

# COURSE CATALOG



**SAINT PAUL'S**  
LEADERSHIP INSTITUTE

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## A Message from Chris Stephenson

*Director, Saint Paul's Leadership Institute*

Welcome to Saint **Paul's Leadership Institute (SPLI)**, a sacred space where education, faith, and community come together to build not only careers, but purpose-driven lives.

Saint Paul's Leadership Institute stands firmly on the shoulders of a powerful legacy. One shaped by the enduring faith of our founders, the unwavering support of the **Episcopal Church**, and the deep love and commitment of **Saint Paul's College alumni**. This is more than a training center; it is a living continuation of the mission first envisioned by **James Russell Solomon**, who believed that education rooted in spiritual values could uplift individuals and transform entire communities.

At SPLI, we embrace the call to serve. Guided by **biblical principles**, we understand that our work is not just about developing skilled professionals. It's about nurturing leaders of character, compassion, and conviction. Whether you're seeking to learn a trade, change careers, or expand your purpose, we are here to walk with you every step of the way, just as our alumni, community, and church partners have walked with us.

Our presence in **Lawrenceville** is no accident. It is a response to a divine calling to breathe life back into a community rich in history, culture, and promise. We believe God has positioned us here not only to teach, but to **revitalize**, to **restore**, and to **reimagine** what is possible when faith and education unite.

To our students: You are not alone. You are joining a family strengthened by generations of believers, educators, and changemakers. You are covered in prayer, supported by legacy, and empowered by love.

Thank you for stepping into this journey with us. May your time at SPLI be marked by growth, grace, and the unshakable knowledge that you are part of something greater.

In faith and service,

**Chris Stephenson**

Director, Saint Paul's Leadership Institute

## **The History of Saint Paul's Leadership Institute**

The Saint Paul's Leadership Institute (SPLI) was founded in March 2020 by dedicated alumni of Saint Paul's College, in response to a shared call: to preserve and expand the legacy of their beloved alma mater by empowering the next generation through technical training, leadership development, and community service.

With no financial backing and no established roadmap, the founding members of SPLI launched the Institute as a 100% volunteer effort, driven solely by faith, vision, and an unyielding commitment to rebuild what Saint Paul's once stood for in Brunswick County and beyond.

From its inception, SPLI has been rooted in the belief that education can be a transformative force, not only for individuals, but for entire communities. Recognizing the urgent need for skilled labor and workforce development in Brunswick County, the Institute set out to offer training programs that directly address economic gaps, provide career pathways, and create opportunities for meaningful employment.

Guided by the legacy of James Solomon Russell, SPLI blends practical training with spiritual and moral grounding, forming a holistic educational experience. Programs are designed to prepare students for high-demand trades and leadership roles, ensuring they graduate with both the skillset and character needed to serve their communities with excellence.

The vision is clear: to reinvigorate Brunswick County by equipping residents, particularly those historically underserved, with access to quality training in areas such as construction, electrical work, HVAC, healthcare, and entrepreneurship. By doing so, SPLI is actively contributing to the economic revitalization of the region and fulfilling its mission of community empowerment.

Through partnerships with local businesses, churches, and civic leaders, SPLI is not just a school, it is a movement. A movement to restore the soul of Saint Paul's College. A movement to build careers, foster leadership, and uplift lives.

As SPLI looks to the future, its work remains firmly anchored in the values of faith, service, and education. The journey that began with a handful of faithful alumni continues to grow, lighting the way forward for generations to come.

## **Mission Statement**

At Saint Paul's Leadership Institute, our mission is to empower individuals across Lawrenceville, Brunswick County, and beyond through faith-centered, high-quality technical training and leadership development. We equip students with the practical skills, strong character, and spiritual foundation needed to build successful careers, serve their communities, and become agents of positive change. Rooted in the enduring legacy of Saint Paul's College and guided by biblical principles, we are committed to fostering inclusive opportunities that transform lives and uplift communities everywhere we serve.

## **Vision Statement**

Saint Paul's Leadership Institute envisions a future where individuals from Lawrenceville, surrounding counties, and across the nation thrive through accessible, innovative education that honors faith, excellence, and service. We strive to be a recognized leader in technical and leadership training, revitalizing communities and inspiring generations to achieve their full potential. Through collaboration, compassion, and commitment, we will restore and expand the legacy of Saint Paul's College, building a brighter, more equitable future for all.

## **Our Campus**

Saint Paul's Leadership Institute has one campus, located at 300 North Main, Lawrenceville, Virginia 23868. There are over 6000 square feet of classrooms, labs and office space on this campus. Additional information can be found at [www.spc4life.org](http://www.spc4life.org).

## **Accreditation and Licensure**

Saint Paul's Leadership Institute is currently under review for accreditation and licensure by the **State Council of Higher Education for Virginia (SCHEV)**. We are committed to meeting all standards required to provide quality education and training for our students.

For more information about SCHEV, please visit:

### **State Council of Higher Education for Virginia**

101 N. 14th Street, 10th Floor  
Richmond, VA 23219

## **Hours of Operation**

The administrative office of Saint Paul's Leadership Institute is open **Monday through Saturday, 8:00 a.m. to 5:00 p.m.**, excluding recognized holidays.

Classroom and training schedules may vary by program and season and will be communicated to students at the start of each term.

## **Saint Paul's Leadership Institute Administrators**

Kevin Chris Stephenson, President

### **Holidays**

New Year's Eve, New Year's Day Martin Luther King Jr. Day Memorial Day Independence Day Labor Day Thanksgiving Day, Day after Thanksgiving, Christmas Eve Christmas Day

### **Emergency Procedures and Closing**

**Saint Paul's Leadership Institute** is committed to the safety and well-being of all students, staff, and visitors. In the event of an emergency or inclement weather, the following procedures will be followed:

- **Emergency Notifications:**  
All emergency alerts and updates, including closures or delays, will be communicated promptly via email, text message, and posted on the Institute's official website and social media channels.
- **Emergency Situations:**  
In case of fire, severe weather, or other emergencies, please follow all posted evacuation routes and instructions from staff or emergency personnel immediately.
- **Closures and Delays:**  
When conditions require the Institute to close or delay opening, announcements will be made as early as possible. Students and staff should check official communication channels before traveling to campus.
- **Inclement Weather:**  
Decisions about weather-related closings are made with the safety of our community in mind. Updates will be shared via local news outlets as well as the Institute's communication platforms.
- **Contact Information:**  
For urgent inquiries during an emergency, please contact the main office at [insert phone number] or email [insert emergency contact email].

### **Inclement Weather Policy**

The safety of our students, faculty, and staff is a top priority at **Saint Paul's Leadership Institute**. In the event of inclement weather, the following policy will be in effect:

- **Decision-Making:**  
The Institute will monitor local weather conditions closely. Decisions regarding delayed openings, early dismissals, or full closures will be based on the severity of conditions and guidance from local authorities.
- **Notifications:**  
Announcements will be made as early as possible via:
  - Email and text alerts to students and staff
  - The official SPLI website and social media platforms
  - Local news outlets, when applicable

- **Class and Training Schedules:**
  - If the Institute is **closed**, all classes, training sessions, and administrative operations will be suspended for the day.
  - If there is a **delay**, a revised class schedule will be communicated.
  - For programs with flexible or remote learning options, instructors may provide alternative assignments or virtual instruction.
- **Student and Staff Safety:**  
Individuals should always use their best judgment regarding travel during hazardous conditions. If conditions prevent attendance, students and staff should notify their instructors or supervisors as soon as possible.
- **Make-Up Days:**  
Any missed instructional time due to weather-related closures will be made up in accordance with the Institute's academic calendar and program requirements.

## Student Services

**Student Services at Saint Paul's Leadership Institute (SPLI)** is dedicated to supporting the holistic development of every student, from enrollment through graduation and beyond. Our services are designed to nurture not only academic and technical success but also the emotional, spiritual, and professional growth necessary to thrive in today's workforce.

Student Services collaborates across departments, admissions, academic affairs, technical training, and community outreach, to deliver a seamless, student-centered experience. We support learners through three critical phases:

1. Entry and foundational development
2. Career and leadership growth
3. Post-graduation advancement and alumni engagement

## Comprehensive Services Include:

- Admissions and onboarding support
- Academic advising and scheduling
- Housing, transportation, and community resource navigation
- Personal counseling, emotional wellness support, and mentoring
- Spiritual development and pastoral care
- Financial aid guidance and budgeting resources
- Learning accommodations and tutoring
- Leadership development and student activities
- Career planning, resume building, and job placement
- Ongoing alumni services and professional networking

## Soft Skills Development

As part of our holistic approach, SPLI places strong emphasis on soft skills training, recognizing their critical role in long-term career success. Students are equipped with essential competencies including:

- Communication and collaboration

- Critical thinking and problem-solving
- Professionalism, time management, and adaptability
- Emotional intelligence, leadership, and ethical decision-making

These skills are taught through workshops, hands-on learning, mentorship, and integrated classroom activities, helping students grow into confident professionals and community leaders.

## Career Success Foundations

Upon completion of New Student Orientation and the Career Success Foundations Program, students receive transcript recognition for the Leadership and Life Skills Semina, a course focused on professional readiness, character development, and workplace ethics.

At Saint Paul's Leadership Institute, Student Services is more than a department, it's a mission. We are here to ensure every student is supported, prepared, and empowered to succeed in high-wage, high-demand careers, while carrying forward the faith-based legacy and values of Saint Paul's College.

## Acceptance Criteria

Applicants seeking admission to Saint Paul's Leadership Institute must meet the following minimum requirement: Possession of a **high school diploma or equivalent**, such as a General Educational Development (GED) certificate.

Additional documentation may be requested to verify eligibility. All applicants must complete the full admissions application and may be subject to a brief interview or orientation session prior to enrollment.

## Complaint Procedures

Saint Paul's Leadership Institute is committed to maintaining a respectful, fair, and professional learning environment. Students who have concerns or complaints are encouraged to follow the steps below:

**1. Informal Resolution:**

Students should first attempt to resolve the issue directly with the instructor or staff member involved.

**2. Formal Complaint:**

If the issue is not resolved informally, students may submit a written complaint to the Program Director within **10 business days** of the incident. The complaint should include:

- Student's name and contact information
- Description of the issue
- Steps taken to resolve it informally
- Desired outcome

**3. Review and Response:**

The Program Director will review the complaint and provide a written response within **10 business days** of receipt.

**4. Appeal:**

If the student is not satisfied with the outcome, an appeal may be submitted in writing to the Executive Director within **5 business days** of receiving the response. A final decision will be made within **10 business days**.

All complaints will be handled confidentially to the extent possible and without retaliation.

## **Counseling Services**

Saint Paul's Leadership Institute is committed to supporting the personal and academic success of every student. While SPCLI does not currently employ full-time counseling staff, we offer the following support services:

1. **Academic Advising:**  
Students may schedule one-on-one meetings with instructors or the Program Director to discuss academic progress, course planning, or learning challenges.
2. **Referral Services:**  
For personal, emotional, or mental **health** concerns, SPCLI can provide referrals to local community organizations and licensed professionals who offer low-cost or sliding-scale counseling services.
3. **Workshops and Resources:**  
SPCLI will periodically offer workshops on topics such as time management, stress reduction, and career development. Resource guides and community support listings are also available upon request.
4. **Confidentiality:**  
All student concerns will be **handled** with care and confidentiality. Referrals or further support will only be pursued with the student's consent, unless safety is a concern.

If you need support, please contact the Program Director or designated Student Services representative to discuss available options.

## **Rights, Privileges, and Responsibilities**

At Saint Paul's Leadership Institute (SPLI), we are committed to fostering a respectful, inclusive, and growth-oriented environment. As a student of SPLI, you are entitled to certain rights and privileges and are expected to uphold responsibilities that ensure the integrity and success of our learning community.

### **Student Rights**

- To receive a quality education in a safe and supportive environment.
- To be treated with dignity and respect by instructors, staff, and fellow students.
- To access academic support, advising, and available student services.
- To express opinions and ideas freely in a respectful manner.
- To receive clear information about course objectives, grading policies, and program requirements.
- To appeal academic or disciplinary decisions through established procedures.

### **Student Privileges**

- Access to SPLI facilities and resources related to your program of study.
- Participation in workshops, events, and enrichment opportunities.
- Eligibility for recognition, awards, or leadership opportunities within the institute.
- The opportunity to provide feedback on instructional quality and institutional effectiveness.

## Student Responsibilities

- To uphold academic integrity and honesty in all coursework and evaluations.
- To attend classes regularly and engage actively in the learning process.
- To respect the rights and property of others within the SPLI community.
- To comply with all SPLI policies, codes of conduct, and safety regulations.
- To communicate professionally with faculty, staff, and peers.
- To take responsibility for personal growth and learning outcomes.

## Grading Scale and Academic Status

SPLI evaluates student performance on a **100-point scale**, converted to letter grades as follows:

<b>Percentage</b>	<b>Letter Grade</b>	<b>Status</b>
90–100	A	Excellent
80–89	B	Good
70–79	C	Satisfactory
60–69	D	Needs Improvement
Below 60	F	Failing

To maintain **satisfactory academic status**, students must:

- Earn a **minimum grade of 60% (D)** in all courses.
- Demonstrate regular attendance and active participation.
- Meet all assignment deadlines and course requirements.

Failure to meet these standards may result in academic probation, additional support, or dismissal from the program.

## Withdrawal Policy

Students who choose to withdraw from a course or program must do so in writing by notifying the Program Director. Key points include:

- **Official Withdrawal:** Students must submit written notice before completing 50% of the course.
- **Withdrawal After 50% Completion:** May result in a grade of “F” unless extenuating circumstances are documented.

## Student Refund Policy

Students who officially withdraw from a course are eligible for a tuition refund based on the following schedule:

- **100% refund** if withdrawal occurs within the **first week** of the course.
- **50% refund** if withdrawal occurs during the **second week** of the course.
- **No refund** will be issued **after the second week** of the course.

All withdrawal requests must be submitted in writing to the Program Director to be eligible for a refund. Processing times may vary, and refunds will be issued according to SPLI's financial procedures.

## **Student Records**

SPLI maintains secure and confidential academic records for each student, including:

- Enrollment and attendance records
- Course grades and academic progress
- Certificates of completion (when applicable)

Students may request copies of their records by submitting a written request to the administrative office. Records are kept in accordance with applicable regulations and best practices for data privacy.

## **Learning Needs and Disabilities**

SPLI is committed to providing equitable access to all students, including those with documented learning differences or disabilities.

### **Students requiring accommodation should:**

- Notify the Program Director as early as possible, preferably prior to the start of classes.
- Provide documentation from a licensed professional outlining the nature of the disability and recommended accommodation.

### **Reasonable accommodation may include:**

- Extended time on assignments or assessments
- Note-taking assistance or alternative formats
- Flexible seating or class participation options

All accommodation requests are handled confidentially and in compliance with federal and state guidelines.

## **Tuition and Fees/Financial Aid**

Saint Paul's Leadership Institute (SPLI) offers affordable, noncredit workforce training programs designed for accessibility and impact.

- **Tuition:** \$100 per credit hour
- **Typical Course Cost:** \$300 per course (3 credit hours)
- **Program Length:** 30 courses over 10 weeks

## **Additional Fees**

- **Processing & Technology Fee:** \$50 per course (non-refundable)

**Note:** Federal financial aid is **not currently available**. Students are responsible for full payment prior to the start of each course unless otherwise arranged through third-party funding or employer sponsorship.

For questions about payment or billing, please contact the administrative office.

## **Admissions**

### **Recruitment and Admissions Policy**

Saint Paul's Leadership Institute (SPLI) is committed to providing equitable access to high-quality workforce training programs that prepare individuals for career advancement and leadership opportunities.

### **Recruitment Policy**

SPLI recruits students through community outreach, employer partnerships, educational fairs, and online platforms. Our recruitment practices are inclusive and non-discriminatory, encouraging participation from individuals of all backgrounds, including underrepresented and underserved populations.

Recruitment materials and communications clearly present program expectations, tuition and fees, and student support services to ensure prospective students can make informed decisions.

### **Admissions Policy**

To be eligible for admission, applicants must:

- Be at least 18 years of age
- Possess a high school diploma or equivalent (GED)
- Complete the SPLI admissions application in full
- Attend an orientation session (if required for the program)

Admission to SPLI programs is granted on a rolling basis, subject to space availability. Some programs may have additional prerequisites or requirements, which will be clearly communicated during the application process.

SPLI does not discriminate based on race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status in its admissions process.

For more information or to begin the application process, please contact the Admissions Office at phone number (434) 848-4002

### **Attendance Policy**

Regular attendance and active participation are essential for success at Saint Paul's Leadership Institute (SPLI). Students are expected to attend all scheduled classes and training sessions as outlined in their course syllabus.

- **Attendance Requirement:**  
Students must attend at least **80%** of class sessions to successfully complete a course.
- **Reporting Absences:**  
If a student is unable to attend a class, they must notify the instructor or Program Director as soon as possible, preferably before the scheduled session.
- **Make-Up Work:**  
Students are responsible for obtaining missed materials and completing any make-up assignments or assessments as directed by the instructor.
- **Excessive Absences:**  
Missing more than 20% of class sessions may result in a warning, probation, or dismissal from the program, depending on the circumstances and impact on academic progress.
- **Exceptions:**  
Excused absences may be granted for documented medical, family emergencies, or other approved reasons at the discretion of SPLI administration.

Maintaining consistent attendance is critical to meeting program requirements and achieving learning outcomes.

## **Transfer Credit Policy**

Transfer credit for courses completed outside of Saint Paul’s Leadership Institute (SPLI) may be granted only upon submission of official certifications and transcripts that verify prior learning and training.

To be considered for transfer credit, documentation must:

- Clearly demonstrate successful completion of equivalent coursework or training
- Be evaluated and approved by SPLI’s academic review committee or designated staff
- Meet the standards and learning outcomes of the corresponding SPLI course
- Transfer credit decisions are made on a case-by-case basis and may affect program duration and tuition. Students seeking transfer credit must submit all required documentation during the admissions process or prior to course enrollment.

## **Transfer between Programs**

Students at Saint Paul’s Leadership Institute (SPLI) may request transfer from one program to another if there is sufficient similarity and alignment between the programs.

To be eligible for a program transfer:

- The new program must share relevant coursework, learning outcomes, or industry focus with the current program
- The student must be in good academic and financial standing
- A formal request must be submitted to the Program Director for review and approval

Approved transfer credits will be evaluated on a case-by-case basis to determine applicability toward the new program’s requirements.

All transfers are subject to space availability and may impact program length or tuition.

## **Transfer to Other Institutions**

Saint Paul's Leadership Institute (SPLI) offers short-term, noncredit technical training designed to prepare students for immediate entry or advancement in the workforce. These programs are not part of a degree-granting curriculum, and as such, courses may not be transferable to other post-secondary institutions.

Students who wish to pursue further education elsewhere should consult with the receiving institution to determine if any training or certifications earned at SPLI may be accepted toward their academic or professional requirements.

SPLI does not guarantee the transferability of its coursework to other colleges, universities, or training providers.

## **Academic Assistance and Advisement**

Saint Paul's Leadership Institute (SPLI) is committed to helping students succeed both academically and professionally. Academic assistance and advisement are available to support students throughout their training experience.

Students may access:

- One-on-one academic support from instructors for help with course content, assignments, or study strategies
- Advisement services to discuss academic progress, program planning, or career goals
- Workshops and resources focused on topics such as time management, test preparation, and goal setting
- Students are encouraged to seek help early and often. To schedule academic assistance or an advisement session, students should contact their instructor or the Program Director.

## **Library and Media Services**

Saint Paul's Leadership Institute (SPCLI) currently does not maintain an on-site library. However, we offer robust support through:

- **On-campus computers and internet access** for research, coursework, and online learning resources.
- A **bookstore** offering required course materials, textbooks, and educational supplies.
- An official **partnership with the nearby Brunswick County Public Library**, providing students with access to a physical location for borrowing materials, using public computers, Wi-Fi, and participating in community learning resources.

This partnership ensures that students can utilize the library's collections, technology, and services, enriching their educational experience despite SPCLI's limited on-campus media infrastructure.

## **On-the-Job Training / Internship Opportunities**

Saint Paul's Leadership Institute (SPLI) is committed to connecting classroom learning with real-world experience. As part of selecting short-term training programs, students may participate in on-the-job training (OJT) or internship opportunities designed to build hands-on skills and improve employability. These work-based learning experiences are developed in partnership with local and regional employers and may:

- Align directly with students' program of study
- Provide exposure to industry-specific tools, environments, and practices
- Offer valuable networking and mentoring opportunities
- Lead to job offers or continued employment upon successful completion

Participation in OJT or internships may be required or optional depending on the program. Placement is based on student readiness, availability, and employer needs.

SPLI works closely with partner organizations to ensure that students gain meaningful, supervised experience that supports both personal and professional development.

## **Distance Education**

Currently, Saint Paul's Leadership Institute (SPLI) does not offer formal distance education or fully online courses. All programs are currently delivered in person at designated training locations.

However, SPLI is actively exploring the use of technology and flexible teaching modalities to expand access and enhance learning. As the institute grows, blended learning opportunities and online components may be introduced to better serve students and meet evolving workforce needs.

Students will be notified in advance of any changes to course delivery formats.

## **Academic Calendar**

The official Academic Calendar for Saint Paul's Leadership Institute (SPLI) will be published following approval by the State Council of Higher Education for Virginia (SCHEV).

The calendar will include important dates such as start and end dates, holidays, registration deadlines, and other key academic events.

**SAINT PAUL'S LEADERSHIP INSTITUTE**

**OFFICIAL CURRICULUM GUIDE**

# Culinary Arts & Food Service Operations Certificate

**Offered by:** *St. Paul's Leadership Institute*

**Program Length:** 20 Weeks | 2 Terms (10 Weeks Each)

**Total Credits:** 24

**Includes:** ServSafe® Food Handler Certification

**Format:** On-campus labs + Hybrid learning (for lecture-based courses)

## Program Overview

Turn your passion for food into a career! The **Culinary Arts & Food Service Operations Certificate** gives students the essential hands-on training, kitchen techniques, and food safety knowledge needed to enter the fast-paced food and hospitality industry.

This intensive two-term program includes **professional kitchen training, menu development, nutrition, and kitchen operations**, along with your **ServSafe® Food Handler License**, required by employers nationwide.

Perfect for aspiring chefs, caterers, line cooks, or anyone wanting to break into the culinary world.

## CURRICULUM OVERVIEW

### TERM 1 - *Culinary Foundations (10 Weeks)*

Course Code	Course Title	Credits	Description
CUL 101	<b>Introduction to Culinary Arts &amp; Foodservice Careers</b>	3	Learn the structure of professional kitchens, job roles, and career opportunities in restaurants, catering resorts, and institutional kitchens.
CUL 102	<b>Food Safety &amp; Sanitation (ServSafe® Certification)</b>	3	Covers foodborne illnesses, safe food handling, hygiene, cleaning, and HACCP basics. Includes preparation and testing for the <b>ServSafe® Food Handler License</b> .
CUL 103	<b>Knife Skills &amp; Cooking Fundamentals</b>	3	Hands-on practice in knife handling, cuts, Mise En Place, stocks, sauces, and basic cooking techniques including sautéing, roasting, and grilling.
CUL 104	<b>Ingredients, Pantry &amp; Culinary Math</b>	3	Introduction to ingredients, herbs, spices, and dry goods with kitchen math essentials: conversions, measurements, and scaling recipes.

## TERM 2: *Culinary Practice & Kitchen Operations* (10 Weeks)

Course Code	Course Title	Credits	Description
CUL 201	<b>Hot Kitchen Techniques &amp; Global Cuisine</b>	3	Students prepare international dishes while applying advanced cooking methods. Covers plating, timing, and flavor profiles across world cuisines.
CUL 202	<b>Breakfast, Baking, &amp; Pastry Basics</b>	3	Foundation in baking breads, pastries, and breakfast service including eggs, griddle work, and baking fundamentals.
CUL 203	<b>Menu Planning, Nutrition, &amp; Cost Control</b>	3	Teaches menu writing, nutritional balance, ingredient sourcing, and cost-effective planning for food service operations.
CUL 204	<b>Culinary Capstone &amp; Kitchen Operations Lab</b>	3	Students run a simulated kitchen or pop-up café. Practice inventory, prep lists, line cooking, time management, and teamwork in a fast-paced setting. Includes final project or live service event.

### Job-Ready Skills You'll Graduate With

- Knife safety and food prep
- Sanitation and ServSafe® certification
- Inventory and kitchen operations
- Hot line cooking, baking, and cold food prep
- Menu planning and nutrition basics
- Plating, presentation, and food costing
- Professional teamwork and kitchen discipline

### Where You Can Work After Graduation

Graduates are ready for employment in:

- Restaurants (fast casual to fine dining)
- Catering companies
- Hotels, resorts, and cruise ships
- School and hospital food service
- Retirement communities
- Institutional kitchens
- Cafés, bakeries, and coffee shops
- Food trucks or private chef businesses

# Professional Certificate in Sustainable Landscape & Environmental Management

**Offered by:** *St. Paul's Leadership Institute*

**Program Length:** 30 credits | 2 Terms (15 weeks each)

**Delivery Format:** Hybrid (On-campus & Online)

**Hands-On Training**

The **Professional Certificate in Sustainable Landscape & Environmental Management** prepares you for high-demand, hands-on careers that shape the environments where people live, work, and play. Whether you're new to landscaping or want to grow your current skills, this short-term professional certificate offers **real-world skills**, **modern tools**, and **green industry knowledge** to launch or level up your career, fast.

## CURRICULUM OVERVIEW

**30 Credits Over 2 Terms (10 weeks each)**

### **TERM 1 – Foundation of Landscape Careers**

Course Code	Course Title	Credits	Description
LND 101	<b>Introduction to Sustainable Landscape Management</b>	3	Overview of the landscape industry with emphasis on environmental stewardship and green technologies.
LND 102	<b>Plant Science &amp; Soil Fundamentals</b>	3	Introduction to soil health, plant biology, and sustainable cultivation practices.
LND 103	<b>Turf Grass &amp; Irrigation Systems</b>	3	Covers turf selection, irrigation technology, and maintenance of healthy lawns and fields.
LND 104	<b>Tools, Equipment &amp; Safety in Landscaping</b>	3	Safe operation of common landscaping equipment with OSHA-aligned safety standards and certification.
LND 105	<b>Professional Communication &amp; Customer Service</b>	3	Essential communication skills for dealing with clients, teams, and project stakeholders.

## TERM 2 – Applied Landscape Management

Course Code	Course Title	Credits	Description
LND 201	<b>Landscape Design Principles &amp; Digital Planning</b>	3	Basics of design and drafting using software like AutoCAD and SketchUp.
LND 202	<b>Tree &amp; Shrub Identification, Planting, and Care</b>	3	Identification and arboriculture principles for common trees and shrubs.
LND 203	<b>Landscape Installation &amp; Maintenance Techniques</b>	3	Hands-on training in grading, planting, mulching, and maintenance.
LND 204	<b>Business &amp; Entrepreneurship in the Green Industry</b>	3	Starting and managing a landscaping business, including contracts, pricing, and marketing.
LND 205	<b>Capstone Field Experience / Industry Internship</b>	3	Real-world internship with a landscape company, city parks department, or nursery.

### Program Outcomes

Graduates will:

- Be job-ready for residential and commercial landscaping roles.
- Gain foundational business and design skills for self-employment or management.
- Qualify for **Landscape Industry Certified Technician** and **Pesticide Applicator** credentials.

### With Experience or Specialization:

- Crew Leader / Landscape Foreman
- Landscape Design Assistant
- Small Business Owner (start your own landscaping business)
- Commercial Landscape Maintenance Supervisor
- Environmental Stewardship Technician

### Where You Can Work

- Private landscape design and maintenance companies
- Municipal & state parks departments
- Golf courses, sports fields, and recreation centers
- Colleges, hospitals, and school campuses
- Botanical gardens and arboretums
- Garden centers and nursery businesses
- Residential property management firms
- Construction and land development companies

# Correctional Officer Training & Criminal Justice Certificate

**Offered by:** *St. Paul's Leadership Institute*

**Program Length:** 20 Weeks (2 Terms, 10 Weeks

Each) **Total Credit Hours:** 24

**Format:** In-Person with Hybrid Options

## **Certifications Included:**

- CPR/First Aid & AED (American Red Cross or American Heart Association)
- PREA (Prison Rape Elimination Act) Training
- Use of Force / Defensive Tactics Certification
- Job readiness for **local, state, and federal corrections exams**

## Program Overview

Are you looking for a career that makes a difference in public safety, offers job security, and provides upward mobility in law enforcement? The **Correctional Officer Training & Criminal Justice Certificate** prepares students to enter the demanding yet rewarding world of correctional services.

This program gives you the real-world skills, legal knowledge, and physical readiness required to work in **jails, prisons, detention centers, and federal correctional facilities**. It meets the foundational training needs aligned with hiring standards for **state departments of corrections, county sheriff's offices, and federal agencies** such as the **Federal Bureau of Prisons**.

## Curriculum Structure

### **TERM 1: Foundations of Corrections (10 Weeks)**

Course Code	Course Title	Credits	Description
COR 101	<b>Introduction to Corrections &amp; Criminal Justice</b>	3	Overview of the U.S. corrections system, including jails, prisons, probation, parole, and community corrections. Covers career paths in law enforcement and criminal justice.
COR 102	<b>Legal Issues in Corrections</b>	3	Explores constitutional rights of inmates, due process, use of force, inmate rights, PREA, and liability issues affecting correctional officers.

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Description</b>
COR 103	<b>Security Procedures &amp; Facility Operations</b>	3	Covers security protocols including headcounts, searches, perimeter checks, key control, contraband detection, and emergency response procedures.
COR 104	<b>Ethics, Communication, &amp; Report Writing</b>	3	Focuses on interpersonal skills, de-escalation tactics, ethical decision-making, chain of command, and writing clear, professional incident reports.

### **TERM 2: Applied Training & Physical Readiness (10 Weeks)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Description</b>
COR 201	<b>Defensive Tactics &amp; Use of Force (Certification)</b>	3	Hands-on training in physical restraint techniques, self-defense, and use-of-force continuum. Includes certification in defensive tactics.
COR 202	<b>CPR, First Aid &amp; Emergency Medical Response (Certification)</b>	3	American Red Cross or AHA certification in CPR, AED, and basic first aid—required by most corrections agencies.
COR 203	<b>Mental Health &amp; Crisis Intervention in Corrections</b>	3	Addresses mental health awareness, suicide prevention, trauma-informed care, and working with inmates with special needs.
COR 204	<b>Capstone Prep for Employment &amp; Agency Exams</b>	3	Prepares students for physical fitness standards, oral boards, psychological testing, and written exams required for state and federal employment. Includes resume workshops and mock interviews.

### **Career Pathways after Graduation**

Graduates are prepared to apply for positions such as:

- Correctional Officer (County Jail or State Prison)
- Federal Correctional Officer (BOP/DOJ)
- Detention Officer (ICE Detention, Juvenile Facilities)
- Sheriff's Department Jail Technician
- Court Holding Facility Attendant
- Private Security (Correctional Contract Services)

## **Where You Can Work**

- State Departments of Correction (e.g., California DOC, Texas TDCJ, Florida DOC)
- County Sheriff's Offices
- Juvenile Justice Facilities
- Federal Bureau of Prisons (BOP)
- Private Corrections Companies (e.g., GEO Group, CoreCivic)
- Local municipal detention centers

# Certified Nursing Assistant (CNA) Certificate Program

**Offered by:** *St. Paul's Leadership Institute*

**Program Length:** 10 Weeks (Full-time)

**Total Credit Hours:** 12

**Certifications upon Completion:**

- State-Approved CNA Certification Exam Eligibility
- CPR & Basic Life Support (BLS) Certification
- OSHA & HIPAA Compliance Training

## Program Overview

The **CNA Certificate Program** provides students with the foundational skills, ethical understanding, and hands-on experience required to care for patients in hospitals, long-term care, and home health settings. This short-term program is ideal for those looking to quickly enter the healthcare field with job-ready credentials.

Taught by experienced registered nurses and healthcare educators, the program combines **classroom instruction, skills lab practice, and clinical experiences** under supervision to prepare students to pass their **state CNA exam** and begin working immediately in the field.

## Curriculum Breakdown (10 Weeks Total)

Course Code	Course Title	Credits	Description
CNA 101	<b>Introduction to Nursing &amp; Patient Care</b>	3	Overview of the CNA role, healthcare systems, and patient rights. Introduces professionalism, communication, ethics, and cultural sensitivity in healthcare.
CNA 102	<b>Basic Nursing Skills &amp; Procedures</b>	3	Covers key CNA duties: taking vital signs, bathing, feeding, dressing, toileting, and patient mobility. Lab-based instruction with mannequins and simulation.
CNA 103	<b>Infection Control, Safety &amp; Emergency Procedures</b>	2	Teaches proper use of PPE, hand hygiene, standard precautions, fall prevention, fire safety, and emergency response. Includes CPR/BLS certification.
CNA 104	<b>Clinical Experience &amp; State Exam Preparation</b>	4	Supervised hands-on training in a long-term care facility or hospital. Students assist with direct patient care and practice for the state CNA exams, written and skills tests.

## **Certifications and Licensure upon Completion**

- **Eligibility for the State CNA Certification Exam**
- **CPR/BLS Certification (American Heart Association or Red Cross)**
- **OSHA Infection Control Training**
- **HIPAA Compliance Training**

## **Where You Can Work as a CNA**

Once certified, graduates can immediately apply for jobs in:

- Nursing homes & assisted living facilities
- Hospitals (general, rehabilitation, psychiatric)
- Hospice and palliative care
- Home healthcare agencies
- Group homes & community-based care facilities
- Private-duty care

# Electrical Assistant Certificate Program

**Offered by:** *St. Paul's Leadership Institute*

**Length:** 20 Weeks (2 Terms, 10 Weeks Each)

**Total Credit Hours:** 24

**Delivery:** In-person with hands-on lab instruction

## Certifications Prepared For:

- OSHA 10-Hour Construction Safety Card
- CPR/First Aid Certification
- Preparation for Entry into State Electrical Apprenticeship Programs

## Program Overview

The **Electrical Assistant Certificate Program** provides students with foundational knowledge and practical skills to begin a career in the electrical industry. It covers basic wiring techniques, safety standards, tools and equipment, and blueprint reading.

Graduates will be ready to assist licensed electricians on residential, commercial, and construction job sites. The program also positions students to enter formal **electrical apprenticeship programs** or advanced trade school training.

## Curriculum Breakdown

### **TERM 1: Fundamentals of Electrical Work (10 Weeks)**

Course Code	Course Title	Credits	Descriptions
ELEC 01	<b>Introduction to Electrical Systems &amp; Careers</b>	3	Overview of the electrical industry, job roles, tools of the trade and safety practices. Includes introduction to career pathways in residential, commercial, and industrial electrical work.
ELEC 102	<b>Electrical Theory &amp; Safety Standards</b>	3	Covers Ohm's Law, voltage, current, resistance, and circuit basics. Emphasizes NFPA 70E and OSHA construction safety requirements. Students earn the OSA 10 card.
ELEC 103	<b>Hand Tools, Power Tools &amp; Worksite Readiness</b>	3	Hands-on lab training in the use and maintenance of electrical hand and power tools, tool identifications, ladder safety, and preparing a jobsite for electrical work.

Course Code	Course Title	Credits	Descriptions
ELEC 04	<b>Wiring Methods &amp; Electrical Materials I</b>	3	Introduces wire types, conduit bending, grounding, splicing, outlet and switch box installation, and low-voltage wiring basics. Lab-based practice with simulated walls and panels.

### **TERM 2: Applied Electrical Skills & Jobsite Practices (10 Weeks)**

Course Code	Course Title	Credits	Description
ELEC 201	<b>Blueprint Reading &amp; Electrical Diagrams</b>	3	Teaches how to read electrical blueprints, wiring schematics, symbols, and load calculations. Practice identifying circuits and laying out projects based on diagrams.
ELEC 202	<b>Wiring Methods &amp; Electrical Materials II</b>	3	Builds on previous lab work with multi-gang boxes, lighting systems, basic panel wiring, and residential service entry installation.
ELEC 203	<b>CPR/First Aid &amp; Electrical Safety Certification</b>	3	First aid, CPR, and basic emergency response certification. Includes jobsite injury prevention and safe practices for working with energized equipment.
ELEC 204	<b>Capstone Lab &amp; Career Readiness</b>	3	Final lab project simulates real-world installation tasks. Students build circuits, troubleshoot issues, and demonstrate job readiness. Includes resume development, mock interviews, and career pathways to apprenticeships.

### **Career Opportunities after Completion**

Graduates are qualified for:

- Electrical Helper or Assistant
- Construction Laborer with electrical specialization
- Residential Wiring Assistant
- Maintenance Assistant (industrial or facilities)
- Solar Panel or Low-Voltage Installer Trainee
- Entry-level technician in electrical companies or city utilities

## **Where You Can Work**

- Electrical contracting companies
- Construction firms and remodeling crews
- Facility maintenance teams (hospitals, schools, manufacturing plants)
- Municipal and utility companies
- Apprenticeship programs (IBEW, NECA, ABC, local unions)