Workforce Training & Continuing Education

Fall/Winter 2019 Course Schedule

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

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

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

Deidra Peaslee, EdD
Interim President, Saint Paul College
Beginning Bookkeeping and Accounting

Basic overview of accounting and bookkeeping for use in an office support setting and the business world.

Instructor: Arvind Suri
Cost: $149.00
Day: Monday
Time: 6:00pm – 9:00pm
4 Sessions: Nov 18, 25, Dec 2, 9

Diversity Awareness

Diversity awareness training is used to enhance one’s understanding of and sensitivity to cultural and other differences. By building awareness and knowledge, we can learn to identify our own biases, both conscious and unconscious, and how it affects our daily work.

Instructor: Jana Fischer
Cost: $125.00
Day: Wednesday
Time: 8:30am – 4:30pm

Sessions (choose one):
- Sept 25
- Oct 23
- Nov 27

Employment Readiness and Retention

Develop the skills and materials to be employment-ready in this two-day course. Learn what employers are looking for in today’s job market, identify barriers to success, understand your own skill sets, and discover your interests and passions through personalized assessments.

Walk away from this course with tools in hand: resume, letter of interest, and your elevator speech!

Instructor: Jana Fischer
Cost: $125.00
Day: Tuesday & Thursday
Time: 8:30am – 4:30pm

Sessions (choose one):
- Sept 17 & 19
- Oct 15 & 17
- Nov 19 & 21
- Dec 17 & 19

RELEVANT. REAL-WORLD. RESULTS.

Customized Training for Business & Industry

651.846.1800
saaintpaul.edu/WTCE
**Food Truck 101**

Have you ever wondered what it would take to start and run your food truck? Learn all the ins and outs of owning, running, and maintaining your truck!

Be introduced to all areas of the business, including food safety, cost control, essential entrepreneurship, Minnesota Department of Health regulations, and much more!

**Instructor:** Jason Degidio  
**Cost:** $99.00  
**Day:** Wednesday  
**Time:** 4:00pm – 6:00pm  
**6 Sessions:** Sept 23, 30, Oct 7, 14, 21, 28

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**Fundraising for Non-Profits 101**

This interactive workshop provides an introduction to professional fund development (fundraising). The workshop focuses on the vital role that philanthropy plays in nonprofit organizations. 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 up to one hour of one-on-one career planning support.

**Instructor:** Melissa Cuff  
**Cost:** $45.00  
**Day:** Wednesday  
**Time:** 5:00pm – 8:00pm  
**Session:** Oct 15
Getting Grants!

This interactive workshop provides an overview of identifying grant prospects to prepare competitive grant proposals. Appropriate for nonprofit staff/board members new to development or for anyone who has an interest in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies, or education institutions.

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

Instructor: Melissa Cuff
Cost: $45.00
Day: Wednesday
Time: 5:00pm – 9:00pm
Session: Oct 23

Getting Grants Advanced Workshop

This interactive workshop is for individuals with some knowledge of grant development who are interested in refreshing or improving proposal writing skills. Focus is 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 describe best organizational and program strengths so that they align with funder interests. A completed grant proposal must be received at least one week in advance to melissacuff@gmail.com. Review your plans with a peer activity. Following the workshop, the trainer will provide up to one hour of one-on-one technical assistance in proposal writing.

Instructor: Melissa Cuff
Cost: $50.00
Day: Wednesday
Time: 5:00pm – 9:00pm
Session: Oct 21
The Art of Effective Communication
Learn the different types of communication, how to effectively use them, and model them through various professional means in this one-day course. Practice giving professional feedback and develop an individual plan using effective communication in a personal scenario.

**Instructor:** Jana Fischer  
**Cost:** $85.00  
**Day:** Wednesday  
**Time:** 8:30am – 4:30pm  
**Sessions (choose one):**  
- Sept 4  
- Oct 2  
- Nov 6  
- Dec 4

Voice-Overs...Now is Your Time!
Use your speaking voice for commercials, films, videos, and more! In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! Handle your business on your terms, turf, time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be your game-changer!

**Instructor:** Will Kamp  
**Cost:** $40.00  
**Day:** Wednesday  
**Time:** 6:00pm – 8:00pm  
**Session:** Oct 30

Time and Stress Management Skills
Ever wonder why there is never enough time in your day? This two-day course will teach you how to manage your time effectively. Learn how to prioritize tasks, implement planning and scheduling tools, identify personal stressors and techniques to address them, and develop plans to apply these techniques.

**Instructor:** Jana Fischer  
**Cost:** $125.00  
**Day:** Wednesday & Thursday  
**Time:** 8:30am – 4:30pm  
**Sessions (choose one):**  
- Sept 11 & 12  
- Oct 9 & 10  
- Nov 13 & 14  
- Dec 11 & 12

HUMAN RESOURCE MANAGEMENT
Conducted by the Minnesota Department of Labor and Industry

Minnesota Workers’ Compensation
Designed for business owners, HR managers, and supervisors to better understand workers’ compensation in Minnesota. Learn valuable information related injury’s, how to report it, workers’ compensation coverage, and employer do’s and don’ts.

**Instructor:** Staff  
**Cost:** $45.00  
**Day:** Thursday  
**Time:** 8:30am – 11:30am  
**Session:** Oct 17
LEADERSHIP DEVELOPMENT

Leadership Skills
Are you interested in improving your leadership skills? In this one day course, you will learn to identify leadership opportunities in everyday life and the seven leadership skills, understand the differences in power vs. influence and the phases in negotiation, as well as implementing strategies to build resilience as a leader.

Instructor: Jana Fischer
Cost: $75.00
Day: Wednesday
Time: 8:30am – 4:30pm
Sessions (choose one):
• Sept 18
• Oct 16
• Nov 20
• Dec 18

PERSONAL FINANCE

Home Buying Seminar
Be prepared to purchase your dream home by understanding the home buying process. Who are the key players in buying a home, what are your mortgage loan options, and what are the best steps to follow? Ask all your questions to a mortgage expert. Make homeownership a reality!

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

Fundamentals – 2020 Edition
Learn fundamental knowledge and skills to create and complete basic 2D drawings using AutoCAD. Topics include: drawing and editing, adding text and basic dimensions and plotting.

This course is for new AutoCAD users or as a refresher. No previous CAD experience is necessary. Some familiarity with Windows 2000 or XP as well as experience drafting, design, or engineering is helpful but not required. Small class size.

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

Instructor: Daniel Swearson
Cost: $495.00
Day: Monday & Wednesday
Time: 6:00pm – 9:00pm
6 Sessions: Sept 9, 11, 16, 18, 23 25
- OR -
6 Sessions: Nov 4, 6, 12, 13, 18, 20

Intermediate – 2020 Edition
The course is designed to teach advanced tools and techniques while creating, annotating, and printing drawings using AutoCAD. Learn to use task commands more efficiently and work with advanced blocks, XREFS, layouts, and plotting.

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

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

Instructor: Daniel Swearson
Cost: $495.00
Day: Monday & Wednesday
Time: 6:00pm – 9:00pm
6 Sessions: Oct 7, 9, 14, 16, 21, 23
- OR -
6 Sessions: Dec 2, 4, 9, 11, 16, 18
AUTODESK™ REVIT

Fundamentals – 2020 Edition
Develop design ideas and create full 3D architectural project models. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools used in a day-to-day production environment.

Instructor: David Plumb
Cost: $595.00
Day: Tuesday & Thursday
Time: 6:00pm – 9:00pm
8 Sessions: Oct 1, 3, 8, 10, 15, 17, 22, 24

QuickBooks
QuickBooks training will help you understand and use all the features that QuickBooks has to offer! Course topics include: entering company details and building lists, setting up and managing inventory, recording product sales, creating invoices, setting up and managing different bank accounts, managing assets and liabilities, and payroll.

Instructor: Deb Lehr
Cost: $399.00
Day: Monday
Time: 8:30am – 4:00pm
Session: Nov 18
MICROSOFT OFFICE

**Instructor:** Deb Lehr

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

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

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

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<tr>
<td>19-1007</td>
<td>Monday, October 7</td>
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**Access II**
Build on basic skills and learn: relational database design, table relationships, referential integrity, subdatasheet, query joins, field and record validation, parameter queries, summarizing data in queries, action queries, unmatched and duplicate queries, creating a junction table and much more!

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

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**Excel I**
Get started with Microsoft Office Excel 2016. Learn spreadsheet terminology, fundamental concepts, identify window components, navigation, and templates. Explore the basics of entering, editing, copying text, values, and formulas.

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<td>19-0920</td>
<td>Friday, September 20</td>
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<td>19-1106</td>
<td>Friday, November 6</td>
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<td>19-1220</td>
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**Excel II**
Take your skills to the next level and learn how to work efficiently, creating range names, and using logical functions like date/time and text. Sort, filter, use database functions like outline/subtotal, create and modify tables, apply standard and advanced conditional formatting, charts, and create pivot tables and graphs.

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**Excel III**
Work with advanced functions and formulas such as internal and external links in formulas, 3-D formulas, consolidating data, VLOOKUP, MATCH, and INDEX.

Learn about comparing and merging workbooks, data validation, and recording a macro. This class also covers creating Sparklines, mapping data, one and two-variable data tables along with goal seek, scenarios, and one-click forecasting.

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<td>19-1122</td>
<td>Friday, November 22</td>
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**OneNote**

Discover and utilize notebooks as a place to organize various types of content, including text notes, photos, website links and information, audio/video notes and files. Created sections, pages, grouped sections, utilize built-in templates/build your own. Explore Quick Notes, apply tags, create your own, and add password protection to sections and share notebooks.

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**PowerPoint I**

Don’t let a weak PowerPoint presentation be a deal-breaker. Learn essential functions and features, open and run a presentation and switch between views. Learn how to create a basic presentation adding/arranging content, insert and delete slides. We’ll be applying design themes, plus so much more!

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<td>Friday, December 27</td>
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**PowerPoint II**

Build your skills as you learn about working with the slide master, headers/footers, and modifying the notes and handout master. Include audio and video files, along with text animation. Learn how to create a video and package your presentation for delivery.

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**Visio**

This course covers several different types of drawing, utilizing both connected and unconnected shapes. Create an organizational chart, timeline, a process diagram, and cross-functional drawing. Learn how to modify and format shapes, change the spacing on your drawing, set the size for shapes, utilize design templates, and saving as a PDF.

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**LODGING DISCOUNT**

for Saint Paul College and Workforce Training & Continuing Education Students

**HOLIDAY INN, St. Paul Downtown**

corporate ID# 786843583

175 7th Street West • St. Paul, MN 55102

651.225.1515 - www.histpaul.com
Word I
Learn how to navigate and perform common tasks, such as opening, viewing, editing, saving, and printing documents. Format text and paragraphs using tools such as find and replace, format painter, and styles, and enhance lists by sorting, renumbering, and customizing list styles along with creating and formatting tables. Insert graphic objects, including symbols, special characters, illustrations, pictures, and clip art. Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout. Use program features to help identify and correct problems with spelling, grammar, readability, and accessibility.

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Word II
This intermediate class covers organizing content using tables and charts. Customizing formats using styles and themes, inserting content using quick parts, and using templates to automate document formatting. Simplify and manage long documents and also using mail merge to create letters, envelopes, and labels.

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Word III
This advanced class covers using images in a document, create custom graphic elements, and collaborate on documents. Add reference marks and notes, secure your material, and create and manipulate forms and touches on macros to automate tasks.

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Microsoft Project Basics
Learn the beginning steps incorrectly setting up a project plan. Focus on setting up calendars, working with manual and automatic tasks, and establishing task dependencies. Apply calendars and modify task dependencies and constraints and deadlines. Create a resource pool, assign resources to tasks, discuss effort driven scheduling and fixed task types, and about resource allocation and leveling resources. Track and analyze a project’s progress adjusting the project plan.

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BODY HEALTH

Exercise and Functional Nutrition for Aging Well: A 3-Part Series

Take courses individually or as a series.

Somatic Healing: Assisted Stretching and Strengthening for the Back & Joints

This workshop is ideal for both aging adults, active people, and athletes interested in maintaining hip and joint health. In one session, learn how to relieve tight and stiff muscles in your upper back and underneath your shoulder blades, improve shoulder stability and mobility, instantly decompress your low-back, and free up stiffness in your hips, knees, and ankles. This interactive workshop demonstrates how to perform stress relieving therapeutic stretches and exercises using a simple rope and pulley device called the ‘Magic Eddie’ training apparatus – invented by exercise physiologist Edward Watson. Solve lower-back problems while strengthening your entire body!

Instructor: Ed Watson
Cost: $40.00
Day: Saturday
Time: 12:00pm – 2:00pm
Session: Sept 21

Functional Foods and Exercises for Bone Health and Longevity

Is adopting an ‘alkaline diet’ or ‘pH diet’ useful for improving your bone health, metabolism, and longevity? Join professor of exercise physiology Ed Watson as he explains the concepts of blood buffering and metabolic production of organic acids associated with bone degeneration, decreased kidney function, and cancer. Learn the most effective foods to eat and minerals to ingest for protecting bone metabolism and promoting robust health and longevity. This class is a primer for pre and post-menopausal women and aging men.

Instructor: Ed Watson
Cost: $40.00
Day: Saturday
Time: 12:00pm – 2:00pm
Session: Sept 21

Functional Nutrition 101: How to Control Blood Sugar and Prevent Diabetes

This class illustrates the science of fuel substrate utilization for laypersons, which explains how muscles cells uptake and then utilize carbohydrates and glucose. Learn why this functional point of view also serves as the best method for controlling blood sugar and healthily losing weight. Join exercise physiologist Edward Watson as he clearly explains why monitoring your A1C levels takes a back seat to your body’s blood sugar reaction to each meal you eat.

Instructor: Ed Watson
Cost: $40.00
Day: Wednesday
Time: 6:00pm – 8:00pm
Session: Oct 2
Hand and Foot Massage: Reflexology Techniques

Reflexology is the study of the nerve connections between the feet, hands, and body systems. This introductory class provides basic techniques and various methods and sequences during hands-on practice. Particular emphasis focused on the areas of the feet and hands where stimulation may improve conditions throughout the body. Several reflexology studies have indicated that this modality may reduce pain, anxiety, and depression, and help enhance relaxation and sleep.

Instructor: Bob Vigliotti
Cost: $100.00
Day: Saturday
Time: 11:00am – 1:00pm
4 Sessions: Oct 5, 12, 19, 26

Massage for Babies and Toddlers

Research and experience show that massage can be beneficial to both baby and parent in many ways! Studies show that touch is essential for infant development. Gentle infant massage relaxes, improves muscle tone, and can also reduce irritability and help baby sleep more soundly. The class divided into two sections; life-sized dolls used for demonstrations and hands-on practice.

Instructor: Bob Vigliotti
Cost: $100.00
Day: Saturday
Time: 9:00am – 11:00am
4 Sessions: Oct 5, 12, 19, 26
CPR & FIRST AID

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

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

Participants certified by the American Heart Association for Standard First Aid and CPR/AED for adults, children, and infants.

Not a healthcare provider course.

Instructor: Anita Mills

Cost: $99.00

Sessions (choose one):
- Sept 24 & 26 (two sessions) Tuesday & Thursday 4:00pm – 7:30pm
- Monday, Oct 28 12:00pm – 7:30pm
- Saturday, Nov 16 9:00am – 4:00pm
- Dec 10 & 12 (two sessions) Tuesday & Thursday 10:00am – 1:30pm

BLS (Basic Life Support) for Healthcare Providers

The American Heart Association Basic Life Support (BLS) Healthcare Provider CPR course is designed to train healthcare professionals on recognizing and responding to several life-threatening emergencies. Skills include providing team CPR for adults, children, and infants, using an AED, BVM, and relieving choking in a safe, timely, and effective manner.

The course is for certified or non-certified, licensed or non-licensed healthcare professionals. There are no prerequisites or requirements for this class, and anyone may participate in learning the life-saving skills of CPR. The AHA is an authorized provider of CPR and ECC courses.

Participants who complete the BLS program will be issued a Basic Life Support for Healthcare Providers certification that is valid for two years.

Instructor: Anita Mills

Cost: $99.00

Sessions (choose one):
- Saturday, Sept 7 9:00am – 4:00pm
- Monday & Wednesday 9:00am – 12:30pm
  Nov 25 & 27 (two sessions)
- Friday, Dec 20 9:00am – 4:00pm
BLS (Basic Life Support) Skills
ONLY – hands on session

An instructor-led course that focuses on meaningful skills practice of CPR for adult, child, and infant, providing sufficient ventilation using barrier devices, use of AED, and relief of foreign body obstruction. This course will include debriefing, team scenarios, and skills testing.

Instructor: Anita Mills  
Cost: $65.00  
Day: Wednesday  
Time: 4:00pm – 7:00pm  
Session: Oct 2

Mental Health First Aid

This training for anyone who wants to learn about mental illnesses and addictions, including risk factors and warning signs. This eight-hour training teaches participants a five-step action plan to help a person in crisis connect with professional, peer, social, and self-help care. Appropriate for a variety of professionals working in primary and behavioral healthcare integration settings. Training can help those who regularly engage with individuals who may experience mental health challenges. This training is most appropriate for audiences with no prior training or experience with mental health or substance use. Participants will practice their new skills with role-playing. Gain confidence by helping others who may be experiencing a mental health or substance use challenge, and those in distress.

Instructor: Lisa Hanes Goodlander  
Cost: $45.00  
Day: Thursday  
Time: 8:30am – 3:00pm  
Session: Dec 5

ESTHETICS & COSMETOLOGY

4-hour CORE Class on Laws, Safety, Sanitation

The Minnesota Board of Cosmetology Examiners (BCE) implemented a new rule beginning in August 2014. Each licensee must complete 8-hours of continuing education to renew/reactivate an operator/salon manager license.

Saint Paul College has an engaging and interactive class that meets BCE's 4-hr CORE requirements:
• An hour on laws and rules  
• 3 Hours on safety and sanitation

Full course available online!

Instructor: Marcie Smith-Fields  
Cost: $75.00  
Day: Wednesday  
Time: 4:30pm – 8:30pm  
Sessions (choose one):  
• Sept 18  
• Oct 16  
• Nov 20
4-hour PROFESSIONAL PRACTICE – Cosmetology

The Minnesota Board of Cosmetology Examiners (BCE) implemented a new rule beginning in August 2014. Each licensee must complete 8-hours of continuing education to renew/reactivate an operator/salon manager license.

Saint Paul College has an engaging and interactive class that meets BCE’s 4-hr professional practice requirements for Cosmetologists:

- Product chemistry and chemistry interaction
- Proper use of machines and instruments
- Business management and human relations
- Techniques relevant to the type of license you hold

Full course available online!
Instructor: Beth Hamp
Cost: $75.00
Day: Wednesday
Time: 4:30pm – 8:30pm
Sessions (choose one):
- Sept 11
- Oct 9
- Nov 13

4-hour PROFESSIONAL PRACTICE – Massage Techniques

Designed for all Cosmetologists, Nail Technicians and Estheticians working in a spa or salon; learn the five basic massage techniques and principles of body mechanics with ergonomics to provide a safe and effective massage for practitioners and their clients.

The Minnesota Board of Cosmetology approves this course for CE credits.

Full course available online!
Instructor: Nick Bohrer

Brazilian Wax

Designed for salon/spa professionals interested in learning how to perform a Brazilian wax; learn the correct procedure/service, which wax is best, and the contraindications for a service. Safety and Sanitation included in this course.

The Minnesota Board of Cosmetology approves this course for CE credits.

Instructor: Mary Sievert
Cost: $100.00
Day: Monday
Time: 4:00pm – 8:00pm
Sessions (choose one):
- Sept 16
- Oct 21
- Nov 18
Clipper Cutting
Join and learn the real art of clipper cutting! Learn clipper techniques that combined with some shear techniques will give the client their optimal results. Participants will also get fade techniques and haircutting techniques.

Instructor: Robert Nabors
Cost: $75.00
Day: Tuesday
Time: 4:30pm – 8:30pm

Sessions (choose one):
- Sept 17
- Oct 15
- Nov 19
- Dec 17

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

The Minnesota Board of Cosmetology approves this course for CE credits.

Instructor: Shelly Torniainen
Cost: $395.00
Day: Monday
Time: 4:30pm – 8:30pm
Session: Oct 21

ESSENTIAL OILS

Essential Oils Make and Take Class
Get hands-on with essential oils! Learn what essential oils are, how you can benefit from them, and how to use them safely. Take home a DIY product with a mini essential oil recipe booklet. All education and recipe materials included with the class. No experience necessary.

Instructor: Amy Lichner
Cost: $10.00
Day: Saturday
Time: 9:00am – 11:00am
Session: Nov 23
MEDICATION ASSISTANT

Trained Medication Aide
A Trained Medication Aide (TMA) distributes patient medications in nursing homes, schools, correctional facilities, and other non-hospital assisted living facilities. Doctors or other licensed caretakers directly supervise medication aides. They typically help patients inadequately taking oral, topical, or rectal prescriptions with correct dosages, and adhering to strict medical regimens. TMAs may also supervise patients to ensure they do not have any adverse reactions after taking their medications.

Being cross-trained may enhance and advance your career in Healthcare. This course will review the information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and remedies for each, administration of non-parenteral medication, and other required skills.

Instructor: Rosalie Aguilar
Cost: $749.00
Day: Monday & Wednesday
Time: 5:30pm – 9:30pm
16 Sessions: Sep 16 – Nov 13

NURSING ASSISTANT/HOME HEALTH AIDE

Start your healthcare career by learning primary nursing care for a nursing home, hospital, and home healthcare employment.

Topics include communication, safety issues, vital signs, nutrition, homemaking responsibilities, client personal hygiene, comfort, and more!

This course includes lab exercises and clinical experience in a long-term healthcare facility and meets the requirements of the Minnesota Department of health and OBRA. Upon successful completion of this course, participants are eligible to take the NA/HHA competency examination.

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

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

Cost: $915.00

Multiple Offerings Available – Please check saintpaul.edu/WTCE or call 651.846.1800.
Must be 16 to register.
BLUEPRINT READING

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

Instructor: Perry Franzen
Cost: $199.00
Day: Wednesday
Time: 5:00pm – 8:00pm
4 Sessions: Nov 6, 13, 20, 27

FORKLIFT TRAINING & SAFETY

Forklift Training and Safety
This 8-hour course will include both classroom and behind-the-wheel training. Learn to recognize and respect the potential hazards and skills needed to safely operate a forklift as well as OSHA standard (OSHA 29CFR 1910.178) applying to Powered Industrial Trucks and the dangers present in the work environment. Proper driving techniques, correct balance loads, the center of gravity, placement, safe fueling/recharging, and inspections will also be covered.

Instructor: Dale Peterson
Cost: $145.00
Day: Tuesday & Thursday
Time: 3:00pm – 7:00pm
2 Sessions (choose one):
• Sept 24 & 26
• Oct 22 & 24

HOME IMPROVEMENT & MAINTENANCE

Basic Home Electrical Repair
Learn simple repairs like replacing switches, wall outlets, checking circuit breakers, and rewiring a lamp. Work with electrical boards and install wire, single pole and three-way switches, duplex outlet, and lamp receptacles. Please bring a wire stripper, straight slot screwdriver, and long-nose pliers to class if you have them.

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

RELEVANT. REAL-WORLD. RESULTS.

Customized Training for Business & Industry
651.846.1800 | saintpaul.edu/WTCE
Basic Home Plumbing Repair
Learn to repair minor plumbing problems and replace fixtures. Have discussions about different types of fittings, metal vs. plastic pipe comparison. Take apart various kinds of faucets, replace a pop-up drain assembly, and explore the internal workings of a toilet. There will also be a demonstration on how to cut and glue plastic pipe and fittings as well as soldering copper pipe and fittings.

Instructor: Tod Novinska
Cost: $50.00
Day: Tuesday
Time: 6:00pm – 8:30pm
Session: Oct 15

Small Engine Repair Course
This course carefully details the many systems, tools, and parts involved in successful repair of small engines. It covers performance measurement and preventative maintenance.
This course is ideal for anyone looking to start their own small engine repair business, or for knowing how to make their repairs on equipment such as lawnmowers, chain saws, snowblowers, and more. Learn more about career opportunities in this line of work!

Instructor: Darrick Iverson
Cost: $125.00
Day: Saturday
Time: 8:00am – 12:00pm
2 Sessions: Nov 2, 9

TRADE TRAINING
Trading Up 2.0
This 8-week course prepares students to begin a career in the trades. Classes include safety certifications in OSHA 10 and First Aid, an introduction to employment pathways into the building trades, hands-on workshops in welding and carpentry, instruction from industry professionals in tool usage, job readiness workshops and one-on-one career counseling.

Trading up is an entirely free training offered to eligible adults.

To be eligible you must:
• be 18 or more years of age
• have a High School Diploma, GED or equivalent
• receive public assistance or have a household income at or below 200% of the federal poverty level

Cost: FREE
Day: Monday - Friday
Time: Varies
Session: Sep 9 – Nov 1

Call 651.846.4124 to Register
– or email: erica.fricke@saintpaul.edu

REGISTER TODAY!
additional courses available online
saintpaul.edu/WTCE
TRADING UP 2.0

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

prepare to be in demand
you have what it takes

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

Sept 9 - Nov 1, 2019

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

Apply Today! saintpaul.edu/TradingUp
Beginner Welding – Metal Art/Yard Art

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

Wear jeans, leather shoes, and bring safety glasses and head covering to class. A welding helmet is available for use.

Course includes weld shop safety.

Instructor: Margo Koefod, Riley Pease, Tom Ramish

Cost: $275.00

Day: Thursday

Time: 5:00pm – 9:00pm

4 Sessions: Sept 5, 12, Nov 2, 9

- OR -

Day: Saturday

Time: 8:00am – 12:00pm

4 Sessions: Sept 19, 26, Nov 16, 23

NEW

Garage Welding – Basic MIG (GNAW/Wire Feed Welding)

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

Wear jeans and leather shoes. A welding helmet is available for use.

Course includes weld shop safety.

Instructor: Margo Koefod, Riley Pease, Tom Ramish

Cost: $275.00

Day: Thursday

Time: 5:00pm – 9:00pm

4 Sessions: Sept 5, 12, Nov 2, 9

- OR -

Day: Saturday

Time: 8:00am – 12:00pm

4 Sessions: Sept 19, 26, Nov 16, 23

NEW

Introduction to TIG (GTAW Welding)

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

Wear jeans and leather shoes. A welding helmet is available for use.

Course includes weld shop safety.

Instructor: Margo Koefod, Riley Pease, Tom Ramish

Cost: $275.00

Day: Saturday

Time: 8:00am – 12:00pm

4 Sessions: Oct 5, 9, 12, 26

WELDING
Saint Paul College is dedicated to promoting success for women in the trades. Must be 18 or older and a woman to sign up for the Sampler.

register at:
saintpaul.edu/WTCE

WOMEN in the Trades Sampler

NOV 19–21
FREE
5:30 - 9:30pm
Saint Paul College
Learn, create and connect with trade industry professionals in this hands-on, exploratory career experience.

parking and dinner provided

TIG 2 –Advanced TIG (GTAW)
This course is an introduction to welding stainless steel and aluminum. If you wish, bring in your metal art projects or chose from some projects provided.
Wear jeans and leather shoes. A welding helmet is available for use.

Prerequisite: Introduction to TIG (GTAW Welding)

Instructor: Margo Koeftd, Riley Pease, Tom Ramish
Cost: $275.00
Day: Saturday
Time: 8:00am – 12:00pm
4 Sessions: Oct 5, 9, 12, 26

SAINT PAUL COLLEGE
2020 Summer CAMPS
Summer programs for Saint Paul high school students!

MANUFACTURING

Camp dates coming soon!
saintpaul.edu/WTCE

QUESTIONS?
call 651.846.1800

Saint Paul College is dedicated to promoting success for women in the trades. Must be 18 or older and a woman to sign up for the Sampler.
ART

Metal/Yard Art

Beginner Welding

Want to learn how to Weld? 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.

Wear jeans and leather shoes. Bring safety glasses and head covering to class. A welding helmet is available for use.

Course includes weld shop safety.

Instructor: Margo Koefod, Riley Pease, Tom Ramish
Cost: $275.00
Day: Thursday
Time: 5:00pm – 9:00pm
4 Sessions: Sept 5, 12, 19, 26

- OR -

Day: Saturday
Time: 8:00am – 12:00pm
4 Sessions: Nov 2, 9, 16, 23

LANGUAGES

American Sign Language (ASL) I

American Sign Language (ASL) I will cover sign vocabulary, sentence structures, dialog formats through facial expressions, and body movements used in signing.

At the end of this course, you will be able to identify fingerspelling and numbers, demonstrate appropriate conversational behaviors of ASL, and know various aspects of the deaf culture.

Instructor: Carole Virnig
Cost: $120.00
Day: Monday
Time: 6:00pm – 8:00pm
4 Sessions: Oct 7, 14, 21, 28

American Sign Language (ASL) II

Continue to build on your American Sign Language proficiency.

Prerequisite: American Sign Language (ASL) I
Instructor: Carole Virnig
Cost: $120.00
Day: Monday
Time: 6:00pm – 8:00pm
4 Sessions: Nov 4, 18, 25, Dec 2
Spanish I
Quieres Hablar Español? This series provides a foundation of Spanish grammar while introducing basic vocabulary for daily situations. Courses are designed to be taken sequentially, with subsequent classes reviewing and reinforcing your previous learning. Conversational practice and other exercises are led in a fun and no-pressure atmosphere, making the courses ideal for beginners or as a refresher for those with "rusty" Spanish skills. A series of four classes is approximately equivalent to one year of high school or one semester of college Spanish.

Instructor: Tyrel Nelson
Cost: $150.00
Day: Monday
Time: 6:30pm – 8:30pm
6 Sessions: Nov 4, 18, 25, Dec 2, 9, 16

Spanish II
Instructor: Tyrel Nelson
Cost: $150.00
Day: Monday
Time: 6:30pm – 8:30pm
6 Sessions: Nov 4, 18, 25, Dec 2, 9, 16

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

Customized Training
for Business & Industry

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

Call 651.846.1800 or visit saintpaul.edu/WTCE for details.
Himalayan Cooking –Session 1: Essential Spices, Chutneys, Salads

Add some Himalayan zing to your cooking and impress yourself and your guests! Make Nepalese mixed pickles, spicy sesame Himalayan sauce, green chutney, and peanut salad, which will sure to become your new go-to menu items for get-togethers — ancient traditional foods prepared with a modern twist, customized to your liking.

Menu:

- Nepalese-spiced sesame and tomato chutney/sauce (used in momos and for a variety of meat-based and vegetarian cuisine)
- Coriander and basil/mint green chutney (used similarly as pesto with or in a variety of dishes)
- Tomatoes raita (yogurt, tomatoes, spices, and herbs)

Instructor: Ishwari Rajak
Cost: $45.00
Day: Saturday
Time: 11:00am – 1:00pm
Session: Oct 5

Himalayan Cooking –Session 2: Heart Healthy Fats and Oils

Chef and Chocolatier Ishwari Rajak and exercise physiologist Edward Watson team up in a culinary crossover class. Learn to prepare amazing Nepalese style dishes using different fats and oils. Also learn their biochemical effects on heart function, arterial health, and longevity, as well as the meaning of terms like free radical production and oxidative stress.

Enjoy mouthwatering Himalayan foods with spices infused into different oils. Learn the compositional and functional differences among ghee, lard, butter, olive oil, cocoa butter, fish oils, and other fats and oils.

Menu:

- Chicken curry Nepalese style (learn to infuse spice flavors into oil)
- Sautéed spinach (experience different tastes using different oils)

Instructors: Ishwari Rajak & Ed Watson
Cost: $85.00
Day: Saturday
Time: 11:00am – 1:30pm
Session: Oct 12
Himalayan Cooking – Session 3: Maintaining “Digestive Fire”: How to Feed the Aging Stomach for Preventing Cognitive Decline and Metabolic Degeneration

Documented is aging stomach’s loss of digestive ability; root causes of a decline in bone health, degeneration of the nervous system, memory, and muscle coordination. This session combines learning some ‘simple to prepare’ Himalayan/Ayurvedic concoctions with learning which specific foods, vitamins, and minerals have been irrefutably proven to reverse physical degeneration and memory loss. Join Ishwari Rajak and Ed Watson as they team up to bridge the world’s ancient traditions with how the body works to heal itself.

Instructors: Ishwari Rajak & Ed Watson
Cost: $85.00
Day: Saturday
Time: 11:00am – 1:30pm
Session: Oct 19

Make Momos! (Nepalese Dumplings)

Learn to make momos, a popular savory Nepali dumpling rich with Himalayan flavor, made with meat or vegetarian fillings. Leave the class with the skills to recreate your dish at home. Transfer the knowledge and have a fun time with family and friends and enjoy perfecting the art of making momos together. Class includes a plate of four momos and mouthwatering sauce.

Instructor: Ishwari Rajak
Cost: $40.00
Day: Saturday
Time: 11:00am – 1:00pm
Session: Sep 28

How Do We Love Wine?

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

Instructor: Roy Goslin
Cost: $30.00
Day: Wednesday
Time: 6:00pm – 8:00pm
Session: Oct 23
South African Wine – An In-depth View

This course covers the history of South African wine, geography, and specific growing regions. Review the current state of the industry, including production, geographic delineation standards, and discuss coverage of the countries sustainability program, key varietals, and wine styles. A tasting of a broad range of wines (up to 16 different ones) included!

Instructor: Roy Goslin
Cost: $30.00
Day: Wednesday
Time: 6:00pm – 8:00pm
Session: Nov 6

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

This class is an introduction to wine suitable for those starting a wine career or pursuing an interest in wine. For individuals new to wine study, this qualification provides hands-on instruction to the world of wine. Explore the main types and styles of wine through sight, smell, and taste while also gaining the necessary skills to describe wines accurately, and make food and wine pairings. Receive a WSET certificate and lapel pin upon successful completion.

Instructor: Lisa Lehr
Cost: $295.00
Time: 8:30am – 1:00pm
Day: Saturday
2 Sessions: Sep 28, Oct 5

WSET, the largest global provider of wine qualifications, is launching the first-ever ‘Wine Education Week’ September 9-15, 2019

13 classes available, including:
Finding the Perfect Match
Mastering Maturation
American Wines (beyond California)
Wine to Glass
Wine & Spirits Education Trust (WSET) Award, Level 2

This course is a beginner to intermediate level qualification exploring wines and spirits for those working in the industry or wine and spirit enthusiasts. For individuals seeking a core understanding of wines, this qualification explores the major grape varieties and important wine regions where grown.

Learn about the styles of wines produced from these grapes as well as key classifications and labeling terminology — a basic overview of the critical categories of spirits and liqueurs.

Upon successful completion, receive a WSET certificate, lapel pin, and rights to use the associated WSET certified logo.

What you’ll learn:

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

Instructor: Lisa Lehr

Cost: $695.00

Time: 8:30am – 1:30pm

Day: Saturday

5 Sessions: Oct 12, 19, 26, Nov 2, 9
FOOD SAFETY

ServSafe Food Manager Certification

Learn essential food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This 8-hour class will prepare you for the online ServSafe exam administered at the end of course.

Instructor: Gina Schmidt
Cost: $170.00

ServSafe Food Manager ReCertification

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

Instructor: Gina Schmidt
Cost: $100.00

ServSafe Food Manager ReCertification Test

This course is a retest for the ServSafe examination.

Instructor: Gina Schmidt
Cost: $70.00 (Re-Test ONLY)

Multiple Offerings Available – Please check saintpaul.edu/WTCE or call 651.846.1800.
MOTORCYCLE TRAINING

Motorcycle Basic Rider Course

This 3-day course is a challenge even to experienced riders. The course includes one 4.5-hour classroom session and two 5-hour range exercise sessions of on-cycle instruction with high-quality, personalized coaches. Learn necessary motorcycle operational skills such as swerving, braking and cornering, and street riding strategies.

- Riders 18 and older can earn their motorcycle license by completing the course with a valid motorcycle permit.
- Riders under age 18 are required to take the course to obtain a motorcycle permit and must have parent/guardian signature to participate in the class.
- 100% attendance is required for all three sessions to pass.
- Motorcycles available for all participants.

Cost: $195.00
CREATE A NEW STUDENT ACCOUNT:

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

REGISTER FOR A COURSE:

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

IN PERSON

- Please feel free to visit the Workforce Training and Continuing Education office, Suite L453 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online at our public registration station.
- Due to regulations regarding student privacy, we are unable to accept registrations by mail, telephone, or fax.

CANCELLATIONS

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

REFUNDS

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

REGISTER TODAY!

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

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

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

DIRECTIONS (saintpaul.edu/Directions)

FROM THE SOUTH: I-35E
Take the Kellogg Blvd. exit, turn left. Continue to John Ireland Blvd., turn left at the traffic light. Turn right onto Marshall Ave.

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

FROM THE WEST: I-94
Take the Marion St. Exit, at the top of the exit ramp take a right onto Kellogg Blvd. Turn right at traffic light onto John Ireland Blvd. Continue to Marshall Ave, turn right.

METRO TRANSIT
www.metrotransit.org
fall semester starts
AUGUST 26