Workforce Training & Continuing Education

Fall/Winter 2021
Course Schedule

Relevant. Real-world. Results.
RELEVANT. REAL-WORLD. RESULTS.
WORKFORCE TRAINING & CONTINUING EDUCATION
651.846.1800
saintpaul.edu/WTCE

Saint Paul College
235 Marshall Avenue
Saint Paul, MN 55102
TEL: 651.846.1800
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Office Hours:
Monday - Friday
8:00AM - 4:30PM

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

WELCOME

Deidra Peaslee, EdD
President, Saint Paul College
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Amazing Race Team Builder

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

$50 | Instructor: Staff

Beginning Bookkeeping & Accounting

Whether starting your own business or brushing up on your accounting/bookkeeping skills to bolster your resume, participants will get a basic overview of accounting and bookkeeping for use in an office support setting and the business world.

$149 | Instructor: Arvind Suri

Getting Grants!

Getting Grants! is an interactive workshop that provides an overview of the process to identify grant prospects and prepare competitive grant proposals. It is appropriate for nonprofit staff/board members new to development, or anyone who has an interest in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies or education institutions. The workshop emphasizes program, capital and operating grants. Participants learn core grant skills including identifying appropriate grant funding sources, recognizing the most crucial components of a proposal and how they fit together, and understanding the grant proposal review process. Participants also learn strategies to write proposals with a linear progression of logic aligned with funder interests. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one technical assistance in proposal writing.

$55 | Instructor: Melissa Cuff

Fundraising for Non-Profits 101

Fundraising for Non-Profits 101 is an interactive workshop that introduces professional fund development (fundraising). The workshop focuses on the important role that philanthropy plays in nonprofit organizations. Workshop topics include sources of contributions, overview of an integrated development program, fund development as a career, and fund development standards and ethics. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one of career planning support.

$55 | Instructor: Melissa Cuff

Voice-Overs…Now is Your Time!

In what could be one of the most enlightening 2 hours you have ever spent, this class will show how YOU can begin using your speaking voice for commercials, films, videos, and more! In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead!

$60 | Instructor: Staff

LEADERSHIP DEVELOPMENT

Earn a Leadership Certificate by completing five Leadership Development courses!
Leadership Skills
Ever wonder what makes a great leader? Are you interested in improving your own leadership skills? In this course, you will learn to identify leadership opportunities in everyday life, understand the differences in power vs. influence, learn about the seven leadership skills, better understand the phases in negotiation, and implement strategies to build resilience as a leader.
$75 | Instructor: Jana Fischer

The Art of Effective Communication
In this course, you will learn the different types of communication, how to effectively use them, and model them through various professional means. You will learn and practice giving professional feedback and have the opportunity to develop an individual plan using effective communication in a personal scenario.
$75 | Instructor: Jana Fischer

Conflict Management Resolution Skills
Participants will learn the five conflict management modes, understand how conflict impedes effective teamwork, implement healthy methods to resolve conflict, the importance of having an open mind, how to state one’s opinion in a healthy manner, become aware of your own conflict management style and how it impacts self and others, and learn what creates conflict and how to best overcome and understand it.
$75 | Instructor: Jana Fischer

Stress Management Skills
Ever wonder where all your time goes or why there is never enough time in your day? This course will teach you the importance of effectively managing your time and how to do so. You will 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.
$75 | Instructor: Jana Fischer

Boost Creativity: Apply Divergent Thinking
In this class, you will learn how to be creative in helping solve problems as well as how to look for new ways to achieve better goals.
$75 | Instructor: Jana Fischer

Critical Thinking Skills
Critical thinking skills are essential in today’s ever changing world! Learn to understand the elements of thought, apply intellectual standards of critical thinking and understand barriers to critical thinking and how to overcome those barriers.
$75 | Instructor: Jana Fischer

Team Work Skills
Learn about group dynamics and the art of team building where every person feels like a valuable contributor! This course will give you a better understanding of how groups function.
$75 | Instructor: Jana Fischer

Healthy Boundaries
Develop healthy boundaries both professionally and personally. Learn to say no without feeling guilty! Understand the importance of self-care and how unhealthy boundaries can affect your well-being.
$75 | Instructor: Jana Fischer

Problem Solving Skills
Problem solving skills is an asset that every employer is looking for in any position. Problem solving skills are important in both personal and professional settings and can ease stress and tension!
$75 | Instructor: Jana Fischer
AUTOCAD

AutoCAD Fundamentals – 2022 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 designed 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.
$495 | Instructor: Daniel Swearson

AutoCAD Intermediate – 2022 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. Participants will learn to use task commands more efficiently and will work with advanced blocks, XREFS, layouts and plotting.
Prerequisite: AutoCAD Fundamentals or the equivalent or a working knowledge of AutoCAD and the ability to create and edit basic AutoCAD objects.
Tuition fee includes all course materials and student software license for 13 months.
$495 | Instructor: Daniel Swearson

AUTODESK REVIT

Autodesk Revit Fundamentals – 2022 Edition
Learn how to use Autodesk TM Revit building modeling software. Develop design ideas and create full 3D architectural project models. Because 3D designs are created from the first stage, you can easily produce plan sections and elevation drawings. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools that are used in a day-to-day production environment.
$595 | Instructor: Staff

Autodesk Revit MEP
Autodesk Revit MEP is a building information modeling (BIM) software created by Autodesk for professionals who engage in MEP engineering. MEP stands for mechanical, electrical, and plumbing, which are the three engineering disciplines that Revit MEP addresses. Individuals who currently work in or are pursuing careers in the mechanical, electrical, or plumbing engineering fields will discover many benefits of using Revit MEP. In this course, participants will learn how to leverage Revit MEP to perform 3D mechanical design, product simulation, tooling creation, design communication, and much more.
$495 | Instructor: Daniel Swearson

ADOBE PHOTOSHOP

Adobe Photoshop I
This course is designed for individuals with little or no Photoshop experience who want to become familiar with the Photoshop desktop and tool palettes. Topics include navigating Photoshop desktop, image size and resolution, cropping and selection tools, copying
and pasting selections, creating layers, image transformations, and simple compositing. Prerequisite: Familiarity with computers, Mac or PC operating system.

**$215 | William Reynolds**

**Adobe Illustrator II**

Take your Illustrator skills to the next level. Using a series of exciting real-life exercises such as logo design as vehicles, students will learn how to create and organize layers, manage print specific colors, and apply numerous keyboard commands and short cuts. Topics include designing with type, working with brushes, painting with custom brushes and creating clipping masks. In addition, topics such as custom palettes and Pantone colors, as well as embedding vs. linking files will be explored. Prerequisite: Illustrator I or equivalent experience.

**$215 | William Reynolds**

**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**

**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**

**Adobe Illustrator**

**Adobe Illustrator I**

Learn the basic skills to leverage Illustrator’s powerful object-based tools and vector-style graphics to create attractive illustrations. Designed for individuals with little or no Illustrator experience, students will engage in a series of creative exercises utilizing a variety of selection, pen and shape tools. Projects include a postage stamp and character design. Gradients, live paint bucket and image trace techniques will be explored. You will also learn how to export and save files. Prerequisite: Familiarity with computers, MAC, or PC operating system.

**$215 | William Reynolds**

**Adobe Illustrator II**

This course will build on the skills taught in Illustrator I. 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**

**Adobe Illustrator III**

This course is designed to build on the topics covered in Illustrator I and II. Prerequisite: Illustrator I & II or equivalent experience.

**$215 | William Reynolds**

**Adobe Dreamweaver**

**Adobe Dreamweaver – Basic**

Adobe Dreamweaver CC focuses on some of the basic features of Dreamweaver so that students can navigate the environment and use Dreamweaver tools to build websites. Dreamweaver is used by a variety of professionals, such as web developers, web designers, graphic designers, and other professionals. This course will focus on the tools necessary to build a functional website.

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

**$259 | Margo Mills**
Adobe Dreamweaver – Advanced

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

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

$259 | Margo Mills

Adobe InDesign – Basic

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. You will learn how to format pages uniformly, create layout features that help build alternate size configurations, and design various panels that will enable you to easily customize both text and graphics. Adobe InDesign (2020) has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

$249 | Margo Mills

Adobe Acrobat - Beginner

Communicating ideas and information is the cornerstone of organizational operations. And, electronic forms of communication have made the transfer of knowledge quick, easy, and inexpensive. The ability to harness the potential of electronic forms of communication is critical in nearly every type of organization. But, in many organizations, people work with multiple devices running on a wide variety of platforms. And sometimes, what works well or looks good on one device, won’t work at all on another device. Or, your carefully designed and formatted document may end up looking like a jumbled mess on someone else’s computer. So, how do you balance the need to communicate ideas to large groups of people with the enormous diversity found in today’s electronic devices? The answer: you don’t have to because Adobe created the Portable Document Format as a solution to incompatible document formats.
Adobe Acrobat XI Pro puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. And that will give you the confidence and peace of mind that comes with knowing that what you meant to communicate is what your document recipients will see.

$249 | Margo Mills

Front End Software Developer Boot Camp

In this fully online 18-week, Front End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer, Introduction to JavaScript, Front End Technologies, and Web App Design with React.

Skills and technologies learned include JavaScript, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, JQuery, Bootstrap, AJAX, React, JSX, REST, NPM, AWS, and more.

$3,600 | Staff

Back End Software Developer Boot Camp

In the 18-week, Back End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer, Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot.

Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.

Want to make an impact in your community?

Embark on a fulfilling and enjoyable career in the public water industry.

Careers in this industry offer:
- High Job Placement Rate
- $25-$28/Hour to Start
- Paid Benefits & Paid Time Off
- Flexible Hours & Schedules
- Opportunities for Career Growth
- Pension & 401 Retirement Savings

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

Enroll in the WUTT program today!
https://tinyurl.com/WUTTRegistration
Microsoft Word I

After an introduction to Word’s window components, students will learn how to navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents. You will also learn how to format text and paragraphs using tools such as Find and Replace, Format Painter, and Styles, and enhance lists by sorting, renumbering, and customizing list styles. You will learn how to create and format tables. You will also learn how to Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art. Learn how to format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout. Finally, you will learn how to use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Microsoft Word II

The Intermediate Word II class covers many topics, including organizing content, using tables and charts, customizing formats using styles and themes, inserting content using quick parts, using templates to automate document formatting, simplifying and managing long documents, and using mail merge to create letters, envelopes, and labels.

Microsoft Word III

This Advanced Microsoft Word III class covers using images in a document, creating custom graphic elements, collaborating on documents, adding reference marks and notes, securing a document, creating and manipulate forms, and creating macros to automate tasks.

Microsoft Excel I

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

Microsoft Excel II

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

Microsoft Excel III

Develop advanced Excel skills as you work with advanced functions and formulas such as internal and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX. You will learn about comparing and merging workbooks, data validation, and recording a macro. This class also covers creating Sparklines, mapping data, one and two variable data tables, goal seek, scenarios, and one-click forecasting.
Microsoft PowerPoint I

Don’t let a weak PowerPoint presentation 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, as well as applying design themes, plus so much more!

Microsoft 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 from your presentation and package your presentation to take to other locations for delivery.

Microsoft Project Basics

Learn the beginning steps in correctly setting up a project plan. Focus on setting up calendars, working with both manual and automatic tasks, and establishing task dependencies. You will also learn to apply calendars to tasks and modify task dependencies, work with task constraints and task deadlines. In addition, you will create a resource pool, and then assign those resources to tasks. Learn how the work formula plays a role in this assignment. Also learn about effort driven scheduling and fixed task types. Finally, learn about resource allocation and leveling resources. Learn to track and analyze a project’s progress and to adjust the project plan.
# MICROSOFT OFFICE ONLINE & VIRTUAL COURSES

*Visit our website for dates, times, and availability*

## Virtual Microsoft Classes (1.5 Hours)

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<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>Excel Foundations</td>
<td>Learn spreadsheet terminology and capabilities of Excel. Learn how to create and work with workbooks files, enter data, and create simple formulas.</td>
</tr>
<tr>
<td>Excel Formulas/Functions</td>
<td>Learn the foundations of create, copy and work with basic formulas and functions. Functions covered include SUM, AVERAGE, MIN, MAX, PMT, ROUND, TODAY, and NETWORKDAYS. You will learn about relative and absolute cell references, create grand totals, and work with formulas that use data from other worksheets called 3-D references.</td>
</tr>
<tr>
<td>Excel Formatting</td>
<td>Learn how to enhance the way data displays on a worksheet and in print by formatting text, numbers, alignment, styles and conditional formatting.</td>
</tr>
<tr>
<td>Excel Workbooks</td>
<td>Learn to organize your worksheets effectively by adding, deleting, moving, copying, and renaming them in workbooks. Learn how to create workbook and worksheet templates, set up workbook and worksheet protection, and set workbooks up for sharing.</td>
</tr>
<tr>
<td>Excel Charts 2013/2016/365</td>
<td>Learn to create several types of charts in Excel. Identify chart elements and learn to modify, add, and format charts to enhance the presentation of your data.</td>
</tr>
<tr>
<td>Excel Tables &amp; Lists</td>
<td>Learn how to sort and filter lists, insert a range as a table, table design techniques, set up data validation rules. You will also learn to use formulas in lists and tables, remove duplicate records, and use the subtotal and outline features</td>
</tr>
<tr>
<td>Excel Shortcuts</td>
<td>Learn various keyboard and mouse shortcuts that will make you more efficient when working with Excel. Flash fill, Sparklines, the Quick Analysis Tool and Go to Special commands will also be covered.</td>
</tr>
<tr>
<td>Excel Functions II</td>
<td>Work with Excel's IF function, created a nested IF function, IF/AND functions. Learn several text functions, VLOOKUP and conditional functions including SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS</td>
</tr>
<tr>
<td>Excel Macros</td>
<td>Use Excel’s macro recorder to automate various Excel tasks/procedures.</td>
</tr>
<tr>
<td>Excel Pivot Tables</td>
<td>Learn to create pivot tables and pivot charts to summarize worksheet data.</td>
</tr>
<tr>
<td>Excel Analysis Tools</td>
<td>This class teaches you to use the Scenario Manager, Goal Seek, and Solver tools to effectively analyze data in your worksheets. Learn how to create 1 and 2 variable data tables and consolidate data. Excel 2016’s one-click forecasting tool will also be covered.</td>
</tr>
<tr>
<td>Excel Functions III</td>
<td>Learn to use SUMPRODUCT, create various array formulas, work with statistical functions, and financial functions.</td>
</tr>
<tr>
<td>OneNote Notebooks Part 1</td>
<td>Learn to create and organize OneNote notebooks and add various types of content to a notebook including text, spreadsheets, file printouts, screenshots, audio recordings.</td>
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<tr>
<td>OneNote Notebooks Part 2</td>
<td>Learn to use linked notetaking, work with tags and templates, integrate with Outlook, and add protection in OneNote.</td>
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</table>
Register today!

Course Dates & Times at saintpaul.edu/WTCE

**BODY HEALTH**

**Strong Back and 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 long hours for work, you are an athlete, or age is creeping up on you, this is a perfect class. Take a moment for self-care in a specialized workshop to learn a one-of-a-kind-stretching program. 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

**Functional Foods and Exercises for Bone Health and Longevity**

It is painful to see and experience our loved ones’ memory fade? We have so many questions? Why, why? 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 the root cause of brain degeneration and memory loss. Although there is no stopping 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

**A Young Heart for Life: Debunking the Cholesterol and 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 – like letters making up whole words. This eye opening method is like learning to spell correctly and 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

**CPR & FIRST AID**

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

Learning Cardiopulmonary Resuscitation (CPR) may help you save the life of someone you love. According to the American Heart Association, about 75-80 percent of all out-of-hospital cardiac arrests happen at home. Perhaps it is time you learned CPR?

This class combines CPR, AED and First Aid Training in one convenient session. Heartsaver CPR/AED with First Aid (as the American Heart Association classifies this course) teaches the skills necessary to recognize and provide immediate care for breathing problems, cardiac emergencies, injuries and sudden illnesses until medical personnel arrive. Participants will be certified by the American Heart Association for: Standard First Aid and CPR/AED for adults, children and infants. This is not a Healthcare Provider Course.

$99 | Instructor: Anita Mills

**BLS (Basic Life Support) for Healthcare Providers**

The American Heart Association Basic Life Support (BLS) Healthcare Provider CPR
course is designed to train healthcare professionals on recognizing and responding to several life-threatening emergencies. Skills include providing CPR for adults, children, and infants, using an AED, BVM, and relieving choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. There are no prerequisites or requirements for this class and anyone may participate to learn the life-saving skills of CPR. The AHA is an authorized provider of CPR and ECC courses. Participants who successfully complete the BLS program will be issued a Basic Life Support for Healthcare Providers certification that is valid for two years.

$99 | Instructor: Anita Mills

**BLS (Basic Life Support) Skills ONLY (hands on session)**

Instructor-led course that 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.

Prerequisite: Must successfully complete the online portion, including the course exam and receive a certificate of completion, which must be presented to instructor for entry into an Instructor-led hands-on session.

$65 | Instructor: Anita Mills

**Mental Health First Aid**

Mental Health First Aid is an in-person training for anyone who wants to learn about mental illnesses and addictions, including risk factors and warning signs. This 8-hour training teaches participants a 5-step action plan to help a person in crisis connect with professional, peer, social, and self-help care.

Mental Health First Aid is appropriate for a variety of professionals working in primary and behavioral healthcare integration settings. The training can help those who regularly engage with individuals who may experience mental health challenges and is most appropriate for audiences with no prior training or experience with mental health or substance use.

Using scenarios and role playing, participants are given the opportunity to practice their new skills and gain confidence in helping others who may be developing a mental health or substance use challenge, or those in distress.

$150 | Instructor: Staff

**ESTHETICS & COSMETOLOGY**

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

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

Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hr CORE requirements:

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

$75 | Instructor: Marcie Smith-Fields

This course is approved by the Minnesota Board of Cosmetology for CE credits. Course also available fully online!

**Diversity Awareness**

Contact us directly or visit our website for a full list of current diversity course offerings.
4 – hour PROFESSIONAL PRACTICE - Cosmetology

The Minnesota Board of Cosmetology Examiners has implemented a new rule, stating that each licensee must complete 8-hours continuing education course to renew an operator or salon manager license or to reactivate an inactive license. Saint Paul College has developed an engaging and interactive class that meets the BCE’s 4-hour Professional Practice requirements for Cosmetologists:

- Product Chemistry and Chemistry Interaction
- Proper use of Machines and Instruments
- Business Management and Human Relations
- Techniques Relevant to the Type of License you hold

$75 | Instructor: Beth Hamp

This course is approved by the Minnesota Board of Cosmetology for CE credits. Course also available fully online!

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.

Instructor: Staff

This course is approved by the Minnesota Board of Cosmetology for CE credits. Course is fully online! Enroll anytime!

38 Hour Instructor Course

This 38 Instructor Course is designed to provide future educators with the basic teaching skills needed to become licensed for entry level employment as an instructor in the field of Cosmetology, Nail or Esthetic. This course is approved and fulfills the 38-hour instructor course requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination. When you complete our course, you will enter the classroom ready and confident to teach. This course is both online and classroom participation. The classroom portion must be arranged prior to starting the online portion. The following is a requirement for class: Milady Master Educator 3rd Edition textbook and MN Laws and Rules.

$599 | Instructor: Marcie Smith-Fields

This course is approved by the Minnesota Board of Cosmetology.

38 - Hour Eye-Lash Extension Certification

This course is designed for the non-cosmetology and esthetics license holders who wish to obtain a certificate to perform Eye-Lash Extensions in the State of Minnesota.

This class will present theoretical knowledge, assignments, and quizzes in an on-line format as well as in-class practical training in the application of eye-lash extensions. The class will consist of pre-clinical theoretical instruction in structure; function, and disorders of the eye and orbital area, Eyelash growth cycle, Contraindications and allergic reactions, Infection control, Eye shapes and eyelash evaluation, Product ingredients, Health and safety, MN laws and rules, Client consultation, as well as design, cleansing the eye area, applying eyelash extensions, and removing eyelash extensions.

Must complete on-line training prior to the first day of class. Participants must be prepared to practice at home. The state of Minnesota requires written tests which must be taken through the state contracted testing agency, PSI.
Each participant will receive an Eyelash Extension Kit.

$2,100 | Instructor: Orenda Benjaminson

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

Eye-lash Extension Practical Skills Test

This is an in-person practical test administered to assess competency in the application and removal of eye-lash extensions. This test is for those that have completed a full course in cosmetology, esthetics, or eye-lash extension certification.

$99 | Instructor: Orenda Benjaminson

This course is approved by the Minnesota Board of Cosmetology.

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, administration of non-parenteral medication, and other required skills.

$749 | Instructor: Rosalie Aguilar

NURSING ASSISTANT/ 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.

Must be 16 to register.

Cost: $1,100

HEALTH UNIT COORDINATOR (HUC) - ONLINE

This course introduces the student to the health care facility environment and procedures. Students will become acquainted with their role in the health care setting, including recent changes with electronic medical record and computerized physician order entry, ethical and legal standards, customer relations, telephone and communication
techniques, problem solving, medical terminology, basic human structure, diseases and disorders.

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

$995 | Instructor: Staff

**ACTIVITY COORDINATOR - ONLINE**

This Activity Director course is designed to give the student the training and insight in working with activity and social service programs in nursing homes. Activity Directors are responsible for planning and developing successful activity programs. They are also in charge of creating a social environment in which participants can interact with others. Activity directors take a hands-on approach when providing services and make sure all activity participants are satisfied during events. In addition, activity directors motivate and supervise staff so they get involved in activities in a way that respects safety, privacy, and organizational rules. Activity directors maintain excellent working relationships with other departments within their organization to ensure participants’ satisfaction as well.

$495 | Instructor: Staff

**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 with other staff, facilitating a patient’s rehabilitation, or cleaning patients and 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 greater 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, bed chairs, wheel chairs, toilets, showers. Each student will receive a transfer belt as part of this course.

$89 | Instructor: Staff

**LODGING DISCOUNT**

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
MANUFACTURING & SKILLED TRADES

FORKLIFT TRAINING & SAFETY

Forklift Training and Safety
This 8-hour course includes both classroom and behind-the-wheel training. In this program, you will learn to recognize and respect the potential hazards and skills needed to safely operate a forklift. Students will learn about the OSHA standard (OSHA 29CFR 1910.178) that applies to Powered Industrial Trucks and the hazards present in the work environment. Proper driving techniques, correct balance for loads, center of gravity, and load placement, safe fueling/recharging and completing an inspection checklist will also be covered.
$145 | Instructor: Dale Peterson

WATER UTILITY TREATMENT TECHNOLOGY

Water Utility Treatment Technology Course
Looking for a fantastic, secure career? This is it! Become a State of MN Certified Water and Wastewater Professional Complete all course 9 modules (8 weeks each) to be eligible for the MN Water and Wastewater Operator Certification!
$899/module | Instructor: Staff

WELDING

All welding courses require participants to wear jeans and leather shoes. Please bring safety glasses and head covering to class. Courses include weld shop safety.

Beginner Welding – Metal Art/Yard Art
Introduction to MIG (GMAW/wire feed) welding. Learn basic techniques to create beginner friendly art projects for home, garden, and yard. Come and learn metal working and welding processes. Explore the vast opportunities of metal working equipment to design and fabricate your own works of art.
$325 | Instructors: Staff

Garage Welding – Basic MIG (GNAW/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).
$325 | Instructors: Staff

Advanced Small Engine Repair
Build on the knowledge and skills you learned in Small Engine Repair to increase your skills and confidence in fixing and maintaining small engines on your own.
$135 | Instructor: Darrick Iverson

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.
$325 | Instructors: Staff

TIG 2/Advanced TIG (GTAW)
Prerequisite: Introduction to TIG Course
Introduction to welding stainless steel and aluminum. Bring in your own metal art projects or chose from projects provided.
$325 | Instructors: Staff

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 to just sit dreaming about the Himalayas after eating.
$45 | Instructor: Ishwari Rajak

Himalayan Cooking: Plant based snack recipes (The Nepali way!)
Join this class to make yummy plant-based treats to add as a newfound treasure for your get-togethers. Learn these traditional ethnic recipes and be ready to wow yourself, your friends and family. During class, we go all the way and make chai tea the Nepali way.
$45 | Instructor: Ishwari Rajak

CULINARY ARTS

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. Class includes a plate of four momos and mouthwatering sauce.
$45 | Instructor: Ishwari Rajak

Himalayan Cooking: Chicken Curry (Nepali style)
Join the class and take a ride to the secret underworld of spices as you master the art of spicing curries. Class will offer something for everyone, 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 curry. Save money later by investing in the class now.
$45 | Instructor: Ishwari Rajak

LANGUAGES

American Sign Language I
American Sign Language (ASL) will cover sign vocabulary, sentence structures, dialog formats through facial expressions and body movements used in signing. At the end of this course, you will be able to identify fingerspelling and numbers, demonstrate appropriate conversational behaviors of ASL, and have knowledge about various aspects of the deaf culture.
$130 | Instructor: Carole Virnig

American Sign Language II
Continue to build on your American Sign Language proficiency. Prerequisite: ASL I.
$130 | Instructor: Carole Virnig
Spanish I & Spanish II

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.

$170 | Instructor: Tyrel Nelson

Italian I & Italian II

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 will 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. You’ll acquire speaking skills by practicing easy conversations in a friendly atmosphere and also learn about Italy and its culture.

$170 | Instructor: Daniela McArthur

ART

Beginner Welding – Metal Art/ Yard Art

Introduction to MIG (GMAW/wire feed) welding. Learn basic techniques to create beginner friendly art projects for home, garden, and yard. Come and learn metal working and welding processes. Explore the vast opportunities of metal working equipment to design and fabricate your own works of art.

Wear jeans and leather shoes. Bring safety glasses and head covering to class. Welding helmet supplied for use. Course includes weld shop safety.

$325 | Instructors: Staff

WINE

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

This is an introductory class on wine suitable for those starting a wine career or pursuing an interest in wine. For individuals new to wine study, this qualification provides a hands-on instruction to the world of wine. You’ll explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion, you will receive a WSET certificate and lapel pin.

What you’ll learn: the main types and styles of wine, common wine grapes and their characteristics, how to store and serve wine, the principles of food and wine pairing, and how to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine (SAT)

$325 | Instructor: Nikki Erpelding

Wine & Spirits Education Trust (WSET) Award, Level 2

This class explores 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

$725 | Instructor: Karen Rockstad
FOOD SAFETY

ServSafe Food Manager Certification

Learn important food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This class will prepare you for the on-line ServSafe exam administered at the end of class.

Successful completion of this course also allows for the student to apply for the Certified Food Protection Manager (CFPM) Certification. Earning the ServSafe Manager Certificate is one step in the process to get the State-issued CFPM certificate.

Textbook, supplies and First Exam fee all included in the cost of the course.

$195 | Instructor: Staff

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 basic motorcycle operational skills and advanced skills such as swerving, braking, and cornering, and street riding strategies. Instructor: Staff

Riders 18 and older can earn their motorcycle license by successfully completing the course if you have a valid motorcycle permit.

Riders under age 18 are required to take the course to obtain a motorcycle permit and must have parent/guardian signature to participate in the class.

100% attendance is required for all three sessions in order to pass the course.

Motorcycles are furnished for all participants.

Cost: $245

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SAINT PAUL COLLEGE

2022 Summer CAMPS

Summer programs for high school students!

Camp dates coming soon! saintpaul.edu/WTCE
CREATE A NEW STUDENT ACCOUNT:

- Click on the tab for “Register for Courses.”
- At the sign in page, click on the tab for “Create New Profile” and follow the computer prompts to create a student profile. Students who have already created a Continuing Education profile can enter their existing usernames and passwords.

REGISTER FOR A COURSE:

- Go to saintpaul.edu/WTCE, click on “View Courses.”
- A list of all courses being offered during the current term will appear. You can search for courses by main subject category and subcategory, or enter the name of a specific class in the course search box on the above right-hand side of the screen. The search will return all of the class options for the subject area you select, including classroom and online courses (online courses are marked with icons).
- To see specific information about a class, click on the name of the course for details.
- Once you have located the class in which you wish to register, follow the computer prompts to put the class into your shopping cart. You can put multiple classes into the shopping cart. Refer to both the class title and course number when registering.
- Click on “View Cart” to double-check that you have selected your desired classes. Click on the “Checkout” button at the bottom of the page to make payment for the classes.
- Payment of all course fees is due at the time of registration. Payment is by credit card (Saint Paul College accepts Visa, MasterCard or Discover).
- You will receive an e-mail confirmation when your registration is complete.

IN PERSON

- Please feel free to visit the Workforce Training and Continuing Education office, Suite L456 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online at our public registration station.
- Due to regulations regarding student privacy, we are unable to accept registrations by mail, telephone, or fax.

CANCELATIONS

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

REFUNDS

- Refunds will only be issued if requested three (3) business days prior to the start of the first day of class. No refunds will be given after the class has started.
- 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