Service Programs

**Child Development**

- Child Development Careers AS Degree (60 Credits) ........................................ 147-148
- Child Development Careers ASL AS Degree (60 Credits) ........................................ 149-150
- Child Development Careers AAS Degree (60 Credits) ........................................ 151-152
- Child Development Careers Diploma (32 Credits) ........................................ 153
- Child Development Careers Certificate (16 Credits) ........................................ 154

**Cosmetology**

- Cosmetology AAS Degree (70 Credits) ........................................ 155-156
- Cosmetology Diploma (57 Credits) ........................................ 157-158
- Nail Care Technician Certificate (16 Credits) ........................................ 159

**Culinary Arts**

- Culinary Arts AAS Degree (68 Credits) ........................................ 160-161
- Culinary Arts Diploma (58 Credits) ........................................ 162-163
- Culinary Foundations Certificate (18 credits) ........................................ 164
- Pastry and Baking Certificate (17 credits) ........................................ 165
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**Sign Language Interpreter/Transliterator**

- Sign Language Interpreter/Transliterator AAS Degree (67 Credits) ........................................ 167-168
Program Overview

This program is intended primarily for students who plan to transfer to another college or university to complete a bachelor’s degree in Early Childhood or related field. It also prepares individuals for employment as a Teacher in a variety of early childhood settings.

Students will learn about child development, guidance, health and safety, cultural sensitivity, professional relations, and curriculum planning, as well as liberal arts education. Internship opportunities are provided which allow students to apply their skills and knowledge in a practical experience. All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate.

Students must have a high school diploma, or GED, and pass a criminal background study. Respect for cultural differences is essential. Good judgment and absolute integrity are also necessary for success in the field of child development.

Career Opportunities

Graduates of the Child Development AS program may seek further education to earn a degree in early childhood education, early childhood special education, child development and family studies, psychology, or social work, but will also qualify to work at a child care center or preschool program, a family child care home or nanny, as well as a teacher in a Head Start program, a teacher assistant or education assistant in the public schools, Early Childhood Family Education, Early Childhood Special Education, or Child Life Assistant (hospital setting). If students go on for more education, the career opportunities (and pay scale) continue to increase.

The demand for trained child development professionals is increasing as more parents seek quality care and educational programs for their children. Our job placement rate is well over 95% and the Bureau of Labor Statistics estimates that the employment outlook will grow faster than average through 2026.

Program Outcomes

1. Graduates will demonstrate knowledge of child safety, health and nutrition.
2. Graduates will demonstrate knowledge in the fundamental principles of child development and developmentally appropriate practices.
3. Graduates will demonstrate knowledge and skills in positive child guidance techniques.
4. Graduates will demonstrate the knowledge and skills in positive family, community, and staff relations.
5. Graduates will demonstrate the knowledge and skills in developing and implementing early childhood curriculum.
6. Graduates will have hands-on training in a variety of Child Development settings.
7. Graduates will possess the knowledge and skills for immediate employment in the Child Development field.
8. Graduates will have successfully mastered the general education program requirements for work and life roles.

Program Faculty

Students should consult with the Program Faculty each semester.

Janet Massa janet.massa@saintpaul.edu
Kelly McKown kelly.mckown@saintpaul.edu

Part-time/Full-time Options

Evening, Saturday, and online courses are also available.

Program Requirements

☐ Check off when completed

Course Cr
☐ CDEV 1200 Introduction to Early Childhood Education 3
☐ CDEV 1210 Child Growth and Development 3
☐ CDEV 1220 Health, Safety and Nutrition 3
☐ CDEV 1230 Guiding Children’s Behavior 3
☐ CDEV 1240 Learning Environment and Curriculum 4
☐ CDEV 1610 Observation and Assessment 3
☐ Not offered every semester, see Faculty
☐ CDEV 1640 Curriculum Planning 3
☐ Not offered every semester, see Faculty
☐ CDEV 1910 Practicum 1 3
☐ CDEV 2320 Children with Differing Abilities (Fall) 3
☐ CDEV 2600 Organizational Leadership and Management (Spring) 2
Subtotal: 30

General Education/MnTC Requirements Cr
☐ Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication 7
☐ ENGL 1711 Composition 1 – 4 cr
☐ COMM 17XX – 3 cr
☐ Goal 3 or Goal 4 3
☐ Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science and Behavioral Sciences 4
☐ ANTH 1710, PSYC 1710, SOCI 1710, OR SOCI 1760 (recommended)
☐ Goal 6: Humanities and Fine Arts 3
☐ Goals 1-10 of the Minnesota Transfer Curriculum 13
Select a minimum of 13 additional credits

Total Program Credits 60

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

See back of this guide for Course Sequence and Transfer Opportunities

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change.
This Program Requirements Guide is not a contract.

247S (7131)
## Program Start Dates

Fall, Spring, Summer

## Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1200</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1210</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1220</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1230</td>
<td>Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1240</td>
<td>Learning Environment &amp; Curriculum</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Credits: 16

All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate. CDEV 1200, 1210, 1220, 1230, and 1240 must be completed before taking CDEV courses.

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1610</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1640</td>
<td>Curriculum Planning</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711</td>
<td>Composition 1</td>
<td>4</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Goal 3: Natural Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR Goal 4: Mathematical/Logical Reasoning</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Credits: 16

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1910</td>
<td>Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2320</td>
<td>Children with Differing Abilities</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: History, Social Sciences and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Credits: 12

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 2600</td>
<td>Organizational Leadership and Management</td>
<td>2</td>
</tr>
<tr>
<td>Goals 1-10: Minnesota Transfer Curriculum</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Credits: 16

Total Program Credits: 60

## Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below.

For more information please go to saintpaul.edu/Transfer.

**Child Development Careers AS**

**BA**
- Child Development
  - Concordia University, St. Paul
- Family Science
  - Concordia University, St. Paul
- Health Care Administration
  - Concordia University, St. Paul
- Early Childhood Studies
  - Metropolitan State University
- Healthcare and Human Service Management
  - Saint Mary’s University, Twin Cities Campus
- Human Development & Family Studies
  - University of Wisconsin, Stout
Program Overview

This program is intended primarily for students who plan to transfer to another college or university to complete a bachelor’s degree in Early Childhood or related field. Students will learn about child development, guidance, health and safety, cultural sensitivity, and professional relations, as well as liberal arts education. Lab and Practicum opportunities are provided which allow students to apply their skills and knowledge in a practical experience. All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate.

Students must have a high school diploma, or GED, and pass a criminal background study. Respect for cultural differences is essential. Good judgment and absolute integrity are also necessary for success in the field of child development.

Career Opportunities

Graduates of the Child Development Careers ASL AS Degree program may seek further education to earn a degree in early childhood education, early childhood special education, child development and family studies, psychology, or social work, but will also qualify to work at a child care center or preschool program, a family child care home or nanny, as well as a teacher in a Head Start program, a teacher assistant or education assistant in the public schools, Early Childhood Family Education, Early Childhood Special Education, or Child Life Assistant (working with children in a hospital setting).

Since this degree has a focus on using ASL in an early childhood setting, it increases employability for our graduates. If students go on for more education, the career opportunities (and pay scale) also increase. The demand for trained child development professionals continues to increase as more parents seek quality care and educational programs for their children. Our job placement rate is well over 95% and the Bureau of Labor Statistics estimates that the employment outlook will grow faster than average through 2026.

Program Outcomes

1. Graduates will demonstrate knowledge of child safety, health and nutrition.
2. Graduates will demonstrate knowledge in the fundamental principles of child development and developmentally appropriate practices.
3. Graduates will demonstrate knowledge and skills in positive child guidance techniques.
4. Graduates will demonstrate the knowledge and skills in positive family, community, and staff relations.
5. Graduates will demonstrate the knowledge and skills in developing and implementing early childhood curriculum.
6. Graduates will have hands-on training in a variety of Child Development settings.
7. Graduates will possess the knowledge and skills for immediate employment in the Child Development field.
8. Graduates will have successfully mastered the general education program requirements for work and life roles.

Program Faculty

Students should consult with the Program Faculty each semester.

Janet Massa janet.massa@saintpaul.edu
Kelly McKown kelly.mckown@saintpaul.edu

Part-Time/Full-Time Options

Part-time and full-time options are available. Evening, Saturday, and online courses are also available.

Program Requirements

☐ Check off when completed

Course                       Cr
☐ CDEV 1200 Introduction to Early Childhood Education                       3
☐ CDEV 1210 Child Growth and Development                                   3
☐ CDEV 1220 Health, Safety and Nutrition                                    3
☐ CDEV 1230 Guiding Children’s Behavior                                     3
☐ CDEV 1240 Learning Environment and Curriculum                           .4
☐ CDEV 2320 Children with Differing Abilities                               
  (Fall)                                                                   .3
☐ CDEV 2560 Language & Literature Learning Experiences (Fall)              .3
☐ CDEV 2599 Practicum 1: Special Settings/ASL                              .2
☐ ASLS 1411 American Sign Language 1                                        .3
☐ ASLS 1412 American Sign Language 2                                        .3
Subtotal                                                      30

Total Program Credits                                                                  60

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

First Semester
CDEV 1200 Introduction to Early Childhood Education ........................................ 3
CDEV 1210 Child Growth and Development ......................................................... 3
CDEV 1220 Health, Safety and Nutrition .............................................................. 3
CDEV 1230 Guiding Children's Behavior .............................................................. 3
ASLS 1411 American Sign Language 1 ............................................................... 3
Total Semester Credits ............................................................... 15

All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate. CDEV 1200, 1210, 1220, and 1230 must be completed before taking other CDEV courses.

Second Semester
CDEV 1240 Learning Environment and Curriculum ............................................ 4
ASLS 1412 American Sign Language 2 ............................................................... 3
Goal 1: ENGL 1711 Composition 1 ................................................................. 4
Goal 1: COMM 17XX .............................................................................. 3
Total Semester Credits ............................................................... 14

Third Semester
CDEV 2320 Children with Differing Abilities (Fall) .............................................. 3
CDEV 2560 Language & Literature Learning Experiences (Fall) ......................... 3
ASLS 1413 American Sign Language 3 .............................................................. 3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning .......... 3
Goal 5: History, Social Sciences and Behavioral Sciences ............................... 3
Total Semester Credits ............................................................... 15

Fourth Semester
CDEV 2599 Practicum 1: Special Settings/ASL ................................................. 2
ASLS 1414 American Sign Language 4 .............................................................. 3
Goal 6: Humanities and Fine Arts ................................................................. 3
Goals 1-10: Minnesota Transfer Curriculum .................................................... 8
Total Semester Credits ............................................................... 16

NOTE: ASLS 1413 & ASLS 1414 are counted towards fulfilling MnTC Electives

Total Program Credits ............................................................... 60

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below.

For more information please go to saintpaul.edu/Transfer.

Child Development Careers ASL AS
BA Health Care Administration
  Concordia University, St. Paul
BA Individualized Studies
  Metropolitan State University
BS Healthcare and Human Service Management
  Saint Mary's University,
  Twin Cities Campus
BS Human Development & Family Studies
  University of Wisconsin, Stout
# Program Requirements Guide

## Child Development Careers  AAS DEGREE

### Program Overview
This program is designed to prepare individuals for employment as a teacher in a variety of early childhood settings. Students will learn how to promote and communicate knowledge of child development; create healthy, respectful and challenging learning environments; create and maintain respectful and supportive relationships with children, families, staff, and community members; use observation skills to enhance teaching; and design and implement developmentally and culturally appropriate activities and curriculum. Lab and Practicum opportunities are provided which allow students to apply their skills and knowledge in a practical experience. All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate.

Students must have a high school diploma, or GED, and pass a criminal background study. Respect for cultural differences is essential. Good judgment and absolute integrity are also necessary for success in the field of child development.

### Career Opportunities
Graduates of the Child Development AAS program will qualify to teach at a child care center, preschool program, before/after-school program, a family child care home or nanny, as well as a Lead Teacher in a Head Start program, a teacher assistant or education assistant (paraprofessional) in the public schools, Early Childhood Family Education, Early Childhood Special Education, or Child Life Assistant (in a hospital setting). The AAS degree meets Minnesota Department of Human Services educational requirements for Child Development professionals. The demand for trained child development professionals continues to increase as more parents seek quality care and educational programs for their children. Our job placement rate is well over 95% and the Bureau of Labor Statistics estimates that the employment outlook will grow faster than average through 2026.

### Program Outcomes
1. Graduates will demonstrate knowledge of child safety, health, and nutrition.
2. Graduates will demonstrate knowledge on the principles of child development and developmentally appropriate practices.
3. Graduates will demonstrate knowledge and skills in positive child guidance techniques.
4. Graduates will demonstrate the knowledge and skills in positive family, community, and staff relations.
5. Graduates will demonstrate the knowledge and skills in developing and implementing early childhood curriculum.
6. Graduates will have hands-on training in a variety of Child Development settings.
7. Graduates will possess the knowledge and skills for immediate employment in the Child Development field.

### Program Faculty
Students should consult with the Program Faculty each semester.

Janet Massa janet.massa@saintpaul.edu
Kelly McKown kelly.mckown@saintpaul.edu

### Part-time/Full-time Options
Part-time and full-time options are available. Evening, Saturday, and online courses are also available.

### Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1200 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1210 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1220 Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1230 Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1240 Learning Environment and Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>CDEV 1610 Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Not offered every semester, see Faculty</td>
<td></td>
</tr>
<tr>
<td>CDEV 1640 Curriculum Planning</td>
<td>3</td>
</tr>
<tr>
<td>Not offered every semester, see Faculty</td>
<td></td>
</tr>
<tr>
<td>CDEV 1910 Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2320 Children with Differing Abilities (Fall)</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2600 Organizational Leadership and Management (Spring)</td>
<td>2</td>
</tr>
<tr>
<td>CDEV 2560 Language &amp; Literature Learning Experiences OR CDEV 2550 STEM for ECE</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2620 Practicum 2</td>
<td>4</td>
</tr>
<tr>
<td>Subtotal</td>
<td>37</td>
</tr>
</tbody>
</table>

Electives: Choose a minimum of 3 credits from the following Technical Electives: 3

- CDEV 2530 Children with Challenging Behaviors 3
- CDEV 2550 STEM for ECE 3
- CDEV 2560 Language & Literature Learning Experiences 3
- CDEV 2570 Working with Diverse Children and Families 3
- CDEV 2597 Special Topics 4

Total Program Credits 60

### Program Start Dates
Fall, Spring, Summer

### Course Sequence
The course sequence on the back of this guide is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

### General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

- Goal 1: Communication 7
- ENGL 1711 Composition 1 – 4 cr
- COMM 17XX – 3 cr
- Goal 3 or Goal 4 3
- Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science and Behavioral Sciences 3
- SOCI 1720 Social Problems OR SOCI 1730 Sociology of Families & Relationships (recommended)
- Goal 6: Humanities and Fine Arts 3
- Goals 1-10 of the Minnesota Transfer Curriculum 4
- Select a minimum of 4 additional credits

### Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

- **Reading:** Score of 78+ or grade of “C” or better in READ 0722
- **Writing:** Score of 78+ or grade of “C” or better in ENGL 0922
- **Arithmetic:** Score of 20+

### Assessment Results and Prerequisites
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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**Information is subject to change. This Program Requirements Guide is not a contract.**
Course Sequence

The course sequence is recommended for a full-time student; however, this sequence is not required.

Not all courses are offered each semester; a selection of courses is offered summer term.

Students should consult with the Program Faculty each semester.

First Semester
CDEV 1200 Introduction to Early Childhood Education ........................................... 3
CDEV 1210 Child Growth and Development ............................................................. 3
CDEV 1220 Health, Safety and Nutrition ................................................................. 3
CDEV 1230 Guiding Children’s Behavior ................................................................. 3
CDEV 1240 Learning Environment and Curriculum ................................................. 4
Total Semester Credits .................................................. 16

Second Semester
CDEV 1610 Observation and Assessment ................................................................. 3
Not offered every semester, see Faculty
CDEV 1640 Curriculum Planning ............................................................... 3
Not offered every semester, see Faculty
Goal 1: ENGL 1711 Composition 1 ....................................... 4
Goal 1: COMM 17XX ................................................................. 3
Goal 3: Natural Sciences
OR Goal 4: Mathematical/Logical Reasoning ......................................................... 3
Total Semester Credits .................................................. 16

Third Semester
CDEV 1910 Practicum 1 .................................................................................. 3
CDEV 2320 Children with Differing Abilities (fall only) ........................................... 3
Not offered every semester, see Faculty
CDEV Technical Elective .................................................................................. 3
Goal 5: History, Social Sciences and Behavioral Sciences ........................................ 3
Goal 6: Humanities and Fine Arts ................................................................. 3
Total Semester Credits .................................................. 15

Fourth Semester
CDEV 2560 Language & Literature Learning Experiences OR
CDEV 2550 STEM for ECE ................................................................. 3
Not offered every semester, see Faculty
CDEV 2600 Organizational Leadership & Management (spring only) ................. 2
CDEV 2620 Practicum 2 .................................................................................. 4
Not offered every semester, see Faculty
Goals 1-10: Minnesota Transfer Curriculum ......................................................... 4
Total Semester Credits .................................................. 13
Total Program Credits .................................................. 60

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below.

For more information please go to saintpaul.edu/Transfer.

Child Development Careers AAS
BA Child Development
  Concordia University, St. Paul
BA Family Science
  Concordia University, St. Paul
BA Health Care Administration
  Concordia University, St. Paul
BAS Early Childhood Studies
  Metropolitan State University
BS Healthcare and Human Service Management
  Saint Mary’s University, Twin Cities Campus
BS Human Development & Family Studies
  University of Wisconsin-Stout
Program Overview
This program is designed to prepare individuals for employment in entry-level early childhood education positions. Students will learn about child development, guidance, health and safety, professional relations, and strategies for promoting learning in young children.

Lab and practicum opportunities are provided which allow students to apply their skills and knowledge in a practical experience. All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate.

Students must have a high school diploma or GED and pass a criminal background study. Respect for cultural differences is essential. Good judgment and absolute integrity are also necessary for success in the field of child development.

Career Opportunities
Graduates of the Child Development Diploma program will qualify to work at a child care center, preschool program, before/after-school program, a family child care home or nanny. This diploma meets Minnesota Department of Human Services educational requirements for child care providers. The demand for trained child development professionals continues to increase as more and more parents seek quality care and educational programs for their children. Our job placement rate is well over 95% and the Bureau of Labor Statistics estimates that the employment outlook will grow faster than average through 2026.

Program Outcomes
1. Graduates will demonstrate knowledge of child safety, health and nutrition.
2. Graduates will demonstrate knowledge in the fundamental principles of child development and developmentally appropriate practices.
3. Graduates will demonstrate knowledge and skills in positive child guidance techniques.
4. Graduates will demonstrate the knowledge and skills in positive family, community, and staff relations.
5. Graduates will demonstrate the knowledge and skills in developing and implementing early childhood curriculum.

Program Start Dates
Fall, Spring, Summer

Course Sequence
The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

First Semester
CDEV 1200 Introduction to Early Childhood Education ........................... 3
CDEV 1210 Child Growth and Development .................................. 3
CDEV 1220 Health, Safety and Nutrition ........................................... 3
CDEV 1230 Guiding Children’s Behavior .................................... 3
CDEV 1240 Learning Environment and Curriculum ......................... 4
CDEV 1610 Observation and Assessment ........................................ 3
CDEV 1640 Curriculum Planning .................................................. 3
CDEV 1910 Practicum 1 ............................................................. 3
Subtotal .......................................................... 25

Total Semester Credits .................................................. 13
All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate. CDEV 1200, 1210, 1230, and 1240 must be completed before taking CDEV courses.

Second Semester
CDEV 1220 Health, Safety and Nutrition .......................................... 3
CDEV 1610 Observation and Assessment ........................................ 3
CDEV 1640 Curriculum Planning .................................................. 3
Not offered every semester; see Faculty
Goal 5: SOCI 1720 Social Problems
OR SOCI 1730 (recommended) .................................................. 3
Total Semester Credits .................................................. 12

Third Semester
CDEV 1910 Practicum 1 ............................................................. 3
Goal 1: ENGL 1711 Composition 1 ............................................. 4
Total Semester Credits .................................................. 7
Total Program Credits .................................................. 32

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Program Start Dates
Fall, Spring, Summer

Course Sequence
The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

First Semester
CDEV 1200 Introduction to Early Childhood Education ........................... 3
CDEV 1210 Child Growth and Development .................................. 3
CDEV 1220 Health, Safety and Nutrition ........................................... 3
CDEV 1230 Guiding Children’s Behavior .................................... 3
CDEV 1240 Learning Environment and Curriculum ......................... 4
CDEV 1610 Observation and Assessment ........................................ 3
CDEV 1640 Curriculum Planning .................................................. 3
CDEV 1910 Practicum 1 ............................................................. 3
Subtotal .......................................................... 25

Total Semester Credits .................................................. 13
All students must meet all reading and writing program entry requirements prior to entering courses beyond the Certificate. CDEV 1200, 1210, 1230, and 1240 must be completed before taking CDEV courses.

Second Semester
CDEV 1220 Health, Safety and Nutrition .......................................... 3
CDEV 1610 Observation and Assessment ........................................ 3
CDEV 1640 Curriculum Planning .................................................. 3
Not offered every semester; see Faculty
Goal 5: SOCI 1720 Social Problems
OR SOCI 1730 (recommended) .................................................. 3
Total Semester Credits .................................................. 12

Third Semester
CDEV 1910 Practicum 1 ............................................................. 3
Goal 1: ENGL 1711 Composition 1 ............................................. 4
Total Semester Credits .................................................. 7
Total Program Credits .................................................. 32

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Program Faculty
Students should consult with the Program Faculty each semester.

Janet Massa janet.massa@saintpaul.edu
Kelly McKown kelly.mckown@saintpaul.edu

Part-time/Full-time Options
Part-time and full-time options are available. Evening, Saturday, and online courses are also available.

Program Requirements
☐ Check off when completed
Course Cr
☐ CDEV 1200 Introduction to Early Childhood Education ........................... 3
☐ CDEV 1210 Child Growth and Development .................................. 3
☐ CDEV 1220 Health, Safety and Nutrition ........................................... 3
☐ CDEV 1230 Guiding Children’s Behavior .................................... 3
☐ CDEV 1240 Learning Environment and Curriculum ......................... 4
☐ CDEV 1610 Observation and Assessment ........................................ 3
☐ CDEV 1640 Curriculum Planning .................................................. 3
☐ CDEV 1910 Practicum 1 ............................................................. 3
Subtotal .......................................................... 25

General Education Requirements Cr
☐ Goal 1: Communication ....................................................... 4
ENGL 1711 Composition 1
☐ Goal 5: History, Social Science and Behavioral Sciences ................... 3
SOCI 1720 Social Problems
☐ SOCI 1730 Sociology of Families and Relationships
(recommended)
General Education Requirements .................................................. 7

Total Program Credits .................................................. 32

Information is subject to change.
This Program Requirements Guide is not a contract.
Child Development Careers CERTIFICATE

Program Overview
This program is designed to give students an introduction to the field of Early Childhood Education and the variety of possibly career opportunities. Each of our other programs begin with the Certificate-level courses. Students will learn about child development, guidance, health and safety, professional relations, and strategies for promoting learning in young children.

Students must have a high school diploma, or GED, and pass a criminal background study. Respect for cultural differences is essential. Good judgment and absolute integrity are also necessary for success in the field of child development.

Career Opportunities
Graduates of the Child Development Certificate program will qualify to work at a child care center, preschool program, before/after-school program, a family child care home or nanny. This certificate meets Minnesota Department of Human Services educational requirements for child care provider. The demand for trained child development professionals continues to increase as more and more parents seek quality care and educational programs for their children. Our job placement rate is well over 95% and the Bureau of Labor Statistics estimates that the employment outlook will grow faster than average through 2026.

Program Faculty
Students should consult with the Program Faculty each semester.
Janet Massa janet.massa@saintpaul.edu
Kelly McKown kelly.mckown@saintpaul.edu

Part-time/Full-time Options
Part-time and full-time options are available. Evening, Saturday, and online courses are also available.

Program Requirements
☑ Check off when completed

Course Cr
☐ CDEV 1200 Introduction to Early Childhood Education ......................... 3
☐ CDEV 1210 Child Growth and Development ......................................... 3
☐ CDEV 1220 Health, Safety and Nutrition ............................................. 3
☐ CDEV 1230 Guiding Children’s Behavior ............................................. 3
☐ CDEV 1240 Learning Environment and Curriculum ............................. 4
Total Program Credits ................................................................. 16

Program Start Dates
Fall, Spring

Course Sequence
This certificate can be completed in one semester as shown in the following sequence. Not all courses are offered each semester; a selection of courses is offered summer term.

First Semester
CDEV 1200 Introduction to Early Childhood Education .......................... 3
CDEV 1210 Child Growth and Development ........................................ 3
CDEV 1220 Health, Safety and Nutrition ............................................. 3
CDEV 1230 Guiding Children’s Behavior ............................................. 3
CDEV 1240 Learning Environment and Curriculum ............................. 4
Total Semester Credits ................................................................. 16

Total Program Credits ............................................................... 16

*This certificate can also be completed over two or more semesters.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 60+ on Reading Comprehension or grade of “C” or better in READ 0721
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change. This Program Requirements Guide is not a contract.
Program Requirement Guide 2019 - 2020

Cosmetology AAS Degree

Program Overview
The Cosmetology AAS degree meets the requirements for licensure by the Minnesota Board of Cosmetologist Examiners and provides transferrable credits towards a two- or four-year degree in liberal arts and sciences. Cosmetology services include the cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the body surface in the areas of head, scalp, face, arms, hands, legs and feet. Science courses provide a good background for the skills taught in hair analysis and treatment. Physical requirements include finger dexterity, negative allergic reaction to cosmetic preparations and artistic flair for creative design. The professional cosmetologist should enjoy working with the public and in a team atmosphere. People skills and time management skills are essential.

Licensing or certification exams are independent of graduation requirements.

Career Opportunities
The job outlook is good for cosmetologists, estheticians and nail technicians. Increasing population, incomes, and demand for cosmetology services will stimulate job growth. In addition, numerous job openings will stem from rapid turnover in salons and the large size of the occupation. The rapid growth of nail salons and full-service spas will generate numerous job openings for cosmetologists skilled in hair, skin, and full-service spas.

After cosmetology students complete 1550 hours of skills and theory training and pass the written exam given through the State designated testing service and skills certification, they are eligible for licensure through the Minnesota Board of Cosmetologist Examiners. Cosmetologists work in a variety of settings including beauty salons and full service spas.

Program Outcomes
1. Graduates will be prepared to take the skills certification.
2. Graduates will be prepared to take the Minnesota State Cosmetology written exam and state law test administered through the State designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will have knowledge and skills in cosmetology services (hair, nails and skin).
4. Graduates will have knowledge and skills in salon operations.
5. Graduates will be prepared for employment as Cosmetologists.
6. Graduates will have successfully mastered the general education program requirements for work and life roles.

Program Faculty
Marcie Smith-Fields
marcie.smith-fields@saintpaul.edu

Full-time
Students attend full-time and can complete the program in four semesters.

Licensure
This program meets Minnesota Board of Cosmetologist Examiners requirements.

Textbook and Supply Costs
Students should expect to spend approximately $3,700.00 for cosmetology kits, supplies, and books. This cost is in addition to tuition and fees.

Program Requirements
☐ Check off when completed
☐ Required Program Orientation
All Cosmetology, Esthetics and Nail Technician applicants must attend a program orientation prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a location.

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSN 1598 Body Systems &amp; Diseases</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1599 Preclinic Introduction</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1601 Preclinic Hair Care 1</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1602 Preclinic Hair Care 2</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1603 Preclinic Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1604 Preclinic Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1605 Preclinic Hair Color</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1606 Preclinic Chemical Control</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1620 Advanced Hair Care</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1901 Clinic 1 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1902 Clinic 2 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1903 Clinic 3 for Cosmetology Majors</td>
<td>3</td>
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<tr>
<td>COSM 1904 Clinic 4 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1905 Clinic 5 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1906 Clinic 6 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1907 Clinic 7 for Cosmetology Majors</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements 51

Required Technical Electives 3

Select 3 credits from the following Technical Electives to complete the required 1550 hours needed for licensure:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1951 Salon Operations 1 for Cosmetology/Nail Technician Majors</td>
<td>1</td>
</tr>
<tr>
<td>COSM 1952 Salon Operations 2 for Cosmetology/Nail Technician Majors</td>
<td>2</td>
</tr>
<tr>
<td>COSM 1953 Salon Operations 3 for Cosmetology/Nail Technician Majors</td>
<td>3</td>
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<td>COSM 1954 Salon Operations 4 for Cosmetology/Nail Technician Majors</td>
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<td>COSM 1955 Salon Operations 5 for Cosmetology/Nail Technician Majors</td>
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<tr>
<td>COSM 1956 Salon Operations 6 for Cosmetology/Nail Technician Majors</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional Requirements
Be prepared to purchase student cosmetology kits the first day of class from the book store. Financial aid must have been completed.

All books MUST be purchased before classes begin.

Cosmetology Student Handbook/Agreement Form
All new and returning students will need to access D2L Brightspace PRIOR to the first day of classes to read the Cosmetology student handbook. After you have read the handbook, you must print and sign Student Agreement Form, Hepatitis B Vaccination/Declination Form and Rollabout Form and return them to your instructor on the first day of class before you will be admitted to class. You will need to perform this task prior to the first day of each semester.

Please direct questions to the assigned instructor of your first class.

Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

See back of this guide for Course Sequence and Transfer Opportunities
### Program Start Dates

Fall, Spring, Summer – online only CHSN 1598 & CHSN 1599

### Course Sequence

Required course sequence is dependent upon which Semester/Term the student starts the Cosmetology AAS Degree Program. The General Education courses (16 credits) may be taken during the Semester/Term of student’s choice or after completion of Technical Requirement courses.

**IF YOU START THE PROGRAM FALL OR SPRING SEMESTER:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSN 1598 Body Systems &amp; Disease</td>
<td>4/80</td>
</tr>
<tr>
<td>CHSN 1599 Preclinic Introduction</td>
<td>4/80</td>
</tr>
<tr>
<td>COSM 1601 Preclinic Hair Care</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1602 Preclinic Hair Care</td>
<td>3/80</td>
</tr>
<tr>
<td>COSM 1603 Preclinic Nail Care</td>
<td>3/80</td>
</tr>
<tr>
<td>COSM 1604 Preclinic Skin Care</td>
<td>3/80</td>
</tr>
<tr>
<td>COSM 1901 Clinic 1 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1902 Clinic 2 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1903 Clinic 3 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>29/784</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1904 Clinic 4 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1905 Clinic 5 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1906 Clinic 6 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1951 Salon Operations 1 for Cosmetology/Nail</td>
<td>1/32</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>20/608</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/HR</th>
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<tbody>
<tr>
<td>COSM 1907 Clinic 7 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1952 Salon Operations 2 for Cosmetology/Nail Tech Majors</td>
<td>2/64</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>5/160</td>
</tr>
<tr>
<td>Subtotal Program Credits</td>
<td>54/1552</td>
</tr>
</tbody>
</table>

### Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 78+ or grade of “C” or better in READ 0722

**Writing:** Score of 78+ or grade of “C” or better in ENGL 0922

**Arithmetic:** Score of 31+

**Assessment Results and Prerequisites:**

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

**Information is subject to change. This Program Requirements Guide is not a contract.**
Program Overview

The Cosmetology Diploma program meets the requirements for licensure by the Minnesota Board of Cosmetologist Examiners. Cosmetology services include the cleaning, conditioning, shaping, reinforcing, coloring and enhancing of the body surface in the areas of head, scalp, face, arms, hands, legs and feet. Science courses provide a good background for the skills taught in hair analysis and treatment. Physical requirements include finger dexterity, negative allergic reaction to cosmetic preparations and artistic flair for creative design. The professional cosmetologist should enjoy working with the public and in a team atmosphere. People skills and time management skills are essential.

Licensing or certification exams are independent of graduation requirements.

Career Opportunities

The job outlook is good for cosmetologists. Increasing population, incomes, and demand for cosmetology services will stimulate job growth. In addition, numerous job openings will stem from rapid turnover in salons and the large size of the occupation. The rapid growth of nail salons and full-service spas will generate numerous job openings for cosmetologists skilled in hair, skin, and nails.

After cosmetology students complete 1550 hours of skills and theory training and pass the written exam given through the State designated testing service (access through www.cosmetology.state.mn.us). This program meets Minnesota Board of Cosmetologist Examiners. Cosmetologists work in a variety of settings including beauty salons and full service spas.

Program Outcomes

1. Graduates will have successfully mastered the general education program requirements for work and life roles.
2. Graduates will have knowledge and skills in cosmetology services (hair, nails and skin).
3. Graduates will have knowledge and skills in salon operations.
4. Graduates will be prepared for employment as Cosmetologists.
5. Graduates will have successfully mastered the general education program requirements for work and life roles.

Program Faculty

Marcie Smith-Fields
marcie.smith-fields@saintpaul.edu

Full-time

Students attend full-time and can complete the program in three semesters.

Licensure

This program meets Minnesota Board of Cosmetologist Examiners requirements.

Textbook and Supply Costs

Students should expect to spend approximately $3,700.00 for cosmetology kits, supplies, and books. This cost is in addition to tuition and fees.

Program Requirements

☐ Check off when completed
☐ Required Program Orientation

All Cosmetology, Esthetics and Nail Technician applicants must attend a program orientation prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at an orientation.

Courses

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<td>COSM 1602 Preclinic Hair Care 2</td>
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<tr>
<td>COSM 1603 Preclinic Nail Care</td>
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<tr>
<td>COSM 1604 Preclinic Skin Care</td>
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<tr>
<td>COSM 1605 Preclinic Hair Color</td>
<td>3</td>
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<td>COSM 1606 Preclinic Chemical Control</td>
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<tr>
<td>COSM 1620 Advanced Hair Care</td>
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<tr>
<td>COSM 1901 Clinic 1 for Cosmetology Majors</td>
<td>3</td>
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<td>COSM 1902 Clinic 2 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1903 Clinic 3 for Cosmetology Majors</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1904 Clinic 4 for Cosmetology Majors</td>
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<td>COSM 1905 Clinic 5 for Cosmetology Majors</td>
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<td>COSM 1906 Clinic 6 for Cosmetology Majors</td>
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<tr>
<td>Subtotal</td>
<td>51</td>
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</tbody>
</table>

Required Technical Electives

Select 3 credits from the following Technical Electives to complete the required 1550 hours needed for licensure:

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>COSM 1951 Salon Operations 1 for Cosmetology/Nail Technician Majors</td>
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<tr>
<td>COSM 1952 Salon Operations 2 for Cosmetology/Nail Technician Majors</td>
</tr>
<tr>
<td>COSM 1953 Salon Operations 3 for Cosmetology/Nail Technician Majors</td>
</tr>
<tr>
<td>COSM 1954 Salon Operations 4 for Cosmetology/Nail Technician Majors</td>
</tr>
<tr>
<td>COSM 1955 Salon Operations 5 for Cosmetology/Nail Technician Majors</td>
</tr>
<tr>
<td>COSM 1956 Salon Operations 6 for Cosmetology/Nail Technician Majors</td>
</tr>
</tbody>
</table>

Information is subject to change. This Program Requirements Guide is not a contract.

See back of this guide for Course Sequence

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 60+ on Reading Comprehension or grade of “C” or better in READ 0721
Writing: Any
Arithmetic: Score of 31+

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

054D (7012)
Program Requirements Guide 2019 - 2020

**Cosmetology DIPLOMA (continued)**

**Program Start Dates**
Fall, Spring, Summer – online only CHSN 1598 & CHSN 1599

**Course Sequence**
Required course sequence is dependent upon which Semester/Term the student starts the Cosmetology Diploma Program. The General Education Requirement (3 credits) may be taken during the Semester/Term of student’s choice.

**IF YOU START THE PROGRAM FALL OR SPRING SEMESTER:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>CHSN 1598 Body Systems &amp; Disease</td>
<td>4/80</td>
</tr>
<tr>
<td>CHSN 1599 Preclinic Introduction</td>
<td>4/80</td>
</tr>
<tr>
<td>COSM 1601 Preclinical Hair Care</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1602 Preclinical Hair Care</td>
<td>3/80</td>
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<td>COSM 1603 Preclinical Nail Care</td>
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<tr>
<td>COSM 1604 Preclinical Skin Care</td>
<td>3/80</td>
</tr>
<tr>
<td>COSM 1901 Clinic 1 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1902 Clinic 2 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1903 Clinic 3 for Cosmetology Majors</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>COSM 1605 Preclinical Hair Color</td>
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<td>COSM 1606 Preclinical Chemical Control</td>
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<td>COSM 1620 Advanced Hair Care</td>
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<td>3/96</td>
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<tr>
<td>COSM 1906 Clinic 6 for Cosmetology Majors</td>
<td>3/96</td>
</tr>
<tr>
<td>COSM 1951 Salon Operations 1</td>
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<tr>
<td>for Cosmetology/Nail</td>
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</tr>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>COSM 1907 Clinic 7 for Cosmetology Majors</td>
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<td>COSM 1952 Salon Operations 2</td>
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<tr>
<td>for Cosmetology/Nail Tech Majors</td>
<td>2/64</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>5/160</td>
</tr>
<tr>
<td><strong>Subtotal Program Credits</strong></td>
<td>54/1552</td>
</tr>
</tbody>
</table>

**ANY SEMESTER**
Any Semester
General Education Requirements (Semester of Choice)
Goal 1: COMM 17XX (COMM 1720 -Interpersonal Communication recommended) 3
General Education Requirements 3

**Total Program Credits**: 57/1552
Nail Care Technician CERTIFICATE

Program Overview
Nail Technician services include the cleaning, shaping, conditioning and care for the fingers, hands, toes and feet as well as the preparation and application of artificial nails.

Physical requirements include finger dexterity, negative allergic reaction to cosmetic preparations, and artistic flair for creative design. The nail technician should enjoy working with the public and in a team atmosphere. People skills and time management skills are essential.

Licensing or certification exams are independent of graduation requirements.

Career Opportunities
The job outlook is very good for nail technicians. Increasing population, incomes, and demand for cosmetology services will stimulate job growth. In addition, numerous job openings will stem from rapid turnover in salons and the large size of the occupation. The rapid growth of nail salons and full service spas will generate numerous job openings for nail technicians.

After Nail Care Technician students complete 350 hours of skills and theory training and pass the written exam given through the State designated testing service, and skills certification they are eligible for licensure from the Minnesota Board of Cosmetologist Examiners. Nail technicians work in beauty salons, nail salons and spas.

Program Outcomes
1. Graduates will be prepared to take the skills certification.
2. Graduates will be prepared to take the Minnesota State written exam and state law test administered through the State designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will possess knowledge and skills for manicures, pedicures and application of artificial nails.

Program Requirements
☐ Check off when completed
☐ Required Program Orientation
All Cosmetology, Esthetics and Nail Technician applicants must attend a program orientation prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a orientation.

Course

CHSN 1598 Body Systems & Diseases on-line 4/80
CHSN 1599 Preclinic Introduction
Online COSM 4/80
COSM 1603 Preclinic Nail Care 3/80
COSM 1908 Clinic 1 for Nail Technicians 3/96
COSM 1952 Salon Operations 2 for Cosmetology/Nail Technician Majors 2/64

Total Program Credits 16/400

☐ Select from the following electives as needed:
CHSN 1951 Salon Operations 1 for Cosmetology/Nail Technician Majors 1
CHSN 1953 Salon Operations 3 for Cosmetology/Nail Technician Majors 3

Program Start Dates
Summer, Fall, Spring

Course Sequence
This certificate can be completed in one semester as shown in the following sequence.

First Semester
CHSN 1598 Body Systems & Diseases 4
CHSN 1599 Preclinic Introduction 4
COSM 1603 Preclinic Nail Care 3
COSM 1908 Clinic 1 for Nail Technicians 3
COSM 1952 Salon Operations 2 for Cosmetology/Nail Technician Majors 2

Total Semester Credits 16

Total Program Credits 16

Additional Requirements
Be prepared to purchase kits the first day of class from the book store with the instructor. Financial aid must have been completed.

All books MUST be purchased before classes begin.

Cosmetology Student Handbook/Agreement Form
All new and returning students will need to access D2L Brightspace PRIOR to the first day of classes to read the Cosmetology student handbook. After you have read the handbook, you must print and sign: Student Agreement Form, Hepatitis B Vaccination/Declination Form and Rollabout Form and return them to your instructor on the first day of class before you will be admitted to class. You will need to perform this task prior to the first day of each semester. Please direct questions to the assigned instructor of your first class.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 38+
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change.
This Program Requirements Guide is not a contract.

057C (7078)
Program Overview
The Culinary Arts AAS degree prepares individuals for career opportunities in hotels, restaurants, clubs, and institutional food service facilities. Responsibilities may include menu planning, purchasing food, equipment, and supplies, selecting, and developing recipes, and providing a quality service. Culinary Arts graduates will be eligible for employment in the food service industry, and will have mastered the general education program requirements for work and life roles.

Career Opportunities
According to the U.S. Bureau of Labor Statistics, the culinary arts field is in high demand. The Bureau of Labor Statistics reports that the number of individuals employed in food preparation and serving related occupations will swell by 7.7% by 2018. The food service industry currently employs 9,631,900 individuals and is projected to employ 10,288,200 individuals by 2018. Americans spend $1,300.00 for books, uniform, and culinary supplies. This cost is in addition to the cost of tuition and fees.

Program Outcomes
1. Graduates will have knowledge and skills in culinary arts.
2. Graduates will demonstrate knowledge and skills in restaurant operations.
3. Graduates will be experienced in food preparation and presentation for business and industry.
4. Graduates will be prepared for immediate employment in the food service industry.
5. Graduates will have mastered the general education program requirements for work and life roles.
6. Graduates will be eligible for Minnesota Food Manager Certification.
7. Graduates will be eligible for certification by ACF as a “Certified Culinarian.”
8. Graduates will create a professional career plan.
9. Graduates will apply analysis and problem solving to food production.

Program Faculty
Sean Jones sean.jones@saintpaul.edu
Nathan Sartain nathan.sartain@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1,300.00 for books, uniform, and culinary supplies. This cost is in addition to the cost of tuition and fees.

Program Requirements
☐ Check off when completed

Course | Cr
--- | ---
CULA 1405 Culinary Arts Foundations 1 | 2*
CULA 1415 Culinary Arts Foundations 2 | 4*
CULA 1425 Fundamentals of Pastry | 1*
CULA 1435 Butchery and Charcuterie | 2*
CULA 1445 Food Service Practicum | 2
CULA 1455 Food Safety and Sanitation | 2
CULA 1465 Culinary Nutrition Theory | 2
CULA 1505 Contemporary Bake Shop Production | 2*
CULA 1515 Contemporary Pastry Production | 2*
CULA 1525 Contemporary Range Production | 2*
CULA 1545 Contemporary Quick Fare Production | 2*
CULA 1555 Culinary Career Portfolio | 1
CULA 1565 Principles of Culinary Leadership | 2
CULA 1575 Artisan Baking and Pastry | 2*
CULA 1585 Introduction to Dining Room Service | 1
CULA 1590 Café Dining Practicum | 2
CULA 1700 Culinary Externship | 3
CULA 1705 Sustainable Foods Practicum | 1
CULA 2100 Menu Composition and Analysis | 2
CULA 2105 Applied Restaurant Operations 1 | 3*
CULA 2110 Applied Restaurant Operations 2 | 3*
CULA 2115 Contemporary Dining Room Service | 1
CULA 2220 Sensory Evaluation & Wine Pairing | 2*
CULA 2225 Garde Manger | 1*
CULA 2230 Food, Beverage, Labor Cost Control | 3
CULA 2235 Event Based Dining Capstone | 2

Subtotal | 52

Total Program Credits | 68

*Course has a differential tuition rate. Check the Course Schedule at saintpaul.edu/CourseSchedule for current course costs.

Course Sequence
The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 52+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change. This Program Requirements Guide is not a contract.

See back of this guide for Course Sequence & Transfer Opportunities

General Education/MnTC Requirements
☐ Goal 1: Communication ......................................... 7
☐ ENGL 1711 Composition 1 & 4 cr
☐ COMM 17XX COMM 1720 Interpersonal Communication – 3 cr (recommended)

Must be completed prior to starting 3rd Semester.
☐ Goal 3 or Goal 4 .................................................. 3
☐ Goal 3: Natural Sciences
☐ OR Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science and Behavioral Sciences ........................................... 3
☐ Goal 6: Humanities and Fine Arts ........................................... 3

General Education Requirements ........................................... 16

Saint Paul College—A Community & Technical College • 2019–2020 Catalog
## Culinary Arts AAS DEGREE (continued)

### Program Requirements Guide 2019 - 2020

#### Culinary Arts AAS DEGREE (continued)

<table>
<thead>
<tr>
<th>Program Start Dates</th>
<th>Course Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Spring, Summer – only General Education courses</td>
<td>The course sequence listed on the back is required for a full-time student.</td>
</tr>
</tbody>
</table>

#### Accreditation
This program is accredited by the American Culinary Federation Education Foundation’s Accrediting Commission (ACFEFAC).

The following sequence is required for a full-time student starting in Fall semester.

**First Semester**
- CULA 1405 Culinary Arts Foundations 1 ........... 2
- CULA 1415 Culinary Arts Foundations 2 ........... 4
- CULA 1425 Fundamentals of Pastry ................. 1
- CULA 1435 Butchery and Charcuterie ............. 2
- CULA 1445 Food Service Practicum ............... 2
- CULA 1455 Food Safety and Sanitation ........... 2
- CULA 1465 Culinary Nutrition Theory ............ 2
- Goal 1: COMM 17XX .......................... 3
  COMM 1720 Interpersonal Communication (recommended). Must be completed prior to starting third semester coursework

**Total Semester Credits. .................... 18**

**Second Semester**
- CULA 1505 Contemporary Bake Shop Production ................ 2
- CULA 1515 Contemporary Pantry Production ........ 2
- CULA 1525 Contemporary Range Production ........ 2
- CULA 1545 Contemporary Quick Fare Production .... 2
- CULA 1555 Culinary Career Portfolio ............... 1
- CULA 1565 Principles of Culinary Leadership .......... 2
- CULA 1575 Artisan Baking and Pastry .............. 2
- CULA 1585 Introduction to Dining Room Service .. 1
- CULA 1590 Café Dining Practicum .................. 2
- Goal 6: Humanities and Fine Arts .................. 3

**Total Semester Credits. .................... 19**

**Third Semester (Summer)**
- CULA 1700 Culinary Externship ..................... 3
- CULA 1705 Sustainable Foods Practicum .......... 1
- Goal 1: ENGL 1711 Composition 1 ................. 1
- Goal 3 or 4: Natural Sciences or Mathematical/ Logical Reasoning .......................... 3

**Total Semester Credits. .................... 11**

**Fourth Semester**
- CULA 2100 Menu Composition and Analysis ........ 2
- CULA 2105 Applied Restaurant Operations 1 ........ 3
- CULA 2110 Applied Restaurant Operations 2 ........ 3
- CULA 2115 Contemporary Dining Room Service .... 1
- CULA 2220 Sensory Evaluation & Wine Pairing .... 2
- CULA 2225 Garde Manger .......................... 1
- CULA 2230 Food, Beverage, Labor Cost Control ... 3
- CULA 2235 Event Based dining Capstone .......... 2
- Goal 5: History, Social Sciences and Behavioral Sciences ............................................ 3

**Total Semester Credits. .................... 20**

---

**Total Program Credits ..................... 68**

#### Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below.

For more information please go to www.saintpaul.edu/Transfer.

**Culinary Arts AAS**
- BA Individualized Studies
  - Metropolitan State University
- BS Culinology
  - Southwest Minnesota State University

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**EXEMPLARY STATUS**

Saint Paul College’s Culinary Arts AAS degree and Culinary Arts Diploma programs are the only exemplary culinary programs in public education in Minnesota.

Exemplary Programs symbolize the highest educational standards recognized by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The award is presented to programs that have proven full compliance with all ACFEFAC accreditation requirements in the last visiting team report along with excellent management of the program.
Program Overview
The Culinary Arts Diploma prepares individuals for career opportunities in hotels, restaurants, clubs and institutional food service facilities. Responsibilities may include menu planning, purchasing food, equipment, and supplies, selecting, and developing recipes, selecting and using various food preparation methods and techniques. Management duties may include, but are not limited to financial planning, hiring, training and supervising employees.

Career Opportunities
According to the U.S. Bureau of Labor Statistics and the National Restaurant Association, meal preparation continues to shift out of the home, providing plentiful opportunities for chefs, cooks, and other food service workers. Americans spend more than $300 billion each year on meals eaten outside the home. The service industry currently employs 9,631,900 individuals and is projected to swell by 7.7% by 2018. Opportunities are available in hotels, restaurants, resorts, clubs, catering and corporate dining, government and school kitchens. Institutional opportunities include health care, schools, corporations, and government facilities. Culinary Arts careers can lead in many different directions such as hospitality management, sales, product development, or owning your own business.

Program Outcomes
1. Graduates will have knowledge and skills in culinary arts.
2. Graduates will demonstrate knowledge and skills in restaurant operations.
3. Graduates will be experienced in food preparation and presentation for business and industry.
4. Graduates will be prepared for immediate employment in the food service industry.
5. Graduates may be eligible for Minnesota Food Manager Certification.
6. Graduates will create a professional career plan.
7. Graduates will apply analysis and problem solving to food production.

Program Faculty
Sean Jones  sean.jones@saintpaul.edu
Nathan Sartain  nathan.sartain@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1,300.00 for books, uniform, and culinary supplies. This cost is in addition to the cost of tuition and fees.

Program Requirements
☐ Check off when completed

Course            Cr
☐ CULA 1405 Culinary Arts Foundations 1       2*
☐ CULA 1415 Culinary Arts Foundations 2       4*
☐ CULA 1425 Fundamentals of Pastry            1*
☐ CULA 1435 Butchery and Charcuterie          2*
☐ CULA 1445 Food Service Practicum            2
☐ CULA 1455 Food Safety and Sanitation        2
☐ CULA 1465 Culinary Nutrition Theory          2
☐ CULA 1505 Contemporary
  Bake Shop Production                         2*
☐ CULA 1515 Contemporary
  Pantry Production                             2*
☐ CULA 1525 Contemporary
  Range Production                              2*
☐ CULA 1545 Contemporary
  Quick Fare Production                         2*
☐ CULA 1555 Culinary Career Portfolio          1
☐ CULA 1565 Principles of Culinary Leadership  2
☐ CULA 1575 Artisan Baking and Pastry          2*
☐ CULA 1585 Introduction
  to Dining Room Service                       1
☐ CULA 1595 Café Dining Practicum              2
☐ CULA 1700 Culinary Externship                3
☐ CULA 1705 Sustainable Foods Practicum         1
☐ CULA 2100 Menu Composition and Analysis      2
☐ CULA 2105 Applied Restaurant
  Operations 1                                 3*
☐ CULA 2110 Applied Restaurant
  Operations 2                                 3*
☐ CULA 2115 Contemporary
  Dining Room Service                          1
☐ CULA 2220 Sensory Evaluation &
  Wine Pairing                                 2*
☐ CULA 2225 Garde Manger                       1*
☐ CULA 2230 Food, Beverage,
  Labor Cost Control                           3
☐ CULA 2235 Event Based Dining Capstone        2

Subtotal                                      52

General Education/MnTC Requirements Cr
☐ Goal 1: Communication                      3
  COMM 17XX COMM 1720 Interpersonal
  Communication – 3 cr (recommended)
☐ Goal 3 or Goal 4                           3
☐ Goal 3: Natural Sciences
☐ OR Goal 4: Mathematical/Logical Reasoning
  General Education Requirements              6

Total Program Credits                        58

*Course has a differential tuition rate. Check the Course Schedule at saintpaul.edu/CourseSchedule for current course costs.

Course Sequence
The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 60+ on Reading Comprehension or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 52+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Program Start Dates

Fall, Spring, Summer – only General Education courses

Course Sequence

The course sequence listed on the back is required for a full-time student.

Accreditation

This program is accredited by the American Culinary Federation Education Foundation’s Accrediting Commission. (ACFEF)

The following sequence is required for a full-time student starting in Fall semester.

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CULA 1405</td>
<td>Culinary Arts Foundations 1</td>
<td>2</td>
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<tr>
<td>CULA 1415</td>
<td>Culinary Arts Foundations 2</td>
<td>4</td>
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<tr>
<td>CULA 1425</td>
<td>Fundamentals of Pastry</td>
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<td>CULA 1435</td>
<td>Butchery and Charcuterie</td>
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<tr>
<td>CULA 1445</td>
<td>Food Service Practicum</td>
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<td>CULA 1455</td>
<td>Food Safety and Sanitation</td>
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<tr>
<td>CULA 1465</td>
<td>Culinary Nutrition Theory</td>
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</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Contemporary Bake Shop Production</td>
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<td>CULA 1515</td>
<td>Contemporary Pantry Production</td>
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<td>CULA 1525</td>
<td>Contemporary Range Production</td>
<td>2</td>
</tr>
<tr>
<td>CULA 1545</td>
<td>Contemporary Quick Fare Production</td>
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</tr>
<tr>
<td>CULA 1555</td>
<td>Culinary Career Portfolio</td>
<td>1</td>
</tr>
<tr>
<td>CULA 1565</td>
<td>Principles of Culinary Leadership</td>
<td>2</td>
</tr>
<tr>
<td>CULA 1575</td>
<td>Artisan Baking and Pastry</td>
<td>2</td>
</tr>
<tr>
<td>CULA 1585</td>
<td>Introduction to Dining Room Service</td>
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</tr>
<tr>
<td>CULA 1590</td>
<td>Café Dining Practicum</td>
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Total Semester Credits: 18

Third Semester (Summer)

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<tr>
<td>CULA 1700</td>
<td>Culinary Externship</td>
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<td>CULA 1705</td>
<td>Sustainable Foods Practicum</td>
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<td>Goal 3 or 4: Natural Sciences or Mathematical/Logical Reasoning</td>
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Total Semester Credits: 7

Fourth Semester

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<tr>
<td>CULA 2100</td>
<td>Menu Composition and Analysis</td>
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<td>CULA 2105</td>
<td>Applied Restaurant Operations 1</td>
<td>3</td>
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<tr>
<td>CULA 2110</td>
<td>Applied Restaurant Operations 2</td>
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</tr>
<tr>
<td>CULA 2115</td>
<td>Contemporary Dining Room Service</td>
<td>1</td>
</tr>
<tr>
<td>CULA 2220</td>
<td>Sensory Evaluation &amp; Wine Pairing</td>
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</tr>
<tr>
<td>CULA 2225</td>
<td>Garde Manger</td>
<td>1</td>
</tr>
<tr>
<td>CULA 2230</td>
<td>Food, Beverage, Labor Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>CULA 2235</td>
<td>Event Based dining Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Semester Credits: 17

Total Program Credits: 58

Exemplary Programs symbolize the highest educational standards recognized by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The award is presented to programs that have proven full compliance with all ACFEFAC accreditation requirements in the last visiting team report along with excellent management of the program.
Program Requirements Guide 2019 - 2020

Culinary Foundations CERTIFICATE

Program Overview
Graduates will have completed training in cooking, baking, and pastry fundamentals, learning techniques in the production of various hot and cold foods as well as butchery.

Graduates will be prepared for positions in casual dining, quick service, cafeteria, healthcare institutional/commercial foods, butchery, and as pastry assistants. Course work will also provide the nutrition, sanitation, and food safety training necessary for entry level and managerial food service positions.

Career Opportunities
According to the U.S. Bureau of Labor Statistics and the National Restaurant Association, meal preparation continues to shift out of the home, providing plentiful opportunities for chefs, cooks, and other food service workers. Americans spend more than $300 billion each year on meals eaten outside the home. The service industry currently employs 9,631,900 individuals and is projected to swell by 7.7% by 2018.

Opportunities are available in restaurants, catering/corporate dining, government and school kitchens Institutional opportunities include health care, schools, corporations, and government facilities. Pastry assistant positions are available in hotels, casinos, private clubs, and resorts.

Program Outcomes
1. Graduates will have knowledge and skills in restaurant production line service and commercial food operations.
2. Graduates will demonstrate knowledge of pastry, hot and cold food preparations. Graduates will be prepared for immediate employment in the food service industry.
3. Graduates will demonstrate knowledge of culinary nutrition as applied to all facets of the food service and hospitality industry.
4. Graduates will have demonstrated and applied proper sanitation, food and kitchen safety
5. Graduates will be eligible for ServSafe Certification and Minnesota Food Manager Certification.

Program Faculty
Sean Jones sean.jones@saintpaul.edu
Nathan Sartain nathan.sartain@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1,000.00 for books, uniform, and culinary supplies. This cost is in addition to the cost of tuition and fees.

Program Requirements
☐ Check off when completed

Course Cr
☐ CULA 1405 Culinary Arts Foundations 1 ......... 2
☐ CULA 1415 Culinary Arts Foundations 2 ......... 4
☐ CULA 1425 Fundamentals of Pastry ............ 1
☐ CULA 1435 Butchery and Charcuterie .......... 2
☐ CULA 1445 Food Service Practicum ............ 2
☐ CULA 1455 Food Safety and Sanitation ......... 2
☐ CULA 1465 Culinary Nutrition Theory ......... 2

Subtotal ........................................ 15

General Education/MnTC Requirements Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

☐ Goal 3 or 4: Natural Sciences or Mathematical/Logical Reasoning ............ 3

Goal 3: Natural Sciences = 3 cr
OR Goal 4: Mathematical/Logical Reasoning = 3 cr
General Education Requirements ............ 3

Total Program Credits ........................ 18

*Course has a differential tuition rate. Check the Course Schedule at saintpaul.edu/CourseSchedule for current course costs.

Program Start Dates
Fall, Spring

Course Sequence
The following sequence is recommended; however, this sequence is not required.

First Semester
CULA 1405 Culinary Arts Foundations 1 ............ 2
CULA 1415 Culinary Arts Foundations 2 ............ 4
CULA 1425 Fundamentals of Pastry ............ 1
CULA 1435 Butchery and Charcuterie .......... 2
CULA 1445 Food Service Practicum ............ 2
CULA 1455 Food Safety and Sanitation ......... 2
CULA 1465 Culinary Nutrition Theory ......... 2
Goal 3 or 4: Natural Sciences or Mathematical/Logical Reasoning ............ 3
Total Semester Credits ........................ 18

Total Program Credits ........................ 18

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 60+ on Reading Comprehension or grade of “C” or better in READ 0721
Writing: Any
Arithmetic: Score of 52+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

Information is subject to change.
This Program Requirements Guide is not a contract.
Pastry and Baking **CERTIFICATE**

**Program Overview**
Chefs and cooks prepare a variety of foods in many different environments, from preparation of a la carte (prepared to order) to banquets for hundreds of people. Responsibilities include sanitation, maintaining an accounting and inventory control system, estimating the amount of food needed, purchasing food supplies, and planning menus. Nutritional aspects of healthy cooking are increasingly incorporated into the chefs menu.

This certificate will allow the student to gain sufficient knowledge and skill to become employable in a commercial baking and cake decorating environment. Bakeries, pastry shops and candy shops are potential employers. Many large department stores, grocery stores, hotels and private clubs also hire our graduates. Entrepreneurs that are interested in having these skills to support their own plan are also welcome.

A good general education, good reading ability, and a working knowledge of mathematics is important so that students can interpret weights and measures, calculate recipes, and understand cost control, inventory control and forecasting.

**Career Opportunities**
According to the U.S. Bureau of Labor Statistics and the National Restaurant Association, meal preparation continues to shift out of the home, providing plentiful opportunities for chefs, cooks, and other food service workers. Americans spend more than $300 billion each year on meals eaten outside the home. The service industry currently employs 9,631,900 individuals and is projected to swell by 7.7% by 2018.

Opportunities are available in hotels, restaurants, resorts, clubs, catering and corporate dining, government and school kitchens. Institutional opportunities include health care, schools, corporations, and government facilities. Culinary Arts careers can lead in many different directions such as hospitality management, sales, product development, or owning your own business.

**Program Outcomes**
1. Graduates will be proficient in the preparation of various cakes, pastries and icings.
2. Graduates will demonstrate skilled use of piping bag and decorating technique.
3. Graduates will be eligible for Minnesota Food Manager Certification.
4. Graduates will be prepared for immediate employment in bakery.

**Program Faculty**
Sean Jones  sean.jones@saintpaul.edu
Nathan Sartain  nathan.sartain@saintpaul.edu

**Professional Focus**
This program offers a focused, hands-on, professional approach to baking breads, cakes and pastries, including development of marketable cake decorating skills.

**Transferable Credits**
The majority of credits completed in the Pastry and Baking Certificate program apply to the Culinary Arts Diploma and AAS Degree programs.

**Textbook and Supply Costs**
Students should expect to spend approximately $400.00 for books, uniform, and culinary supplies. This cost is in addition to the cost of tuition and fees.

**Course Sequence**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 1405 Culinary Arts Foundations 1</td>
<td>.2*</td>
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<tr>
<td>CULA 1425 Fundamentals of Pastry</td>
<td>.1*</td>
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<td>CULA 1455 Food Safety and Sanitation</td>
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<td>CULA 1465 Culinary Nutrition Theory</td>
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<td>CULA 1565 Principles of Culinary Leadership</td>
<td>.2</td>
</tr>
<tr>
<td>CULA 1575 Artisan Baking and Pastry</td>
<td>.2*</td>
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<tr>
<td>CULA 2600 Advanced Decorating and Pastry</td>
<td>.3</td>
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<tr>
<td>CULA 2610 Showpieces and Confiserie</td>
<td>.3</td>
</tr>
</tbody>
</table>

**Total Program Credits**  17

*Course has a differential tuition rate. Check the Course Schedule at saintpaul.edu/CourseSchedule for current course costs.

**Program Start Dates**
Fall, Spring

**Minimum Program Entry Requirements**
Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 60+ on Reading Comprehension or grade of “C” or better in READ 0721

**Writing:** Any

**Arithmetic:** Score of 52+

**Assessment Results and Prerequisites:**
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Wine Professional CERTIFICATE

Program Overview
The Wine Professional Certificate provides the graduate with a strong knowledge of wine, wine service skills, and wine marketing strategies.

Career Opportunities
The wine industry is rapidly expanding within the United States, where wine sales represent the largest wine consumer market in the world. A new report published by Allied Market Research, titled, “Luxury Wines and Spirits Market by Product Type, Distribution Channel and Geography: Global Opportunity Analysis and Industry Forecast, 2014 - 2022,” projects that the global luxury wines and spirits market was valued at $812,108 million in 2015, and is expected to reach $1,122,578 million by 2022, growing at a CAGR of 4.8 percent from 2016 to 2022. Wine sales have now surpassed beer sales, with millennials rapidly adapting to wine over beer. Wine sales are an important profit center for the restaurant/hospitality industry, and thus a comprehensive knowledge of wine is critical for maximizing outcomes.

Opportunities are available in hotels, restaurants, resorts, clubs, catering and corporate dining.

Graduates of the Wine Professional Certificate will be prepared for careers in the restaurant/hospitality industry, wine distribution, and wholesale/retail wine trade.


Program Outcomes
1. Graduates will have knowledge and skills in professional tasting techniques for assessment and evaluation of wine.
2. Graduates will have knowledge and skills in wine service techniques.
3. Graduates will have knowledge and skills in wine business considerations.
4. Graduates will have knowledge and skills in wine merchandising, marketing and public relations.

Program Faculty
Nikki Erpelding  nikki.erpelding@saintpaul.edu

Program Requirements
☐ Check off when completed
• All credits must be completed in one semester.
• Must be 21 years of age**

Course                      Cr
☐ WINE 1600 Professional Introduction to Wine  ................. 2
☐ WINE 1610 Flavor Dynamics of Wine  ................. 2*
☐ WINE 1620 Professional Wine Service** .. 1**
☐ WINE 1630 Strategies for Pairing Food and Wine  .................. 2
☐ WINE 1640 Wine Marketing  .................................. 2

Total Program Credits ............... 9

*Course has a differential tuition rate. Check the Course Schedule at saintpaul.edu/CourseSchedule for current course costs.
**Alcohol awareness/server training is part of WINE 1620

Program Start Dates
Fall

Course Sequence
The following sequence is required.
• All courses must be completed within the same semester.
• Program is not eligible for financial aid.

One Semester
WINE 1600 Professional Introduction to Wine  ...... 2
WINE 1610 Flavor Dynamics of Wine  .................. 2
WINE 1620 Professional Wine Service  .................. 1
WINE 1630 Strategies for Pairing Food and Wine  ...... 2
WINE 1640 Wine Marketing  2

Total Semester Credits ............................. 9

Total Program Credits ............................. 9

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
The Sign Language Interpreter/Transliterator AAS Degree program prepares individuals to work as interpreter transliterators facilitating and mediating communication between Deaf/ Hard of Hearing/Deaf-Blind and hearing people. Interpreters must convey accurate messages, feelings and attitudes of participants, whether those messages are spoken or signed. To accomplish this, competency in English and in American Sign Language are necessary. A strong academic background, traits that demonstrate maturity, responsibility, flexibility, and the ability to work well under pressure, are assets. The curriculum requires both general education courses as well as courses specifically related to the Deaf Community and interpreting. The program covers a variety of subject areas which include: ASL linguistics and language development, interpreting process theory and application, interpreter roles/responsibilities, interpreter’s Code of Professional Conduct, history of deaf people and their culture, and the historical evolvement of the interpreting profession. Interpreting and Transliterating skills courses provide guided practice in developing the skills necessary to effectively interpret/ transliterate. Students will experience a variety of learning environments including classroom work, laboratory practice and field placement. Students will be required to have both in-class and out-of-class experiences with members of the Deaf Community to further develop ASL fluency and cultural awareness.

Career Opportunities
Graduates will be qualified for careers as entry-level sign language interpreters with social service agencies, educational programs, community-based settings, or recreational situations. The employment outlook, due to accessibility legislation, has increased the need for interpreters. Graduates will have opportunities to further their education and to specialize in their work through professional affiliations or by obtaining national certification. Graduates who plan to work in K-12 educational settings must hold a Provisional Certificate which allows them to become a practitioner for a maximum of two years or until they obtain national certification.

Program Outcomes
1. Graduates will have an understanding and knowledge about the theoretical, ethical, and practical foundations of the interpreting field needed to pass the NAD-RID National Interpreter Certification (NIC) written test
2. Graduates will have the knowledge and skills to interpret between American Sign Language and English.
3. Graduates will have the knowledge and skills to transliterate between spoken English and a signed form of English.
4. Graduates will have the knowledge and skills to function as cross-cultural mediators in order to transmit and transfer culturally-based linguistic and non-linguistic information.
5. Graduates will be informed of the necessary employment knowledge, and professional behaviors that are requisite for employment as Sign Language Interpreters/Transliterator.
6. Graduates will sit for national certification within two years of graduation.

Program Faculty
Linda Gill
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Special Features
The Sign Language Interpreter/Transliterator Program is one of the original six interpreter programs in the United States. It was established in 1972.

Program Requirements
☐ Check off when completed

Program Prerequisites
ASLS 1411 American Sign Language 1 (3 cr) with a grade of “C” or better
ASLS 1412 American Sign Language 2 (3 cr) with a grade of “C” or better
ASLS 1413 American Sign Language 3 (3 cr) with a combined GPA of 3.0 in ASL 3 & ASL 4
ASLS 1414 American Sign Language 4 (3 cr) with a combined GPA of 3.0 in ASL 3 & ASL 4

Pre-Core Program General Education Courses
Prior to Official Acceptance into Program

In addition to completing the Program Prerequisites above, the following two General Education courses must be completed, or in progress with, a “C” or better grade prior to submitting your Program Major Application called the Application to Sign Language Interpreter/Transliterator AAS Degree Major form.

□ Goal 1: ENGL 1711 Composition ............................................. 4
□ Goal 5: PSYC 1720 Psychology Throughout the Lifespan preferred .................................... 3
(PSYC 1710 General Psychology accepted) Pre-Core General Education Requirements ............................................. 7

Core Courses
The following Core courses can only be taken after official acceptance into the Sign Language Interpreter/Transliterator program.

☐ ASLS 1420 ASL Linguistics ............................................. 4
☐ ASLS 1430 Classifiers .................................................. 3
☐ ASLS 1435 Deaf Studies/Culture ........................................ 3
☐ INTP 1440 Orientation to Interpreting ................................ 3
☐ INTP 1442 English Grammar for Sign Language Interpreters ............................................. 2

2 credits may be taken from the following electives:
☐ ASLS 1415 American Sign Language 5 .................................. 3
☐ ASLS 1443 ASL Fingerspelling and Numbers .................................. 3
☐ ASLS 1446 ASL Non-Manual Markers ............................................. 2
☐ ASLS 1450 American Sign Language Semantics .................................. 3
☐ INTP 1465 Special Topics: Interpreting ............................................. 1-5

2 credits must be taken from the following electives:
☐ INTP 2410 Video Relay/Video Remote Interpreting ............................................. 2
☐ OR
☐ INTP 2450 Deaf/Blind Interpreting ............................................. 2

Core Credits .................................................. 51

Remaining General Education/ MnTC Requirements
Must complete at least 9 remaining credits from the Minnesota Transfer Curriculum (MnTC)

☐ Goal 1: Communication .................................................. 3
☐ COMM 17XX – 3 cr
☐ Goal 3 or Goal 4 .................................................. 3
☐ Goal 3: Natural Sciences
☐ OR Goal 4: Mathematical/Logical Reasoning
☐ Goal 6: Humanities and Fine Arts ............................................. 3

Remaining General Education Requirements ............................................. 9
Core Credits .................................................. 51
Pre-Core General Education Requirements ............................................. 7

Total Program Credits ............................................. 67

Program Start Dates
Fall

Course Sequence
The course sequence listed on the back of this guide is recommended but not required. Contact Program Faculty with questions.

See back of this guide for Course Sequence and Transfer Opportunities

Information is subject to change. This Program Requirements Guide is not a contract.
Course Sequence

The following sequence is recommended for a full-time student. Students are encouraged to take a portion of their general education requirements in the summer term during their program in order to lessen their academic load during the school year.

Part-time day courses are available during the fall and spring of the first year of the 2-year program. The summer course between first and second year is day programming. The second year of the program must be taken full-time, days. Not all courses are offered each semester; a selection of courses are offered summer term.

Required General Education Courses to be taken prior, or in progress, to submitting Program Major Application:

- Goal 1: ENGL 1711 Composition 1 .......... 4
- Goal 5: PSYC 1720 Psychology Throughout the Lifespan preferred .......... 3

Any Semester prior to Program Acceptance: 7
With Official Acceptance into the Program, students begin taking INTP/ASLS Core Courses as follows:

First Semester
ASLS 1420 ASL Linguistics ................. 4
must be taken concurrently with or
previous to INTP 1500 and INTP 1442
ASLS 1435 Deaf Studies/Culture .......... 3
can be taken concurrently with ASL 1-4
INTP 1442 English Grammar for
Sign Language Interpreters ................. 2
must be taken concurrently with or
previous to ASLS 1420 and INTP 1500
INTP 1500 Interpreting Process ............ 2
must be taken concurrently with
ASLS 1420 and INTP 1442
Goal 1: COMM 17XX .................. 3
Total Semester Credits .................. 14

Second Semester
ASLS 1430 Classifiers .................. 3
INTP 1440 Orientation to Interpreting .... 3
INTP 1512 Consecutive Interpreting 1 .... 4
Goal 3: Natural Sciences
OR Goal 4: Mathematical/Logical Reasoning .... 3
Total Semester Credits .................. 13

Third Term
INTP 1513 Consecutive Interpreting 2 .... 2
Technical Electives .................... 2
Goal 6: Humanities and Fine Arts ....... 3
Total Semester Credits .................. 7

Fourth Semester
INTP 2411 Sign to Voice Interpreting 1 .. 4
INTP 2421 Voice to Sign Interpreting 1 .. 4
INTP 2431 Transliterating 1 ............... 4
INTP 2585 Internship Orientation ......... 1
Total Semester Credits .................. 13

Fifth Semester
INTP 2412 Sign to Voice Interpreting 2 .. 2
INTP 2422 Voice to Sign Interpreting 2 .. 2
INTP 2432 Transliterating 2 ............... 2
INTP 2592 Interpreter Internship ......... 5
Technical Electives .................... 2
Total Semester Credits .................. 13

Total Program Credits .................. 67
All INTP core courses as well as ASLS courses require a grade of “C” or better.

Program-Specific Admission Process
The Sign Language Interpreter/Transliterator program has a program-specific admission process. Admission requirements include completing the following course work before submitting the Program Major Application:

- American Sign Language 1 with a “C” or better
- American Sign Language 2 with a “C” or better
- American Sign Language 3 with a combined GPA of 3.0 in ASL 3 & ASL 4
- American Sign Language 4 with a combined GPA of 3.0 in ASL 3 & ASL 4
- ENGL 1711 Composition 1 (or equivalent) with a “C” or better
- PSYC 1720 Psychology Throughout the Lifespan preferred; PSYC 1710 General Psychology accepted. Course must be completed with a “C” or better

Program Major Application Form Submission
The Program Major Application form is called the “Application to Sign Language Interpreter/Transliterator AAS Degree Major” and is available on the program Web page. On the Program Major Application form, students verify satisfactory completion or courses in progress of the above requirements.

Above average skills on college assessment tests for reading and writing English are used to determine entry into the program.

Minimum Program Entry Requirements
Complete prerequisite ASL 1 and ASL 2 with grade of “C” or better, ASL 3 and ASL 4 with a combined GPA of 3.0. Complete prerequisite of Composition 1 (ENGL 1711) and Psychology Throughout the Lifespan (PSYC 1720) preferred; General Psychology (PSYC 1710) accepted. Course must be completed with “C” grade or better.

It is necessary for students in the Sign Language Interpreter/Transliterator Program to be able to process auditory and visual information.

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

Assessment Results and Prerequisites: Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

ASL Courses must have been taken within the past five years. The last ASL course must be within the past 18 months of date of application. Applicants must ensure that all technical credits submitted for review have been received within five years of application date. Technical credits are valid for for five years. This includes transfer technical credits, which are used for specific technical program requirements. Students who have not had recent ASL courses (within the past 18 months) at date of application will need to refresh their skills by repeating their last ASL course or by taking ASL 5 during the summer term prior to beginning the Sign Language Interpreter/Transliterator Program.

The Credit by Examination/Test-Out is available for ASL 1 and ASL 2 only. Credit by Examination/Test-Out are not transferable from another educational institution.

Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below.

For more information please go to saintpaul.edu/Transfer.

Sign Language Interpreter/Transliterator AAS
BA Health Care Administration
Concordia University, St. Paul
BA Individualized Studies
Metropolitan State University
BS Applied Organizational Studies
Minnesota State University, Mankato
BS Healthcare and Human Service Management
Saint Mary’s University, Twin Cities Campus