
- Personal Finance

08 COMPUTERS, TECHNOLOGY & SOFTWARE
- Adobe Photoshop
- AutoCAD
- Autodesk Revit
- Microsoft Office
- Microsoft Office Online Courses
- QuickBooks

14 HEALTH, WELLNESS & SERVICES
- Body Health
- Child Development
- CPR & First Aid
- Esthetics & Cosmetology
- Essential Oils
- Medication Assistant
- Nursing Assistant/Home Health Aide

22 MANUFACTURING & SKILLED TRADES
- Forklift Training & Safety
- Home Improvement & Maintenance
- Trade Training
- Welding

26 LANGUAGE, ART, CULINARY & WINE
- Art
- Culinary Arts
- Languages
- Wine

30 SUMMER CAMPS
- Beauty Camp
- Culinary Camp
- Imagine It! Design It! Make It!
- Scrubs Camp
- Video Game Design Camp

32 TRANSPORTATION & SAFETY
- Food Safety
- Motorcycle Training

34 REGISTRATION & DIRECTIONS
Beginning Bookkeeping & Accounting
Start your own business or brush up on your accounting/bookkeeping skills and bolster your resume. Participants will get a basic overview of accounting and bookkeeping for use in an office support setting and the business world.
$149 | Instructor: Arvind Suri
M 6:00–9:00pm 2/3 – 3/2 5/4 – 6/1

Business Math for Entrepreneurs & Professionals
Most business principles have a mathematical foundation and understanding these concepts can make you a valuable player. Topics include preparing and using a budget sheet, unit pricing and comparison shopping, break-even analysis, and calculating finance charges, interest for loans, taxes, hourly and overtime pay…plus more!
$120 | Instructor: Arvind Suri
T 6:00–9:00pm 2/4 – 2/25 5/5 – 5/26

Fundraising for Nonprofits 101
This is an introduction to professional fund development (fundraising) that 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 standards and ethics. An hour of one-on-one career planning support will be provided after the workshop.
$50 | Instructor: Melissa Cuff
W 5:00–8:00pm 2/12 7/16

Getting Grants!
This interactive workshop provides an overview of grant identification and how to prepare competitive proposals. Appropriate for nonprofit staff/board members new to development, or anyone who has an interest in securing grant funding on behalf of 501(c)3 organizations, government agencies, or education institutions. The workshop emphasizes program, capital, and operating grants. Learn core grant skills, including identifying appropriate grant funding sources, recognizing the most crucial components of a proposal, how they fit together, and understanding the grant proposal review process. Learn strategies to write proposals with a linear progression of logic aligned with funder interests. An hour of one-on-one technical assistance in proposal writing will be provided after the workshop.
$50 | Instructor: Melissa Cuff
TH 5:00–9:00pm 2/19 7/23

Diversity Awareness
Diversity awareness training is used to enhance one’s understanding of and sensitivity to cultural and other differences. By building awareness and knowledge, learn to identify our own biases, both conscious and unconscious, and how it affects our daily work.
$125 | Instructor: Jana Fischer
TH 8:30am–4:30pm 2/6

REGISTER TODAY!
additional courses available online
saintpaul.edu/WTCE
Getting Grants - Advanced Workshop
This interactive workshop is designed for individuals with some knowledge of grant development and 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. Learn how to describe organizational and best program strengths so 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 with an hour of one-on-one technical assistance in proposal writing provided after the workshop.
$55 | Instructor: Melissa Cuff
W 5:00–9:00pm 2/26
TH 5:00–9:00pm 7/30

Managing your Company’s Intellectual Property
Learn everything you need to know to better create and manage an Intellectual Property infrastructure! This course will give you the tools required to ensure the prompt and effective handling of new ideas, minimize costs, improve outcomes and manage internal, external, and consulting relationships as they affect intellectual property.
You will also better understand the multi-year process, application pipelines, and how issued patents work.
$175 | Instructor: Phil Goldman
W 6:00–8:00pm 4/1 – 5/6

Tax Information for New Business Owners
Know the IRS requirements for business taxes and learn the basics for peace of mind at tax time. Explore the advantages and disadvantages of various corporate entities, requirements for self-employment, and understand schedule “C” for business and state taxes.
$55 | Instructor: Bob Vigliotti
W 6:00–9:00pm 3/4

Voice-Overs… Now is Your Time!
Use your speaking voice for commercials, films, videos, and more. 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, turf, time, and with practically no overhead. This exciting and fun class could be the game-changer you’ve been looking for!
$50 | Instructor: Staff
W 6:00–8:00pm 4/22

HUMAN RESOURCE MANAGEMENT

Minnesota Workers’ Compensation
Conducted by the Minnesota Department of Labor and designed for business owners, HR managers, and supervisors to better understand workers’ compensation in Minnesota.
You will learn valuable information related to what to do before an injury occurs, how to report injuries, what is covered by workers’ compensation and employer do’s and don’ts.
$45 | Instructor: Staff
TH 8:30–11:30am TBD
LEADERSHIP DEVELOPMENT

Earn a Leadership Certificate by completing five leadership development courses!

Leadership Skills
Are you interested in improving your own leadership skills? In this one day 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.

$85 | Instructor: Jana Fischer
W 8:30am–4:30pm 2/12, 3/11
4/15, 5/13
7/8, 8/12

Conflict Management Resolution Skills
Participants will be able to state the five conflict management modes, understand how conflict impedes effective teamwork, and implement healthy methods to resolve disputes. Learn what creates conflict and how to overcome and understand it.

$85 | Instructor: Jana Fischer
W 8:30am–4:30pm 2/26, 3/25
4/29, 5/27
6/24, 7/22
8/26

The Art of Effective Communication
Learn the different types of communication and how to effectively use and model them through various professional means. Practice giving professional feedback and develop an individual plan using effective communication in a personal scenario.

$85 | Instructor: Jana Fischer
W 8:30am–4:30pm 2/5, 3/3
4/8, 5/6
6/3, 7/1
8/5

Time & Stress Management Skills
Ever wonder where all your time goes or why there is never enough time in your day? This 2-day course will teach you the importance of effectively managing your time.

Learn how to prioritize tasks, implement planning and scheduling tools, identify personal stressors and techniques to address and manage stressors, and develop plans to implement these techniques in your own personal and professional life.

$125 | Instructor: Jana Fischer
W 8:30am–4:30pm 2/19, 3/18
4/22, 5/20
6/18, 7/15
8/19
PERSONAL FINANCE
Courses sponsored by the City & County Credit Union.

Budgeting 101
Begin telling your money what to do instead of wondering where it went by creating a successful monthly budget. Learn how to create a monthly budget utilizing the Zero-Based Budgeting Method. We will focus on goal setting, spending percentages, and tips and tricks to make the budgeting process stress-free!
FREE | City County Credit Union
TH 6:30–7:30pm 1/16

Home Buying Seminar
Be prepared to purchase your dream home by understanding the home buying process. Learn about the key players in buying a home, mortgage loan options, and the best steps to follow to make homeownership a reality. Ask all your questions to a mortgage expert!
FREE | City County Credit Union
TU 6:30–7:30pm 4/14

Maximize Your Credit Score!
Build a stronger credit score and enjoy the confidence of knowing how to do it! Credit scores are used by lenders, employers, landlords, and even your car insurance rates. Learn the rules and myths of credit scoring, how to spot errors on your credit reports, and use your rights under the Fair Credit Reporting Act. Gain a new attitude of confidence towards credit by knowing practical, free steps to build up your score.
FREE | City County Credit Union
W 6:30–7:30pm 3/11
ADOBE PHOTOSHOP

Adobe Photoshop I
This course is designed for individuals with little or no Photoshop experience. 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.

$215 | William Reynolds
SA 8:00–11:00am 2/8 – 2/15
M 6:00–9:00pm 6/8 – 6/15

Adobe Photoshop II
This course will build on the skills taught in Photoshop I. Topics include paint brush, gradient tools, color management, type, layer effects, paths, and filter effects. Prerequisite: Photoshop I or equivalent experience.

$215 | William Reynolds
SA 8:00–11:00am 3/14 – 3/21
M 6:00–9:00pm 6/29 – 7/6

Adobe Photoshop III
This course is designed to build on the topics covered in Photoshop I and II. Topics include a deeper understanding of the relationship between layers and alpha channels, compositing techniques, layer masking, filter effects, and vector graphics, as well as special effects like displacement maps and pixel blending. Prerequisite: Photoshop II or equivalent experience.

$215 | William Reynolds
SA 8:00–11:00am 4/18 – 4/25
M 6:00–9:00pm 7/20 – 7/27

AUTOCAD

AutoCAD Fundamentals – 2020 Edition
Learn fundamental knowledge and skill to create and complete basic 2D drawings using AutoCAD with drawing and editing tools, text and basic dimensions, and plotting. This course is designed for a regular AutoCAD user or for those familiar with the software. No previous CAD experience is necessary, although some familiarity with Windows 2000 or XP, as well as some drafting, design, or engineering experience is helpful.

The tuition fee includes all course materials and student software licenses for 13 months. Small class sizes.

$495 | Instructor: Daniel Swearson
M/W 6:00–9:00pm 1/27 – 2/12
3/23 – 4/8
5/18 – 6/3

AutoCAD Intermediate – 2020 Edition
This course builds on the AutoCAD Fundamentals course and is designed for the user who wants 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 working knowledge of AutoCAD and the ability to create and edit necessary AutoCAD objects. The tuition fee includes all course materials and student software licenses for 13 months. Small class sizes.

$495 | Instructor: Daniel Swearson
M/W 6:00–9:00pm 2/24 – 3/11
4/20 – 5/6
6/15 – 7/1
AUTODESK REVIT

Autodesk™ Revit Fundamentals – 2020 Edition

Learn how to use Autodesk™ Revit building modeling software. Develop design ideas and create full 3D architectural project models. 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 | Instructor: David Plumb
TU/TH 6:00–9:00pm  2/4 – 2/27  3/24 – 4/16

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. Learn how to leverage Revit MEP to perform 3D mechanical design, product simulation, tooling creation, design communication, and much more.

$495 | Instructor: Daniel Swearson
TU/TH 6:00–8:00pm  3/10 – 3/26

LODGING DISCOUNT

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QUICKBOOKS

QuickBooks Online

QuickBooks training will help you understand and use all the features that QuickBooks has to offer!

Course topics include: entering company details and building lists, setting up and managing inventory, recording product sales, creating invoices, setting up and managing different bank accounts, managing assets and liabilities, and payroll.

$399 | Instructor: Deb Lehr
M 8:30am–4:00pm  2/17  5/18
MICROSOFT OFFICE

Complete five Microsoft Office courses and earn a Microsoft Applications Certificate.

Microsoft Access I
Learn necessary skills and concepts to create simple databases, work with tables, fields, records, sort and filter data, basic queries, forms, and reports.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 3/13
6/29

Microsoft Access II
Build on basic skills and learn relational database design, table relationships, referential integrity, and sub datasheets. Query joins, learn field and record validation, parameter queries, summarizing data in queries, action queries, unmatched and duplicate queries, and creating a junction table.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 4/3
M 8:30am–4:00pm 7/20

Microsoft Access III
In this course, learn how to add controls, enhance forms, apply conditional formatting, import/export data, link tables, and mail merge. Explore database management tools, split a database, convert a database to an ACCDE file, and set your start-up options.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 4/17
M 8:30am–4:00pm 8/3

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 concepts, including identifying components, navigation, and downloading templates. Explore the basics of entering, editing, and copying text, values, and formulas.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 2/7
4/10
6/9

Microsoft Excel II
Build on the skills and concepts taught in Excel I. Learn how to work efficiently, creating range names, using several logical and text functions, as well as date and time. You will also learn how to sort, filter, use database functions, outline and subtotal, create and modify tables, apply standard and advanced conditional formatting, create and modify charts, and create pivot tables and graphs.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 2/21
4/24
7/14

Microsoft Excel III
Develop advanced skills with functions and formulas such as internal and external links, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. Compare and merge workbooks, use data validation, and record a macro. This class also covers creating Sparklines, mapping data, one and two-variable data tables, goal seek, scenarios, and one-click forecasting.

$170 | Instructor: Deb Lehr

F 8:30am–4:00pm 3/6
5/8
8/11
Microsoft PowerPoint I
Don’t let a weak presentation be a deal-breaker. Learn the essential functions and features of PowerPoint. After an introduction, open and run a presentation and switch between views. Learn how to create a basic presentations adding content, arranging it, and inserting and deleting slides. Apply design themes plus so much more!
$170 | Instructor: Deb Lehr
F 8:30am–4:00pm 3/16
6/15

Microsoft PowerPoint II
Build on your skills as you work with the slide masters, headers/footers, and modifying notes and handouts from the masters. Learn how to include audio, video, and animation to your presentations. Create a video form your presentation and package it to take to other locations for delivery/play.
$170 | Instructor: Deb Lehr
F 8:30am–4:00pm 3/30
7/13

Microsoft Word I
Learn how to navigate and perform common tasks such as opening, viewing, editing, saving, and printing documents. Formate text and paragraphs and enhance lists by sorting, renumbering, and customizing list styles. Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
Use program features to help identify and correct problems with spelling, grammar, readability, and accessibility.
$170 | Instructor: Deb Lehr
F 8:30am–4:00pm 1/31
5/1
6/23

Microsoft Word II
This class covers organizing content with tables and charts, and customize formats using styles and themes. Insert content using quick parts, and templates to automate document formatting. Simplify and manage long documents, and use mail merge to create letters, envelopes, and labels.
$170 | Instructor: Deb Lehr
F 8:30am–4:00pm 2/14
5/15
7/28

Microsoft Word III
This Advanced Microsoft Word class cover using images in a document. Create custom graphic elements, collaborate on documents, add reference marks and notes. Learn how to secure a document, create and manipulate forms, and use of macros to automate tasks.
$170 | Instructor: Deb Lehr
F 8:30am–4:00pm 2/28
5/29
8/25

Microsoft OneNote
Utilize OneNote notebooks as a place to organize various types of content, including text notes, photos, website links and information, audio/video notes, and files. Create sections, pages, utilize built-in templates, or create your own.
You’ll also learn how to create quick notes, apply tags/create your own tags, and add password protection to sections and share notebooks.
$75 | Instructor: Deb Lehr
M 8:30am–12:00pm 3/2
F 8:30am–4:00pm 5/22
7/24
Microsoft Project Basics
Learn the steps of setting up a project plan. Focus on calendars, working with both manual and automatic tasks, and establishing task dependencies. You will also learn to apply calendars to tasks, and modify dependencies, work with task constraints and deadlines. Create a resource pool, and then assign those resources to tasks to learn how the work formula plays a role.

Learn about effort driven scheduling and fixed task types, resource allocation, and leveling resources. Track and analyze a project’s progress and adjust the plan.

$170 | Instructor: Deb Lehr
M 8:30am–4:00pm 4/13

Microsoft Visio
Learn how to create and work drawings in Visio. This course covers several different types of drawings, utilizing both connected and unconnected shapes. Create an organizational chart, timeline, process diagram, and cross-functional drawing.

Learn how to modify and format shapes, change the spacing, set shape sizes, utilize templates, and saving as a PDF.

$50 | Instructor: Deb Lehr
M 1:00–3:00pm 3/2, 4/27

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.
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EXCEL

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

Macros
Use macro recorder to automate various tasks/procedures.

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

Shortcuts
Various keyboard and mouse shortcuts will make you more efficient. Flash fill, Sparklines, the Quick Analysis Tool, and Go to Special commands is covered.

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

Workbooks
Learn to organize your worksheets effectively, and how to create worksheet templates, protection, and set workbooks up for sharing.

ONEDRIVE

Notebooks I
Create and organize notebooks and add various types of content.

Notebooks II
Learn to use linked notetaking, work with tags and templates, integrate with Outlook, and add protection.
BODY HEALTH

A Young Heart for Life: Debunking the Cholesterol & Saturated Fat Myth
This class clarifies health and nutrition by illustrating the structure and functional purpose of fatty acids – which are the components of fats like butter, olive oil, lard. This eye-opening method reveals why cholesterol and saturated fats are simply necessary for healthy cells, a healthy heart, and maintaining a robust metabolism. Join exercise physiologist and Professor Edward Watson for a clear cut explanation of terms like ‘ketosis’ and ‘essential fatty acids’ and, most importantly, the knowledge of eating the best foods for your health, longevity, and fitness-related goals.

$35 | Instructor: Ed Watson
SA 12:00–2:00pm 2/22

Food as Medicine: Your Food & Mood Connection
You are what you eat. Learn about foods that impact your anxiety, depression, stress, and inflammation as well as principles for healthier eating. Take control of your health and make food choices to help balance your mood. In this class, you will describe how food affects your mental health, understand how to eat foods to balance your mood, identify your own food rules, and gain understanding about how stress and inflammation affect your body.

$45 | Instructor: Monica Peterson
M 6:00–8:30pm 3/16
6/6

Functional Foods & Exercises for Bone Health and Longevity
It is painful to see and experience our loved ones’ memory fade. Is cognitive decline and memory loss preventable? Yes it is. The causation link between the aging stomach’s loss of digestive ability and brain metabolism, nerve degeneration, and decline in your memory are extremely well documented and easy to understand when shown in the right light.

This class explores this root cause of brain degeneration and memory loss. Although there is no stopping to aging, degeneration is preventable. In this class learn how you can keep the fire burning in your belly (metaphorically and literally) to keep your brain running.

$35 | Instructor: Ed Watson
SA 12:00–2:00pm 2/15

Massage for Babies & Toddlers
Research and experience show that massage can be beneficial and that touch is essential for infant development. Gentle infant massage relaxes the baby and improves muscle tone, and can reduce irritability and help with sleep.

$105 | Instructor: Bob Vigliotti
SA 8:00–10:00pm 4/4 – 4/25
Hand & Foot Massage: Reflexology Techniques

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

$100 | Instructor: Bob Vigliotti

TU 6:00–8:00pm  5/5 – 5/26

Natural Sleep Strategies: Beauty Rest for All

Daylight savings is 3-8-2020. Your sleep cycles may be affected. Dreaming about sleep? Are you waking up feeling like beast instead of a beauty?

Insomnia, middle of the night awakening, and poor sleep quality affect us all. In this course, you will learn about sleep hygiene and steps to natural, restful sleep. The course uses lectures and hands-on practice of using holistic mind and body techniques. In this class, we will explain common challenges to sleep, analyze what factors in your life impact your sleep issues, design a plan, and identify holistic techniques for you to have beauty rest.

$45 | Instructor: Monica Peterson

M 6:00–8:30pm  2/10

Stress Less: Holistic Skills for Everyday Stress Management

Stress is the reason why zebras don’t get ulcers and humans do and affects our entire body from head to toe. Learn about in interaction between the brain, body, immune system and human stress response cycle using a lecture format. You will be led through the practice of holistic strategies for stress management at home, school, or work.

In this class, we will describe the relationship between the brain, body, immune system, and how our body’s stress response work. We will adopt integrated wellness techniques to de-stress your mind and body.

$45 | Instructor: Monica Peterson

M 6:00–8:30pm  4/13
7/13

Strong Back & Ache-Free Hips and Joints: The Maggie Eddie Way

If you ever prayed for a magician to take your aches and pain away, your prayer has been answered. Whether you sit or stand for long hours, are an athlete, or age is creeping on you, this is a perfect class. Take a moment for self-care in a specialized workshop to learn one-of-a-kind stretches. Experience immediate relief from pain, especially in the lower back and hips. 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 | Instructor: Ed Watson

SA 12:00–2:00pm  2/8
CHILD DEVELOPMENT

Courses approved By DEVELOP  $35/course | Instructor: Sandra Burwell

Children’s Literature & Creative Expression (#151763)
Learn about many genres of children’s literature categorized by subject: painting/drawing, collage/3D, movement/music, poetry/language, math/science, etc. Explore possibilities and opportunities of how books can inspire learning in every area of the curriculum. The session will include presentations, handouts and dialog, as well as time for creative expression experiences inspired by books.

TU  6:00–9:00pm  1/7

Connecting Children to Nature through Art (#177122)
Explore the many opportunities combining nature and art can offer to children in all areas of the curriculum and environment. View presentations of inspiration and works created with quality. Receive handouts and participate in the dialogue. Move about in a wide variety of materials both indoors and out. Create art with nature objects offered/collected. Make nature prints, dyes, and paint.

TH  6:00–9:00pm  1/16

Environments, Materials, Experiences for Infants & Toddlers (#155330)
Explore the connection between theory and practice for creating authentic infant and toddler programs. Connect appropriate developmental methods with possibilities for materials, environment, and experiences for ages birth to three. Engage in discussion and hands-on skills as well as viewing presentation of images. Learn new ways to document experiences to make learning visible to children, teachers, and parents.

TH  6:00–8:00pm  1/9
CPR & FIRST AID

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

Learning Cardiopulmonary Resuscitation (CPR) may help you save the life of someone you love. According to the American Heart Association, about 75-80 percent of all out-of-hospital cardiac arrests happen at home. Perhaps it is time you learned CPR. This class combines CPR, AED, and First Aid Training into one convenient session. Heartsaver CPR/AED with First Aid (as the American Heart Association classifies this course) teaches the skills necessary to recognize and provide immediate care for breathing problems, cardiac emergencies, injuries, and sudden illnesses until medical personnel arrives. 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 | Instructor: Anita Mills

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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 Basic Life Support program will be issued healthcare providers certification that is valid for two years.

$99 | Instructor: Anita Mills

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Vinyasa Yoga

All levels, vinyasa style class, we will link breath to movement, as well as refine postures through sustained holds. Use synchronize movement to develop strength, cultivate focus, and increase mobility and flexibility. Develop strength and confidence in your yoga practice.

$75 | Instructor: Andrea Morgan

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<th>Days</th>
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<tr>
<td>M</td>
<td>5:00–6:00pm</td>
<td>2/3 – 3/30, 4/6 – 5/25</td>
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register today  saintpaul.edu/WTCE
BLS (Basic Life Support)  
Skills ONLY (hands-on session)  
This course focuses on meaningful skills practice of CPR for adult, child, and infant, providing effective ventilation using barrier devices, use of AED, and relief of foreign body obstruction. This course will include debriefing, team scenarios, and skills testing.  
Participants must complete the online portion, including course exam. A certificate of completion must be presented to the instructor for entry.  
$65 | Instructor: Anita Mills  
TU 4:30–7:30 pm 3/24  
M 4:30–7:00 pm 6/1  

Mental Health First Aid  
Learn about mental illnesses and addictions, including risk factors and warning signs. This eight-hour training teaches a five-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 experiencing mental health challenges, and is appropriate for audiences with no prior training or experience with mental health or substance use. While role-playing, participants are allowed to practice skills and gain confidence in helping others who may be developing a mental health or substance use challenge, or those in distress.  
$117 | Instructor: Staff  
TH 8:30 am–3:00 pm 5/21  
7/23  

ESTHETICS & COSMETOLOGY  
Courses designed for students, those working to obtain their license or licensed professionals. Courses are approved by the Minnesota Board of Cosmetology for CE credits.  

Clipper Cutting  
Learn the real art of clipper cutting with techniques that combined with some shear techniques, will give the client their optimal results. Receive fade and haircutting techniques.  
$75 | Instructor: Robert Nabors  
T 4:00–8:00 pm 2/18, 3/17  
4/21, 5/19  
6/16, 7/21  
8/18  

CORE Class on Laws, Safety, and Sanitation (4-hours)  
The Minnesota Board of Cosmetology Examiners has implemented a new rule: eight-hours of a continuing education course is required to renew an operator or salon manager license or to reactivate a license. Saint Paul College has developed an engaging and interactive class that meets the BCE’s CORE requirements:  
• 1 An hour on Laws and Rules  
• 3 Hours on Safety and Sanitation  
$75 | Instructor: Marcie Smith-Fields  
W 4:30–8:30 pm 2/19  
3/18  
4/15  

NEW  
Dermaplaning  
This seven-hour class will walk through what dermaplaning is and how it compares to other forms of exfoliation. Indications, contraindications, tools, set-up, practice, and session procedures is discussed. This class fulfills the four-hour Professional Practice CE requirements, as stated by the BCE. Be prepared to give and receive a dermaplaning procedure.  
$399 | Instructor: Julie Evans  
M 8:30–4:00 pm 6/22  
7/27  

REGISTER TODAY!  
additional courses available online  
saintpaul.edu/WTCE
Eye-lash Extension Practical Skills Test
This is an in-person practical test administered to assess competency in the application and removal of eyelash extensions. This test is for those that have completed a full course in cosmetology, esthetics or eyelash extension certification.

$99 | Instructor: Julie Evans
F 9:00am–12:00pm 6/19 7/24
TH 9:00am–12:00pm 6/25 7/23

Fine Art of Nails
Mastering nail art can increase your revenue and add excitement to your services! Learn stunning and straightforward techniques to achieve beautiful results. The course will cover the usage of paints, colored gels, polishes, and embellishments. Leave with everything needed to complete each look, including a Gelish LED Light and Intro Kit, paints, and brushes valued at over $375.

$395 | Instructor: Shelly Torniainen
M 4:30–8:30pm 2/24 6/1

Instructor Course (38–hours)
Gain the necessary teaching skills to become licensed for entry-level employment as an instructor in the field of Cosmetology, Nail, or Esthetic. This course fulfills the 38-hour instructor course requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination. Enter the classroom ready and confident to teach. Course is both online and classroom participation. Classroom portion must be arranged before starting the online part.

$649 | Instructor: Marcie Smith-Fields

Eye-Lash Extension Certification (38–hours)
This course is designed for the non-cosmetology and esthetics license holders who wish to obtain a certificate to perform Eyelash Extensions in the State of Minnesota.
This class will present theoretical knowledge, assignments, and quizzes in an online format as well as in-class practical training. The course 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 and removing eyelash extensions.
Must complete online training before the first day of class and bring a model for all class days; be prepared to practice at home. Students must register for a separate Practical Skills Test out. The state of Minnesota requires two written tests, which must be taken through the state-contracted testing agency, PSI, to obtain the certificate.

$2,100 | Instructor: Julie Evans
M/T 9:00am–3:30pm 6/8, 6/9 6/15, 6/16
7/13, 7/14
7/20, 7/21
Professional Practice - Cosmetology (4–hours)
The Minnesota Board of Cosmetology Examiners has implemented a new rule, stating that, each licensee must complete a 8-hour continuing education course to renew an operator or salon manager license or to reactivate an inactive license.

• 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 | Instructor: Beth Hamp

W 4:30–8:30pm 2/12 3/11 4/8

Professional Practice - Massage Techniques (4–hours)
This course is designed for all Cosmetologists, Nail Technicians, and Estheticians working in a spa or salon. Participants will learn the five basic massage techniques as well as principles of body mechanics and ergonomics to provide a safe and effective massage for both the practitioner and their clients. This course is only offered online.

$75 | Instructor: Nick Bohrer

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

ESSENTIAL OILS

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

$15 | Instructor: Amy Lichner

F 6:30–9:00pm 3/13
SA 10:00–11:30am 5/9

MEDICATION ASSISTANT

Trained Medication Aide (TMA)
A Trained Medication Aide 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 adequately 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. This course will review the 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 remedies for each administration of non-parenteral medicines and other skills.

$749 | Instructor: Rosalie Aguilar

T/TH 5:00–9:00pm 1/28 – 3/5
M/W 5:00–9:00pm 3/30 – 5/6
NURSING ASSISTANT/HOME HEALTH AIDE

Multiple class offerings and locations available – Please check saintpaul.edu/wtce or call 651.846.1800 for the next open session. Must be 16 to register.

Nursing Assistant and Home Health Aide

Start your healthcare career by learning primary nursing care for a 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 complete the course successfully. Tardiness on clinical days is not acceptable. If you are 15 minutes late, you may be sent home and may be dropped from the class. There are no refunds available.

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

Cost: $915

Safe Patient Handling for Healthcare Professionals Course

Being a health care professional is a tough job. Anyone who has spent time in health care knows firsthand the multitude of responsibilities and pressures these professionals field every workday. Whether it is overseeing a patient's intake, coordinating care, facilitating rehabilitation, cleaning, or administering medications, the work of health care is physically and mentally demanding.

In recent years, the strains of one particular job duty—patient handling, which typically involves manually lifting, moving, or repositioning patients—have become dangers, increasingly severe, and all too common. Changes in working conditions have led to a higher likelihood of a musculoskeletal injury for health care professionals than for workers in all industries.

This course will give the basics of Safe Patient Handling to protect yourself and your future career as a Health care provider. Students will learn the basics of transferring from mechanical lifts, bedchairs, wheelchairs, toilets, showers. Each student will receive a transfer belt as part of this course.

$175 | Instructor: Staff
Basic Home Electrical Repair
This is a “hands-on” class for the electrical beginner. We will discuss the basic home electrical system. You will learn how to make simple repairs such as replacing switches, wall outlets, checking circuit breakers, and rewiring a lamp. You will work with electrical boards to install wire, single-pole and three-way switches, duplex outlet, and lamp receptacle. Please bring a wire stripper, straight slot screwdriver, and long-nose pliers to class if you have them.

$55 | Instructor: Tod Novinska
TU 6:00–8:30pm 4/7

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

$55 | Instructor: Tod Novinska
TU 6:00–8:30pm 4/14

Small Engine Repair
This course carefully details the many systems, tools, and parts involved in the successful repair of small engines, and also covers performance measurement and preventative maintenance. Participants will 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 lawnmowers, chain saws, snow blowers and more.

$135 | Instructor: Darrick Iverson
SA 8:00am–12:00pm 3/28 & 4/4
TRADE TRAINING

Trading Up 2.0
This 8-week course prepares students to begin a career in the trades. Classes include safety certifications in OSHA 10 and First Aid, an introduction to employment pathways into the building trades, hands-on workshops in welding and carpentry, instruction from industry professionals in tool usage, job readiness workshops, and one-on-one career counseling. Trading up is an entirely free training offered to eligible adults. To be eligible, you must:

• Be 18 or more years of age
• Have a High School Diploma, GED, or equivalent
• Receive public assistance or have a household income at or below 200% of the federal poverty level.

FREE | Instructors: Staff
Monday - Friday
Time varies by dates.
Multiple sessions available!
Call 651-846-4124 to Register or email erica.fricke@saintpaul.edu.

FORKLIFT TRAINING & SAFETY
This 8-hour course includes both classroom and behind-the-wheel training. Learn to recognize and respect the potential hazards and skills needed to operate a forklift safely. 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, the center of gravity, and load placement, safe fueling/recharging, and completing an inspection checklist will also be covered.

$145 | Instructor: Dale Peterson
TU/TH 3:00–7:00pm 2/18 & 2/20
3/17 & 3/19
4/21 & 4/23
5/19 & 5/21
**WELDING**

**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 metalworking and welding processes. Explore the vast opportunities of metalworking 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. The course includes weld shop safety.

$275 | Instructors: Staff

- **TH** 5:00–9:00pm 2/6 – 2/27
- **SA** 8:00am–12:00pm 4/4 – 4/25

**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). Wear jeans and leather shoes. Welding helmet supplied for use. Additional material costs may occur depending on the project selected. The course includes weld shop safety.

$275 | Instructors: Staff

- **TH** 5:00–9:00pm 2/6 – 2/27
- **SA** 8:00am–12:00pm 4/4 – 4/25

**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 the project selected. The course includes weld shop safety.

$275 | Instructors: Staff

- **SA** 8:00am–12:00pm 2/1 – 2/22
- **TH** 5:00–9:00pm 4/2 – 4/23
- **TU** 5:00–9:00pm 6/2 – 6/23

**TIG 2 – Advanced TIG (GTAW)**

**Prerequisite: Introduction to TIG**

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

$275 | Instructors: Staff

- **SA** 8:00am–12:00pm 2/1 – 2/22
- **TH** 5:00–9:00pm 4/2 – 4/23
- **TU** 5:00–9:00pm 6/2 – 6/23
TRADING UP 2.0

Trading Up 2.0 is a training program at Saint Paul College that provides trainees with a career pathway into the skilled building and construction trades. The trade industries offer family sustaining wages and have a shortage of workers; completing Trading Up 2.0 can put you in demand! Successful graduates will continue on to an apprenticeship, trade union, trade employer or postsecondary education.

prepare to be in demand
you have what it takes

High paying jobs are available in the construction and building trades. This free training can give you what you need to launch your career.

Jan 27 - Mar 13, 2020

Training is FREE for those that qualify. Space is limited.

Apply Today! saintpaul.edu/TradingUp
CULINARY ARTS

NEW Culinary Master Classes
Designed for professionals looking to develop a new skill or hone a specific culinary skill set!

Baking Master Class Series
This series covers the fundamentals of pastry arts, which include terminology, technology, equipment, and measurement. Different classical mixing methods, along with standard recipe adherence principles, bakery sanitation, and product storage, are discussed.

Participants have the opportunity to produce a variety of rich, lean, and laminated dough, pies, tarts, custards, mousses, and other fillings, icings, and frostings. Industry trends and alternatives dietary options will be discussed.

- Viennoiserie
- Short doughs

Introduction to Viennoiserie
Ever wonder what Viennoiseries are? This course will introduce you to Croissants, danishes, and Brioche and will break down what you need to know to make delicious pastry’s.

Instructor: Pierre Rabbia

Introduction to Short Doughs
This introductory course will introduce you to Tarts and Cream puffs. At the end of this course you will have the information and skill to create your own pastry s at home!

Instructor: Pierre Rabbia

Multiple class offerings – Please check saintpaul.edu/WTCE or call 651.846.1800 for the next open session.

REGISTER TODAY!

NEW Himalayan Cooking: Fast, Filling and Healthy, "The Nepali Thali" or Combo Platter Plate
If variety is the spice of life, Thali is just that: a combination of various Nepalese cuisines served on a platter. In this class, you will learn to put together a flavorful, healthy, and hearty "Nepali thali" that a Nepali host would do. Learn the art of 'spicing' it here the way you like so you can experiment at home! Food so good, you may want just to sit dreaming about the Himalayas after eating.

$45 | Instructor: Ishwari Rajak
TU 6:00–8:00pm 5/26

NEW Himalayan Cooking: Chicken Curry (Nepali Style)
Are you taking a hike to Nepali or Indian restaurants to get some mysteriously good curries? Join the class and take a ride to the secret underworld of spices as you master the art of spicing curries. The class will offer something to all, whether you already make curries or are a newbie. We will make four different kinds of chicken curry. Enjoy a feast with rice at the end. Skills can be transferred to other vegetarian curries. Save money later by investing in the class now

$45 | Instructor: Ishwari Rajak
TU 6:00–8:00pm 4/28

NEW Himalayan Cooking: Plant-Based Snack Recipes (The Nepali way!)
Do people up in the mountains eat yeti meat for snacks? Nope. But they are definitely unique! Join this class to make some yummy plant-based treats to add as a newfound treasure in your get-togethers. Learn these traditional ethnic recipes and be ready to wow yourself, your friends, and your family. During class, we go all the way and make chai tea the Nepali way

$45 | Instructor: Ishwari Rajak
TU 6:00–8:00pm 5/12
Kombucha on the Cheap!
Learn to make your own delicious and good for you, Kombucha at home! With straightforward equipment you may already have in your kitchen, you can easily make your own Kombucha better and less than a quarter of the price than in supermarkets! A single 16 oz. bottle of Kombucha can cost upwards of 5 bucks! Learn to make your own fruit-based syrups and flavoring concoctions, or simply use fresh fruits and juices. Learn about procuring, growing, and sharing a "Scoby" (symbiotic culture of bacteria and yeast). The sky is the limit on flavors and variations! Class includes tasting some homemade Kombucha varieties.
$45 | Instructor: Paul Connors
SA 11:00–1:00pm 3/7

Let's Cook "Modified Paleo"!
Want to find a cooking style (as opposed to a "diet") that was flexible, included delicious and healthy foods for you and your family, and afforded some weight loss benefits. Then the "Modified Paleo" style of cooking is for you! Cut out 90% of the carbs and sugar (not easy, but not impossible), decrease your portions of proteins, and incorporate larger portions of fruits and vegetables. With a "Modified Paleo" lifestyle, you can include small amounts of dairy, whole grains, and rice (hence "Modified Paleo"). Feel great about what you are feeding yourself and your family while allowing pizza, a bowl of pasta and a slice of great bread on occasion. In this course, you will learn about all of the possibilities and cook a terrific seasonal "Modified Paleo" style dinner.
$90 | Instructor: Paul Connors
SA 11:00–1:00pm 4/4

Make Momos!
(Nepalese Dumplings)
Learn to make momos, a popular savory Nepali dumpling rich with Himalayan flavor, which can be made with meat or vegetarian fillings. Leave the class with the skills to recreate your dish at home. Transfer the knowledge to have a fun time with family and friends and enjoy perfecting the art of making momos together. The class includes a plate of four momos and mouthwatering sauce.
$45 | Instructor: Ishwari Rajak
TU 6:00–8:00pm 4/14

Beginner Welding
– Metal Art/Yard Art
Learn basic techniques to create beginner-friendly art projects with Introduction to MIG (GMAW/wire feed) welding. We will touch on metalworking, welding processes, and explore the vast opportunities of 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 are supplied for use, course includes shop safety.
$275 | Instructor: Staff
TH 5:00–9:00pm 2/6 – 2/27
SA 8:00–12:00pm 4/4 – 4/25
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.

$120 | Instructor: Carole Virnig

M 6:00–8:00pm  2/3 – 2/24

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

$120 | Instructor: Carole Virnig

M 6:00–8:00pm  3/2 – 3/23

Deaf-Blind Interpreting Course
This 6-week course will focus on teaching established ASL interpreters, to become DeafBlind interpreters. You will be taught DeafBlind culture, different vision losses, communicating through different modes of communications, Pro Tactile, guiding, the Do’s, and Don’ts while working with DeafBlind people.

The class will help you to improve interpreting skills, increase experience and knowledge of how to work with DeafBlind people. During the 6 week session, we will have a guest speaker, watch Videos, and do some role-playing.

$249 | Instructor: Barry Segal

W 5:30–8:30pm  4/1 – 5/6

Italian
This series will introduce you to the basic grammar used in daily situations. Learn vocabulary related to greetings, directions, money, time, food, and shopping. Courses are designed to be taken sequentially, with subsequent courses reviewing and reinforcing your previous learning. Acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture.

$150 | Instructor: Daniela McArthur

TU 6:30–8:30pm

Italian 1  1/28 – 3/10
Italian 2  3/12 – 4/16

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

$150 | Instructor: Tyrel Nelson

6:30–8:30pm

Spanish 1  1/21 – 3/3
Spanish 2  3/17 – 4/28
Spanish 3  1/27 – 3/9
OR  5/11 – 6/22
Spanish 4  3/23 – 5/4
OR  6/29 – 8/3
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 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 necessary 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)
$295 | Instructor: Lisa Lehr
SA 8:30am–4:30pm 3/7

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 wide 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, and How to describe wine using the WSET Level 2 Systematic Approach to Tasting Wine (SAT)
$695 | Instructor: Lisa Lehr
SA 8:30am–1:00pm 3/14 – 4/11
Beauty Camp – Cosmetology & Esthetics

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

Camp includes:

• Haircare with Flat Iron/Curling Iron Workshop
• Hair Wrapping and Braiding Workshop
• Personal Hand Care with Manicure Workshop
• Personal Foot Care with Pedicure Workshop
• Personal Skin Care
• Basic Makeup with Workshop

Workshops: Practicing the technique on each other or with a mannequin.

For students entering grades 9-12.

$135 | Instructor: Staff

W-F 9:00am–3:00pm 7/15 – 7/17

Culinary Camp

During these Culinary Summer Camps, students will learn fun and fundamental cooking skills, all while using healthy, locally grown products. Students will also learn how to make various dishes using fresh ingredients, such as pizza, wraps, fresh pasta, and much more.

This unique experience will give students a taste of the culinary careers and opportunities available to them!

$215/camp | Instructor: Staff

Savory Middle School (grades 6-8)
M-TH 9:00–1:30pm 6/29 – 7/2

Savory High School (grades 9-12)
M-TH 9:00–1:30pm 7/27 – 7/30

Baking Camp (grades 7-12)
M-TH 9:00–1:30pm 8/3 – 8/6

Summer programs for Saint Paul high school students!
Imagine It! Design It! Make It!
This 28-hour course will introduce 13-17 year old students to both advanced manufacturing and welding. Whether you aspire to work in manufacturing, medicine, law, or any other field, having a basic understanding of how things are made will make you more appreciative of the world around you and the "tools" you will use in your life.

Here’s a chance to learn about:
• Computer-Aided Design (CAD)
• Computer-Controlled (CNC) Manufacturing Operations
• Machining and Fabrication of Metals and Other Materials
• Various Welding Applications and Methods

Design and build a product start-to-finish. Get satisfaction in creating something you can show off with pride. In the process, you will learn how to do CAD, CAM, CNC design, and operate various kinds of welding and manufacturing equipment under the close supervision of expert instructors and industry professionals. Learn what types of jobs exist, what skills and training are required, and how those businesses are developed.

$285 | Instructor: Staff
M-TH 8:30am–3:00pm 7/27 – 7/30

Video Game Design Camp
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.

$325 | Instructor: Staff
M-TH 8:00am–3:00pm 7/6 - 7/9

SCRUBS Camp
Scrubs Camp creates excitement and builds interest in health sciences careers. High school students leave motivated and focused on what can be achieved to prepare for jobs in this field. Students get to interact directly with many working professionals and, through field trips, gain experience of what it would be like to work in a particular healthcare career field. The camp is always fun, engaging, and gets students thinking differently about their futures.

For students entering grades 9-12.

$385 | Instructor: Staff
M-TH 8:00am–4:00pm 7/20 – 7/23
FOOD SAFETY

ServSafe Food Manager Course and 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.

$170 | Instructor: Staff
TU 9:00–5:00pm 3/10
W 3:00–9:00pm 5/13 & 5/20
TU 9:00–5:00pm 7/1

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

Recertification $170
Re-Test ONLY $70

MOTORCYCLE TRAINING

Motorcycle Basic Rider Course
This 14.5-hour three-day course is designed with the beginner in mind, but it is a challenge even to experienced riders. The course includes one 4.5-hour classroom session and two 5-hour range exercise sessions of on-cycle instruction with high-quality, personalized coaches. In this course, participants will learn necessary motorcycle operational skills such as 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. They must have a parent/guardian signature to participate in the class.
• 100% attendance is required for all three sessions to pass the course.
• Motorcycles are furnished for all participants.

$195 | Instructor: Staff
## Motorcycle Training Course Schedule

<table>
<thead>
<tr>
<th>Date: Thursday, Apr 16</th>
<th>AM/PM: 5:30pm – 10:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: Saturday, Apr 18 &amp; Sunday, Apr 19</td>
<td>AM: 8:00am – 1:00pm</td>
</tr>
<tr>
<td>Date: Thursday, Apr 23</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Apr 25 &amp; Sunday, Apr 26</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Apr 30</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, May 2 &amp; Sunday, May 3</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, May 7</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, May 9 &amp; Sunday, May 10</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, May 14</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, May 16 &amp; Sunday, May 17</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, May 28</td>
<td>PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, May 30 &amp; Sunday, May 31</td>
<td>PM: 2:00pm – 7:00pm</td>
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<tr>
<td>Date: Thursday, Jun 4</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jun 6 &amp; Sunday, Jun 7</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Jun 11</td>
<td>PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jun 13 &amp; Sunday, Jun 14</td>
<td>PM: 2:00pm – 7:00pm</td>
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<tr>
<td>Date: Thursday, Jun 18</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jun 20 &amp; Sunday, Jun 21</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Jun 25</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jun 27 &amp; Sunday, Jun 28</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Jul 9</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jul 11 &amp; Sunday, Jul 12</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Jul 23</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Jul 25 &amp; Sunday, Jul 26</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Jul 30</td>
<td>AM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Aug 1 &amp; Sunday, Aug 2</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Aug 6</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
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<tr>
<td>Date: Saturday, Aug 8 &amp; Sunday, Aug 9</td>
<td>AM: 8:00am – 1:00pm</td>
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<tr>
<td>Date: Thursday, Aug 20</td>
<td>AM/PM: 5:30pm – 10:00pm</td>
</tr>
<tr>
<td>Date: Saturday, Aug 22 &amp; Sunday, Aug 23</td>
<td>AM: 8:00am – 1:00pm</td>
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</tbody>
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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 at our public registration station.
- Due to regulations regarding student privacy, we are unable to accept registrations by mail, telephone, or fax.

CANCELLATIONS

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

REFUNDS

- Refunds will only be issued if requested 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.

REGISTER TODAY!

additional courses available online
saintpaul.edu/WTCE
CLOSINGS DUE TO WEATHER
In case of bad weather, tune in to local media – broadcast, print and online – for information on school closures, or check Saint Paul College’s website (saintpaul.edu) for the most current updates.

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

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

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
Relevant. Real-world. Results.

SPRING/SUMMER 2020 COURSE SCHEDULE
saintpaul.edu/WTCE