Workforce Training & Continuing Education

Spring/Summer 2019 Course Schedule

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

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

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

Rassoul Dastmozd, PhD
President/CEO, Saint Paul College
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Beginning Bookkeeping & Accounting
Get a basic overview of accounting and bookkeeping for use in an office support setting or the business world.

Instructor: Arvind Suri
Cost: $149.00
Day: Mondays
Time: 6:00pm – 9:00pm
4 Sessions: Feb 4, 11, 25, Mar 4
- OR -
4 Sessions: May 6, 13, 20, Jun 3

Business Math for Entrepreneurs & Professionals
Most business principles have a mathematical foundation. Understanding these concepts can make you a more valuable player in your field.

Topics include:
- preparing and using budget sheets
- unit pricing and comparison shopping
- break-even analysis
- calculating finance charges
- interest for loans
- taxes
- hourly and overtime pay
- plus much more!

Instructor: Arvind Suri
Cost: $129.00
Day: Tuesdays
Time: 6:00pm – 9:00pm
4 Sessions: Feb 5, 12, 19, 26
- OR -
4 Sessions: May 7, 14, 21, 28

Getting Grants!
Interactive workshop that provides an overview of the grant process from identify grant prospects to preparing competitive proposals. It is appropriate for nonprofit staff/board members new to development, or anyone who has an interest in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies or education institutions.

The workshop emphasizes program, capital and operating grants. Participants learn core grant skills including identifying appropriate grant funding sources, recognizing the most crucial components of a proposal and how they fit together, and understanding the grant proposal review process. Participants also learn strategies to write proposals with a linear progression of logic aligned with funder interests. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one technical assistance in proposal writing.

Instructor: Melissa Cuff
Cost: $45.00
Day: Thursday
Time: 6:00pm – 9:00pm
Session: Mar 14
Getting Grants Advanced Workshop

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

Instructor: Melissa Cuff
Cost: $50.00
Day: Thursday
Time: 6:00pm – 9:00pm
Session: Mar 21

Fundraising for Non-Profits 101

This interactive workshop provides an introduction to professional fund development (fundraising), and 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
- fund development standards and ethics

Following the workshop, the trainer will provide each participant with up to one hour of one-on-one of career planning support.

Instructor: Melissa Cuff
Cost: $45.00
Day: Thursday
Time: 6:00pm – 9:00pm
Session: Mar 7

QUESTIONS?
call 651.846.1800
Voice-Overs…Now is Your Time!

Learn about a unique, outside the box way to cash in on one of the most lucrative careers in using your speaking voice for commercials, films and videos. This is a business that you can handle on your own terms, turf and in your own time; with practically no overhead! Now is the best time to make this happen as companies are looking for new voices. This exciting and fun class could be the game changer you’ve been looking for!

Instructor: Will Kamp
Cost: $40.00
Day: Wednesday
Time: 6:00pm – 8:00pm
Session: Mar 13

HUMAN RESOURCE MANAGEMENT

Minnesota Workers’ Compensation

Conducted by the Minnesota Department of Labor and Industry

Designed for business owners, HR managers and supervisors to better understand workers’ compensation in Minnesota. You will learn valuable information; what to do before an injury occurs, how to report it, and what is covered by workers’ compensation with employer do’s and don’ts.

Instructor: Staff
Cost: $45.00
Day: Thursday
Time: 8:30am – 11:30am
Session: Apr 4

LEADERSHIP DEVELOPMENT

Project Management Skills for Life

Everything in life is a project!

Learning project management skills early will greatly benefit one for life. A special program, Project Management Skills for Life, is a joint outreach program by the Northern Star Council of the Boy Scouts of America, and the Minnesota Chapter of the Project Management Institute Education Foundation. This course is now available for youth ages 13-20 years old. Two levels of courses are offered each year. An “introduction” level and a “fundamental” level. There is no prerequisite to either level and no requirement to already be or become a Scout. The fundamental level is more in depth than the introduction course and also includes a NOCTI (www.nocti.org) Digital Badge assessment, which is a great credential for building a youth’s resume for college and job applications.

Cost: $75.00
Day: Saturday
Time: 8:00am – 4:00pm
1 Session: Jan 26 - OR - Jul 27
PERSONAL FINANCE
Sponsored by City & County Credit Union

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

Cost: FREE
Day: Wednesday
Time: 6:30pm – 7:30pm
Session: Jan 30

Crush Your Debt!
Crush your debt and create a financial action plan to achieve your biggest goals. Learn how to create a monthly budget focused on maximizing debt payments, conquer debt with the debt snowball method and learn how to make thoughtful financial decisions to stay debt free.

Cost: FREE
Day: Wednesday
Time: 6:30pm – 7:30pm
Session: May 7

Home Buying Seminar
Be prepared to purchase your dream home by understanding the home buying process. Learn about the key players in purchasing a home, mortgage loan options, and best steps to follow to make home ownership a reality. Plus – ask all your questions to a mortgage expert!

Cost: FREE
Day: Tuesday
Time: 6:30pm – 7:30pm
Session: Mar 5
AUTOCAD

AutoCAD Fundamentals – 2019 Edition

Learn fundamental knowledge and skills to create and complete basic 2D drawings using AutoCAD. Learn drawing and editing tools, adding text and basic dimensions and plotting. Small class size will assure personal attention from the instructor at every stage. The course is for anyone who plans on becoming a regular AutoCAD user or for those who have not used the software for a few years. No previous CAD experience is necessary although some familiarity with Windows 2000 or XP as well as some drafting, design or engineering experience is helpful but not required. Tuition fee includes all course materials and student software license for 13 months.

Instructor: Daniel Swearson  
Cost: $495.00  
Day: Mondays & Wednesdays  
Time: 6:00pm – 9:00pm  
6 Sessions: Jan 28, 30, Feb 4, 6, 11, 13  
- OR -  
6 Sessions: Mar 25, 27, Apr 1, 3, 8, 10  
- OR -  
6 Sessions: Jun 3, 5, 10, 12, 17, 19

AutoCAD Intermediate – 2019 Edition

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

PREREQUISITE: AutoCAD Fundamentals or the equivalent or a working knowledge of AutoCAD and the ability to create and edit basic AutoCAD objects.

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

Instructor: Daniel Swearson  
Cost: $495.00  
Day: Mondays & Wednesdays  
Time: 6:00pm – 9:00pm  
6 Sessions: Feb 25, 27, Mar 4, 6, 11, 13  
- OR -  
6 Sessions: Apr 22, 24, 29, May 1, 6, 8  
- OR -  
6 Sessions: Jul 1, 3, 8, 10, 15, 17

LODGING DISCOUNT
for Saint Paul College and Workforce Training & Continuing Education Students

HOLIDAY INN, St. Paul Downtown
corporate ID# 786843583
175 7th Street West • St. Paul, MN 55102
651.225.1515 - www.histpaul.com
AUTODESK REVIT

Autodesk Revit Fundamentals – 2019 Edition

Learn how to use Autodesk™ Revit building modeling software. Develop design ideas and create full 3D architectural project models. Because 3D designs are created from the first stage, you can easily produce plan sections and elevation drawings. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools that would be used in a day-to-day production environment.

Instructor: David Plumb
Cost: $595.00
Day: Tuesdays & Thursdays
Time: 6:00pm – 9:00pm

8 Sessions: Jan 8, 10, 15, 17, 22, 24, 29, 31

- OR -

8 Sessions: Mar 5, 7, 12, 14, 19, 21, 26, 28

IT, NETWORKING, SOFTWARE & PROGRAMING

Coding Boot Camp

Saint Paul College’s coding boot camp is a technical training program that teaches the parts of programming with the biggest impact and relevance to current market needs. It will enable participants with very little coding knowledge to focus on the most important aspects of coding and immediately apply their new coding skills to solve real-world problems.

This coding boot camp will teach participants with little or no technical coding background how to write code, and build applications on a professional level.

Instructor: Staff
– Please check saintpaul.edu or call 651.846.1800 for course offerings.

Introduction to Mastercam

Mastercam is a dual purpose 3-dimensional computer-aided design (CAD) software that allows the user capabilities to build or import parametric models of parts, as well as creating tool paths for various machine tools.

Instructor: Garrett Byrne
Cost: $395.00
Day: Wednesdays
Time: 5:00pm – 8:00pm
6 Sessions: Apr 3, 10, 17, 24, May 1, 8

QUESTIONS?
call 651.846.1800
Quickbooks

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, even payroll.

Instructor: Debra Lehr

Cost: $399.00

Time: 8:30am – 4:00pm
Day: Tuesday
2 Sessions: Jan 8, 15
- OR -
Day: Friday
2 Sessions: May 10, 17

MICROSOFT OFFICE

Instructor: Deb Lehr

Cost: $170.00/per class*
*unless noted otherwise

Time: 8:30am – 4:00pm*
*unless noted otherwise

Excel I

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

Class ID Date
19-0111 Friday, Jan 11
19-0329 Friday, Mar 29
19-0607 Friday, Jun 7

Excel II

This course builds on Excel I. Take your skills to the next level as you learn how to work efficiently creating range names, using several logical, date and time, and text functions. 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.

Class ID Date
19-0208 Friday, Feb 8
19-0412 Friday, Apr 12
19-0719 Friday, Jul 19

Excel III

Develop advanced Excel skills as you work with advanced functions and formulas such as internal and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. 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.

Class ID Date
19-0503 Friday, May 3
19-0809 Friday, Aug 8

OneNote

Create and utilize OneNote notebooks as a place to organize various types of content including text notes, photos, website links and information, audio/video notes, files. You will learn now to created sections, pages, grouped sections, utilize built-in templates and create your own. You’ll also learn how to create Quick Notes, apply tags, create your own tags, and also add password protection to sections and share notebooks.
OneDrive

Learn how to sign up for a OneDrive account in this introductory course. We will also cover: uploading files, editing files in online applications, plus organizing and deleting files.

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<th>Price</th>
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<tbody>
<tr>
<td>19-0107</td>
<td>Friday, Jan 7</td>
<td>8:30am - 12:30pm*</td>
<td>$75.00*</td>
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</tbody>
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PowerPoint I

Don’t let weak PowerPoint presentations be a deal breaker. Learn basic functions and features of PowerPoint. After an introduction to the PowerPoint environment, you will open and run a presentation and switch between views. You will learn how to create a basic presentation and add content, arrange, insert, and delete slides. Also applying design themes, plus so much more!

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<tbody>
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<td>19-0107</td>
<td>Friday, Jan 7</td>
<td>1:00pm – 3:00pm*</td>
<td>$50.00*</td>
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</table>

PowerPoint II

Build your PowerPoint skills as you learn about working with the slide master, adding headers/footers, and modifying the notes master and handout master. You’ll learn how to include audio and video files, and animate text and objects within your presentation. Finally, you will learn how to create a video form your presentation and package your presentation to take to other locations for delivery.

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<th>Class ID</th>
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<td>19-0308</td>
<td>Friday, Mar 8</td>
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<td>19-0531</td>
<td>Friday, May 31</td>
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Visio

Learn how to create and work drawings in Visio. This course covers several different types of drawing utilizing both connected and unconnected shapes. You’ll create an organizational chart, timeline, a process diagram and cross functional drawing. You’ll learn how to modify and format shapes, change the spacing on our drawing, set the size for shapes, utilize design templates, and save your drawing as a PDF.

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<tr>
<td>19-0215</td>
<td>Friday, Feb 15</td>
<td>1:00pm – 3:00pm*</td>
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Word I

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

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<tr>
<td>19-0104</td>
<td>Friday, Jan 4</td>
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<td>19-0308</td>
<td>Friday, Mar 8</td>
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<tr>
<td>19-0531</td>
<td>Friday, May 31</td>
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</tbody>
</table>
Word II
The Intermediate Word class covers organizing content using tables and charts. Customizing formats using styles and themes. Inserting content using quick parts. Using templates to automate document formatting. Simplify and manage long documents. And also using mail merge to create letters, envelopes, and labels.

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<td>Friday, Feb 1</td>
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<tr>
<td>19-0405</td>
<td>Friday, Apr 5</td>
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<td>19-0712</td>
<td>Friday, Jul 12</td>
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Word III

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<td>19-0426</td>
<td>Friday, Apr 26</td>
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<tr>
<td>19-0802</td>
<td>Friday, Aug 2</td>
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</tbody>
</table>

MICROSOFT PROJECT SERIES
Each course is 4 hours long and covers a different in-depth topic within Microsoft Project. Take each course within the series or choose what topics interest you!

Cost: $75.00/per class

Customizing a Project Plan
Date: Jul 26 • Time: 8:30am – 12:30pm
customizing Gantt chart views, fields and tables, adding lookup table, calculation and graphical indicator to a custom field, creating a custom outline code, organizer

Getting Started
Date: Jan 25 • Time: 8:30am – 12:30pm
create a new project plan, setting the project's start/finish date, working with calendars, entering tasks, displaying the project summary task, entering manual and auto-scheduled tasks, modifying task list, working with task durations and dependencies, working with Gantt chart view and the timeline.

Organizing and Sharing a Project Plan
Date: Jun 21 • Time: 8:30am – 12:30pm
custom views, filters, groups, using table views, sorting, customizing filters, groups, exporting data to excel

Refining a Project Plan
Date: Feb 22 • Time: 8:30am – 12:30pm
applying calendar to tasks, recurring tasks, creating task dependencies, lag/lead time, splitting tasks, task constraints, deadlines, moving dates, attaching project information/inactive tasks

Tracking Your Project Plan
Date: Apr 19 • Time: 8:30am – 12:30pm
what is tracking, fields used, baselines, tracking Gantt view, critical path, preparing to

REGISTER TODAY! additional courses available online
saintpaul.edu/WTCE
track progress, status date, tracking entering actual data, tracking overtime hours, analyzing project progress, revising the schedule

**Using Advanced Project Tools**

**Date:** Aug 23 • **Time:** 8:30am – 12:30pm  
customizing work breakdown structure, using network diagram views, creating master project files, using cross project linking, sharing a resource pool, linking task dates to create an overhead task

**Working with Reports**

**Date:** May 24 • **Time:** 8:30am – 12:30pm  
built-in reports, report customizations, copying a built-in report, custom reports, page setup options, working with text boxes, images, tables, and charts, saving a report as a pdf, copying a report to use in other applications, using the organizer, visual reports

**Working with Resources**

**Date:** Mar 22 • **Time:** 8:30am – 12:30pm  
creating resource pool, using information dialog box, deleting resources, assigning material and cost to tasks, assigning work to tasks, effort driven scheduling & task type, viewing task and resource costs and work hours, usage view, leveling over allocated resources, team planner view

**MICROSOFT EXCEL TOPICS**

Each course covers a different topic within Microsoft Excel. Take each course within the series or choose what interest you!

**Cost:** $50.00/per class

**Charts**

**Date:** Feb 11 • **Time:** 1:30pm – 3:30pm  
chart types, setting up source data, identifying chart elements, selecting data, ways to create charts, changing a chart type, selecting chart layouts, styles, formatting a chart, adding, removing, & formatting chart elements, changing the source data, saving a chart as a template, printing charts

**Data Analysis Tools**

**Date:** May 28 • **Time:** 1:00pm – 3:00pm  
creating & working with scenarios and the scenario manager, goal seek, solver add-in, solver, one and two variable data tables, consolidating data, one-click forecasting in Excel 2016

**Data Automating Tasks with Macros**

**Date:** May 28 • **Time:** 10:00am – 12:00pm  
macro security, preparing to record a macro, absolute & relative macro recording, recording a macro, saving a macro-enabled workbook, running macros, viewing & editing a macro, assigning a shortcut key, deleting a macro, personal macro workbook, adding a macro to the quick access toolbar, creating a macro button, autoexec macro

**Functions & Formulas**

**Date:** Jan 25 • **Time:** 1:00pm – 3:00pm  
what are functions and formulas, formula operators, creating formulas, using the sum, average, min & max functions, quick analysis tool, relative & absolute cell references, rounding, today and network days functions, 3d formulas.

### RELEVANT. REAL-WORLD.RESULTS.

**Customized Training for Business & Industry**

651.846.1800  
saintpaul.edu/WTCE
COMPUTERS, TECHNOLOGY & SOFTWARE

Formatting
Date: Jan 28 • Time: 10:00am – 12:00pm
formatting using the ribbon and the mini toolbar, adjusting column width & row height, formatting text, numbers, alignment, format painter, conditionally formatting cells, styles, changing the page layout.

Getting Started
Date: Jan 21 • Time: 10:00am – 12:00pm
exploring the Excel window, creating a new workbook, navigating a worksheet, inputting data, selection techniques, deleting cell content, undo/redo, zooming, opening existing workbooks, insert & deleting cells, rows & columns, adding calculations to worksheet, sorting information, moving & copying data, saving, closing & printing a workbook.

List & Tables
Date: Feb 22 • Time: 1:00pm – 3:00pm
what is a list & table, designing lists & tables, table styles, freezing panes, selection techniques, formulas in tables, sort, filtering, removing duplicates in tables, data validation, converting a table to a list, subtotaling data

More Functions & Formulas
Date: Mar 22 • Time: 1:00pm – 3:00pm
working with logical functions including the IF, nested IF, nested IF/AND, text functions including trim, proper, concatenate, left, mid, right, VLookup function, conditional formulas using sumif, sumifs, averagelf, averagelfs, countif, & countifs

Pivot Tables
Date: May 24 • Time: 1:00pm – 3:00pm
recommended pivot table feature, blank pivot tables, formatting a pivot, sorting, filtering a pivot, slicers, timelines, refreshing pivot table data, drill down data, grouping, creating pivot charts.

Power Functions
Date: Jul 26 • Time: 1:00pm – 3:00pm
using the SUMPRODUCT function, working with array formulas, statistical functions including median, trimmed mean, mode, rank, small, large, financial functions including PMT, PPMT, IPMT, FV, PV, NPER, PDURATION, SLN, DB, DDB, SYD.

Tips & Shortcuts
Date: Jun 28 • Time: 1:00pm – 3:00pm
keyboard & mouse shortcuts, entering data, go to special command, flash fill, auto fill, freezing rows & columns, splitting the worksheet, new window command, comments, status bar calculations, finding constants & formulas, viewing formulas, sparklines, quick analysis tool.

Working with Workbooks
Date: Jan 28 • Time: 1:00pm – 3:00pm
inserting & deleting worksheet, copying & moving worksheets and ranges of cells, grouping sheets for data entry & formatting, 3d formulas, hiding & un-hiding worksheets, printing, creating & deleting a template, protecting worksheets & workbooks, sharing a workbook.
BODY HEALTH

Hand and Foot Massage: Reflexology Techniques

Reflexology, an ancient discipline, is the study of the nerve connections between the feet, hands and the body systems. This introductory class provides an overview of the physiology of the hand and foot as well as basic techniques that are applied. Classes are hands-on and special emphasis is given to those areas of the feet and hands where stimulation may improve conditions throughout the body. Several reflexology studies have indicated that this modality may reduce pain, anxiety and depression, and help enhance relaxation and sleep.

Instructor: Bob Vigliotti
Cost: $100.00
Day: Saturdays
Time: 9:00am – 11:00am
4 Sessions: Apr 6, 13, 20, 27

Massage for Babies and Toddlers

Research and experience show that massage can be beneficial to both baby and parent in many ways! Studies show that touch is essential for infant development and gentle infant massage relaxes the baby and improves muscle tone. Massages can reduce irritability and help the baby sleep more soundly. The time spent giving the massage will come to be a special quiet time for both parent and child. This class will be divided into 2 sections, demonstration, followed by guided hands-on. Life sized dolls are used for demonstrations and hands-on practice.

Instructor: Bob Vigliotti
Cost: $100.00
Day: Saturdays
Time: 11:00am – 1:00pm
4 Sessions: Apr 6, 13, 20, 27

Your Role in Aging Well for Functional Longevity: A 3-Part Series

Courses can be taken as stand-alones

The Aging Stomach and its Connection to Brain Health, Memory, Nerve Degeneration, and other Physical Problems

The link between the aging stomach’s loss of digestive ability and decline in your memory, nervous system, blood quality, and bone health are extremely well documented and easy to understand when shown in the right light. Join professor and medical researcher Ed Watson for the first part of what makes a healthy body and mind: first and foremost the ability to digest and breakdown food in the stomach before assimilation downline in the rest of the gut. From this point, this course will explore the specific nutrients (or lack thereof) related to the root causes of degeneration as well as regeneration.

Instructor: Ed Watson
Cost: $35.00
Day: Saturday
Time: 1:00pm – 3:00pm
Session: Mar 30
Kidneys Essential Role: Maintaining Healthy Blood and the Brain’s Neuronal Function, Metabolism, and Cognition

Universally around the world, people recognize, “Blood is Life”. This is a specialized presentation on both mindfulness and the biophysics of blood. This course is tailored for laypersons who like a science-based-concept-minded approach and have a desire to learn fundamentals of the metabolism and health of brain cells, and then more importantly, learn the brain’s unmitigated dependence on uninterrupted microcirculation of red blood cells (the consistency of blood flowing at the capillary level through the brain).

Instructor: Ed Watson  
Cost: $35.00  
Day: Saturday  
Time: 1:00pm – 3:00pm  
Session: Apr 6

Kidneys Essential Role: Regulating Quality Blood and the Blood’s Relationship to the Heart’s Rhythm, Valves, and Biophysical Function

Course explores heart health, the “best” exercise regimen and nutrients required to energize its contractions and avoid arterial calcification, and how blood “makes a healthy heart”. Professor and Exercise Physiologist Ed Watson demonstrates how blood affects and determines EKG readings, heart rhythm, and the function and condition of heart’s valves. Come see how the left ventricles creates a vacuum to create blood flow as opposed to “pumping blood” out into the aorta – shown exclusively in a 4D-MRI – through a specialized MRI technology used in Germany!

Instructor: Ed Watson  
Cost: $35.00  
Day: Saturday  
Time: 1:00pm – 3:00pm  
Session: Apr 13

LUNG EXPANSION SEMINAR

increasing lung awareness and diseases management through pulmonary therapy  
Thursday, March 28  
7am - 3pm  
Saint Paul College  
sign up at saintpaul.edu/WTCE
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. This class combines CPR, AED and First Aid Training in one convenient session. Heartsaver CPR/AED with First Aid (as the American Heart Association classifies this course) teaches the skills necessary to recognize and provide immediate care for breathing problems, cardiac emergencies, injuries and sudden illnesses until medical personnel arrive. Participants will be certified by the American Heart Association for: Standard First Aid and CPR/AED for adults, children and infants.

This is not a Healthcare Provider Course.

Instructor: Anita Mills
Cost: $99.00

Session (choose one):
- Tuesday, Jan 29
  1:00pm – 8:00pm
- Thursday, Feb 28
  9:00am – 4:00pm
- Saturday, Mar 23
  9:00am – 4:00pm
- Monday, Apr 29
  1:00pm – 8:00pm
- Monday & Wednesday
  12:00pm – 3:30pm
  May 20 & 22 (two sessions)
- Thursday, Jun 20
  9:00am – 4:00pm
- Saturday, Jul 27
  9:00am – 4:00pm
- Tuesday & Wednesday
  4:30pm – 8:00pm
  Aug 20 & 22 (two sessions)

American Heart Association – Advanced Cardiac Life Support (ACLS)

This ACLS course is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented.

ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units. Approved by the American Heart Association (AHA).

Instructor: Joe Buhain
Cost: $175.00
Day: Friday
Time: 7:30am – 9:00pm
Session: Mar 29
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. 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, valid for two years.

Instructor: Anita Mills
Cost: $99.00

Session (choose one):
- Saturday, Jan 12
  9:00am – 4:00pm
- Tuesday & Thursday
  4:30pm – 8:00pm
  Feb 19 & 21 (two sessions)
- Tuesday & Thursday
  4:30pm – 8:00pm
  Apr 16 & 18 (two sessions)
- Saturday, May 11
  9:00am – 4:00pm
- Tuesday, Jul 2
  9:00am – 4:00pm
- Monday & Wednesday
  12:00pm – 3:30pm
  Aug 12 & 14 (two sessions)

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. Course will include debriefing, team scenarios, and skills testing.

Instructor: Anita Mills
Cost: $65.00

Day: Friday
Time: 5:00pm – 7:00pm
Session: Mar 8
- OR -
Day: Thursday
Time: 4:00pm – 6:00pm
Session: Jun 6

PERIOP 101
Helps organizations promote safety and optimal outcomes for patients undergoing surgical and other invasive procedures.

Courses Coming Soon!
visit saintpaul.edu/WTCE for details
Mental Health First Aid
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. Training can help those who regularly engage with individuals who may experience mental health challenges and is most appropriate for audiences with no prior training or experience with mental health or substance use. Using scenarios and role playing, participants can 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.

**Multiple Class Offerings Available**
– Please check saintpaul.edu or call 651.846.1800 for course offerings.

**Pediatric Advanced Life Support (PALS)**
The PALS Course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements.

Instructor: Joe Buhain
Cost: $150.00
Day: Friday
Time: 7:30am – 9:00pm
Session: Jan 25

**ESTHETICS & COSMETOLOGY**

**4-hour CORE Class on Laws, Safety, and Sanitation**
The Minnesota Board of Cosmetology Examiners has implemented a new rule, stating that beginning August 1, 2014, each licensee must complete 8-hours continuing education course to renew an operator or salon manager license or to reactivate an inactive license.

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hr CORE requirements:
- 1 Hour on Laws and Rules
- 3 Hours on Safety and Sanitation

Instructor: Marcie Smith-Fields
Cost: $75.00
Day: Wednesday
Time: 4:30pm – 8:30pm
Session (choose one):
- Feb 20
- Mar 20
- Apr 17
- May 15

**Full course also available online!**
4-hour PROFESSIONAL PRACTICE – Cosmetology

The Minnesota Board of Cosmetology Examiners has implemented a new rule, stating that beginning August 1, 2017, each licensee must complete 8-hours continuing education course to renew an operator or salon manager license or to reactivate an inactive license.

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 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

**Instructor:** Beth Hamp & Kunthea Thoeut-Nhim

**Cost:** $75.00

**Day:** Wednesday

**Time:** 4:30pm – 8:30pm

**Session** (choose one):
- Feb 13
- Mar 13
- Apr 10
- May 8

*Full course also available online!*

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4-hour PROFESSIONAL PRACTICE – Massage Techniques

This course is designed for all Cosmetologist, 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.

**Course is approved by the Minnesota Board of Cosmetology for CE credits.**

**Instructor:** Nick Bohrer

**Online Only!**

**Brazilian Wax**

This course is designed for all salon and spa professionals interested in learning how to perform a Brazilian wax. The participants will learn the correct procedure as well as what wax is best or the service. They will also learn the contraindications for a wax service, and what wax works best or Brazilian wax and bikini services. Safety and Sanitation are also included in this course.

**Course is approved by the Minnesota Board of Cosmetology for CE credits.**

**Instructor:** Mary Sievert

**Cost:** $100.00

**Day:** Monday

**Time:** 4:00pm – 8:00pm

**Session** (choose one):
- Jan 21
- Mar 18
- Apr 15
- May 20
Chemical Peels
This course is designed for all salon and spa professionals interested in performing chemical exfoliation. We will discuss the different types of peels and their individual functions. We will also demonstrate the proper procedure for using chemical peels. This class is hands-on learning.

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

Instructor: Mary Sievert
Cost: $100.00
Day: Wednesday
Time: 4:30pm – 8:30pm
Session (choose one):
• Feb 20
• Mar 20
• Apr 17
• May 15

Clipper Cutting
Come join us to learn the true art of clipper cutting! Participants will learn clipper techniques that combined with some shear techniques will give the client their optimal results. Participants will also get fade techniques and hair cutting techniques.

Instructor: Robert Nabors
Cost: $75.00
Day: Tuesday
Time: 4:30pm – 8:30pm
Session (choose one):
• Feb 12
• Mar 12
• Apr 9
• May 14

start here. go anywhere.
our credits transfer!
Each year, Saint Paul College alumni transfer to more than 350 four-year colleges and universities around the state and beyond.

details at saintpaul.edu/Transfer
ESSENTIAL OILS

Ditch and Switch with Essential Oils
Spring cleaning here we come! Bring a glass spray bottle and go home with some non-toxic cleaner! What chemicals in your home can you replace? Commonly regarded for their support in physical and mental health and wellness, essential oils can play a significant role in safe guarding your home as well. Join us for a course about where and how to implement oils as a natural, fundamental tool throughout your home. We will briefly cover what essential oils are and how to use them safely. On top of a common product checklist, everyone will also go home with essential oil cleaning recipes. All education and recipe materials included with the class.

Instructor: Amy Lichner
Cost: $10.00
Day: Saturday
Time: 9:30am – 11:30am
Session: Jan 12
- OR -
Session: Mar 16

The Fine Art of Nails
Mastering nail art can increase your revenues and profits and add some excitement to your nail services! Using Morgan Taylor Lacquer, Gelish colored gels along with acrylic paints, participants will learn simple and stunning techniques to achieve beautiful results. The course will cover usage of paints, colored gels and polishes as well as embellishments. Participants will go home with everything needed to complete each look and continue on your nail art adventure, including a Gelish LED light and Gelish Intro kit, paints and brushes valued at over $375. Step by step directions for each design will also be included.

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

Instructor: Shelly Torniainen
Cost: $395.00
Day: Monday
Time: 4:30pm – 8:30pm
Session: Mar 4
- OR -
Session: Apr 8
Essential Oils Make and Take Class
Come get hands on with essential oils!! You will have the opportunity to make a DIY product with essential oils to take home. No oil experience necessary – we will briefly cover what essential oils are, how you can benefit from them, and how to use them safely before we get hands on. On top of the handmade goodies, everyone will go home with a mini essential oil recipe booklet. All education and recipe materials included with the class.

Instructor: Amy Lichner
Cost: $10.00
Day: Saturday
Time: 9:30am – 11:30am
Session: Apr 13
- OR -
Session: Jul 20

Essential Oils and Hormones – Make and Take Class
Explore the romantic side of essential oils and how they can directly affect your hormones! Have fun learning what oils can do for your love life and enjoy the opportunity to make an amorous DIY recipe with essential oils to take with you. We will also be there to discuss any feminine hormone questions you have. 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. All education and recipe materials included with the class.

Instructor: Amy Lichner
Cost: $10.00
Day: Monday
Time: 6:30pm – 8:30pm
Session: Feb 11

Supporting Your Body with Essential Oils
Your body is made up of very important body systems that desire to be supported naturally. Come join us as we discuss ways to help keep these systems running optimally with the added use of essential oils. We will also cover what essential oils are and how to use them safely. A roller bottle of essential oil and education material included. Beneficial, but not required to have also taken the Intro to Oils Class.

Instructor: Amy Lichner
Cost: $10.00
Day: Saturday
Time: 9:30am – 11:30am
Session: May 18
MEDICATION ASSISTANT

Trained Medication Aide

A Trained Medication Aide (TMA) distributes patient medications in nursing homes, schools, correctional facilities and other non-hospital, assisted living facilities. Medication aides are directly supervised by doctors or other licensed caretakers. They typically assist patients in properly taking oral, topical or rectal prescriptions in correct dosages, as well as adhering to strict medical regimens. TMAs may also supervise patients to ensure they do not have any adverse reactions after taking their medications. Being cross-trained may enhance and advance your career in Healthcare. This course will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

Instructor: Rosalie Aguilar

Cost: $749.00

Time: 5:30pm – 9:30pm

12 Sessions: Jan 22, 23, 28, 30
   Feb 4, 6, 11, 13, 25, 27
   Mar 4, 6

- OR -

Time: 5:30pm – 9:30pm

12 Sessions: Mar 25, 27
   Apr 1, 3, 8, 10, 15, 17, 23, 24, 29
   May 1

- OR -

Day: Tuesdays & Thursdays

Time: 5:30pm – 9:30pm

12 Sessions: May 28, 30
   Jun 4, 6, 18, 20, 25, 27
   Jul 9, 11, 16, 18

NURSING ASSISTANT/HOME HEALTH AIDE

Nursing Assistant and Home Health Aide

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

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

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

Cost: $915.00

Multiple Class Offerings Available – Please check saintpaul.edu or call 651.846.1800 for course offerings.

Must be 16 to register.
Nursing Assistant Competency Exam

The nursing assistant competency exam is offered to qualified candidates seeking placement on the Minnesota Department of Health Registry which is required for employment in most nursing homes. State and federal laws require that most candidates for testing have completed a Minnesota state-approved nursing assistant or home health aide training program of 75 hours or more. The competency exam includes a written portion and hands-on demonstration of nursing assistant skills and abilities. The exam is scheduled by registration only.

Cost: $194.00

- $130 due at the time of the registration, payable to Saint Paul College.
- $64 due at the scheduled exam session, payable to ‘Pearson VUE’ (the testing company).

**Note:** Cashier’s check, money order, or facility checks only (cash and personal checks are not accepted for the Pearson VUE fee).

**Fees for retesting:**

- Skills only:
  - $75 payable to Saint Paul College
  - $22 payable to Pearson VUE

- Written only:
  - $50 payable to Saint Paul College
  - $42 payable to Pearson VUE

**Registration Process:**

1. Choose a date for your exam. All exams require pre-registration through Saint Paul College.
2. Register for the exam of your choice and provide required registration fee.

**You must bring with you to exam:**

- Verification of completion of Minnesota state-approved nursing assistant or home health aide training of 75 hours or more within past two years. (Test-out option is available.)

- Application for competency evaluation (signed and given to you by your instructor)
- Two forms of signature-bearing identification (one must be picture ID)
- Number 2 pencil
- Balance of fee, $64 payable to ‘Pearson VUE’ (money order/cashier’s check or facility check only, no personal checks or cash for this portion)

Cost: $130.00

**Multiple Class Offerings Available**

– Please check saintpaul.edu or call 651.846.1800 for course offerings.
Must be 16 to register.
BLUEPRINT READING

Construction Blueprint Reading
Knowing how to read and interpret a blueprint is an essential skill for those in the construction and contractor industry. If you wish to work on any job site, it is highly important that you know how to decipher and work with blueprints without misinterpretations. This course will provide the tools and skill needed to properly interpret and implement the information found on blueprints.

Instructor: Perry Franzen  
Cost: $199.00  
Day: Wednesday  
Time: 5:00pm – 8:00pm  
4 Sessions: Feb 27, Mar 6, 13, 27

Manufacturing Blueprint Reading
This course is a comprehensive guide to interpreting drawings commonly found in manufacturing. This course will help you gain the need to know information for blueprint reading in machine trades. Completing this course will enhance the participant’s ability to gain employment in a manufacturing/machining area and/or increase your chances of advancement in related areas.

Instructor: Garrett Byrne  
Cost: $199.00  
Day: Wednesday  
Time: 5:00pm – 8:00pm  
4 Sessions: Feb 27, Mar 6, 13, 27

FORKLIFT TRAINING & SAFETY

Forklift Training and Safety
This 8-hour course will include both classroom and behind-the-wheel training. In this program, you will learn to recognize and respect the potential hazards and skills needed to safely operate a forklift. Students will learn about the OSHA standard (OSHA 29CFR 1910.178) that applies to Powered Industrial Trucks and the hazards present in the work environment. Proper driving techniques, correct balance for loads, center of gravity, and load placement, safe fueling/recharging and completing an inspection checklist will also be covered.

Instructor: Dale Peterson  
Cost: $145.00  
Day: Tuesdays & Thursdays  
Time: 3:00pm – 7:00pm  
2 Sessions (choose one):  
• Jan 29, 31  
• Feb 26, 28  
• Mar 26, 28  
• Apr 23, 25
OSHA 10-Hour Safety Training
This 10-hour course is taught by and OSHA authorized trainer. The training will provide workers with an overview of OSHA, as well as information on how to locate specific OSHA regulations, how to identify, abate, avoid, and prevent job-related hazards. The course will also inform workers about their rights and their employer’s responsibilities, and explain how to file a complaint with OSHA. The course also covers a variety of general industry safety and health hazards which a worker my encounter. All participants who successfully complete the OSHA 10-hour course will receive and OSHA 10-hour training certificate, plus the official OSHA 10 wallet card.

Instructor: Keith Setley

Multiple Class Offerings Available – Please check saintpaul.edu or call 651.846.1800 for course offerings.

Basic Home Electrical Repair
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 & three way switches, duplex outlet, and lamp receptacle. Please bring a wire stripper, straight slot screwdriver and long-nose pliers to class if you have them.

Instructor: Tod Novinska
Cost: $50.00
Day: Tuesday
Time: 6:00pm – 8:30pm
Session: Apr 23

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

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

Furniture Finishing
Do you have a piece of hand-me-down furniture that needs a fresh look, or are you a star at finding used furniture that could be great with some TLC? Then this class might be for you! We will be taking a small piece of furniture through a finishing process teaching you the skills to finish your own projects at home.

Participants will work on selecting the “right” project, surface preparation needed before the refinishing begins, and finishing techniques including: painting, antiquing, rub-through, glazing, and top-coating. The course will be held in Saint Paul College’s state of the art cabinetry lab with industrial grade spray equipment and booth. Hand applications methods will be discussed and practiced.

Instructor: Mark Schultz
Cost: $175.00
Day: Tuesday
Time: 6:00pm – 8:30pm
5 Sessions: Apr 2, 9, 16, 23, 30
Wood Finishing Insights: A 3-Part Series

Courses can be taken as stand-alones

Wood Finishing Insights: Materials
Have you ever been in the situation of wondering which of the many finishes out there would be a good and easy choice for your wooden project; there are so many options! Should you try shellac, varnish, what is the difference between an oil-based and water-based ‘poly’, what thinner should you use, or is it a solvent...what’s the difference? The purpose of this class is to try and untangle some of the confusion around terminology used in the marketplace to allow you to make good paint choices. We will start by identifying what we as wood finishers are trying to accomplish and then move on to cutting through the marketing clutter on the material can, down to finding solutions. This is the class that most wish they had taken before they started finishing wood!

Instructor: Mark Schultz
Cost: $99.00
Day: Saturday
Time: 9:00am – 3:30pm
Session: Mar 2

Wood Finishing Insights: Equipment
Have you ever wondered what difference it makes when you use different types of sanding paper on your woodworking projects? From using grit to skipping it, natural/synthetic, open/fre-cut, stearated, wet/dry paper...do these things matter? If any of these subjects give you the heebie jeebies or just make you sweat, then this class is for you! We will go over the details and put together some categories and make some sense of all these equipment choices and more. Get a handle on what you don’t know!

Instructor: Mark Schultz
Cost: $99.00
Day: Saturday
Time: 9:00am – 3:30pm
Session: Mar 9

Wood Finishing Insights: Colors & Techniques
If all that you are doing to color and decorate your wood finishing projects is using a pre-packaged wiping stain, then there is a whole world of color out there for you to learn about! In this class we will talk about color theory, dye/pigmented stains, glazes, toners/shades; we will look at creating custom colors that pop, and faithfully custom matching old work.

Instructor: Mark Schultz
Cost: $99.00
Day: Saturday
Time: 9:00am – 3:30pm
Session: Mar 16
**Small Engine Repair Course**
This course carefully details the many systems, tools, and parts involved in successful repair of small engines, and also covers performance measurement and preventative maintenance. In addition, participants will also learn more about career opportunities in this line of work. This course is ideal for anyone looking to start their own small engine repair business, or for anyone looking to save money by knowing how to make their own repairs on equipment such as lawn mowers, chain saws, snow blowers and more.

**Instructor:** Darrick Iverson  
**Cost:** $125.00  
**Day:** Saturday  
**Time:** 8:00am – 12:00pm  
**2 Sessions:** Mar 2, 9  
- OR -  
**2 Sessions:** May 4, 11

**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 a completely free training offered to eligible adults.** To be eligible you must 1) Be 18 or more years of age, 2) Have a HS Diploma, GED or equivalent, 3) Be receiving public assistance or have a household income at or below 200% of the federal poverty level.

**Instructor:** Staff  
**Cost:** FREE  
**Day:** Monday - Friday  
**Time:** Varies  
**Session:** Jan 14  
- OR -  
**Session:** Mar 25  
**Call 651.846.4124 to Register**  
– or email: erica.fricke@saintpaul.edu

**WELDING**

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

Instructor: Tom Ramish & Bill Schuldt
Cost: $275.00
Day: Saturdays
Time: 8:00am – 12:00pm
4 Sessions: Feb 2, 9, 16, 23
- OR -
Day: Saturdays
Time: 8:00am – 12:00pm
4 Sessions: Apr 6, 13, 20, 27
- OR -
Day: Tuesdays
Time: 5:00pm – 9:00pm
4 Sessions: Jun 4, 11, 18, 25

Welding II
Work on your welding projects while continuing to advance your welding skills. This course is for people who want to work learning Mig, Tig, and Stick welding. Welding helmet supplied for use. Pre-requisite: Beginner Welding/Shop Safety.

Additional material costs may occur depending on project selected.

Instructor: Tom Ramish & Bill Schuldt
Cost: $275.00
Day: Saturdays
Time: 8:00am – 12:00pm
4 Sessions: Feb 2, 9, 16, 23
- OR -
Day: Saturdays
Time: 8:00am – 12:00pm
4 Sessions: Apr 6, 13, 20, 27
- OR -
Day: Tuesdays
Time: 5:00pm – 9:00pm
4 Sessions: Jun 4, 11, 18, 25

WOMEN in the Trades Sampler
APR 23-25
FREE
5:30 - 9:30pm
Saint Paul College
Learn, create and connect with trade industry professionals in this hands-on, exploratory career experience.

parking and dinner provided

Sign up at saintpaul.edu/BuildYourFuture
**ART**

**Metal Art I**

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

Bring safety glasses and head covering to class. Welding helmet supplied for use.

**Instructor:** Tom Ramish & Bill Schuldt  
**Cost:** $275.00  
**Day:** Saturdays  
**Time:** 8:00am – 12:00pm  
**4 Sessions:** Feb 2, 9, 16, 23  
- OR -  
**4 Sessions:** Apr 6, 13, 20, 27  
- OR -  
**Day:** Tuesdays  
**Time:** 5:00pm – 9:00pm  
**4 Sessions:** Jun 4, 11, 18, 25

**Metal Art II**

Work on your metal art projects while continuing to advance your welding skills. This course is for people who want to work on their metal art projects during the spring session. Welding helmet supplied for use.

**PREREQUISITE:** Beginner Metal Art/Welding/Shop Safety. Additional material costs may occur depending on project selected.

**Instructor:** Tom Ramish & Bill Schuldt  
**Cost:** $275.00  
**Day:** Saturdays  
**Time:** 8:00am – 12:00pm  
**4 Sessions:** Feb 2, 9, 16, 23  
- OR -  
**Day:** Saturdays  
**Time:** 8:00am – 12:00pm  
**4 Sessions:** Apr 6, 13, 20, 27  
- OR -  
**Day:** Tuesdays  
**Time:** 5:00pm – 9:00pm  
**4 Sessions:** Jun 4, 11, 18, 25
Shabby Chic Furniture Finishing
Do you have a piece of hand-me-down furniture that needs a fresh look, or are you a star at finding used furniture that could be cute with some TLC? Then this class might be for you! Take a small piece of furniture through a finishing process that will teach the skills needed to finish projects at home. Participants will work on selecting the “right” project, surface preparation needed before the refinishing starts, and finishing techniques including: painting, antiquing, rub-through, glazing, and top-coating. The course will be held in Saint Paul College’s state of the art cabinetry lab with industrial grade spray equipment and spray booth! We will also discuss and practice hand applications methods as well.

Instructor: Mark Schultz
Cost: $175.00
Day: Tuesdays
Time: 6:00pm – 8:00pm
5 Sessions: Apr 2, 9, 16, 23, 30

CULINARY ARTS

Healthy Roots: The Healing Power of Food
“Let Food be they medicine, medicine be they Food”. - Imhotep

Courses can be taken as stand-alones

Healthy Roots, Session 1 – Heart/Blood/Circulation
According to the American Heart Association, heart disease accounts for nearly 1/3 of all deaths worldwide and we eat is a significant factor. Different foods can influence blood pressure, cholesterol levels as well as inflammation, which are risk factors for heart disease. In this session, we will learn how to prepare delicious foods that can help to heal our hearts.

Menu:
• Spiced Greens Stew
• Spelt Crust Flatbread with Garden Pesto & Fresh Tomato Sauce
• Butternut Squash Barley Risotto
• Frozen Banana Avocado Coconut Ice Cream topped with Blueberries & Honey Roasted Walnuts

Instructor: Lachelle Cunningham
Cost: $79.00
Day: Saturdays
Time: 10:00am – 2:00pm
4 Sessions: Jan 19

Healthy Roots, Session 2 – Brain/Mental Health
Our brains are our body’s control center, orchestrating all of its functions from heart beat to breath, movement, feeling and thought. The foods we choose to consume can influence specific mental functions, like memory and concentration and can impact our overall brain health. Learn how to cook and eat delicious foods to feed and nurture our brains.

Menu:
• Broiled Lemon Herb Salmon
• Curried Pumpkin and Broccoli Stew
• Citrus Garlic Herb Brown Rice w/ Spiced Pumpkin Seeds
• Hot Green Tea
• Blueberry Orange Parfaits

Instructor: Lachelle Cunningham
Cost: $79.00
Day: Saturdays
Time: 10:00am – 2:00pm
4 Sessions: Feb 16

Healthy Roots, Session 3
Learn about the six organs that support our body’s natural
detoxification process: liver, kidneys, lungs, lymph, colon, and skin. These organs work hard to eliminate waste produced during the metabolic process. Maximizing the body’s ability to detoxify itself can help to improve the function of our metabolism so we can burn calories and eliminate waste from the body more efficiently.

Menu:
- Alkaline Green Juice
- Purple Rain (Borscht) Stew
- Raw Greens Wraps
- Spiced Herb Lentils
- Kimchi, Greens & Seeds Salad
- Gluten Free Apple Sweet Potato Cobbler

Instructor: Lachelle Cunningham
Cost: $79.00
Day: Saturdays
Time: 10:00am – 2:00pm
4 Sessions: Mar 16

American Sign Language (ASL) I
This course will cover sign vocabulary, sentence structures, dialog formats through facial expressions and body movements used in signing. Learn to identify fingerspelling and numbers, demonstrate appropriate conversational behaviors of ASL, and have knowledge about various aspects of the deaf culture.

Instructor: Carole Virnig
Cost: $120.00
Day: Mondays
Time: 6:00pm – 8:00pm
4 Sessions: Feb 4, 11, 25, Mar 4

American Sign Language (ASL) II
Continue to build on your American Sign Language proficiency.
PREREQUISITE: ASL I
Instructor: Carole Virnig
Cost: $120.00
Day: Mondays
Time: 6:00pm – 8:00pm
4 Sessions: Mar 11, 18, 25, Apr 1

DeafBlind Interpreting Course
This six week course will focus on teaching established ASL interpreters, to become DeafBlind interpreters. Participants will be taught the DeafBlind culture, different vision losses, communicating with DeafBlind people through different modes of communication, Pro Tactile, guiding, and the Do’s and Don’ts while working with DeafBlind people. The course will help you to improve interpreting skills, increase experience and knowledge of how to work with DeafBlind people. During the six week session, we will have a guest speaker, watch videos, and do some role-playing. Participants that successfully complete the course will earn 1.7 RID Continuing Education Units.

Instructor: Barry Segal & Cris LaValley
Cost: $249.00
Day: Wednesdays
Time: 4:00pm – 7:00pm
6 Sessions: Apr 10, 17, 24
May 1, 8, 15
DeafBlind Interpreting Course – Level 2
This course will focus on teaching DeafBlind interpreters who already completed the DeafBlind Interpreting Level One course. Students will learn advanced Tactile, Pro Tactile, and Guide. The course will help students to improve more interpreting skills, experience and knowledge of how to work with DeafBlind people. The instructor will have guest speakers, videos, and role-playing.

Instructor: Barry Segal
Cost: $129.00
Day: Thursdays
Time: 4:00pm – 7:00pm
4 Sessions: Apr 25, May 2, 9, 16

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

Instructor: Daniela Chiarelli McArthur
Cost: $150.00
Day: Tuesdays
Time: 6:30pm – 8:30pm
6 Sessions: Mar 12, 19, 26, Apr 2, 9, 16

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

Instructor: Tyrel Nelson
Cost: $150.00
Day: Thursdays
Time: 6:30pm – 8:30pm
6 Sessions: Jan 31, Feb 7, 14, 21, 28, Mar 7
Spanish II
Instructor: Tyrel Nelson
Cost: $150.00
Day: Thursdays
Time: 6:30pm – 8:30pm
6 Sessions: Mar 14, 21, 28, Apr 4, 11, 18

Spanish III and Spanish IV Available
– Please check saintpaul.edu or call 651.846.1800 for course offerings.

WINE & CUISINE

How Do We Love Wine?
This course will be an interactive conversation eliciting input from all participants! The instructor will guide the conversation through asking a set of pertinent questions and prompting input from students. Some examples of questions would be: What is your approach to purchasing and appreciating wine? What are the costs associated with bringing wine to market? How does the organic food movement include wine buying habits?

Instructor: Roy Goslin
Cost: $30.00
Time: 6:00pm – 8:00pm
Day: Wednesday, Mar 6
- OR -
Day: Wednesday, May 15

South African Wine – An In-depth View
This course will cover the history of South African wine, geography and specific growing regions. We will also cover the current state of the industry including production and geographic delineation standards. The course will discuss coverage of the countries sustainability program, key varietals and wine styles. A tasting of a broad range of wines (up to 16 different ones) will be included!

Instructor: Roy Goslin
Cost: $30.00
Day: Wednesday
Time: 6:00pm – 8:00pm
Session: Mar 27
- OR -
Session: May 22

MUSIC

Group Guitar for Beginners
These lessons are fun and productive, and material is relevant to the students’ abilities, preferences and styles. We will use a lesson book that is adaptable to each individual student. The book has core material which is essential to all beginners, along with standard material as well. The course starts will an overview of the guitar, its parts, how to hold and how to tune it, then the material is used to teach the students a core set of chords, strumming patterns and even a user-friendly approach to learning notes.

Instructor: Joseph B. Walls w/Acoustic Walls, LLC
Cost: $200.00
Day: Mondays
Time: 7:00pm – 8:00pm
8 Sessions: Mar 4, 11, 18, 25, Apr 1, 8, 15, 22

QUESTIONS?
call 651.846.1800
Wine & Spirits Education Trust (WSET) Award, Level 1
A beginner level introduction to wine suitable for those staring 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.

Explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion, you will receive a WSET certificate and lapel pin.

What you’ll learn:

- the main types and styles of wine
- common wine grapes and their characteristics
- how to store and serve wine
- the principles of food and wine pairing
- how to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine (SAT)

Instructor: Nikki Erpelding
Cost: $295.00
Time: 6:00pm – 9:30pm
Day: Tuesdays
2 Sessions: Jan 15, 22

Wine & Spirits Education Trust (WSET) Award, Level 2
A beginner to intermediate level qualification exploring wines and spirits for those working in the industry or wine and spirit enthusiasts. For individuals seeking a core understanding of wines, this qualification explores the major grape varieties and important wine regions in which they are grown. You’ll learn about the styles of wines produced from these grapes as well as key classifications and labeling terminology. A basic overview of the key categories of spirits and liqueurs will also be provided. Upon successful completion, you will receive a WSET certificate and lapel pin, and will be able to use the associated WSET certified logo.

What you’ll learn:

- how wine is made
- what factors influence wine style
- the key white and black grape varieties and their characteristics
- the important wine-producing regions of the world in which these grapes are grown
- the production of sparkling, sweet, and fortified wines
- label terminology
- food and wine pairing principles
- the principal categories of spirits and liqueurs, and how they are made
- how to describe wine using the WSET Level 2 Systematic Approach to Tasting Wine (SAT)

Instructor: Lisa Lehr
Cost: $695.00
Time: 8:30am – 1:00pm
Day: Saturdays
5 Sessions: Feb 23, Mar 2, 9, 16, 23
SUMMER CAMPS AT SAINT PAUL COLLEGE

Beauty Camp – Cosmetology & Esthetics
Have Fun Exploring the Wonderful World of Hair, Skin and Nails! Practice techniques on other campers or with a mannequin. Camp includes workshops on:
- haircare with flat iron/curling iron
- hair wrapping and braiding
- personal hand care with manicure
- personal foot care with pedicure
- personal skin care
- basic makeup

**Instructor:** Staff  
**Cost:** $125.00  
**Day:** Tuesday - Thursday  
**Time:** 9:00am – 3:00pm  
**Sessions:** Jun 18 – 20

Culinary Camp
Come to Saint Paul College to test out your culinary skills! During this Culinary Summer Camp 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!

**Instructor:** Chef Sara Johannes 
**Cost:** $190.00  
**Day:** Monday - Thursday  
**Time:** 9:00am – 1:30pm  
**Dates:** Jul 29 – Aug 1

Imagine It! Design It! Make it!
An Advanced Manufacturing Summer Camp on Welding and Machining. This 28 hour course will introduce 13 - 17 year old students to both advanced manufacturing and welding. Whether you aspire to work in manufacturing or 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, experiencing the start-to-finish satisfaction of 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. You will also learn what types of jobs exist, what skills and training are required, and how those businesses are developed.

**Instructor:** Staff  
**Cost:** $275.00  
**Day:** Monday - Thursday  
**Time:** 8:30am – 4:00pm  
**Sessions:** Jul 29 – Aug 1

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**Scrubs Camp**
The ultimate goal of Scrubs Camp is to get students excited and interested in pursuing a career in the health sciences, and to go back home motivated and focused about what they can do in High School to prepare for that potential career. Students get to interact directly with many working professionals in the fields and through field trips, get a tour and experiences of what it would be like to work in a particular healthcare career field. The camp is always fun, always engaging and always gets students thinking differently about their futures!

**Instructor:** Staff  
**Cost:** $385.00  
**Day:** Monday - Thursday  
**Time:** 8:00am – 4:00pm  
**Sessions:** Jul 22 – 25

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**Saint Paul Lyceum**
This summer camp will dive into philosophy! Students will discuss Argument Basics, Well-being, The Problem of Evil, Paradoxes, Moral Arguments, and also including time throughout the week for Reflection and Questions. By the end of this short camp, students will have expanded their intellectual horizons by increasing their knowledge through reading, writing, and thinking analytically. Come delve into the wonderful world of Philosophy! Come to Saint Paul College to test out your culinary skills!

**Instructor:** Staff  
**Cost:** $180.00  
**Day:** Monday - Thursday  
**Time:** 9:00am – 3:00pm  
**Sessions:** Jun 17 – 20
FOOD SAFETY

Multiple Class Offerings Available
– Please check saintpaul.edu or call 651.846.1800 for course offerings!

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.

Instructor: Gina Schmidt
Cost: $170.00

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

Instructor: Gina Schmidt
Cost: $100.00

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

Instructor: Gina Schmidt
Cost: $70.00 (Re-Test ONLY)
Day: Tuesday
Time: 8:00am – 6:00pm
Session: Apr 30 - OR - Session: Aug 6

MOTORCYCLE TRAINING

Motorcycle Basic Rider Course
Learn how to ride, and earn your motorcycle license endorsement.

Motorcycle Safety Foundation (MSF) Basic eCourse is an interactive 3-hour online course providing riders of all skill levels with the basics of motorcycling. This required course, prepares you for the 4 1/2 hour classroom, and the 10-hours of hands-on riding exercises.

On the riding range, your MSF-certified RiderCoach will guide you through the basic skills of straight-line riding, stopping, shifting, and turning, gradually progressing to swerving and emergency braking. Motorcycles are provided for all the students enrolled in the Basic Rider Course. If you are an automatic scooter rider, you can bring your own scooter with proof of insurance if its 500cc or less, 400 pounds or less, in good working order and registered as a motorcycle.

Groups or clubs may purchase an entire Basic Rider Course for only $1,800.

Get Your Motorcycle Endorsement!
• You MUST complete the Motorcycle Safety Foundation e-course ahead of the course in order to participate.
• You must be at least 15 years old by the first day of the course.

• If you are younger than 18, you are required to have a valid vehicle driver’s permit or license and bring a parent or guardian to class with you to sign the waiver. If you pass the course, you will receive course completion cards to allow you to take the motorcycle permit and skills test at a state exam station.

• If you are 18 years of age or older, you must have a valid motorcycle permit and bring it to the final day of class before taking the skills test. Information on how to obtain a permit can be found at www.motorcyclesafety.org. Expired permits are accepted if they have been expired for less than one year. NOTE: Riders who have already failed a state and/or MMSC skills test twice are not eligible for the state skills test waiver and must skill test at a DVS exam station.

• You must attend the entire course. If you are late, you will be dismissed and forfeit your registration fee.

• You must be able to ride and balance a bicycle.

• You must be able to safely control the motorcycle during every exercise. The instructor may dismiss you from the course if, at any time, they feel you are a danger to your own safety or the safety of other students.

• You are responsible for your own safety and learning. Discuss all questions or concerns with your instructors. Notify them immediately of any hazards that you become aware of during the course. If at any time during the course you experience fatigue, dizziness, disorientation, excessive physical or mental stress, or continued difficulty performing any exercise, stop immediately and notify your instructor.

The riding portions begin with very basic skills, such as mounting the motorcycle and identifying its controls, and builds steadily upward from there.

Cost: $195.00
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The riding portions begin with very basic skills, such as mounting the motorcycle and difficulty performing any exercise, stop immediately and notify your instructor. Fatigue, dizziness, disorientation, excessive physical or mental stress, or continued concerns with your instructors. Notify them immediately of any hazards that you become aware of during the course. If at any time during the course you experience You are responsible for your own safety and learning. Discuss all questions or instructor may dismiss you from the course if, at any time, they feel you are a danger to your own safety or the safety of other students. You must be able to safely control the motorcycle during every exercise. The You must be able to ride and balance a bicycle. You must attend the entire course. If you are late, you will be dismissed and forfeit your registration fee. You may apply for a test waiver and must skill test at a DVS exam station. If you are 18 years of age or older, you must have a valid motorcycle permit and bring it to the final day of class before taking the skills test. Information on how to obtain a permit can be found at www.motorcyclesafety.org. Expired permits are accepted if they have been expired for less than one year. NOTE: Riders who have already failed a state and/or MMSC skills test twice are not eligible for the state skills test waiver. Riders who have expired permits are accepted if they have been expired for less than one year. If you are younger than 18, you are required to have a valid vehicle driver's permit and bring a parent or guardian to class with you to sign the waiver. If you pass the course, you will receive course completion cards to allow you to take the motorcycle permit and skills test at a state exam station.
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 L453 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online at our public registration station.
- Due to regulations regarding student privacy, we are unable to accept registrations by mail, telephone, or fax.

CANCELLATIONS

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

REFUNDS

- Refunds will only be issued if requested five (5) business days prior to the start of the first day of class. No refunds will be given after the class has started.
- For classes and tours that have a published cancellation deadline, no refunds or credits will be issued after the specified dates.
- Full refunds or credits are issued if the College cancels a class.
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
CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

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

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