



Workforce Training & Continuing Education

Spring/Summer 2025 Course Schedule

Relevant. Real-World. Results.

RELEVANT. REAL-WORLD. RESULTS.

WORKFORCE TRAINING &
CONTINUING EDUCATION

651.846.1800

saintpaul.edu/WTCE

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Office Hours:

Monday - Friday

8:00AM - 4:30PM

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alternative formats; please contact
the Director of Access & Disability
Resources at 651.846.1547 or
AccessResources@saintpaul.edu.

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

 **SAINT PAUL
COLLEGE**

Fit in. Stand out.

WELCOME



Saint Paul College is committed to excellence in all of the educational programs we offer to our community.

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

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

Deidra Peaslee, EdD
President, Saint Paul College

IN THIS ISSUE

06

BUSINESS

Business & Finance, Leadership Development, & Soft Skills Training

12

REAL ESTATE

Real Estate & Mortgage Loan Origination

14

CANNABIS WORKFORCE TRAINING

Retail, Cultivation, Extraction and Product Development

16

CHILD DEVELOPMENT

Child Development Associate (CDA)

18

COMPUTERS & TECHNOLOGY

AutoCAD, Digital Marketing, and Software Development Bootcamps

20

SUMMER CAMPS

Trade & Tech, Beauty, and Scrubs Camps

21

HEALTH, WELLNESS, & SERVICES

First Aid, Cosmetology, Veterinary Courses, and more!

28

LANGUAGE, CULINARY, & ARTS

American Sign Language, Culinary Courses, Metal Art, and more!

30

AUTOMOTIVE REPAIR & MAINTENANCE

Small Engine and Motorcycle Repair

31

MANUFACTURING & SKILLED TRADES

Forklift Training and Safety, Water Utility Treatment & Technology (WUTT), & Welding

33

TRANSPORTATION, DRONES, SAFETY

Food Safety, Motorcycle Safety, & sailing

36

REGISTRATION & DIRECTIONS



Discover the power of PROFESSIONAL GROWTH

Saint Paul College's Workforce Training and Continuing Education (WTCE) department offers non-credit training and certificate programs designed to prepare you for entry-level positions or to elevate your current skills. Our Continuing Education classes empower you to learn new skills, earn valuable credentials, and advance your career. We also provide support for completing CEU hours to maintain state and federal credentials.

Our Workforce Training delivers top-notch customized solutions, either at our state-of-the-art campus or your location, tailored to fit your unique business needs. Stay ahead of the curve with our courses in skills development, leadership, sustainability, and business best practices.

WTCE collaborates with individuals and organizations to secure grants and funding, including the Minnesota Dual Training Pipeline Grant, Workplace Innovation and Opportunity Act (WIOA) - details on page 9, and Minnesota Job Skills Partnership Grant (MJSP). Our experts are here to help you navigate and utilize these funding opportunities.

Visit saintpaul.edu/WTCE for more details.

We can't wait to see you in class!

WIOA & ETPL APPROVED TRAININGS

Advance your career in high-demand fields with Saint Paul College's Workforce Training and Continuing Education. Our courses are approved for the Educational Training Provider's List (ETPL) and Workforce Innovation and Opportunity Act (WIOA) funding, leading to direct employment opportunities. Contact a representative at 651.846.1800 for more information today!

Eligible Trainings Include:

Soft Skills (page 11):

- Customer Service Skills
- Conflict Management

Computers & Technology (page 17):

- AutoCAD & AutoRevit
- Backend Software Developer
- CompTIA A+
- Digital Marketing
- Frontend Software Developer
- Microsoft Office Trainings

Health Care & Human Services (page 21):

- Basic Lifesaving Skills (BLS)
- Eyelash Extension Certification

- First Aid/CPR/AED
- Health Unit Coordinator
- Mental Health First Aid
- Nursing Assistant / Home Health Aide
- Phlebotomy Technician
- Trained Medication Aide
- Senior Living Culinary Manager
- ServSafe Food Manager Certification

Manufacturing and Trades (page 31):

- Water Utility Treatment Technology





BUSINESS & FINANCE

Beginning Bookkeeping & Accounting - \$100.00

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

ONLINE

(Multiple Sessions Offered)

February 3, 10, 17 & 24

6:00 - 9:00pm

April 7, 14, 21 & 28

6:00 - 9:00pm



concept or idea; or those who have a business and are looking for next steps in direction.

IN-PERSON

(Multiple Sessions Offered)

**January 18 & 25 AND
February 1, 18 & 15**

9:00 - 11:00am

**March 15, 22 & 29 AND
April 5 & 12**

9:00 - 11:00am

**May 17 & 24 AND
June 7, 14 & 21**

9:00 - 11:00am

Introduction to Nonprofit Fundraising - \$75.00

The first class is a series of non-profit foundational courses to learn best practices around non-profit fundraising and seeking grants. This course is an interactive workshop that introduces professional fund development (fundraising). The workshop focuses on the important role that philanthropy plays in nonprofit organizations.

Workshop topics include: Sources of contributions, Overview of an integrated development program, Fund development as a career, and Fund development standards and ethics. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one of career planning support.

IN-PERSON

(Multiple Sessions Offered)

March 4

5:00 - 8:30pm

April 8

5:00 - 8:30pm

Getting Grants I - \$75.00

The second class is a series of foundational courses on best practices for non-profit fundraising and grant-seeking.

This interactive workshop provides an overview of the process to identify grant prospects and prepare competitive proposals. It is designed for nonprofit staff, board members new to development, or anyone interested in building skills to secure funding for 501(c)3 organizations, government agencies, or educational institutions.

The workshop focuses on program, capital, and operating grants. Participants will learn key skills such as identifying funding sources, understanding proposal components, and navigating the review process.

The trainer will also provide up to one hour of one-on-one technical assistance in proposal writing after the workshop.

IN-PERSON

(Multiple Sessions Offered)

March 11

5:00 - 8:30pm

April 15

5:00 - 8:30pm



NEW BossUp Workshop - \$150.00

The BossUp Workshop is a five-week business development course. This in-person course is designed to introduce entrepreneurs to the experience of crafting a vision, leading a team, navigating small business development, and planning for success. The class is for emerging entrepreneurs with a well-thought-out business idea and newly established business founders looking to take their idea from existence to the next level. This workshop is hosted with current entrepreneurs that have at least developed a business



Getting Grants II - \$75.00

The third and final class in a series of non-profit foundational courses to learn best practices around non-profit fundraising and seeking grants. This course is an interactive workshop designed for individuals with some knowledge of the grant development who are interested in refreshing and/or improving proposal writing skills. The workshop focuses on strategies to prepare winning proposals, unpack funder review criteria, and tailor responses to information in the review criteria. A discussion of the logic model/theory of change framework will describe goals, objectives, outcomes and how these components should connect with the evaluation plan.

Ultimately, participants will learn how to best describe organizational and program strengths so that they align with funder interests. Participants must email a completed grant proposal at least one week in advance of the workshop to melissacuff@gmail.com.

IN-PERSON

(Multiple Sessions Offered)

March 18

5:00 – 8:30pm

April 22

5:00 – 8:30pm



SIE Exam Prep Course - \$120.00

The Security Industry Essentials (SIE) Exam is a FINRA exam for anyone considering a career in the financial services industry. This introductory-level exam assesses knowledge of basic industry information, including fundamental concepts such as types of products and their risks; the structure of the markets, regulatory agencies and their functions; and prohibited practices.

ONLINE

Start as soon as you enroll!

LEADERSHIP DEVELOPMENT

Art of Effective Communication - \$100.00

Do you wonder why you get frustrated when communicating with others? Do you feel unheard or misunderstood? Participants will be able to learn the communication feedback process model, state the different types of communication, understand what makes communication ineffective, learn the different styles of communication and what is your style and how that effects your communication, establish an individual plan for effective communication.

VIRTUAL OR IN-PERSON

This course is designed exclusively for organizations like yours. Call us today at 651.846.1800 to get started!



Building Effective Teams - \$125.00

Do you need to learn how to build a strong and effective team? This course will introduce leaders to Belbin's Team Roles and Model for understanding different roles and communication styles in a team and learn how to develop those positives in each employee to best develop strong teams.



VIRTUAL

(Multiple Sessions Offered)

April 8 & 10

4:00 – 6:00pm

May 8 & 10

4:00 – 6:00pm



Design and Deliver Effective Presentations Using Powerpoint - \$75.00

This course will teach the rhetorical triangle as a strategy for understanding your audience and building your presentation, we will focus on establishing credibility and common ground to design an effective presentation. Good presentations follow some simple rules to keep them concise and engaging.

VIRTUAL

(Multiple Sessions Offered)

March 4

4:00 – 6:00pm

April 16

4:00 – 6:00pm





Leadership Skills - \$100.00

Are you interested in becoming a more effective leader? Participants will be able to identify leadership opportunities in everyday life, describe the difference between power vs. influence, learn the seven skills of effective leaders, understand the phases in negotiating, implement strategies to build resilience as a leader.

VIRTUAL OR IN-PERSON

Let us create a customized training program tailored to your business needs. Call us today at 651.846.1800 to get started!



NEW **Time Management and Delegation Skills - \$125.00**

This course is about taking a deep, critical look at how you prioritize tasks and plan your workday or week. How are making those prioritization decisions? We will explore the “Importance-Urgency Matrix” for decision-making and setting your workflow up for success. Effective Delegation eases your workload AND if done well, helps to empower others to grow their skills and careers. Delegation is one of the best ways to develop other employees.

IN-PERSON

(Multiple Sessions Offered)

February 18

4:00 – 8:00pm

March 20

5:00 – 7:00pm

NEW

Strategic Influence and the Power of Persuasion - \$75.00

How to convince someone or get them to change their mind? Focus on developing strategic thinking skills to develop a case or proposal. Build interpersonal communication skills and techniques for persuading others and having a positive influence.

IN-PERSON

(Multiple Sessions Offered)

February 25

5:00 – 7:00pm

March 20

5:00 – 7:00pm

SOFT SKILLS TRAINING

Customer Service Skills - \$100.00

Do you work with customers every day? This course will teach participants proper customer service, communication skills, interpersonal communications, conflict management, time management, and overcoming barriers to help learners become expert customer service representatives!

VIRTUAL OR IN-PERSON

This course is built exclusively for organizations like yours. Let’s tailor it to meet your goals! Call us today at 651.846.1800 to get started!

Conflict Management - \$100.00

Learn how to understand the ability to manage both your emotions and the emotions of people around you! Key elements discussed on understanding internal and external emotions as they play into individual emotional responses.

VIRTUAL OR IN-PERSON

This course is crafted specifically for businesses like yours. Ready to customize it for your team? Call us at 651.846.1800 to get started!

Host Your Next Event at Saint Paul College!

From theaters to cozy lounges, classrooms to outdoor patios, we’ve got the perfect space for your event or meeting.

Email Anne at anne.dresen@saintpaul.edu or call 651.403.4445 for a quote.

SAINT PAUL COLLEGE



NEW

**Minnesota
Salesperson Real
Estate License
Training - \$865.00**

This course series provides required 90-hours of instruction for students to sit for their Minnesota Real Estate License Exam. Students will be provided 4 courses in this training package:

- MN 30-Hour Salesperson Course 1 - Pre License
- MN 30-Hour Salesperson Course 2 - Pre License
- MN 30-Hour Salesperson Course 3 - Pre License
- MN Exam Prep - Exam Pass Gaurantee

All 4 courses provide students the necessary education for practical business knowledge and foundation necessary to be a successful real estate salesperson in Minnesota.

ONLINE

Start as soon as you enroll!

NEW

**Real Estate License
Continuing
Education - Prices
may vary**

We offer several continuing education courses to certify those with a Minnesota Real Estate license in the following categories:

- Fair Housing
- Agency Law

- Risk Management
- Real Estate Finance
- Property Inspection Issues
- Many more!

**MORTGAGE LOAN
ORIGINATOR**

NEW

**Minnesota
Mortgage Loan
Operator Pre-
Licensing - \$589.00**

Whether you're just starting your mortgage career, or are a seasoned mortgage loan originator, our mortgage courses are proven to help you learn what you need to know to excel in your career! Our Mortgage Loan Operator course is approved by Nationwide Mortgage Licensing System (NMLS) and the Minnesota Commerce & Mortgage Division.

In this course, students will be required to complete 20-hours of coursework in Federal Law, Ethics and Instruction on Fraud, Training on Lending Standards for Non-Traditional Mortgages, and 12 hours of elective courses. Students who complete the required training will be able to take the SAFE Mortgage Loan Officer test.

ONLINE

Start as soon as you enroll!

Visit SaintPaulCollege.TheCEShop.com for details!



Workforce Customized Classes

Workforce Training provides quality training programs that deliver on our site, at your location, or online. We have been helping businesses and organizations throughout the metro area stay informed about advancements in continuing education in St. Paul and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Call us at 651.846.1800 today!



COACHING



SKILLS



KNOWLEDGE



Our 9-week online courses require a laptop, tablet, or mobile device for optimal student success. Upon successful completion, participants will earn an industry-recognized certification.

Cannabis Retail Specialist - \$750.00

Participants will understand how the supply chain works in the cannabis industry, analyzing plant and human biology in relation to cannabis, identify various cannabis products and delivery methods available to consumers, understand dosing and titration strategies for patient care, and define compliance and operational success.

ONLINE

(Multiple Sessions Offered)

Classes start:

- February 3
- April 7
- June 2
- August 4

Cannabis Cultivation Specialist - \$750.00

Participants will understand how the supply chain works in cannabis industry, analyze proper knowledge of plant botany and genetics, identify soil, growing media, and watering essentials, understand harvest, processing, and packaging best practices, and define compliance and operational success.

ONLINE

(Multiple Sessions Offered)

Classes start:

- February 3
- April 7
- June 2
- August 4

Cannabis Extraction & Product Development Specialist - \$750.00

Participants will understand how the supply chain works in cannabis industry, identifying importance of input nomenclature, phenotyping and decarboxylation, main extraction methods, analyzing various cannabis product developments and process, and define compliance and operational success.

ONLINE

(Multiple Sessions Offered)

Classes start:

- February 3
- April 7
- June 2
- August 4



Advance Your Career Online!

Join our instructor-led online career training programs—designed to be informative, engaging, and interactive. Prepare for in-demand careers with flexible, project-based classes that start every month!

Learn Your Way: Enjoy lessons, quizzes, hands-on projects, and more.

Build Skills & Community: Connect with supportive instructors and peers.

Get Certified: Advance your career with confidence!

REGISTER

EXPLORE PROGRAMS AND ENROLL TODAY:
careertraining.ed2go.com/saintpaul



Child Development Associate (CDA) Credential

Do you have a passion for working in early childhood education? Join our CDA credential course to become trained as a credentialed Child Development Associate! Our CDA course will help you to learn how to plan activities and help manage an effective classroom, all while meeting state and national requirements for you to work in a early childhood facility.

The course is blended between 120 hours of classroom and 480 hours of field experience. Those who complete the training requirements will be qualified for your CDA verification visit and CDA exam.

HYBRID (Online & In-Person)

This course is designed exclusively for organizations like yours. Call us today at 651.846.1800 to get started!

AUTOCAD

AutoCAD Fundamentals - \$599.99

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

IN-PERSON

February 3, 5, 10, 12, 24 & 26
6:00 - 9:00pm

AUTODESK REVIT

Autodesk Revit Fundamentals - \$599.99

Learn how to use Autodesk Revit building modeling software. Develop design ideas and create full 3D architectural project models. Because 3D designs are created from the

first stage, you can easily produce plan sections and elevation drawings. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools that would be used in a day-to-day production environment.

IN-PERSON

March 3, 5, 10, 12, 24 & 26
6:00 - 9:00pm

Autodesk Revit Intermediate - \$600.00

This course will take you through the next stage of the Revit development process. Learn how to control visibility through setting up filters and applying them to your own custom view templates to fit your company standards. Organize your project through all the construction phases such as: New Construction, Existing, and Demolition. Collaborate with team members and improve performance by setting up and applying work-sets to your project. Participants will also learn best practices for centralizing their model, linking in other Revit files, organizing your project browser, and creating alternate bids with design options.

IN-PERSON

(Multiple Sessions Offered)

April 7, 9, 14, 16, 21 & 23
6:00 - 9:00pm



INFORMATION TECHNOLOGY

ALL COURSES ARE ONLINE

(Multiple Sessions Offered)

Classes start:

- January 30
- February 25
- March 27
- April 30
- May 27
- June 26
- July 30



Front End Software Developer 18-Week Bootcamp - \$3,850.00

In the 18-week, Front End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to JavaScript, Front End Technologies, and Web App Design with React. Skills and technologies learned include JavaScript, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, JQuery, Bootstrap, AJAX, React, JSX, REST, NPM, AWS, and more.

Back End Software Developer 18-Week Bootcamp - \$3,850.00

In the 18-week, Back End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more.

Big Data Engineering Program 26-Week Bootcamp - \$5,000.00

The Big Data Engineering Program is designed to introduce the technically inclined student to the technologies and methodologies requested by hiring companies and used by real world data engineers. This program is fast paced and will cover a breadth of technologies, including Python programming, Hadoop and cloud-based services in Amazon Web Services (AWS). The student will also be introduced to such methods as data wrangling, munging, ingesting and modeling for analytics. By the end of the 26-week, Big Data Engineering Program, the successful student will be prepared for an entry-level position as a data engineer, Python programmer or business intelligence developer.

Digital Marketing 16-Week Bootcamp - \$3,850.00

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn.



Trade and Tech Innovator Camp- \$400.00

This camp is designed for high school aged students that are interested in exploring career fields in the Trade and Tech industries. Students who attend will be able to visit up to 16 different sessions with hands-on activities in fields such as: welding, machining, automation, coding, engineering, automotive, and many more!

June 23 - 26

Beauty Camp- \$275.00

Explore the world of hair, nails, and skincare! Students that join our Summer Beauty Camp will complete activities in: haircare with irons, hair wrapping and braiding, personal hand care, personal foot care, personal skin care, and basic make up.

June 24 - 26

Scrubs Camp- \$400.00

Our campers get to ask questions, listen to stories, and practice their skills through hands-on activities led by experienced professionals in the field. So if you're looking for an inspiring and memorable way to learn more about a career in the health sciences, there's no better place than Scrubs Camp!

Learn through engaging activities in over 15 different healthcare careers!

July 21 - 24

ACTIVITY DIRECTOR

Activity Director - \$495.00

Activity Directors are responsible for planning and developing successful activity programs. They are also in charge of creating a social environment in which participants can interact with others. Most of the time, activity directors promote and organize activities to encourage social interaction. This online, asynchronous course is 45 hours in length and will help individuals become trained to be employed as an activity director in a healthcare setting.

ONLINE

Start as soon as you enroll!

ESTHETICS & COSMETOLOGY

MN Board of Cosmetology License Renewal Courses- \$75.00/course OR \$150.00 for Course Renewal (8-hours)

The Minnesota Board of Cosmetology Examiners has implemented that each licensee must complete an 8-hour continuing education course to renew an operator or salon manager license or to reactivate an inactive license. We offer the following to meet the full 8-hours continuing education requirements for license renewal:

4-hour CORE Class on Laws, Safety, and Sanitation - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hr CORE requirements including: 1-hour on Laws and Rules, 3-hours on Safety and Sanitation.

ONLINE

Start as soon as you enroll!

FIRST AID, CPR & BLS

First Aid, CPR and AED - \$100.00

First Aid, CPR, and AED is an important skill for many. Take our 7-hour First Aid/CPR/AED course to become certified. This course is taught in English.

IN-PERSON

We can tailor courses to include CPR and/or BLS to fit your needs. Don't wait—contact us today at 651.846.1800!



4-hour PROFESSIONAL PRACTICE - Holistic Esthetics - \$75.00

This course covers a deep dive into skin science, the gut/brain/skin connection, effective modalities within our scope of practice. Estheticians will learn the factors that contribute to complexion concerns, including acne, rosacea, pigmentation and inflammatory skin conditions. Estheticians will learn how to make recommendations that include lifestyle habits in addition to products, ingredients and treatments. Estheticians will learn tips to improve their own self-care. This course will focus on a comprehensive skin science review, modules on how to identify clients' skin type, best foods for each skin type, appropriate products and treatments by skin type, best and worst habits for the skin, how to educate and support clients, and how to apply better self-care in our own practices!

ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE - Intro to Balayage - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE - Cosmetology Perms & Relaxers - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE - Human Relations - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you Hold.

ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE - Suite Success, Launching Your Spa/Salon Start Up - \$75.00

In this course, Salon/Spa Professionals turn your passion for beauty into a thriving business venture, from the initial planning stages to the ongoing management and growth of your beauty brands. This course focuses on providing aspiring beauty entrepreneurs with the essential knowledge and skills to start and grow their own successful beauty businesses.

Course topics include: Choose & register a beauty business name, obtain the necessary permits, licenses and insurance, understand how/where to pay quarterly sales & use tax, provide resources for business building & management apps & software, research and select quality suppliers for your beauty products, understand marketing & branding basics, nailing Your Niche as a Salon/Spa Professional

ONLINE - Start as soon as you enroll!



4-hour PROFESSIONAL PRACTICE – Brazilian Wax - \$299.99

This is a course for Estheticians, AP Estheticians and cosmetology students and licensees. In this course you will learn how to complete a Brazilian wax. We will cover contraindications, sanitization and safety. This course will also cover the best wax to use depending on the area and some tips and tricks to become efficient. Learn a highly needed skill set in-person, under guidance of an experienced instructor!

Participants will need to bring their own actor, who will be used to practice wax techniques. It is recommended that actors have at least ¼ inch of hair for removal in the bikini region.

Participants will leave class with their own waxing kit for professional use.

IN-PERSON

February 8

9:00am – 1:00pm



ADDITIONAL ESTHETICS AND COSMETOLOGY COURSES

45-Hour Instructor Course - \$649.00

This 45-Hour Instructor Course is designed to provide future educators with the basic teaching skills needed to become licensed for entry level employment as an instructor in the field of Cosmetology, Nail or Esthetic. This course is approved and fulfills the 38-hour instructor course requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination.

ONLINE

Start as soon as you enroll!

14-Hour Eye-Lash Extension Certification - \$1,450.00

This course is designed for the non-cosmetology and esthetics license holders who wish to obtain a certificate to perform Eye-Lash Extensions in the State of Minnesota. This class will present theoretical knowledge, assignments, and quizzes in an on-line format as well as in-class practical training in the application of eye-lash extensions.

HYBRID: In-Person & Online
(Multiple Sessions Offered)

**January 18 (In-Person) AND
January 25 & February 1 (Online)**

9:00am – 4:00pm

**March 29 (In-Person) AND
April 5 & 12 (Online)**

9:00am – 4:00pm

HEALTH UNIT COORDINATOR

Health Unit Coordinator ONLINE - \$895.00

This 60-clock hour Health Unit Coordinator course will allow students to become acquainted with their role in the health care setting, including recent changes

with electronic medical record and computerized physician order entry, ethical and legal standards, customer relations, telephone and communication techniques, problem solving, medical terminology, basic human structure, diseases, and disorders.

ONLINE

Start as soon as you enroll!

TRAINED MEDICATION AIDE

Trained Medication Aide - \$795.00

Trained medication aides (TMA) distribute medications in nursing homes, schools, correctional facilities, and other non-hospital or assisted living settings. This TMA course provides students the proper training and certification to work in the field as a TMA.

HYBRID: In-Person & Online
(Multiple Sessions Offered)

**February 10 & 18 AND
March 3, 17, & 24**

5:00 – 9:00pm

**April 9, 6, & 30 AND
May 14 & 21**

5:00 – 9:00pm

**June 4, 11, & 25 AND
July 9 & 16**

5:00 – 9:00pm



NURSING ASSISTANT

Nursing Assistant Training - \$1,200.00

Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. Our Nursing Assistant program utilizes the most up-to-date State-approved curriculum to prepare students in the entry-level field of nursing. Included in the price of enrollment is all books, materials, and testing fees. To be as accommodating as possible, we offer trainings during the week, both in morning or evening hours; as well as weekend trainings. All of our trainings meet once per week on campus for practical experience and ~12-hours of online coursework will need to be completed outside of in-person training on a weekly basis. Call or look online for detailed schedule:

HYBRID: In-Person & Online
(Multiple Sessions Offered)

**January 16, 23, & 30 AND
February 6, 13, 20, & 27**
5:00 - 9:00pm

**April 3, 10, 17, & 24 AND
May 1, 8, & 15**
5:00 - 9:00pm



Nursing Assistant Competency Exam

Saint Paul College offers both the skills and the knowledge test needed to be successfully completed by candidates to be placed on the Minnesota Department of Health Nursing Assistant Registry (NAR). Challenge candidates accepted. Please view our website for the most up-to-date testing days and hours.



PHLEBOTOMY

Phlebotomy Technician (NHA, CPT) - \$1,600.00

The Phlebotomy Technician Certificate is a combination of classroom, laboratory and applied experiences that will provide students with training needed for employment as a phlebotomy technician. Students will meet once a week on campus for skills-based practice, with assignments and online coursework of roughly 3-hours each week. Students will be trained and prepared for the National Healthcareer Association Certified Phlebotomy Technician exam upon successful completion of the course. Students who take the course will be provided online modules, practice exams, as well as 1 attempt at the NHA CPT exam covered in the cost of tuition.

HYBRID: In-Person & Online
(Multiple Sessions Offered)

SATURDAY'S 9:00am - 2:00pm
February 1, 8, 15, & 22 AND March 1, 8, & 15, Test on March 29

WEDNESDAY'S 5:00 - 9:00pm
February 5, 12, 19, & 26 AND March 5, 12, & 26, Test on April 2

SATURDAY'S 9:00am - 2:00pm
May 3, 10, 17, & 24 AND June 7, 14, & 21, Test on May 31

VETERINARIAN SERVICES

NEW Veterinarian Assistant - \$2,099.99

Enjoy the rewards for working with animals! This exciting new Veterinary Assistant Program can help students make a difference by learning to keep animals healthy, care for them when they are ill, and assist veterinarians in the office. This program prepares students by

teaching the knowledge and skills needed to succeed in an entry-level position in the field of veterinarian technology through the following:

IN-PERSON (Multiple Sessions Offered)

Tuesday & Thursday
Evenings, Saturday
Mornings:

February 4 - April 8

May 20 - July 22



LANGUAGES

American Sign Language I - \$129.99

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

IN-PERSON

(Multiple Sessions Offered)

**March 4, 11, & 25 AND
April 1, 8, & 15**

6:00 - 8:00pm

American Sign Language II - \$129.99

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

IN-PERSON

(Multiple Sessions Offered)

**April 22 & 29 AND
May 6, 13, 20, & 27**

6:00 - 8:00pm

CULINARY



Learn to Cook Classes! - \$75.00

Have you wanted to expand on your home cooking skills? Join College culinary faculty for an evening to learn how to prepare restaurant quality meals with recipes you can take home! We are offering a series of culinary evening experiences where you can learn how to cook breads and pastries, easy-oven roasted dishes such as chicken and potatoes with fresh herbs, and other Fall-themed dishes! These courses are perfect for a date night, or just to take on your own to better your cooking skills and confidence in the kitchen!

IN-PERSON

Visit saintpaul.edu for the latest offerings and menu options, crafted to highlight the best seasonal flavors. Check it out today!



ARTS



Portrait Drawing for Beginners! - \$99.00

Have you admired portrait artists, but haven't a clue where to start? Then this is the class for you!

Learn the basics of proportion, pencil techniques, facial structure, and how to SEE and DRAW it. Learn about the variety of portrait styles throughout history - you might recognize your own style. Let's have fun with it!

Materials will be provided for you including: 9"x12" drawing pad, #2, #4, & #6 drawing pencils, kneaded eraser, and pencil sharpener.

IN-PERSON

(Multiple Sessions Offered)

**February 1, 8, 15, & 22 AND
March 1 & 8**

1:30 - 3:30pm

**April 8, 15, 22, & 29 AND
May 6 & 13**

6:00 - 8:30pm



AUTOMOTIVE REPAIR & MAINTENANCE

Small Engine Repair - \$149.99

This course carefully details the many systems, tools, and parts involved in successful repair of small engines, and also covers performance measurement and preventative maintenance. You can bring your own machine (lawn mower, snow blower, weed whacker, etc) to learn how to repair or fix common issues that you may be experiencing.

IN-PERSON

(Multiple Sessions Offered)

February 25 & 27

5:00 - 9:00pm

April 22 & 24

5:00 - 9:00pm

Motorcycle Repair - \$289.99

Do you own a motorcycle that needs some updated maintenance or looking to winterize your bike? Join us to learn the basics behind motorcycle repair including: changing oil, tire pressure, chain maintenance, proper tire tread, brake pad maintenance, and much more!

IN-PERSON

(Multiple Sessions Offered)

March 25, 26, & 27

5:00 - 9:00pm

April 22, 23, & 24

5:00 - 9:00pm

May 20, 21, & 22

5:00 - 9:00pm

FORKLIFT TRAINING AND SAFETY

Forklift Training - \$149.99

This 8-hour course is strictly behind-the-wheel training. In this program, you will learn to recognize and respect the potential hazards and skills needed to safely operate a forklift.

IN-PERSON

(Multiple Sessions Offered)

January 21 & 23

3:00 - 7:00pm

February 18 & 20

3:00 - 7:00pm

March 25 & 27

3:00 - 7:00pm

April 22 & 24

3:00 - 7:00pm

May 20 & 22

3:00 - 7:00pm



WATER UTILITY TREATMENT & TECHNOLOGY (WUTT)

WUTT Modules 1 - 9

Saint Paul College offers this unique program to train under two guided pathways:

PATHWAY 1: Designed for students who have little to no experience in the water and/or wastewater industry. This pathway would have students completing the 1-year program consisting of 9 module courses, providing training and preparation for the field of waste water and treatment. Students who complete all 9 modules will be eligible and placed for the Minnesota Pollution Control Agency licensure

PATHWAY 2: Please contact one of our representatives at 651.846.1800 if you have experience working in waste water treatment, as you may only need some modules as continuing education.



WELDING

ALL COURSES ARE IN-PERSON

(Multiple Sessions Offered)

January 4, 11, 18, & 25

8:00am - 12:00pm

February 1, 8, 15, & 22

8:00am - 12:00pm

March 1, 8, 15, & 22

8:00am - 12:00pm

April 3, 10, 17, & 24

5:00 - 9:00pm

May 1, 8, 15, & 22

5:00 - 9:00pm

Garage Welding – Basic MIG - \$300.00

Do you have projects around the house that need welding? Learn the basics of MIG welding with an introduction to MIG (GMAW/wire feed).

Introduction to TIG - \$300.00

Learn the fundamentals of TIG (GTAW) Welding carbon steel, one of the cleanest most precise forms of welding.

TIG 2 / Advanced TIG - \$300.00

This course is an introduction to welding stainless steel and aluminum. If you wish, bring your metal projects or choose from some projects provided.



Metal and Yard Art - \$300.00

Want to learn how to weld together an amazing art project? Do you have small welding projects around that you wish you could accomplish on your own? Learn metalworking, welding processes, and basic techniques to create beginner friendly art projects for the home, garden, and yard. Explore vast opportunities for metalworking equipment to design and fabricate your works of art.

Open Welding Lab Hours – Varied Price

Have you completed one of our welding courses in the past? Do you just need to have access to a welding machine shop and some materials for a small project? Saint Paul College Continuing Education now offers open weld hours! Sign up for 1, 3, or 6 sessions of open lab time. Sessions are up to 4 hours each time in the weld lab. Participants must have completed one full welding course at Saint Paul College in order to sign up for open lab time.

FOOD SAFETY

ServSafe Food Manager Certification - \$249.00

Learn important food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This class will prepare you for the on-line ServSafe exam administered at the end of class. Successful completion of this course also allows for the student to apply for the Certified Food Protection Manager (CFPM) Certification. Earning the ServSafe Manager Certificate is one step in the process to get the State-issued CFPM certificate.

IN-PERSON

(Multiple Sessions Offered)

January 9 & 10

8:30am - 2:00pm

March 13 & 14

8:30am - 2:00pm

April 24 & 25

8:30am - 2:00pm



ServSafe Food Manager Test-Only - \$99.00

Do you need a proctored ServSafe exam? Join the last day of the ServSafe Food Manager course for the exam only. Perfect for anyone who has taken the ServSafe course but did not pass the examination. Exam fee includes an online exam voucher and proctor, as well as proctored space to complete the exam.

IN-PERSON

(Multiple Sessions Offered)

January 10

10:00am - 2:00pm

March 14

10:00am - 2:00pm

April 25

10:00am - 2:00pm

CFPM Recertification - \$99.00

Do you need to re-certify your Certified Food Protection Manager credential? Join us for a 5-hour recertification course! This course qualifies with the Minnesota Department of Health qualifications for you to re-certify. You may need to re-certify if you:

- Have received your CFPM within the past 3-years
- Has expired within 6 months of taking this course



Participants will sit in on Day 1 of the ServSafe Food Manager course to learn updated ServSafe guidelines, as well as up-to-date Minnesota Department of Health guidelines for CFPM's.

IN-PERSON

(Multiple Sessions Offered)

January 10

8:30am - 2:00pm

March 14

8:30am - 2:00pm

April 25

8:30am - 2:00pm

MOTORCYCLE SAFETY

Motorcycle Basic Rider Course - \$259.00

Successful completion of the BRC skills course will provide you a motorcycle endorsement on your license. Twice every Saturday starting in April running through October, as well as some weekday-evening offerings.

Visit saintpaul.edu/WTCE for more details and to register!



SAILING

ASA 101 - Basic Keel Boat Sailing - \$539.00

Come learn to sail on a weighted-keel sailboat with outboard engine on the incomparable waters of White Bear Lake. Earn your American Sailing Association Basic Keelboat certification while enjoying the soothing tranquility of this lifestyle sport. Let our caring, expert instructors guide you to new worlds of expertise and enjoyment. Successful completion of the course earns you an American Sailing Association 101-Basic Keelboat certification.

This 12-hour learn-to-sail course will give you the skills and confidence you need to master skippering a small keel boat, allowing you to continue your skill development on larger sailboats through ASA 103-Basic Cruising and ASA 104-Bareboat Chartering. Please wear non-slip shoes that cover your toes, and bring a jacket and water bottle. PFDs/life jackets required and provided. This activity requires a moderate amount of balance and strength.

IN-PERSON - White Bear Lake

(Multiple Sessions Offered)

June 7 & 8

8:00am - 3:00pm

June 10, 11, 17, & 18

5:00 - 8:00pm

June 14, 15, 21, & 22

8:00 - 11:00am

June 14, 15, 21, & 22

12:00 - 3:00pm

June 28 & 29

8:00am - 3:00pm

August 5, 6, 12, & 13

5:00 - 8:00pm

August 20, 21, 27, & 28

5:00 - 8:00pm

August 23 & 24

8:00am - 3:00pm

September 9, 10, 16, & 17

4:30 - 7:30pm

September 20, 21, 27, & 28

8:00 - 11:00am

September 20, 21, 27, & 28

12:00 - 3:00pm

Discover Sailing - \$299.00

Enjoy a relaxing introduction to sailing on White Bear Lake on a stable, weighted-keel sailboat with outboard engine. Sit back and enjoy the scenery, or take the helm and be an active learner. This class is customized to your individual sailing goals. This class may serve as a "toe in the water" if you are considering taking the full Basic Keelboat learn-to sail course.

IN-PERSON - White Bear Lake

(Multiple Sessions Offered)

June 9

6:00 - 8:00pm

June 16

6:00 - 8:00pm

June 23

6:00 - 8:00pm

June 30

6:00 - 8:00pm

June 4

6:00 - 8:00pm

June 25

6:00 - 8:00pm

August 4

6:00 - 8:00pm

August 11

6:00 - 8:00pm

August 25

6:00 - 8:00pm



ONLINE at saintpaul.edu/WTCE

CREATE A NEW STUDENT ACCOUNT:

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

REGISTER FOR A COURSE:

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

IN PERSON

Please feel free to visit the Workforce Training and Continuing Education (WTCE) office, Suite L587 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online.



CANCELLATIONS



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

REFUNDS

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



CLOSINGS DUE TO WEATHER



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



SAFETY DISCLAIMER

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

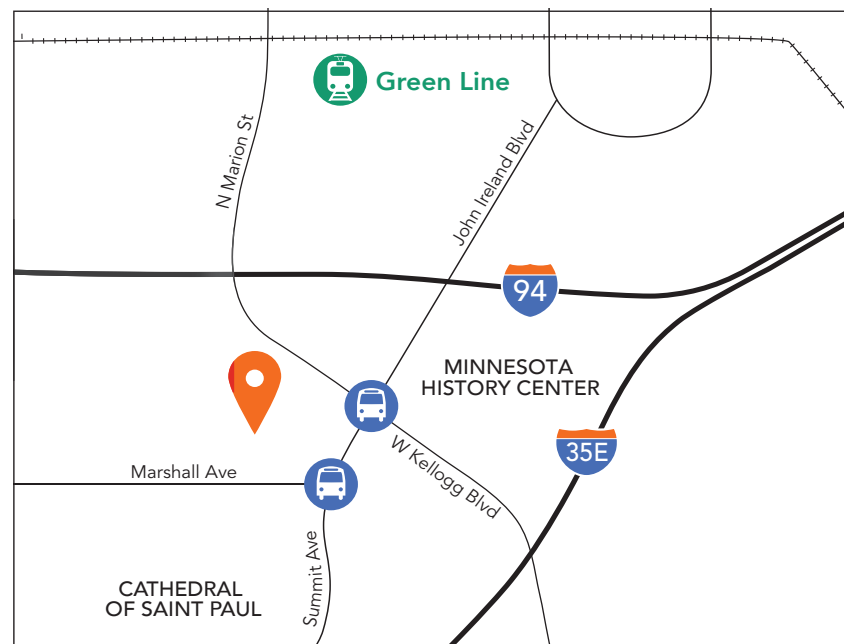


SPECIAL SERVICES



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

DIRECTIONS (SAINTPAUL.EDU/DIRECTIONS)



FROM THE SOUTH: I-35E

Take the Kellogg Blvd. exit, turn left. Continue to John Ireland Blvd., turn left at the traffic light. Turn right onto Marshall Ave.

FROM THE NORTH: I-35E & EAST: I-94

Take the Marion St. Exit, turn left passing over the freeway. Continue on Kellogg Blvd. to John Ireland Blvd., turn right at the traffic light. Turn right onto Marshall Ave.

FROM THE WEST: I-94

Take the Marion St. Exit, at the top of the exit ramp take a right onto Kellogg Blvd. Turn right at traffic light onto John Ireland Blvd. Continue to Marshall Ave, turn right.

METRO TRANSIT

www.metrotransit.org





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