## Health Science Programs

### Esthetics
- Esthetician Spa AAS Degree (66 Credits) ........................................... 98
- Esthetician Medical Setting AAS Degree (60 Credits) ......................... 100
- Esthetician Diploma (64 Credits) .................................................. 102
- Esthetician Certificate (27 Credits) .............................................. 104
- Esthetics Medical Setting Certificate (28 Credits) .............................. 105
- Esthetics for Cosmetologist Certificate (12 Credits) .......................... 106
- CIDESCO Readiness Certificate (30 Credits) .................................. 107

### Health Information Technology and Medical Office Careers
- Health Information Technology AAS Degree (64 Credits) ................ 108
- Healthcare Informatics AAS Degree (60 Credits) ............................. 110
- Medical Office Professional AAS Degree (60 Credits) ..................... 112
- Medical Coding Diploma (40 Credits) ........................................... 114
- Medical Office Certificate (20 Credits) ........................................ 115
- Medical Transcription/Healthcare Documentation Specialist Certificate (30 Credits) ............................................. 116

### Health Unit Coordinator
- Health Unit Coordinator Certificate (17 Credits) .............................. 117
- Nursing Station Technician Certificate (22 Credits) ........................ 118

### Health Sciences
- Health Sciences Broad Field AS Degree (60 Credits) ....................... 119
- Sterile Processing Certificate (24 Credits) ..................................... 120

### Medical Laboratory Careers
- Medical Laboratory Technician AAS Degree (72 Credits) ............... 121
- Phlebotomy Technician Certificate (17 Credits) .............................. 123

### Nursing Assistant/Home Health Aide
- Nursing Assistant/Home Health Aide Certificate (5 Credits) ............ 125

### Pharmacy Technician
- Pharmacy Technician AAS Degree (60 Credits) ............................. 126
- Pharmacy Technician Diploma (35 Credits) .................................. 128

### Practical Nursing
- Practical Nursing Diploma (40 Credits) ........................................ 129

### Public Health
- Public Health AS Degree (60 Credits) New! ................................. 131

### Respiratory Therapist
- Respiratory Therapist AAS Degree (78 Credits) ............................ 133

### Wellness and Fitness Careers
- Clinical Sports Massage AAS Degree (66 Credits) ......................... 135
- Massage Therapy Certificate (30 Credits) ..................................... 136
- Clinical Sports Massage Certificate (23 Credits) ............................ 137
- Personal Trainer AAS Degree (60 Credits) .................................... 138
- Personal Trainer Diploma (50 Credits) ......................................... 139
- Personal Trainer Certificate (30 Credits) .................................... 140
- Registered Yoga Teacher Certificate (16 Credits) .......................... 141
Esthetician Spa AAS DEGREE

Program Overview
Esthetician services include specialized work with skin care products, analysis of skin, skin exfoliation, massage techniques and facials. Students learn to tint brows and lashes, apply makeup, provide temporary hair removal, and use machines designed to administer skin treatments.

The Esthetician Spa AAS Degree is designed for future employment in a spa/resort setting. This program also prepares the student for the CIDESCO examination.

Career Opportunities
After esthetician students complete 600 hours of skills and theory training and pass the written exam through the State designated testing service and skills certification, they are eligible for licensure through the Minnesota Board of Cosmetologist Examiners. Estheticians work in a variety of settings including salons, spas, fitness centers, as well as dermatologist, plastic surgeon’s offices and hospitals. CIDESCO certification holders are able to license as an esthetician technician, certify as a massage therapist and license as a nail technician upon completion of clinic nail hours. Cross trained therapists are able to work in spas, medical offices, cruise ships and 5 star resorts.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates will be prepared to take the esthetician skills certification.
2. Graduates will be prepared to take the Minnesota State Esthetician written exam and state law test administered through the state designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will have knowledge and skills in esthetic (skin) services.
4. Graduates will have knowledge and skills in salon operations focusing on skin services.
5. Graduates will possess knowledge and skills for personal care of the skin.
6. Graduates will be prepared for employment as an esthetician.
7. Graduates will have the knowledge and skills for work and life roles.
8. Graduates will have knowledge in cosmetic care product ingredients.
9. Graduates will be prepared to take the CIDESCO exam.
10. Graduates will have knowledge and skills in spa operations focusing on therapeutic skin and body services.
11. Graduates will be prepared for employment as a CIDESCO diploma holder.

Program Faculty
Lyubov Babina  lyubov.babina@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1900.00 for esthetics books and supplies (first semester). Tuition, college fees and books for remaining courses are not included in this cost. Items can be purchased in the College Bookstore. Be prepared to purchase all Esthetics kits with the instructor on the second day of class.

Financial aid must have been completed. In addition, there is a fee to take the Minnesota licensure exam.

Program Requirements
☐ Check off when completed
☐ Required Program Seminar
All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSN 1407 Preclinic Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>CHSN 1410 Preclinic Introduction (online)</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1420 Body Systems &amp; Diseases (online)</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1442 Clinic 1 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1443 Clinic 2 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1445 Cosmetic Chemistry &amp; Makeup Applications</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1450 Skin Analysis &amp; Massage</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 2411 CIDESCO Exam Student Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1421 Anatomy &amp; Physiology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>MASS 1400 Introduction to Therapeutic Massage</td>
<td>4</td>
</tr>
<tr>
<td>MASS 1421 Massage Spa Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MASS 1422 Massage Clinical Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MASS 1480 Massage Therapy Practicum</td>
<td>4</td>
</tr>
<tr>
<td>Subtotal</td>
<td>49</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1711 Composition 1 – 4 cr</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1712 Composition 2 – 4 cr</td>
<td>4</td>
</tr>
<tr>
<td>SPCH XXXX (Goal 1 only) – 3 cr</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1760 Nutrition – 3 cr</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1111 Principles of Chemistry – 4 cr</td>
<td>4</td>
</tr>
<tr>
<td>HIS 1101 History, Social Science and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Subtotal</td>
<td>17</td>
</tr>
</tbody>
</table>

Total Program Credits | 66 |

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

Program Start Dates
Fall, Spring, Summer – online CHSN 1410 & CHSN 1420 only

Course Sequence
The course sequence listed on the back of this guide is recommended for a full-time student. Not all courses are offered during summer session.

CIDESCO
Saint Paul College – A Community & Technical College Esthetician Program is a CIDESCO school. This means the program is allowed to prepare candidates for the CIDESCO examination.

CIDESCO has a long history of excellence.
- Founded in 1946 with its Head Office in Zurich, Switzerland.
- CIDESCO is represented in over 37 countries.
- The CIDESCO Diploma is the world’s most prestigious qualification in the field of Aesthetics and Beauty Therapy.
- Since 1957, the CIDESCO qualification has set standards that have been initiated over the five continents of the globe.

Comité International d’ Esthétique et de Cosmetologie
e-mail: info@cidesco.com
Web site: www.cidesco.com

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
College Level Mathematics: Score of 50+

Assessment Results and Prerequisites:
Students admitted to Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
## Esthetician Spa  AAS DEGREE (continued)

### Course Sequence

The following course sequence is required. Not all courses are offered during summer session.

#### First Semester
- **CHSN 1410 Preclinic Introduction (online)**  
  This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450  
  
- **CHSN 1420 Body Systems & Diseases (online)**  
  This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450  
  
- **CHSN 1442 Clinic 1 for Estheticians**  
  
- **CHSN 1443 Clinic 2 for Estheticians**  
  
- **CHSN 1445 Cosmetic Chemistry & Makeup Applications**  
  This course is a prerequisite to CHSN 1450  
  
- **CHSN 1450 Skin Analysis and Massage**  
  Total Semester Credits: 24

#### Second Semester
- **BIOL 1760 Nutrition** (meets Goal 3)  
- **CHSN 1407 Preclinic Nail Care**  
- **HLTH 1410 Medical Terminology**  
- **HLTH 1421 Anatomy & Physiology for the Somatic Practitioner**  
- **MASS 1400 Introduction to Therapeutic Massage**  
- **SPCH XXXX (Goal 1 only)**  
  
  Total Semester Credits: 18

#### Third Semester
- **MASS 1421 Massage Spa Techniques**  
- **MASS 1422 Massage Clinical Techniques**  
- **MASS 1480 Massage Therapy Practicum**  
  
  Total Semester Credits: 10

#### Fourth Semester
- **Goal 1: ENGL 1711 Composition 1**  
  Offered summer semester only  
- **CHEM 1711 Principles of Chemistry**  
- **CHSN 2411 CIDESCO Exam Student Prep**  
  Offered summer semester only  
- **Goal 5: History, Social Science, Behavioral Sciences**  
  
  Total Semester Credits: 14

**Total Program Credits:** 66

### Cosmetology Student Handbook/Agreement Form

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

### Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

#### Esthetician AAS
- **BS**  
  Allied Healthcare Management  
  Saint Mary’s University-Twin Cities Campus
- **BS**  
  Healthcare and Human Service Management  
  Saint Mary’s University-Twin Cities Campus
- **BA**  
  Health Care Administration  
  Concordia University, St. Paul
Program Requirements Guide

Esthetician Medical Setting AAS DEGREE

Program Overview
Esthetician services include specialized work with skin care products, analysis of skin, skin exfoliation, massage techniques, and facials. Students learn to tint brows and lashes, apply makeup, provide temporary hair removal, and to use machines designed to administer skin treatments.

The Esthetician Medical Setting AAS degree is designed for work in medical clinics or treatment centers. Program enrollment requires current Minnesota Esthetics or Cosmetology license.

Career Opportunities
After esthetician students complete 600 hours of skills and theory training and pass the written exam through the State designated testing service and skills certification, they are eligible for licensure through the Minnesota Board of Cosmetologist Examiners. Estheticians work in a variety of settings including salons, spas, fitness centers, as well as dermatologist, plastic surgeon’s offices and hospitals.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduate will be prepared to take the esthetician skills certification.
2. Graduates will be prepared to take the Minnesota State Esthetician written exam and state law test administered through the State designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will have knowledge and skills in esthetician (skin) services.
4. Graduates will have knowledge and skills in salon operations focusing on skin services.
5. Graduates will possess knowledge and skills for personal care of the skin.
6. Graduates will be prepared for employment as an esthetician.
7. Graduates will have the knowledge and skills for work and life roles.
8. Graduates will have knowledge in cosmetic care product ingredients.

Program Faculty
Lyubov Babina lyubov.babina@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1900.00 for esthetics books and supplies (first semester). Tuition, college fees and books for remaining courses are not included in this cost. Items can be purchased in the College Bookstore. Be prepared to purchase all Esthetics kits with the instructor on the second day of class.

Financial aid must have been completed. In addition, there is a fee to take the Minnesota licensure exam.

Program Requirements
- Check off when completed
- Required Program Seminar
  All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSN 1410 Preclinic Introduction (online)</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1420 Body Systems &amp; Diseases (online)</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1442 Clinic 1 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1443 Clinic 2 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1445 Cosmetic Chemistry &amp; Makeup Applications</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1450 Skin Analysis &amp; Massage</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1510 Legal Risk Management for Estheticians</td>
<td>2</td>
</tr>
<tr>
<td>CHSN 1512 Peels and Chemical Exfoliation</td>
<td>3</td>
</tr>
<tr>
<td>CHSN 1514 Advanced Skin Treatments</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1421 Anatomy &amp; Physiology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>Subtotal</td>
<td>37</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the Minnesota Transfer Curriculum Course List for each Goal Area</td>
<td></td>
</tr>
<tr>
<td>Goal 1: Communication</td>
<td>7</td>
</tr>
<tr>
<td>ENGL 1711 Composition 1 – 4 cr</td>
<td></td>
</tr>
<tr>
<td>SPCH XXXX (SPCH 1720 Interpersonal Communication - 3cr recommended)</td>
<td></td>
</tr>
<tr>
<td>Goal 3: Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>BIOL 1760 Nutrition – 3 cr</td>
<td></td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry – 4 cr</td>
<td></td>
</tr>
<tr>
<td>Goal 5: History, Social Science and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1720 Psychology throughout the Lifespan</td>
<td></td>
</tr>
<tr>
<td>Goal 6: Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Goals 1-10 of the Minnesota Transfer Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>Select a minimum of 3 additional credits</td>
<td></td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>60</td>
</tr>
</tbody>
</table>

Program Start Dates
Fall, Spring, Summer – online CHSN 1410 & CHSN 1420 only

Course Sequence
The course sequence listed on the back of this guide is required.

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

Current Minnesota Esthetics or Cosmetology License:
Students must bring a copy of their license on the first day of class. A copy will be added to the students’ permanent file.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Esthetician AAS
BS Allied Healthcare Management Saint Mary’s University-Twin Cities Campus
BS Healthcare and Human Service Management Saint Mary’s University-Twin Cities Campus
BA Health Care Administration Concordia University, St. Paul

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 31+

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

Continued on next page
Program Requirements Guide

Esthetician Medical Setting AAS DEGREE (continued)

Course Sequence

The following course sequence is required.

First Semester
Clinical experience conducted at our affiliate location
CHSN 1410 Preclinic Introduction (online) ........ 4
   This course is a prerequisite to or must be
   taken concurrently with CHSN 1442, CHSN
   1443, CHSN 1445 and CHSN 1450
CHSN 1420 Body Systems & Diseases (online) ....... 4
   This course is a prerequisite to or must be
   taken concurrently with CHSN 1442, CHSN
   1443, CHSN 1445 and CHSN 1450
CHSN 1442 Clinic 1 for Estheticians ............... 4
CHSN 1443 Clinic 2 for Estheticians ............... 4
CHSN 1445 Cosmetic Chemistry & Makeup
   Applications ...................................... 4
   This course is a prerequisite to CHSN 1450
CHSN 1450 Skin Analysis and Massage ............ 4
Total Semester Credits ..................... 24

Second Semester
BIOL 1760 Nutrition (Goal 3) ..................... 3
HLTH 1410 Medical Terminology .................. 1
HLTH 1421 Anatomy & Physiology for the Somatic
   Practitioner ....................................... 4
SPCH XXXX (Goal 1 only) ......................... 3
SPCH 1720 Interpersonal Communication (recommended)
Total Semester Credits .................... 11

Third Semester
CHSN 1510 Legal Risk Management (Online) ....... 2
CHSN 1512 Peels and Chemical Exfoliation (Hybrid) . 3
CHSN 1514 Advanced Skin Treatments (Hybrid) .... 3
PSYC 1720 Psychology Throughout the Lifespan
   (Goal 5) ........................................... 3
Total Semester Credits ..................... 11

Fourth Semester
CHEM 1711 Principles of Chemistry 1 .............. 4
Goal 1: ENGL 1711 Composition 1 .................. 4
Goal 6: Humanities and Fine Arts .................. 3
Goals 1-10: General Education Electives ............ 3
Total Semester Credits .................... 14

Total Program Credits .................. 60
Program Requirements Guide 2016 – 2017

Esthetician DIPLOMA

Program Overview
Esthetician services include specialized work with skin care products, analysis of skin, massage techniques and facials. Students learn to tint brows and lashes, apply makeup, provide temporary hair removal and to use machines designed to administer skin treatments.

The Esthetic diploma program prepares the student for the CIDESCO examination.

Career Opportunities
After esthetician students complete 600 hours of skills and theory training and pass the written exam through the State designated testing service and skills certification, they are eligible for licensure through the Minnesota Board of Cosmetologist Examiners. Estheticians work in a variety of settings including salons, spas, fitness centers, dermatologist, plastic surgeon offices and hospitals.

CIDESCO certification holders are able to license as an esthetician technician, certify as a massage therapist, and license as a nail technician upon completion of clinic nail hours. Cross trained therapists are able to work in Spas, Medical Offices, Cruise Ships and 5 Star Resorts.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates will be prepared to take the esthetician skills certification.
2. Graduates will be prepared to take the Minnesota State Esthetician written exam and state law test administered through the state designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will have knowledge and skills in esthetician (skin) services.
4. Graduates will have knowledge and skills in salon operations focusing on skin services.
5. Graduates will possess knowledge and skills for personal care of the skin.
6. Graduates will be prepared for employment as an esthetician.
7. Graduates will have the knowledge and skills for work and life roles.
8. Graduates will have knowledge in cosmetic care product ingredients.
9. Graduates will be prepared to take the CIDESCO exam.
10. Graduates will have knowledge and skills in spa operations focusing on therapeutic skin and body services.
11. Graduates will be prepared for employment as a CIDESCO certification holder.

Program Faculty
Lyubov Babina  lyubov.babina@saintpaul.edu
Peg Flicek  peg.flicek@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1,900.00 for esthetics books and supplies (first semester). Tuition, college fees and books for remaining courses are not included in this cost. Items can be purchased in the College Bookstore. In addition, there is a fee to take the Minnesota licensure exam.

Be prepared to purchase all Esthetics kits with the instructor on the second day of class. Financial aid must have been completed.

CIDESCO Certification Exam
Graduates of this diploma program are eligible to take the CIDESCO certification exam. The cost of the CIDESCO exam is approximately $250.00 for under graduate students and approximately $650.00 for post graduate students. After passing the CIDESCO exam a fee of $65.00 is charged for the CIDESCO diploma and pin.

CHSN 2411 CIDESCO Exam Student Preparation class and the CIDESCO exam is offered summer semester only.

The Esthetician Diploma will meet the criteria for the CIDESCO exam requirement of 1200 hours of training in skin, massage and nail services.

The CIDESCO examination includes:
• a facial examination
• a body examination
• a waxing examination
• a make-up examination
• a tinting examination
• a massage examination
• an additional subject, and
• a written examination.

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

☐ Check off when completed

☐ Required Program Seminar
  All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a part-time or full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar.

Course Cr
☐ CHSN 1410 Preclinic Introduction (online) ........ 4
☐ CHSN 1420 Body Systems & Diseases (online) ..... 4
☐ CHSN 1445 Cosmetic Chemistry & Makeup Applications ................... 4
☐ CHSN 1450 Skin Analysis and Massage ............ 4
☐ CHSN 1442 Clinic 1 for Estheticians ............... 4
☐ CHSN 1443 Clinic 2 for Estheticians ............... 4
☐ CHSN 1407 Preclinic Nail Care .................... 3
☐ CHSN 1461 Clinic 1 for Nail Technicians ........... 3
☐ CHSN 2411 CIDESCO Exam Student Preparation .. 3
☐ HLTH 1410 Medical Terminology .................. 1
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner .. 4
☐ HLTH 1425 Clinical Applications in Kinesiology .. 3
☐ MASS 1400 Introduction to Therapeutic Massage .. 4
☐ MASS 1421 Massage Spa Techniques ............. 2
☐ MASS 1422 Massage Clinical Techniques .......... 4
☐ MASS 1480 Massage Therapy Practicum ............ 4
☐ BIOL 1760 Nutrition .................................. 3
☐ SPCH 1720 Interpersonal Communication .......... 3
☐ CHSN 1551 Salon Ops 1 for Estheticians ........ 1
☐ CHSN 1552 Salon Ops 2 for Estheticians ........ 2
☐ CHSN 1553 Salon Ops 3 for Estheticians ........ 3

Subtotal .............................................. 55

☐ General Education Requirements .............. 9
☐ SPCH 1720 Interpersonal Communication .. 3
  (recommended)
☐ BIOL 1760 Nutrition ............................. 3
☐ General Education course 17XX ................. 3

Select from the following electives if needed:
☐ CHSN 1551 Salon Ops 1 for Estheticians ........ 1
☐ CHSN 1552 Salon Ops 2 for Estheticians ....... 2
☐ CHSN 1553 Salon Ops 3 for Estheticians ....... 3

Total Program Credits ......................... 64

Course Sequence

The following course sequence is required. Not all courses are offered each semester.

First Semester
CHSN 1410 Preclinic Introduction (online) ........ 4
  This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450
CHSN 1420 Body Systems & Diseases (online) ..... 4
  This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450
CHSN 1442 Clinic 1 for Estheticians ............... 4
CHSN 1443 Clinic 2 for Estheticians ............... 4
CHSN 1445 Cosmetic Chemistry & Makeup Applications ................... 4
  This course is a prerequisite to CHSN 1450
CHSN 1450 Skin Analysis and Massage ............ 4
Total Semester Credits .......................... 24

Second Semester
CHSN 1461 Clinic 1 for Nail Technicians ........... 3
CHSN 1407 Preclinic Nail Care .................... 3
HLTH 1410 Medical Terminology .................. 1
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner .. 4
BIOL 1760 Nutrition .................................. 3
SPCH 1720 Interpersonal Communication .......... 3
MASS 1400 Introduction to Therapeutic Massage .. 4
Total Semester Credits ......................... 21

Third Semester
CHSN 2411 CIDESCO Exam Student Prep ........... 3
  This course is offered only Summer Term
HLTH 1425 Clinical Applications in Kinesiology .. 3
MASS 1421 Massage Spa Techniques ............. 2
MASS 1422 Massage Clinical Techniques .......... 4
MASS 1480 Massage Therapy Practicum ............ 4
General Education course 17XX ................. 3
Total Semester Credits .......................... 19

Total Program Credits ......................... 64
Program Overview

Esthetician services include specialized work with skin care products, analysis of skin, skin exfoliation, massage techniques, and facials. Students learn to tint brows and lashes, apply makeup, provide temporary hair removal, and use machines designed to administer skin treatments.

Career Opportunities

After esthetician students complete 600 hours of skills and theory training and pass the written exam through the State designated testing service and skills certification, they are eligible for licensure through the Minnesota Board of Cosmetologist Examiners. Estheticians work in a variety of settings including salons, spas, fitness centers, as well as dermatology and plastic surgeon’s offices and hospitals. Licensing or certification exams are independent of graduation requirements.

Program Outcomes

1. Graduates will be prepared to take the esthetician certification.
2. Graduates will be prepared to take the Minnesota State Esthetician written exam and state law test administered through the state designated testing service (access through www.bceboard.state.mn.us).
3. Graduates will have knowledge and skills in esthetician (skin) services.
4. Graduates will have knowledge and skills in salon operations focusing on skin services.
5. Graduates will possess knowledge and skills for personal care of the skin.
6. Graduates will be prepared for employment as an esthetician.
7. Graduates will have the knowledge and skills for work and life roles.
8. Graduates will have knowledge in cosmetic care product ingredients.

Program Faculty

Lyubov Babina  lyubov.babina@saintpaul.edu
Peg Flicek  peg.flicek@saintpaul.edu

Program Length

Full-time students can complete the program in one semester provided the 3-credit General Education requirement has also been met.

Full-time Options

Full-time students can complete the program in one semester by attending 32 hours per week (Tuesday – Friday, 8:00am–4:30pm).

Textbook and Supply Costs

Students should expect to spend approximately $1,900.00 for books and supplies. This cost is beyond the cost of tuition and fees. In addition, there is a fee to take the Minnesota licensure exam.

Items can be purchased in the College Bookstore. Be prepared to purchase all esthetics kits with the instructor on the second day of class. Financial aid must have been completed.

Program Requirements

☐ Check off when completed

☐ Required Program Seminar
All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a part-time or full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEstSeminar

Course  Cr
☐ CHSN 1410 Preclinical Introduction (online) ........ 4
☐ CHSN 1420 Body Systems & Diseases (online) .... 4
☐ CHSN 1442 Clinic 1 for Estheticians ............... 4
☐ CHSN 1443 Clinic 2 for Estheticians ............... 4
☐ CHSN 1445 Cosmetic Chemistry & Makeup Applications .................... 4
☐ CHSN 1450 Skin Analysis & Massage ............ 4
Subtotal ........................................ 24
General Education Requirements ............... 3
(General education requirements must be completed and passed before paperwork for licensure will be released)
SPCH 1730 Interpersonal Communication (recommended)
Select from the following electives if needed:
CHSN 1511 Salon Ops 1 for Estheticians ........ 1
CHSN 1552 Salon Ops 2 for Estheticians ........ 2
CHSN 1553 Salon Ops 3 for Estheticians ........ 3

Total Program Credits .................. 27

Program Start Dates

Fall, Spring.
Summer – online CHSN 1410 & CHSN 1420 only

Course Sequence

The following sequence is required. Not all courses are offered during summer session.

1 Semester – Day Full-time
CHSN 1410 Preclinical Introduction (online) ........ 4
This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450
CHSN 1420 Body Systems & Diseases (online) .... 4
This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450
CHSN 1442 Clinic 1 for Estheticians ............... 4
CHSN 1443 Clinic 2 for Estheticians ............... 4
CHSN 1445 Cosmetic Chemistry & Makeup Applications .................... 4
This course is a prerequisite to CHSN 1450
CHSN 1450 Skin Analysis and Massage ............ 4
General Education Requirements ............... 3
(General education requirements must be completed and passed before paperwork for licensure will be released)

Total Semester Credits ....................... 27

Total Program Credits ....................... 27

Cosmetology Student Handbook/Agreement Form

All new and returning students will need to access D2L Brightspace PRIOR to the first day of classes to read the Cosmetology student handbook.

After you have read the handbook, you must print and sign Student Agreement Form, Hepatitis B Vaccination/Declaration Form, Property and Equipment Form, and Rollabout Form and return them to your instructor on the first day of class before you will be admitted to class. You will need to perform this task prior to the first day of each semester. Please direct questions to the assigned instructor of your first class.

Minimum Program Entry Requirements

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

Reading: Score of 38+
Writing: Score of 60+ on Reading Comprehension or grade of “C” or better in ENGL 0921
Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

Saint Paul College—A Community & Technical College • 2016–2017 Catalog

056C (7042)
Esthetics Medical Setting  CERTIFICATE

Program Overview
Esthetician services in a medical setting include work with skin care products, analysis of skin, skin exfoliation, facials, pre and post treatment skin care, and home product recommendation. The use of Advanced Skin Treatments, Pharmaceutical Grade Chemical Peels and Risk Management for this industry will be covered.

This certificate is designed for the licensed esthetician or licensed cosmetologist who will seek employment in a medical setting. Program enrollment requires current Minnesota Esthetics or Cosmetology license.

Career Opportunities
Licensed estheticians and licensed cosmetologists completing this advanced certificate are able to work in a plastic surgeon’s office, a dermatologist’s office, medical spas within 5 star resorts, hotels, and fitness centers.

Program Outcomes
1. Graduates will have knowledge and skills in esthetician services.
2. Graduates will have knowledge in cosmetic product ingredients.
3. Graduates will have knowledge and skills in Advanced Skin Treatments.
4. Graduates will have knowledge of Legal Risk Management.
5. Graduates will have knowledge of Pharmaceutical Grade Chemical Peels.
6. Graduates will have knowledge and skills for work and life roles.
7. Graduates will be prepared for employment in a medical setting.

Program Faculty
Lyubov Babina  lyubov.babina@saintpaul.edu
Peg Flicek  peg.flicek@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1900.00 for esthetics books and supplies (CHSN 1442, 1445 & 1450). Tuition, college fees and books for remaining courses are not included in this cost. Items can be purchased in the College Bookstore. Financial aid must have been completed.

Program Requirements
☐ Check off when completed
☐ Required Program Seminar
All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a part-time or full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1760 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHSN 1442 Clinic 1 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1445 Cosmetic Chemistry &amp; Makeup</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1450 Skin Analysis &amp; Massage</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1510 Legal Risk Management for Estheticians</td>
<td>2</td>
</tr>
<tr>
<td>CHSN 1512 Peels and Chemical Exfoliation</td>
<td>3</td>
</tr>
<tr>
<td>CHSN 1514 Advanced Skin Treatments</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1421 Anatomy &amp; Physiology for the Somatic Practitioner</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Program Credits  ................. 28

Program Start Dates
Fall, Spring

Course Sequence
The following course sequence is recommended. Not all courses are offered during summer session. Full-time students can complete the program in two semesters.

First Semester
CHSN 1442 Clinic 1 for Estheticians  ............ 4
CHSN 1445 Cosmetic Chemistry & Makeup Applications  ............ 4
CHSN 1450 Skin Analysis & Massage  ............ 4
CHSN 1510 Legal Risk Management for Estheticians (online)  ............ 2
Total Semester Credits  ..................... 14

Second Semester
BIOL 1760 Nutrition  .................. 3
HLTH 1410 Medical Terminology  .................. 1
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner  ............ 4
CHSN 1512 Peels and Chemical Exfoliation (hybrid)  ............ 3
CHSN 1514 Advanced Skin Treatments (hybrid)  ............ 3
Total Semester Credits  ..................... 14

Total Program Credits  .................. 28

Current Minnesota Esthetics or Cosmetology License:
Students must bring a copy of their license on the first day of class. A copy will be added to the students’ permanent file.

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

Reading: Score of 78+ or grade of “C” or better in READ 0921
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 31+

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

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
This certificate will provide advanced education for the licensed cosmetologist who would like to expand their knowledge of skin care services. The certificate can be completed within one semester. Program enrollment requires current Minnesota Esthetics or Cosmetology license.

Career Opportunities
The licensed cosmetologist would now be able to seek employment in a setting specializing in skin care. Employment opportunities include: salons, spas, fitness centers, dermatology and plastic surgeon’s offices and hospitals.

Program Outcomes
1. Graduates will have accrued an additional 320 hours of education focused on skin care.
2. Graduates will have demonstrated knowledge of skin care services.
3. Graduates will have demonstrated practical application of skin care services.
4. Graduates will have knowledge of cosmetic product ingredients.
5. Graduates will be prepared for employment offering skin care services.

Program Faculty
Lyubov Babina  lyubov.babina@saintpaul.edu
Peg Flicek  peg.flicek@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1850.00 for books and supplies. This cost is beyond the cost of tuition and fees. Items can be purchased in the College Bookstore.

Program Requirements
☐ Check off when completed
☐ Required Program Seminar
All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar

Course  Cr
☐ CHSN 1442 Clinic 1 for Estheticians  ................. 4
☐ CHSN 1445 Cosmetic Chemistry & Makeup Applications  ................. 4
☐ CHSN 1450 Skin Analysis & Massage  ................. 4

Total Program Credits  ................. 12

Program Start Dates
Fall, Spring

Course Sequence
The following sequence is recommended.
Full-time students can complete the program in one semester.

First Semester
CHSN 1442 Clinic 1 for Estheticians  ................. 4
CHSN 1445 Cosmetic Chemistry & Makeup Applications  ................. 4
CHSN 1450 Skin Analysis & Massage  ................. 4

Total Program Credits  ................. 12

Current Minnesota Esthetics or Cosmetology License:
Students must bring a copy of their license on the first day of class. A copy will be added to the students’ permanent file.

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 31+

Assessment Results and Prerequisites:
Students admitted to Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Program Overview
This certificate is designed for the licensed esthetician or licensed cosmetologist who wants to examine for the International CIDESCO certification. It provides the course work to support the CIDESCO exam prep class and CIDESCO examination. With CIDESCO certification, the licensed esthetician is able to complete a massage program, certify as a massage therapist, complete a nail technician program and obtain a nail technician license. CIDESCO is the world’s largest major International Beauty Association. Program enrollment requires a current Minnesota Cosmetology or Esthetics license.

Career Opportunities
The CIDESCO certification holder is cross trained and able to offer potential employers, skills in esthetics, massage therapy, body assessment and treatment and nail care. Cross trained therapists are able to work in spas, medical offices, fitness centers, 5 star resort spas, and on cruise ships.

Program Outcomes
1. Graduates will have knowledge and skills in esthetician services.
2. Graduates will have knowledge and skills needed for body assessment and body treatments.
3. Graduates will have knowledge and skills to assist clients with diet and exercise.
4. Graduates will have knowledge in cosmetic product ingredients.
5. Graduates will have knowledge and skills for work and life roles.
6. Graduates will have determined a topic for the CIDESCO special project.
7. Graduates will have prepared their CIDESCO special project for presentation during the exam.
8. Graduates will be prepared to take the International CIDESCO practical and written exam.

Program Faculty
Lyubov Babina  
lyubov.babina@saintpaul.edu

Program Requirements
☐ Check off when completed
☐ Required Program Seminar
All Cosmetology, Esthetics and Nail Technician applicants must attend a program seminar prior to enrollment as a part-time or full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at a seminar. Seminar dates and times are posted online at www.saintpaul.edu/CosEsthSeminar

Course |
| Cr |
|---|---|
| BIOL 1760 Nutrition | 3 |
| CHSN 1407 Preclinic Nail Care | 3 |
| CHSN 1442 Clinic 1 for Estheticians | 4 |
| CHSN 1445 Cosmetic Chemistry & Makeup Applications | 4 |
| CHSN 1450 Skin Analysis & Massage | 4 |
| CHSN 2411 CIDESCO Exam Student Preparation | 3 |
| Class offered only summer term |
| HLTH 1410 Medical Terminology | 1 |
| HLTH 1421 Anatomy & Physiology for the Somatic Practitioner | 4 |
| MASS 1400 Introduction to Therapeutic Massage | 4 |

Total Program Credits 30

Textbook and Supply Costs
Students should expect to spend approximately $1900.00 for esthetics books and supplies (CHSN 1442, 1445 & 1450), Tuition, college fees, and books required for remaining courses are not included in this cost. Items can be purchased in the College Bookstore. Financial aid must have been completed.

Program Start Dates
Fall, Spring

Course Sequence
The following sequence is recommended. Not all courses are offered during summer session. Full-time students can complete the program in two semesters.

First Semester
CHSN 1442 Clinic 1 for Estheticians 4
CHSN 1445 Cosmetic Chemistry & Makeup Applications 4
CHSN 1450 Skin Analysis & Massage 4
BIOL 1760 Nutrition 3

Total Semester Credits 15

Second Semester
CHSN 1407 Preclinic Nail Care 3
CHSN 2411 CIDESCO Exam Student Prep 3
HLTH 1410 Medical Terminology 1
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner 4
MASS 1400 Introduction to Therapeutic Massage 4
Total Semester Credits 15

Total Program Credits 30

Current Minnesota Esthetics or Cosmetology License:
Students must bring a copy of their license on the first day of class. A copy will be added to the students’ permanent file.

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 31+

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

This advanced certificate is designed for the licensed esthetician or licensed cosmetologist.
Program Overview
Health Information Technicians play a vital role in the health care industry by participating in the creation, completion, distribution and retention of medical record documentation according to policies and procedures outlined by several regulating bodies such as the Joint Commission on Accreditation of Healthcare Organization (JCAHO) and Medicare. Individuals enrolled in the program will obtain a broad body of knowledge that will allow them to become employed in many capacities within a health information department. Some of the positions include such tasks as: release of information, various registries, incomplete chart room, processing of medical documentation, coding and abstracting, and may include supervisory or leadership roles based on skill and ability. Students who successfully complete the Health Information Technology degree are allowed to sit for the national examination given by the American Health Information Management Association to become a Registered Health Information Technician upon successful completion of the examination.

Career Opportunities
Graduates of the Health Information Technology degree will find positions in various health care settings such as private physician offices, clinics, specialty clinics, hospitals, long-term care facilities, and rehabilitation facilities. Employment can also be found in government offices, the insurance industry, dental and chiropractic clinics, and information technology suppliers.

Program Outcomes
1. Graduates will apply policies and procedures to assure the accuracy of health information.
2. Graduates will use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, and quality improvement.
3. Graduates will apply procedure codes using ICD-10 PCS & CM and CPT/HCPCS.
4. Graduates will apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services.
5. Graduates will possess a knowledge base which will allow them to find employment in the health care industry.
6. Graduates of a Commission on Accreditation of Health Informatics and Information Management accredited Health Information Technology program are eligible to apply to write the American Health Information Management Association, Registered Health Information Technician (RHIT) certificate examination.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSH 1480 Business Career Resources</td>
<td>1</td>
</tr>
<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy &amp; Physiology/Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1562 Billing and Reimbursement</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 1570 Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2430 Pharmacology for the Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 2432 Alternative Health Record Systems</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 2440 Supervision of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 2461 ICD-10-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2462 ICD-10-PCS Coding</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 2470 CPT-4 Coding</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2480 Advanced Coding</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2510 Quality Management and Health Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2590 HIT Internship/Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>Subtotal</td>
<td>48</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1711 Composition</td>
<td>7</td>
</tr>
<tr>
<td>SPCH XXXX (Goal 1 only)</td>
<td>3</td>
</tr>
<tr>
<td>Goal 3 or Goal 4</td>
<td>3</td>
</tr>
<tr>
<td>Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: History, Social Science and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Program Credits | 64 |

Program Advisor
Jennifer Anglin – jennifer.anglin@saintpaul.edu
Kelly Dale – kelly.dale@saintpaul.edu

Part-time/Full-time Options
This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available; costs will vary depending on part-time or full-time enrollment.

Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/transfer.

Health Information Technology AAS
BS Health Information Management
College of St. Scholastica
BS Nursing
Herzing University
BA Health Administration
Concordia University, St. Paul

Continued on next page

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

Reading: Score of 78+ or grade of “C” or better in ENGL 0922
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+; Visit the Transfer Center to determine if Transfer programs require college-level math.

Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1400.

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Course Sequence
Recommended course sequence is dependent upon which Semester/Term the student starts the Health Information Technology AAS Degree program. Follow the appropriate sequence listed as indicated below.

All classes must be successfully completed with a grade of “C” or better.

First Semester
- ENGL 1711 Composition 1 ...................... 4
- MEDS 1420 Health Information Foundations ........ 3
- MEDS 1470 Anatomy & Physiology/Medical Office .... 3
- MEDS 1480 Medical Terminology .................. 3
- SPCH XXXX (Goal 1 only) ....................... 3
- Total Semester Credits ...................... 16

Second Semester
- BTEC 1421 Business Information Applications 1 .... 3
- MEDS 1560 Computerized Health Information ....... 3
- MEDS 1570 Human Disease ....................... 3
- MEDS 2430 Pharmacology for the Medical Office ... 2
- General Education Course (Goal 3 or Goal 4) ....... 3
- Total Semester Credits ...................... 16

Third Semester
- MEDS 2432 Alternative Health Record Systems ..... 2
- MEDS 2434 Legal Aspects of Health Information ... 2
- MEDS 2461 ICD-10-CM Coding ................... 3
- MEDS 2462 ICD-10-PCS Coding .................. 4
- MEDS 2470 CPT-4 Coding ....................... 3
- General Education Course (Goal 5) ............... 3
- Total Semester Credits ...................... 15

Fourth Semester
- BUSN 1480 Business Career Resources ............ 1
- MEDS 1562 Billing and Reimbursement ............ 2
- MEDS 2440 Supervision of Health Information ... 2
- MEDS 2480 Advanced Coding .................... 3
- MEDS 2510 Quality Management and Health Statistics .................. 3
- General Education Course (Goal 6) ............... 3
- Total Semester Credits ...................... 14

Fifth Semester
- MEDS 2590 HIT Internship/Capstone Project ...... 3
- Total Semester Credits ...................... 3

Total Program Credits .................. 64

Application Process
After completion of the Saint Paul College application and admission process, students interested in the Health Information Technology Degree must submit a completed Application to Health Information Technology Degree form and meet the following criteria:

Completion of the following required General Education courses:
- ENGL 1711 English Composition
- SPCH 17XX Communication Course

Complete the following required courses with a “C” or better:
- MEDS 1420 Health Information Foundations
- MEDS 1470 Anatomy/Physiology/Medical Office
- MEDS 1480 Medical Terminology

Admission into the Program
Applying by the application deadline (listed on the application) does not guarantee admission to the Health Information Technology Program.

Being admitted to Saint Paul College does not imply admission into the Health Information Technology Program.

The Health Information Technology Admissions Committee will review each application on the basis of overall academic ability, GPA of college level courses, assessment scores, and meeting the above criteria. Notification of acceptance into the Health Information Technology Program will be sent by mail 6-weeks after the application deadline stated on the Health Information Technology Program Application form.

Students admitted into the Health Information Technology Program must attend a mandatory Seminar to complete documentation to enter the program.
Program Overview
The Healthcare Informatics program integrates education from health information, computer science and information technology.

Healthcare informatics work and support healthcare organizations in a multifaceted methodology by providing support directly related to industry practices and procedures regarding complex electronic health record systems.

Responsibilities may include supporting tasks and roles relating to data analysis, database design and administration, support of numerous software applications, implementation of data standards, knowledge of interoperability, and maintenance of clinical decision support protocols supported by evidence based medicine, routine system upgrades and preservation, system architecture, hardware, system networking, and legal knowledge to support information privacy and security.

Career Opportunities
Individuals enrolled in the program will obtain a broad body of knowledge of health information, computer science, and information technology that will allow them to become employed in many capacities within a healthcare system. Employment opportunities may include: data and information technology support personnel, analytics staff, data standards personnel, documentation integrity specialists, health information privacy and security personnel, electronic health record trainer or educator, implementation and data systems upgrade specialist and may include supervisory or leadership roles based on skill and ability.

Graduates of the Healthcare Informatics degree will find positions in various healthcare settings such as private physician offices, clinics, specialty clinics, hospitals, long-term care facilities, and rehabilitation facilities. Employment can also be found in government offices, the insurance industry, dental and chiropractic clinics, and healthcare organizations in a multifaceted science and information technology.

Graduates will possess a knowledge base, related to industry practices and procedures that will allow them to become employed in the healthcare industry.

Program Requirements

Check off when completed
All classes must be successfully completed with grade “C” or better.

Course                  Cr
MEDS 1420 Health Information Foundations ................ 3
MEDS 1470 Anatomy & Physiology/ Medical Office ............ 3
MEDS 1480 Medical Terminology  ......................... 3
MEDS 1560 Computerized Health Information .............. 3
MEDS 2432 Alternative Health Record Systems .......... 2
MEDS 2434 Legal and Ethical Aspects of Health Information .............. 2
MEDS 2440 Supervision of Health Information ........... 2
MEDS 2510 Quality Management and Health Statistics .............. 3
CSCI 1410 Computer Science and Information Systems .............. 4
CSCI 1440 Networking Fundamentals  ..................... 4
CSCI 1523 Introduction to Computing and Programming Concepts ..................... 4
CSCI 1550 Database Management Fundamentals ............ 4
CSCI 2410 Management Information Systems ............. 3
CSCI 2570 Machine Architecture and Organization ............. 4
Subtotal ........................................ 44

General Education/MnTC Requirements  Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
Goal 1: Communication .................................. 7
ENGL 1711 Composition 1 – 4 cr
SPCH XXXX (Goal 1 only) – 3 cr
Goal 4: Mathematical/Logical Reasoning ............ 3
MATH 1730 College Algebra (or higher) – 3 cr
Goal 5: History, Social Science and Behavioral Sciences ..................... 3
Goal 6: Humanities and Fine Arts ............. 3
General Education Requirements ............. 16
Total Program Credits .................. 60

Information is subject to change.
This Program Requirements Guide is not a contract.
Healthcare Informatics  AAS DEGREE (continued)

Course Sequence for Full-Time Schedule

The following sequence is recommended for full-time students. Students should consult with the program advisor to develop an appropriate educational plan. All classes must be successfully completed with a grade of "C" or better.

**Fall Semester (Year 1)**
- MEDS 1420 Health Information Foundations .......... 3
- MEDS 1470 Anatomy and Physiology of the Medical Office .......... 3
- MEDS 1480 Medical Terminology .......... 3
- CSCI 1410 Computer Science and Information Systems .......... 4
- SPCH XXXX (Goal 1) .......................... 3
- **Total Semester Credits** ...................... 16

**Spring Semester (Year 1)**
- MEDS 1560 Computerized Health Information .......... 3
- CSCI 1523 Introduction to Computing and Programming Concepts .......... 4
- CSCI 1550 Database Management Fundamentals .......... 4
- ENGL 1711 Composition 1 .......................... 4
- **Total Semester Credits** ...................... 15

**Fall Semester (Year 2)**
- MEDS 2432 Alternative Health Record Systems .......... 2
- MEDS 2440 Supervision of Health Information .......... 2
- CSCI 2410 Management Information Systems .......... 3
- CSCI 2570 Machine Architecture and Organization .......... 4
- MATH 1730 College Algebra (Goal 4) .......... 3
- **Total Semester Credits** ....................... 14

**Spring Semester (Year 2)**
- MEDS 2434 Legal and Ethical Aspects of Health Information .......... 2
- MEDS 2432 Alternative Health Record Systems .......... 2
- CSCI 2410 Management Information Systems .......... 3
- CSCI 1440 Networking Fundamentals .......... 4
- History, Social Science, Behavioral Sciences (MnTC) (Goal 5) .......... 3
- Humanities and Fine Arts (MnTC) (Goal 6) .......... 3
- **Total Semester Credits** ....................... 15

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

Course Sequence for Part-Time Schedule

The following sequence is recommended for part-time students. Students should consult with the program advisor to develop an appropriate educational plan. All classes must be successfully completed with a grade of "C" or better.

**Fall Semester (Year 1)**
- MEDS 1470 Anatomy and Physiology of the Medical Office .......... 3
- MEDS 1480 Medical Terminology .......... 3
- CSCI 1410 Computer Science and Information Systems .......... 4
- **Total Semester Credits** ...................... 10

**Spring Semester (Year 1)**
- MEDS 1420 Health Information Foundations .......... 3
- CSCI 1523 Introduction to Computing and Programming Concepts .......... 4
- SPCH XXXX (Goal 1 only) ............................ 3
- **Total Semester Credits** ...................... 10

**Fall Semester (Year 2)**
- MEDS 1560 Computerized Health Information .......... 3
- MEDS 2432 Alternative Health Record Systems .......... 2
- ENGL 1711 Composition 1 .......................... 4
- **Total Semester Credits** ....................... 9

**Spring Semester (Year 2)**
- MEDS 2434 Legal and Ethical Aspects of Health Information .......... 2
- CSCI 1550 Database Management Fundamentals .......... 4
- MATH 1730 College Algebra (or higher) (Goal 4) .......... 3
- **Total Semester Credits** ....................... 9

**Fall Semester (Year 3)**
- MEDS 2440 Supervision of Health Information .......... 2
- CSCI 2410 Management Information Systems .......... 3
- CSCI 2570 Machine Architecture and Organization .......... 4
- History, Social Science, Behavioral Sciences (MnTC) (Goal 5) .......... 3
- **Total Semester Credits** ....................... 12

**Spring Semester (Year 3)**
- MEDS 2430 Quality Management and Health Statistics .......... 3
- CSCI 1440 Networking Fundamentals .......... 4
- Humanities and Fine Arts (MnTC) (Goal 6) .......... 3
- **Total Semester Credits** ....................... 10

Total Program Credits .......................... 60
Program Overview
Medical Office Professionals are critical to the support of clinical staff in the health care industry. Physicians, nurses and other direct patient-contact personnel rely on well-trained medical office professionals to assist them in the creation, maintenance, and retention of quality medical documentation based on patient care. The medical office professional’s job may include transcribing medical documents, creating and processing correspondence, scheduling patient appointments, scanning documents into digital health records, releasing patient information, collecting or abstracting medical data, understanding reimbursement methodologies, meeting physician documentation needs, and other related duties.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data for long periods of time, listening to dictated material for extended periods, assisting the patient documentation needs, and working on an independent basis.

Career Opportunities
Medical Office Professionals enjoy salaries in the top bracket of office professionals. Some may advance to office supervisors or managers with further education; and some may develop their own business based on their medical office specialty, such as transcription.

The Medical Office Professional may work in a physician’s office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

According to the Bureau of Labor Statistics, Medical Secretarial Occupations are anticipated to increase by +/- 36% between 2012 and 2022 (www.bls.gov).

Program Outcomes
1. Graduates will possess the knowledge and skills needed for employment as a Medical Office Professional.
2. Graduates will be proficient in the use of computer software applications, including advanced spreadsheet and database knowledge.
3. Graduates will possess an understanding of medical terminology, human disease, pharmacology, anatomy and physiology, patient confidentiality including HIPAA privacy rules, and will be able to professionally interact with healthcare providers and patients.
4. Graduates will transcribe/edit medical reports and related office correspondence.
5. Graduates of Medical Office Professional program are eligible to apply to write the Association for Healthcare Documentation Integrity, Registered Healthcare Documentation Specialist (RHDS) examination.

Program Start Dates
Fall, Spring, Summer

Course Sequence
The course sequence listed on the back of this guide is required.

Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Medical Office Professional AAS
BA Individualized Studies
Metropolitan State University
BS Healthcare and Human Service Management
Saint Mary's University-Twin Cities Campus
BA Health Care Administration
Concordia University, St. Paul

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+
Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.
Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term. All classes must be successfully completed with a grade of “C” or better.

First Semester
BTEC 1421 Business Information Applications 1 ........ 3
BUSN 1410 Introduction to Business .................. 3
MEDS 1420 Health Information Foundations ........... 3
MEDS 1470 Anatomy & Physiology/Medical Office ... 3
MEDS 1480 Medical Terminology ..................... 3
Total Semester Credits ................................. 15

Second Semester
BTEC 1423 Business Information Applications 2 ....... 4
ENGL 1711 Composition 1 (Goal 1) .................... 4
MEDS 1570 Human Disease ............................ 3
SPCH XXXX (Goal 1 only) ............................. 3
Humanities and Fine Arts (Goal 6) ..................... 3
Total Semester Credits ................................. 17

Third Semester
BTEC 2410 Business Procedures ....................... 4
MEDS 1551 Medical Formatting/Transcription 1 ...... 3
MEDS 1552 Medical Transcription 2 ................. 3
Natural Sciences (Goal 3) OR
Mathematical/Logical Reasoning (Goal 4) ........... 3
History, Social Science, Behavioral Sciences (Goal 5) . 3
Total Semester Credits ................................. 16

Fourth Semester
BUSN 1480 Business Career Resources ............... 1
MEDS 1553 Medical Transcription 3 ................... 3
MEDS 1560 Computerized Health Information ...... 3
MEDS 2430 Pharmacology for the Medical Office ... 2
Mn Transfer Curriculum (Goals 1-10) .................. 3
Total Semester Credits ................................. 12

Total Program Credits ................................. 60
Program Overview
Graduates of the Medical Coding Diploma program are proficient in coding diagnoses and procedures, abstracting medical data, meeting physician documentation needs, and other related duties. Coders work closely with billing personnel at healthcare facilities, and proficiency in billing and reimbursement procedures is included in the Medical Coding Diploma program. Courses taken to meet requirements for the Medical Coding Diploma also prepare a student to continue into the Health Information Technology AAS degree program.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data for long periods of time, abstracting information from patient health records, assisting billers and other reimbursement personnel, and using critical thinking skills.

Career Opportunities
Graduates of the Medical Coding Diploma program may work in a physician’s office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility. Medical coding may be done at home through use of a secure Internet connection. Working from one’s home is generally for employees who have completed training in an office setting for a period of time.

According to the Bureau of Labor Statistics, the Job Outlook for Medical Record and Health Information Technology careers is projected to increase 22% between 2012 and 2022, which is much faster than average. (www.bls.gov)

Program Outcomes
1. Graduates will possess the knowledge and skills for employment as a medical coding specialist.
2. Graduates will be proficient in the use of computer software applications to assist in assigning diagnoses and procedures.
3. Graduates will possess a knowledge of medical terminology, anatomy and physiology, patient confidentiality, ethical standards of coding, and electronic health record applications to perform in a healthcare environment.

Program Requirements Guide

Program Requirements
☐ Check off when completed
All classes must be successfully completed with a grade of “C” or better.

Technical Requirements
☐ M Edwards 1420 Health Information Foundations ....... 3
☐ M Edwards 1470 Anatomy & Physiology/ Medical Office .................. 3
☐ M Edwards 1480 Medical Terminology ................. 3
☐ M Edwards 1560 Computerized Health Information .... 3
☐ M Edwards 1562 Billing and Reimbursement .......... 2
☐ M Edwards 1570 Human Disease ...................... 3
☐ M Edwards 2430 Pharmacology for the Medical Office .......... 2
☐ M Edwards 2434 Legal Aspects of Health Information .......... 2
☐ M Edwards 2462 ICD-10-PCS Coding ................. 4
☐ M Edwards 2470 CPT-4 Coding ...................... 3
☐ M Edwards 2480 Advanced Coding ................. 3
☐ M Edwards 2594 Medical Coding Capstone .......... 3
☐ SPCH XXXX (Goal 1) ............................. 3

Total Program Credits .................. 40

Program Advisor
Jennifer Anglin  jennifer.anglin@saintpaul.edu
Kelly Dale  kelly.dale@saintpaul.edu

Part-time/Full-time Options
This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available; costs will vary depending on part-time or full-time enrollment.

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+
Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
Computing Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

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

Program Overview
Graduates of the Medical Office certificate assist with scanning information into electronic health records, releasing patient information, meeting physician documentation needs, scheduling patients, and other related duties.

High school graduation or equivalent is required. Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data, assisting with patient concerns, and working with computer programs.

Career Opportunities
Medical Office Professionals work in physician offices, surgery centers, specialty clinics, hospital, insurance companies, government agencies, research foundations, long-term care facilities, dental offices, consulting firms, rehabilitation centers or other health care facilities. Other places of employment include working for vendors of computer software.

According to the Bureau of Labor Statistics, Medical Secretary Occupations are anticipated to increase by +/- 36% between 2012 and 2022 (www.bls.gov).

Program Outcomes
1. Graduates will possess the knowledge and skills for employment as a Medical Office Professional.
2. Graduates will be proficient in the use of computer software applications, including patient scheduling and electronic health record applications.
3. Graduates will possess a knowledge of medical terminology, anatomy and physiology, and confidentiality of patient health information to perform in a healthcare environment.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 1530 Communication Technology</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1480 Business Career Resources</td>
<td>1</td>
</tr>
<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy &amp; Physiology/ Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>20</td>
</tr>
</tbody>
</table>

Program Start Dates
Fall, Spring, Summer

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

First Semester
BTEC 1421 Business Information Applications 1 .... 3
MEDS 1420 Health Information Foundations ........ 3
MEDS 1470 Anatomy & Physiology/Medical Office ..... 3
MEDS 1480 Medical Terminology .................... 3
Total Semester Credits ................................ 12

Second Semester
BTEC 1530 Communication Technology ................. 4
BUSN 1480 Business Career Resources ............... 1
MEDS 1560 Computerized Health Information ........ 3
Total Semester Credits ................................  8
Total Program Credits ................................. 20

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+
Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

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

Graduates of a certificate program in transcription/healthcare documentation are proficient in transcribing medical documents, creating and processing correspondence, assisting with release of information, meeting medical provider documentation needs, and other duties. Courses from the certificate are applicable toward the Medical Office Professional AAS degree.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable listening to dictated material for an extended periods, editing documents created through the use of voice recognition software, and possess knowledge of patient confidentiality regarding health information.

### Career Opportunities

Medical transcriptionists/healthcare documentation specialists may work in a physician’s office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

According to the Bureau of Labor Statistics, Medical Transcriptionist Occupations are anticipated to increase by +/-8% between 2012 and 2022 (www.bls.gov).

### Program Outcomes

1. Graduates will possess the knowledge and skills for employment as a medical transcriptionist/healthcare documentation specialist.
2. Graduates will be proficient in the use of computer software applications to create and edit medical documentation.
3. Graduates will transcribe reports and documents for a variety of healthcare specialties using knowledge of pharmacology, pathophysiology, laboratory and radiology testing.
4. Graduates will use knowledge of medical terminology, anatomy and physiology, and HIPAA guidelines on patient confidentiality to produce medical documentation in a healthcare environment.
5. Graduates of Medical Transcription/Healthcare Documentation Specialist program are eligible to apply to write the Association for Healthcare Documentation Integrity, Registered Healthcare Documentation Specialist (RHDS) examination.

### Program Advisor

Jennifer Anglin  jennifer.anglin@saintpaul.edu
Kelly Dale  kelly.dale@saintpaul.edu

### Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available; costs will vary depending on part-time or full-time enrollment.

### Program Requirements

- **Check off when completed**
- **All courses must be successfully completed with grade of “C” or better.**

### Course

- **BTEC 1421 Business Information Applications 1**
- **MEDS 1480 Medical Terminology**
- **MEDS 1420 Health Information Foundations**
- **MEDS 1470 Anatomy & Physiology/ Medical Office**
- **MEDS 1480 Medical Terminology**
- **MEDS 1551 Medical Formatting/Transcription 1**
- **MEDS 1552 Medical Transcription 2**
- **MEDS 1553 Medical Transcription 3**
- **MEDS 1560 Computerized Health Information**
- **MEDS 1570 Human Disease**
- **MEDS 2430 Pharmacology for the Medical Office**

### Total Program Credits 30

### Minimum Program Entry Requirements

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

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

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

**Arithmetic:** Score of 52+

**Keyboarding Skills:** Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.

**Computer Skills:** Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

**Assessment Results and Prerequisites:**

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

---

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

---

[367C (7205)]
Health Unit Coordinator CERTIFICATE

Program Overview
Health Unit Coordinators work at the nursing station in health care facilities. As the center of communications on the nursing unit, Health Unit Coordinators are responsible for reading doctor’s orders for patient treatments, medications and tests and accurately relaying those orders to the appropriate department. The Health Unit Coordinator is responsible for performing clerical tasks with emphasis on customer service on the nursing unit including answering the telephone, operating the computer, assisting visitors, filing, and maintaining patient records. Recent changes in healthcare with electronic medical records and computerized physician order entry will be introduced. Adequate computer keyboarding skills are required to be accepted into the program. Please see “Minimum Program Entry Requirements.”

Health Unit Coordinators must be able to complete detailed tasks with a high degree of accuracy, while working in a busy environment. They must be self-motivated and conscientious to complete work independently and be able to solve problems logically.

Excellent written and verbal communication skills are essential. All health care workers must have a high degree of ethics in maintaining the confidentiality of patient information. Health Unit Coordinators must be professional in: interactions with others, performance of job responsibilities and appearance, as well as be proficient in the English language.

Career Opportunities
Health Unit Coordinators are employed in front desk positions at various metropolitan hospitals, healthcare centers and clinics. The National Association of Health Unit Coordinators conducts an optional certification exam for Health Unit Coordinators. Certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates will possess the knowledge necessary to process physicians’ orders.
2. Graduates will have the ability to manage the clerical aspects of the nursing unit.
3. Graduates will have the ability to function in the receptionist role on the nursing unit.
4. Graduates will demonstrate their knowledge and skills by performing as a HUC via Internship.
5. Graduates will be prepared for immediate employment as a HUC.
6. Graduates will be prepared for the National HUC certification exam.

Program Faculty
Anita Mills       anita.mills@saintpaul.edu

Part-Time/Full-time Options
Part-time and full-time options are available.

Textbook and Supply Costs
Students should expect to spend approximately $300 beyond the cost of tuition and fees for books, supplies and parking.

Required Internship
Students in this program must complete an internship. When on internship, students are responsible for appropriate business attire or uniforms, parking fees, and any other expenses associated with the internship. Liability insurance is included in the cost of tuition.

• Satisfactory completion of all coursework is required for internship.
• Students must submit specified immunization records and receive a background study clearance through the Minnesota Department of Human Services before they can be placed in an internship facility.

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLUC 1410 Diagnostic &amp; Therapeutic Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HLUC 1420 Health Unit Coordinator Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>HLUC 1510 Processing Physicians’ Orders 1</td>
<td>3</td>
</tr>
<tr>
<td>HLUC 1511 Processing Physicians’ Orders 2</td>
<td>3</td>
</tr>
<tr>
<td>HLUC 2491 Health Unit Coordinator Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 17

This program meets National Association of HUC Standards and prepares students for the National HUC certification exam. NAHUC Web site: www.NAHUC.org

Program Start Dates
Fall, Spring

Course Sequence
The following sequence is recommended for a full-time student; however, this sequence is not required. All courses are offered spring and fall; the HUC Internship is offered spring semester and summer term.

First Semester
HLUC 1410 Diagnostic & Therapeutic Procedures \( \ldots \) 4
HLUC 1420 Health Unit Coordinator Fundamentals \( \ldots \) 4
HLUC 1510 Processing Physicians’ Orders 1 \( \ldots \) 3
HLUC 1511 Processing Physicians’ Orders 2 \( \ldots \) 3
Total Semester Credits: 14

Second Semester
HLUC 2491 Health Unit Coordinator Internship \( \ldots \) 3
Total Semester Credits: 3

Total Program Credits: 17

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

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

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

Arithmetic: Score of 31+

Keyboarding: Keyboarding assessment of 30 wpm and 5 or fewer errors or grade of “C” or better in BTEC 1400 Keyboarding.

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

Information is subject to change. This Program Requirements Guide is not a contract.
**Nursing Station Technician** *CERTIFICATE*

### Program Overview
The Nursing Station Technician program is designed for Health Unit Coordinators who wish to acquire the necessary skills to assist nurses with hands-on patient care. This program will provide Health Unit Coordinator and Nursing Assistant/Home Health Aide training. It includes Health Unit Coordinator courses and internship and basic nursing assistant skills in the laboratory setting and a clinical experience in a long term care facility. Graduates of this program are eligible to take the National Nurse Aide Assessment Program test (NNAAP)/Home Health Aide test to be placed on the Minnesota State Nursing Assistant Registry. Students are required to enroll in the Health Unit Coordinator Certificate program first. These classes must be completed before being accepted into the Nursing Station Technician Certificate program. Adequate computer keyboarding skills are required to be accepted into the program. Please see “Minimum Program Entry Requirements.”

### Career Opportunities
Positions are available as HUC/NA/HHA, Patient Care Technician (PCT), Nursing Station Technician (NST), and Unit Coordinators (UC) in hospitals, healthcare centers, clinics, and home health care setting.

### Program Outcomes
1. Graduates will possess the knowledge necessary to process physicians’ orders.
2. Graduates will have the ability to manage the clerical aspects of the nursing unit.
3. Graduates will have the ability to function in the receptionist role on the nursing unit.
4. Graduates will demonstrate their knowledge and skills by performing as a HUC via Internship.
5. Graduates will be prepared for the National HUC certification exam.
6. Graduates will be prepared to provide direct patient care in hospitals, healthcare centers, and home health care setting.
7. Graduates will be prepared to meet the requirements to be placed on the Minnesota State Nursing Assistant Registry.
8. Graduates will be prepared for immediate employment in the HUC/NA/HHA role.

Students must submit specified immunization records and receive a background study clearance through the Minnesota Department of Human Services before they can be placed in an internship facility.

### Program Requirements
- **Check off when completed**
- **Course** | **Cr**
  - HLUC 1410 Diagnostic & Therapeutic Procedures | 4
  - HLUC 1420 Health Unit Coordinator Fundamentals | 4
  - HLUC 1510 Processing Physicians’ Orders 1 | 3
  - HLUC 1511 Processing Physicians’ Orders 2 | 3
  - HLUC 2491 Health Unit Coordinator Internship | 3
  - NAST 1111 Nursing Assistant & Home Health Aide | 4
  - NAST 1112 Nursing Assistant – Clinical | 1

### Total Program Credits | 22

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

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

#### Writing
Score of 60+ on Reading Comprehension or grade of “C” or better in ENGL 0922

#### Arithmetic
Score of 31+

#### Keyboarding
Keyboarding assessment of 30 wpm and 5 or fewer errors or grade of “C” or better in BTEC 1400 Keyboarding.

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

### Program Faculty
Anita Mills | anita.mills@saintpaul.edu  
Health Unit Coordinator Instructor

### Part-Time/Full-time Options
Part-time and full-time options are available.

### Textbook and Supply Costs
Students should expect to spend approximately $400 beyond the cost of tuition and fees for books, supplies and parking. Fees do not include the National Nurse Aide Assessment Program Test (NNAAP)/Home Health Aide, or uniforms.

### Program Start Dates
- **Fall and Spring**

### Course Sequence
The following course sequence is recommended; however, the sequence is not required.

#### First Semester
- HLUC 1410 Diagnostic & Therapeutic Procedures | 4
- HLUC 1420 Health Unit Coordinator Fundamentals | 4
- HLUC 1510 Processing Physicians’ Orders 1 | 3
- HLUC 1511 Processing Physicians’ Orders 2 | 3
- NAST 1111 Nursing Assistant & Home Health Aide | 4
- NAST 1112 Nursing Assistant – Clinical | 1

#### Total Semester Credits | 8

### Second Semester
- Follow special enrollment instructions for the NAST 1111/1112 Courses
- HLUC 2491 Health Unit Coordinator Internship | 3
- NAST 1111 Nursing Assistant & Home Health Aide | 4
- NAST 1112 Nursing Assistant – Clinical | 1

#### Total Semester Credits | 8

### Total Program Credits | 22

---

**Information is subject to change.**  
This Program Requirements Guide is not a contract.
Health Sciences Broad Field  AS DEGREE

Program Overview
The Health Sciences Broad Field AS Degree is designed to provide general education courses for students interested in health sciences, but have not yet decided which specific health care field they intend to pursue.

Career Opportunities
Students enrolled in the Health Sciences Broad Field AS degree will acquire all of the skills and knowledge needed to provide a smooth transition into baccalaureate health-related programs such as:
- Community Health
- Nursing
- Dental Hygiene
- Social Work
- Health Education
- Food and Nutrition
- Exercise Science

Program Outcomes
1. Utilize the English language effectively to read, write, speak, and listen critically.
2. Develop the capacity to identify, discuss, and reflect upon social and behavioral issues.
3. Demonstrate comprehension of human and biological systems.
4. Enhance mathematical and logical thinking techniques.
5. Improve their awareness and understanding of health, wellness, and liberal arts.

Academic Advisors
Transfer Specialists are the Academic Advisors for the Health Sciences Broad Field AS degree and are located in the Transfer Center, Room 1320, Main Floor. For assistance or additional information, please call or email: 651.846.1739 or transfer.center@saintpaul.edu

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Health Sciences Broad Field AS
BS  Exercise Science, Health Teacher Education
    Minnesota State University-Moorhead
BS  Communication Disorders, Foods and Nutrition, Dental Hygiene (limited), Therapeutic Recreation, Dietetics, Nursing (limited), Corrections, Psychology, Health Science, Social Work
    Minnesota State University, Mankato
BS  Human Biology
    Northwestern Health Sciences University
BS  Athletic Training, Community Health, Social Work
    St. Cloud State University
BS  Exercise Science
    Southwest Minnesota State University
BS  Biology, Health, Exercise and Rehabilitative Sciences, Movement Sciences, Exercise Science, Health Promotion, Community Health, Nursing (limited)
    Winona State University
BA  Health Care Administration
    Concordia University, St. Paul

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1740 General Biology 1: The Living Cell</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 1760 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2721 Human Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2722 Human Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2750 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1730 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1740 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1710 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1720 Psychology throughout the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1710 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 1720 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Subtotal</td>
<td>52</td>
</tr>
<tr>
<td>Liberal Arts or Science Electives (MnTC only)</td>
<td>8</td>
</tr>
<tr>
<td>Select a minimum of 8 additional credits from Goals 1-10 of the Minnesota Transfer Curriculum.</td>
<td></td>
</tr>
</tbody>
</table>

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

Program Start Dates
Fall, Spring, Summer

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

First Semester
- BIOL 1740 General Biology 1: The Living Cell ....... 5
- MATH 1730 College Algebra ................................ 3
- BIOL 1760 Nutrition ........................................... 3
- ENGL 1711 Composition 1 ..................................... 4
Total Semester Credits ........................................ 15

Second Semester
- BIOL 2721 Human Anatomy & Physiology 1 .............. 4
- CHEM 1711 Principles of Chemistry 1 ................. 4
- PHIL 1722 Healthcare Ethics ............................ 3
- SPCH 1720 Interpersonal Communication ............ 3
Total Semester Credits ........................................ 14

Third Semester
- BIOL 2722 Human Anatomy & Physiology 2 .............. 4
- PSYC 1710 General Psychology ............................. 4
- MATH 1740 Introduction to Statistics ................. 4
- Any MnTC Elective ........................................... 4
Total Semester Credits ........................................ 16

Fourth Semester
- BIOL 2750 General Microbiology ....................... 4
- PSYC 1720 Psychology throughout the Lifespan .......... 3
- SOCI 1710 Introduction to Sociology .................. 3
- Any MnTC Elective ........................................... 4
Total Semester Credits ........................................ 15

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

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

Reading: Score of 78+ or a grade of “C” or better in READ 0722.
Writing: Score of 78+ or a grade of “C” or better in ENGL 0922.
College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920

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

341S (7194)
Sterile Processing

Program Overview
The Saint Paul College Sterile Processing certificate is a 24-credit program in collaboration with Anoka Technical College that prepares graduates to work in medical facilities that prepare surgical instruments, supplies and equipment necessary for healthcare. This program includes a broad introduction to health sciences, as well as medical language, communication and computers. The program curriculum includes decontamination, preparation, packing, sterilization and sterile storage.

Students who successfully complete the certificate program are prepared for entry-level employment in a sterile processing position, eligible to take the certification examination following 400 hours of professional employment, and eligible to apply to the AAS Surgical Technology Program at Anoka Technical College.

Career Opportunities
The work environment is dynamic and fast-paced. The work is challenging, highly technical, and complex. The performance of this vital department had a major impact on the smooth operation of the many departments to which it provides products and services. Employment opportunities may be within hospitals, outpatient centers, and instrument processing centers.

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development.

Program Outcomes
1. Utilize the English language effectively to read, write, speak, and listen critically.
2. Develop the capacity to identify, discuss, and reflect upon social and behavioral issues.
3. Demonstrate comprehension of human and biological systems.
4. Enhance mathematical and logical thinking techniques.
5. Improve their awareness and understanding of health and wellness.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1471 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 2721 Human Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2722 Human Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 1418 Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1720 Psychology throughout the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1720 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SURG 1003 Sterile Processing*</td>
<td>3</td>
</tr>
<tr>
<td>SURG 1005 Surgical Microbiology*</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Program Credits: 24

*Sterile Processing certificate is a prerequisite for Surgical Technology Associate in Applied Science (AAS) degree at Anoka Technical College.

Additional Program Materials
Students should expect to spend approximately $135 for supplies. This cost is beyond the cost of tuition and fees.

Program Advisor
Rita Schutz rschutz@anokatech.edu
Joseph Buhain joe.buhain@saintpaul.edu

Program Start Dates
Fall, Spring

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

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

Students should consult with the Program Advisor each semester.

First Semester
BTEC 1418 Computer Fundamentals ................. 3
BIOL 1471 Medical Terminology .................... 2
BIOL 2721 Human Anatomy and Physiology 1 ........ 4
BIOL 2722 Human Anatomy and Physiology 2 ........ 4
BTEC 1418 Computer Fundamentals ................. 4
PSYC 1720 Psychology throughout the Lifespan .... 3
SPCH 1720 Interpersonal Communication .......... 3
SURG 1003 Sterile Processing* .................... 3
SURG 1005 Surgical Microbiology* ................ 2

Total Semester Credits: 12

Second Semester
BIOL 2722 Human Anatomy and Physiology 2 ........ 4
SPCH 1720 Interpersonal Communication .......... 3
SURG 1003 Sterile Processing* .................... 3
SURG 1005 Surgical Microbiology* ................ 2

Total Semester Credits: 12

*These courses are not taught on the Saint Paul College campus

Total Program Credits: 24

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

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

Writing: Score of 78+ on Reading Comprehension or grade of C or better in ENGL 0922

Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

BIOL 1740 is a prerequisite for BIOL 2721.

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

Information is subject to change.
This Program Requirements Guide is not a contract.
Medical Laboratory Technician AAS DEGREE

Program Overview
The Medical Laboratory Technician program is a combination of classroom, laboratory and applied experiences that will provide students with training needed for employment in Medical Laboratory careers. Following the didactic coursework, which includes mandatory training in campus student laboratories, students are assigned to a clinical affiliate for the clinical experience. This required portion of the curriculum provides realistic experiences and an opportunity for further learning and demonstration of technical and affective skill competency. The Associate of Applied Science Degree earned prepares graduates to enter employment as a Medical Laboratory Technician or continue their education to earn a baccalaureate degree as a Medical Laboratory Scientist. Medical Laboratory Technicians collect blood, examine and analyze body fluids, tissues and cells. They look for bacteria, parasites, or other microorganisms; count cells and look for abnormal cells; analyze the chemical content of fluids; match blood for transfusions and test for drug levels in the blood to demonstrate how a patient is responding to treatment. They also prepare specimens for examination. They use automated equipment and instruments that perform a number of tests simultaneously, as well as microscopes, cell counters and other kinds of sophisticated laboratory equipment to perform tests. They then analyze the results and relay them to physicians. Qualifications include an interest in science and mathematics, accuracy and attention to detail, strong communication skills, moral and intellectual integrity, self-discipline, an ability to multitask and prioritize workload, and desire to contribute to quality health care. Laboratory workers must have the skills to perform and master a variety of tasks.

Career Opportunities
Laboratory tests are of vital importance to modern medical practice. The need for clinical laboratory workers is expected to remain strong. Increased job openings are expected due to the increased need for laboratory testing in an aging population and also due to vacancies created through retirements of current employees. Employment of medical laboratory professionals is projected to grow 16% from 2014 to 2024 (according to the U.S. Bureau of Labor Statistics). Medical Laboratory Technicians are employed in hospital laboratories, clinics, doctor’s offices, public health agencies and pharmaceutical, industrial, and medical research laboratories.

Program Outcomes
1. The graduate will demonstrate proper use, calibration, adjustment, and operation of most laboratory precision instrumentation including clinical microscopes, spectrophotometers, centrifuges, computers, and automated laboratory analyzers.
2. The graduate will demonstrate standard safety practices in the medical laboratory designed to prevent injury, illness, or loss of life to those working in and/or around medical laboratory equipment with particular emphasis on the skills required for collection and testing of numerous body fluids and specimens using Standard Precautions (including the use of personal protective equipment).
3. The graduate will correlate pathological conditions of the human body, including cause and symptoms, to the laboratory’s role in diagnosis and treatment.
4. The graduate will demonstrate organized work skills as reflected in efficient time and material utilization while performing proficiently and safely in the clinical environment.
5. The graduate will perform a wide variety of testing procedures employed in a medical laboratory and relate the principles of quality assurance and the importance of these procedures to patient safety and the diagnosis and treatment of disease processes in the following areas: clinical chemistry, hematology and hemostasis, urinalysis, microbiology, immunohematology (transfusion medicine) and immunology.
6. The graduate will be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).
7. The graduate will demonstrate preparedness for entry level employment as a Medical Laboratory Technician, including both technical expertise and professionalism.

National Certification Exam
Upon completion of the program, the student is eligible to take an examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).

Textbook and Supply Costs
Students should expect to spend approximately $2,400.00, beyond the cost of tuition and fees, for books, supplies, certification exam, and liability insurance.

Part-time and Full-time Options
Many students attend part-time, which usually increases the program length to 3 years. Part-time students take required general education courses prior to enrolling in the MDLT courses. Once admitted to the MLT Major, students must take all of the required MDLT courses in sequence as prescribed. Students completing the required General Education, developmental or ESL courses and who have not been officially admitted to the MLT program are considered Pre-Medical Laboratory Technician.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Medical Laboratory Technician AAS
BS Clinical Laboratory Science
Winona State University
BS Healthcare and Human Service Management
Saint Mary’s University-Twin Cities Campus
BS Medical Laboratory Science
University of North Dakota
BA Health Care Administration
Concordia University, St. Paul

Application Process
After completing the Saint Paul College application and admission process, students interested in the Medical Laboratory Technician program must submit to Enrollment Services a completed Application to the Medical Laboratory Technician Program form available on the Medical Laboratory Technician Web page: www.saintpaul.edu/MLT. Applicants must meet the following criteria to submit the form:
- Documented readiness for, or completion of, the following required General Education Courses: ENGL 1711 English Composition and CHEM 1711 Principles of Chemistry 1
- Achieve a cumulative GPA of 2.8 or better with a minimum grade of “C” in all college level courses.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920
Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

061A 622A (7044)

Program Requirements and Course Sequence
Continued on next page
**Program Requirements**

All classes must be successfully completed with a grade of "C" or better.

- **Check off when completed**

**MDLT Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1410</td>
<td>Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>MDLT 1400</td>
<td>Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MDLT 1410</td>
<td>Laboratory Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 1421</td>
<td>Hematology 1</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 1422</td>
<td>Hematology 2</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 1430</td>
<td>Urinalysis/Body Fluids</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 1441</td>
<td>Clinical Chemistry 1</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 1442</td>
<td>Clinical Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 1446</td>
<td>Phlebotomy</td>
<td>1</td>
</tr>
<tr>
<td>MDLT 1510</td>
<td>Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 2400</td>
<td>Mycology/Parasitology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2410</td>
<td>Immunohematology</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 2420</td>
<td>Clinical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 2430</td>
<td>Clinical Practice Orientation</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 2591</td>
<td>Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 2593</td>
<td>Comprehensive Examinations</td>
<td>1</td>
</tr>
</tbody>
</table>

**MDLT Core Credits Subtotal**: 43 credits

**General Education/MnTC Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1730</td>
<td>Human Body Systems</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1740</td>
<td>General Biology 1: The Living Cell</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHEM 1712 Principles of Chemistry 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENGL 1711 Composition 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENGL 1712 Composition 2 (recommended)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PSYC 1710 or SOCI 1720 (Goal 5)*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 1710 General Psychology OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOCI 1720 Social Problems (recommended)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHIL 1722 Health Care Ethics (recommended)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Requirements**: 29 credits

**Total Program Credits**: 72 credits

**Course Sequence**

The following Course Sequence is required for full-time students. MDLT Core Courses can only be taken by students who have been officially accepted and admitted into the Medical Laboratory Technician Program.

- [Non-MDLT coursework can be taken prior to acceptance into the MLT Major or during the semester indicated.](#)
- Non-MDLT coursework can be taken prior to acceptance into the MLT Major or during the semester indicated in the presented course sequence.
- Students should consult with the program advisor to develop an appropriate educational plan.

**Fall Semester**

- HLTH 1410 Medical Terminology (Goal 3) | 4 credits
- MDLT 1422 Hematology 2 (Optional) | 1 credit
- MDLT 1452 Learning Lab 2 (Optional) | 1 credit

**Spring Semester**

- MDLT 1421 Hematology 1 | 2 credits
- MDLT 1447 Clinical Chemistry 1 | 1 credit
- BIOL 1730 Human Body Systems (Goal 3) | 3 credits
- CHEM 1711 Principles of Chemistry 1 (Goal 3) | 4 credits

**Total Semester Credits**: 20 credits

**Recommended Supplemental Courses First Semester**

- MDLT 1453 Learning Lab 1 (Optional) | 4 credits
- MDLT 1452 Learning Lab 2 (Optional) | 1 credit

**Summer Term**

- SPCH 1710 Fundamentals of Public Speaking (Goal 1) OR SPCH 1720 Interpersonal Communications | 3 credits
- ENGL 1711 Composition 1 (Goal 1) | 4 credits

**Total Summer Term Credits**: 7 credits

**Fall Semester (Year 2)**

- MDLT 2400 Mycology/Parasitology | 4 credits
- MDLT 2410 Immunohematology | 3 credits
- MDLT 2420 Clinical Microbiology | 4 credits
- MDLT 2430 Clinical Practice Orientation | 2 credits
- MDLT 1453 Learning Lab 3 (Optional) | 1 credit

**Total Semester Credits**: 16 credits

**Recommended Supplemental Courses Fourth Semester**

- MDLT 2455 Learning Lab 5 (Optional) | 1 credit
- MDLT 2456 Learning Lab 6 (Optional) | 1 credit

**Spring Semester (Year 2)**

- MDLT 2455 Learning Lab 5 (Optional) | 1 credit
- MDLT 2456 Learning Lab 6 (Optional) | 1 credit
- MDLT 2457 Learning Lab 6 (Optional) | 1 credit

**Total Program Credits**: 72 credits

*Refer to the Minnesota Transfer Curriculum Course List.

**Program Start Dates**

**Fall**

- Program Faculty
  - Michelle Briski: michelle.briski@saintpaul.edu
  - Lynn Poth: lynn.poth@saintpaul.edu

**Admission into the Program**

Applying by the priority application deadline (listed on the application) does not guarantee admission to the Medical Laboratory Technician Program.

- Applying by the priority application deadline (listed on the application) does not guarantee admission to the Medical Laboratory Technician Program.
- Students should consult with the program advisor to develop an appropriate educational plan.

- After the priority review deadline indicated on the Application to the Medical Laboratory Technician Major, the Medical Laboratory Technician Admissions Committee will review each application in the order submitted on the basis of overall academic ability, GPA of college level courses, and assessment scores. Notification of acceptance into the Medical Laboratory Technician Major will be sent by mail 6 weeks after the deadline date listed on the Application to the Medical Laboratory Technician form.

- Students admitted into the Medical Laboratory Technician program must attend a mandatory Seminar to complete documentation to enter the program.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

- NAACLS
  - 5600 N River RD, Suite 720
  - Rosemount, IL 60018-5119
  - Telephone: 773.714.8880
  - Fax: 773.714.8886
  - E-mail: info@naacls.org
  - Web site: www.naacls.org

---

**Recommended Supplemental Courses**

The following optional Learning Lab courses reinforce the basic skills required for attaining proficiency in performing medical laboratory procedures:

- MDLT 1451 Learning Lab 1 – Introductory Skills | 1 credit
- MDLT 1452 Learning Lab 2 – Introductory Skills | 1 credit
- MDLT 1453 Learning Lab 3 – Intermediate Skills | 1 credit
- MDLT 1454 Learning Lab 4 – Intermediate Skills | 1 credit
- MDLT 2455 Learning Lab 5 – Advanced Skills | 1 credit
- MDLT 2456 Learning Lab 6 – Advanced Skills | 1 credit

**Program Requirements Guide**

*MDLT Core Courses can only be taken by students who have been officially accepted and admitted into the Medical Laboratory Technician Program.*

*Total Program Credits*: 72 credits

---

**Program Faculty**

- Michelle Briski: michelle.briski@saintpaul.edu
- Lynn Poth: lynn.poth@saintpaul.edu

**Admission into the Program**

Applying by the priority application deadline (listed on the application) does not guarantee admission to the Medical Laboratory Technician Program.

- After the priority review deadline indicated on the Application to the Medical Laboratory Technician Major, the Medical Laboratory Technician Admissions Committee will review each application in the order submitted on the basis of overall academic ability, GPA of college level courses, and assessment scores. Notification of acceptance into the Medical Laboratory Technician Major will be sent by mail 6 weeks after the deadline date listed on the Application to the Medical Laboratory Technician form.

- Students admitted into the Medical Laboratory Technician program must attend a mandatory Seminar to complete documentation to enter the program.

---

**Recommended Supplemental Courses**

The following optional Learning Lab courses reinforce the basic skills required for attaining proficiency in performing medical laboratory procedures:

- MDLT 1451 Learning Lab 1 – Introductory Skills | 1 credit
- MDLT 1452 Learning Lab 2 – Introductory Skills | 1 credit
- MDLT 1453 Learning Lab 3 – Intermediate Skills | 1 credit
- MDLT 1454 Learning Lab 4 – Intermediate Skills | 1 credit
- MDLT 2455 Learning Lab 5 – Advanced Skills | 1 credit
- MDLT 2456 Learning Lab 6 – Advanced Skills | 1 credit

**Total Program Credits**: 72 credits

*Refer to the Minnesota Transfer Curriculum Course List.*
Phlebotomy Technician 

Program Overview
The Phlebotomy Technician program is a combination of classroom, laboratory and applied experiences that will provide students with the training needed for employment in phlebotomy careers. Following the on-campus phlebotomy didactic coursework, students are assigned to a clinical affiliate for the clinical experience. This required portion of the curriculum provides an opportunity for demonstration of technical and affective skill competency. Students spend 100 hours at the affiliate where they must perform a minimum of 100 successful blood collection procedures, under the supervision of affiliate staff.

After program completion, graduates are eligible to take the Phlebotomy Technician Certification examination administered through the American Society for Clinical Pathology (ASCP) Board of Certification.

Phlebotomy technicians serve an integral role as members of the healthcare team. Phlebotomy is an entry level position in healthcare. Trained to collect blood specimens from patients, Phlebotomy technicians are skilled professionals who assist physicians in diagnosis and treatment of disease by ensuring the high quality of the specimen they provide for laboratory analysis. They practice safety to protect themselves and the patients they serve. Additionally, because phlebotomy involves significant direct patient contact, these laboratory professionals become the face of the laboratory and must adhere to standards of professional behavior and appearance.

Qualifications include an ability to work accurately under pressure, and to communicate effectively. Phlebotomy technicians like challenge and responsibility and are committed to providing high quality care to patients.

Employment growth in this field is faster than average and is expected to increase by 27% from 2012 – 2022 according to the National Bureau of Labor Statistics.

Career Opportunities
Phlebotomy technicians are employed in a variety of settings including hospitals, clinics, blood donation centers and other outpatient care centers.

Program Outcomes
1. The graduate will demonstrate proper selection and use of phlebotomy equipment for safe specimen procurement that maintains optimal specimen integrity.
2. The graduate will demonstrate awareness of and ability to respond to complications or special considerations.
3. The graduate will demonstrate standard safety practices designed to prevent injury or illness using Standard Precautions (including the use of Personal Protective Equipment).
4. The graduate will demonstrate effective interpersonal/professional/self-management skills to fulfill his/her job responsibilities in interactions with patients, colleagues and other members of the health care team.
5. The graduate will be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).
6. The graduate will demonstrate preparedness for entry level employment as a phlebotomy technician.

This program meets standards set by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):
NAACLS
5600 N River Rd., Suite 720
Rosemount, IL 60018-5119
Telephone: 773.714.8880
Fax: 773.714.8886
Email: info@naacls.org
Website: www.naacls.org

Program Advisor
Lynn Poth lynnpoth@saintpaul.edu

Program Requirements
All classes must be completed with a grade of “C” or better.
☐ Check off when completed
☐ Students must attend a mandatory Phlebotomy Seminar to complete documentation to enter the program.

Course Cr
☐ BIOL 1730 Human Body Systems 3
☐ HLTG 1410 Medical Terminology 1
☐ HLTG 1432 Basic life support for Health Care Provider 1
☐ PHIL 1722 Health Care Ethics 3
☐ PHLB 1405 Phlebotomy 4
   (Registration occurs following mandatory phlebotomy seminar)
☐ PHLB 1410 Phlebotomy Clinical Experience 2
   (Registration occurs following mandatory phlebotomy seminar)
☐ SPCH 1710 Fundamentals of Public Speaking OR SPCH 1720 Interpersonal Communication 3

Total Program Credits 17

Additional Program Requirements
- Grade of “C” (2.0) or higher in all courses with A/F grading criteria
- Pass (P) grade demonstrating satisfactory performance in meeting skill competencies in the PHLB clinical experience course
- Evidence of immunity to specified diseases
- Passing of a criminal background study prior to being placed in a PHLB clinical experience.

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

The College cannot guarantee placement in clinical experiences for students who do not have a clear background study. For more information about the background study process and disqualifying crimes, contact the Minnesota Department of Human Services at 651.296.3802.

Textbook and Supply Costs
Students should expect to spend approximately $680.00 beyond the cost of tuition and fees, for books, supplies (gloves), certification exam and liability insurance. Students are responsible for parking and transportation costs for the clinical experience portion of the program.

Required Phlebotomy Technician Certificate Seminar
Students must attend a mandatory information seminar to learn about program requirements and to complete documentation to enter the program.

Admission to the Program
Students who intend to begin PHLB courses must submit a letter of Intent during the semester preceding enrollment in order to be admitted into the Phlebotomy program. The Letter of Intent form can be accessed from the program website. Completed Letters of Intent should be submitted to Enrollment Services. These will be accepted until the beginning of the next semester, but students who submit their letter of intent before the priority deadline are given preferences for admission to the major. The priority deadline is indicated on the program website. Students will be admitted to the program on a first-ready, first-served basis in the order that the Letters of Intent are received.

Being admitted to Saint Paul College does not imply admission to the Phlebotomy Technician Certificate program.

The Phlebotomy Technician Admissions Committee will review each letter of intent on the basis of overall academic ability, assessment scores, and completion of co-requisite courses.

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

Reading: Score of 78+ on Reading Comprehension or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 31+

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

Program Requirements Guide 2016 – 2017
Phlebotomy Technician CERTIFICATE

Program Overview
The Phlebotomy Technician program is a combination of classroom, laboratory and applied experiences that will provide students with the training needed for employment in phlebotomy careers. Following the on-campus phlebotomy didactic coursework, students are assigned to a clinical affiliate for the clinical experience. This required portion of the curriculum provides an opportunity for demonstration of technical and affective skill competency. Students spend 100 hours at the affiliate where they must perform a minimum of 100 successful blood collection procedures, under the supervision of affiliate staff.

After program completion, graduates are eligible to take the Phlebotomy Technician Certification examination administered through the American Society for Clinical Pathology (ASCP) Board of Certification.

Phlebotomy technicians serve an integral role as members of the healthcare team. Phlebotomy is an entry level position in healthcare. Trained to collect blood specimens from patients, Phlebotomy technicians are skilled professionals who assist physicians in diagnosis and treatment of disease by ensuring the high quality of the specimen they provide for laboratory analysis. They practice safety to protect themselves and the patients they serve. Additionally, because phlebotomy involves significant direct patient contact, these laboratory professionals become the face of the laboratory and must adhere to standards of professional behavior and appearance.

Qualifications include an ability to work accurately under pressure, and to communicate effectively. Phlebotomy technicians like challenge and responsibility and are committed to providing high quality care to patients.

Employment growth in this field is faster than average and is expected to increase by 27% from 2012 – 2022 according to the National Bureau of Labor Statistics.

Career Opportunities
Phlebotomy technicians are employed in a variety of settings including hospitals, clinics, blood donation centers and other outpatient care centers.

Program Outcomes
1. The graduate will demonstrate proper selection and use of phlebotomy equipment for safe specimen procurement that maintains optimal specimen integrity.
2. The graduate will demonstrate awareness of and ability to respond to complications or special considerations.
3. The graduate will demonstrate standard safety practices designed to prevent injury or illness using Standard Precautions (including the use of Personal Protective Equipment).
4. The graduate will demonstrate effective interpersonal/professional/self-management skills to fulfill his/her job responsibilities in interactions with patients, colleagues and other members of the health care team.
5. The graduate will be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).
6. The graduate will demonstrate preparedness for entry level employment as a phlebotomy technician.

This program meets standards set by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):
NAACLS
5600 N River Rd., Suite 720
Rosemount, IL 60018-5119
Telephone: 773.714.8880
Fax: 773.714.8886
Email: info@naacls.org
Website: www.naacls.org

Program Advisor
Lynn Poth lynnpoth@saintpaul.edu

Program Requirements
All classes must be completed with a grade of “C” or better.
☐ Check off when completed
☐ Students must attend a mandatory Phlebotomy Seminar to complete documentation to enter the program.

Course Cr
☐ BIOL 1730 Human Body Systems 3
☐ HLTG 1410 Medical Terminology 1
☐ HLTG 1432 Basic life support for Health Care Provider 1
☐ PHIL 1722 Health Care Ethics 3
☐ PHLB 1405 Phlebotomy 4
   (Registration occurs following mandatory phlebotomy seminar)
☐ PHLB 1410 Phlebotomy Clinical Experience 2
   (Registration occurs following mandatory phlebotomy seminar)
☐ SPCH 1710 Fundamentals of Public Speaking OR SPCH 1720 Interpersonal Communication 3

Total Program Credits 17

Additional Program Requirements
- Grade of “C” (2.0) or higher in all courses with A/F grading criteria
- Pass (P) grade demonstrating satisfactory performance in meeting skill competencies in the PHLB clinical experience course
- Evidence of immunity to specified diseases
- Passing of a criminal background study prior to being placed in a PHLB clinical experience.

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

The College cannot guarantee placement in clinical experiences for students who do not have a clear background study. For more information about the background study process and disqualifying crimes, contact the Minnesota Department of Human Services at 651.296.3802.

Textbook and Supply Costs
Students should expect to spend approximately $680.00 beyond the cost of tuition and fees, for books, supplies (gloves), certification exam and liability insurance. Students are responsible for parking and transportation costs for the clinical experience portion of the program.

Required Phlebotomy Technician Certificate Seminar
Students must attend a mandatory information seminar to learn about program requirements and to complete documentation to enter the program.

Admission to the Program
Students who intend to begin PHLB courses must submit a letter of Intent during the semester preceding enrollment in order to be admitted into the Phlebotomy program. The Letter of Intent form can be accessed from the program website. Completed Letters of Intent should be submitted to Enrollment Services. These will be accepted until the beginning of the next semester, but students who submit their letter of intent before the priority deadline are given preferences for admission to the major. The priority deadline is indicated on the program website. Students will be admitted to the program on a first-ready, first-served basis in the order that the Letters of Intent are received.

Being admitted to Saint Paul College does not imply admission to the Phlebotomy Technician Certificate program.

The Phlebotomy Technician Admissions Committee will review each letter of intent on the basis of overall academic ability, assessment scores, and completion of co-requisite courses.

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

Reading: Score of 78+ on Reading Comprehension or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 31+

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

Continued on next page
Phlebotomy Technician CERTIFICATE (continued)

Program Start Dates
Fall, Spring

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

Students must enroll in PHLB 1405 Phlebotomy and PHLB 1410 Phlebotomy Clinical Experience within the same semester to allow immediate progression to the Phlebotomy Clinical Experience following completion of on campus training. PHLB courses must be taken concurrently with or following successful completion of all other program course requirements with a grade of “C” or better.

The clinical experience typically occurs during the daytime operational hours of our affiliate clinical sites. Students must schedule their courses accordingly with evening or online course offerings.

Sequence for Full-Time Schedule
HLTH 1410 Medical Terminology ................. 1
HLTH 1432 Basic life support for Health Care Provider ................. 1
PHLB 1405 Phlebotomy ......................... 4
   (Registration occurs following the mandatory information session)
PHLB 1410 Phlebotomy Clinical Experience ........ 2
   (Registration occurs following the mandatory information session)
BIOL 1730 Human Body Systems ................ 3
PHIL 1722 Health Care Ethics .................. 3
SPCH 1710 Fundamentals of Public Speaking OR SPCH 1720 Interpersonal Communication ........ 3

Total Program Credits .................. 17
Program Overview
Nursing assistants and Home Health Aides provide direct client care under the direction of a nurse or doctor in a variety of health care settings. Using technical skills learned in both the classroom and clinical setting, nursing assistants and home health aides perform such tasks as feeding, bathing, positioning, ambulating and comfort measures for the client. Students explore and discuss legal, ethical and safety issues in client care. Students are prepared to take the National Nurse Aide Assessment Program (NNAAP) test to be placed on the Minnesota State Nursing Assistant Registry.

Qualifications include achieving appropriate assessment scores as indicated in Minimum Program Entry Requirements.

Licensing certification or registry status are independent of graduation requirements.

Career Opportunities
Graduates of the Nursing Assistant/Home Health Aide Program must successfully take and complete the nursing assistant test exam administered through the designated State testing service to be placed on the Minnesota State Nursing Assistant Registry. Nursing assistants must be on the registry to be employed in the long term care setting.

In Minnesota, employment for nursing assistants is expected to grow at an average rate. Nationally, the number of jobs is expected to grow faster than average.

Upon completion of this course, certified nursing homes or certified boarding care homes are required to reimburse for training and testing expenses paid by the student. This is to be done 90 days from the date of employment. Note: reimbursement is not paid to third parties.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates will be prepared to provide direct client care in a long term care facility or home health care setting.
2. Graduates will be prepared to meet the requirements to be placed on the Minnesota State Nursing Assistant Registry.

Program Faculty
Please contact the Health Programs Administrative Assistant at 651.846.1413.

Additional Program Material Costs
Students should expect to spend approximately $327.00 beyond the cost of tuition and fees for Minnesota registry test, books, supplies or uniforms.

Program Requirements
☐ Check off when completed

Course                                                                 Cr
NAST 1111 Nursing Assistant & Home Health Aide ...................... 4
NAST 1112 Nursing Assistant – Clinical .............................. 1
Total Program Credits .............................................. 5

Program Start Dates
Fall, Spring, Summer

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

Reading: Score of 38+ or grade of “C” or better in READ 0721
OR
ESL Reading: Score of 81 or better

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

Information is subject to change.
This Program Requirements Guide is not a contract.
Pharmacy Technician AAS DEGREE

Program Overview
Pharmacy technicians play an integral role in assisting pharmacists with medication dispensing. Pharmacy technicians work in hospitals, drug stores, and other medical settings. Pharmacy technicians perform a variety of duties that require strong attention to detail. Pharmacy Technicians perform duties such as, entering prescription orders into the computer, preparing medications for pharmacist verification (including measuring and sometimes mixing the medication), maintaining accurate patient records, performing calculations, and providing customer service.

This program prepares students to take the Pharmacy Technician Certification Exam.

Career Opportunities
Pharmacy technicians work in hospitals, drug stores, specialty pharmacies, and insurance company settings. Employment projections indicate an increase of 32% from 2010 to 2020, according to the U.S. Bureau of Labor Statistics.

Program Outcomes
1. Graduates will have skills to provide medications to patients including ordering stocking and packaging.
2. Graduates will understand and apply skills in institutional setting in sterile product processing.
3. Graduates will have mastered the general education requirements for work and life.
4. Graduates will be able to perform administrative duties in a variety of pharmacy related workplace settings.
5. Graduates will apply appropriate customer service skills in a hospital or retail based pharmacy.
6. Graduates will be prepared to take the Pharmacy Technician Certification Exam.
7. Graduates will demonstrate an understanding of all regulations that govern pharmacy technicians.
8. Graduates will perform duties as a pharmacy technician in retail and hospital environments.
9. Graduates will demonstrate the ability to prepare and interpret pharmacy orders accurately.
10. Graduates will exhibit work ethic characteristics of professionalism, responsibility and dependability.
11. Graduates will apply knowledge of basic sciences to the practice of pharmacy technology.
12. Graduates will demonstrate ability to communicate with patients, health care providers and colleagues.

Program Advisor
Hannah Kokesh  hannah.kokesh@saintpaul.edu

Additional Program Material Costs
Students should expect to spend approximately $750.00 beyond the cost of tuition and fees for books, supplies, uniforms, parking at internship site, and liability insurance fee. There are additional fees for the certification exam and board of pharmacy registration (see below).

Licenses/Testing
- Certification Exam $120.00
- Minnesota Board of Pharmacy Registration $35.00

Application Process
After completing the Saint Paul College application and admission process, students interested in the Pharmacy Technician program must submit a completed Application to Pharmacy Technician Program form available on the Pharmacy Technician Web page: www.saintpaul.edu/PharmacyTech and meet the following criteria:
- Completion of BIOL1730 – Human Body Systems (Must earn a grade of “C” or better in this course)
- Completion of HLTH1410 – Medical Terminology (Must earn a grade of “C” or better in this course)
- Achieve a cumulative GPA of 2.8 or better

Admission to the Program
Applying by the priority application deadline (listed on the application) does not guarantee admission to the Pharmacy Technician Program. Being admitted to Saint Paul College does not imply admission into the Pharmacy Technician Program. The Pharmacy Technician Admissions Committee will review each application on the basis of overall academic ability, GPA of college level courses, and performance in BIOL1730 and HLTH 1410. Students admitted into the Pharmacy Technician Program must attend a mandatory seminar to complete documentation to enter the program.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/transfer.

Pharmacy Technician AAS
- Individualized Studies
  - Metropolitan State University
- Healthcare and Human Service Management
  - Saint Mary’s University-Twin Cities Campus
- Health Care Administration
  - Concordia University, St. Paul

Program Requirements Guide 2016 – 2017

Program Requirements
All courses must be successfully completed with a grade of “C” or better.

Course            Cr
- PHAR 1710 Pharmacy Law and Ethics                   3
- PHAR 1715 Fundamentals of Pharm Tech 1            5
- PHAR 1720 Foundations of Pharmaceutical Calculations  4
- PHAR 1730 Principles of Pharmacy                  5
- PHAR 1735 Pharmacy Medication Tech                 1
- PHAR 1750 Pharmacy Internship 1 - Retail          3
- PHAR 2710 Fundamentals of Pharm Tech 2             5
- PHAR 2720 Pharmacy Sterile Products Lab           5
- PHAR 2740 Pharmacotherapy of Disease Processes     4
- PHAR 2750 Pharmacy Internship 2 - Hospital        4
- HLTH 1410 Medical Terminology                      1

Subtotal ........................................ 40

General Education/MnTC Requirements

Goal 1: Communication ................................ 7
- ENGL 1711 Composition 1 – 4 cr
- SPCH XXXX (Goal 1 only) – 3 cr
- Goal 3: Natural Sciences
  - BIOL 1730 Human Body Systems – 3 cr
  - CHEM 1711 Principles of Chemistry – 4 cr
- Goal 5: History, Social Science and Behavioral Sciences ........................................ 3
- PSYC 1720 Psychology throughout the Lifespan – 3 cr
- Goal 6: Humanities & Fine Arts .................................. 3
- PHIL 1722 Healthcare Ethics – 3 cr

General Education Requirements .................. 20

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

Continued on next page

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

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

Reading: Score of 78+ or a grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or a grade of “C” or better in ENGL 0922
College Level Mathematics: Score of 50+ or a grade of “C” or better in MATH 0920

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

310A (6109)
Program Requirements Guide

Pharmacy Technician  AAS DEGREE (continued)

Program Start Dates

Fall

Course Sequence

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

All courses must be successfully completed with a grade of "C" or better. Students must meet minimum program entry requirements.

First Semester
PSYC 1720 Psychology throughout the Lifespan ........ 3
HLTH 1410 Medical Terminology .......................... 1
BIOL 1730 Human Body Systems .......................... 3
SPCH XXXX (Goal 1 only) ..................................... 3
CHEM 1711 Principles of Chemistry ...................... 4
Total Semester Credits .......................................... 14

Second Semester
PHAR 1710 Pharmacy Law and Ethics ..................... 3
PHAR 1715 Fundamentals of Pharmacy Technology 1 .......... 5
PHAR 1720 Foundations of Pharmaceutical Calculations ........ 4
ENGL 1711 Composition 1 ..................................... 4
Total Semester Credits .......................................... 16

Third Semester
PHAR 1730 Principles of Pharmacy ........................ 5
PHAR 1735 Pharmacy Medication Technology .............. 1
PHAR 1750 Pharmacy Internship 1 – Retail .................. 3
PHAR 2710 Fundamentals of Pharmacy Technology 2 ........ 5
Total Semester Credits .......................................... 14

Fourth Semester
PHAR 2720 Pharmacy Sterile Products Lab ................ 5
PHAR 2740 Pharmacotherapy of Disease Processes ........ 4
PHAR 2750 Pharmacy Internship 2 - Hospital .............. 4
PHIL 1722 Healthcare Ethics .................................... 3
Total Semester Credits .......................................... 16

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

Saint Paul College’s Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE).
Pharmacy Technician DIPLOMA

Program Overview
Pharmacy technicians play an integral role in assisting pharmacists with medication dispensing. Pharmacy technicians work in hospitals, drug stores, and other medical settings. Pharmacy technicians perform a variety of duties that require strong attention to detail. Pharmacy Technicians perform duties such as, entering prescription orders into the computer, preparing medications for pharmacist verification (including measuring and sometimes mixing the medication), maintaining accurate patient records, performing calculations, and providing customer service.

This program prepares students to take the Pharmacy Technician Certification Exam.

Career Opportunities
Pharmacy technicians work in hospitals, drug stores, specialty pharmacies, and insurance company settings. Employment projections indicate an increase of 32% from 2010 to 2020, according to the U.S. Bureau of Labor Statistics.

Program Requirements

Program Requirements Guide

Program Advisor
Hannah Kokesh  hannah.kokesh@saintpaul.edu

Additional Program Material Costs
Students should expect to spend approximately $450.00 beyond the cost of tuition and fees for books, supplies, uniforms and liability insurance fee. There are additional fees for the certification exam and Board of Pharmacy Registration (see below).

Licenses/Testing
- Certification Exam $120.00
- Minnesota Board of Pharmacy Registration $35.00

Application Process
After completing the Saint Paul College application and admission process, students interested in the Pharmacy Technician program must submit a completed Application to Pharmacy Technician Program form available on the Pharmacy Technician Web page: www.saintpaul.edu/PharmacyTech and meet the following criteria:

- Completion of BIOL1730 – Human Body Systems (Must earn a grade of “C” or better in this course)
- Completion of HLTH1410 – Medical Terminology (Must earn a grade of “C” or better in this course)
- Achieve a cumulative GPA of 2.8 or better

Admission to the Program
Applying by the priority application deadline (listed on the application) does not guarantee admission to the Pharmacy Technician Program. Being admitted to Saint Paul College does not imply admission into the Pharmacy Technician Program. The Pharmacy Technician Admissions Committee will review each application on the basis of overall academic ability, GPA of college level courses, and performance in BIOL1730 and HLTH 1410. Students admitted into the Pharmacy Technician Program must attend a mandatory seminar to complete documentation to enter the program.

Program Requirements

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculations</td>
<td>PHAR 1710 Pharmacy Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 1715 Fundamentals of Pharm Tech</td>
<td>5</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 1720 Foundations of Pharmaceutical Calculations</td>
<td>4</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 1730 Principles of Pharmacy</td>
<td>5</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 1735 Pharmacy Medication Tech</td>
<td>1</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 1750 Pharmacy Internship 1 - Retail</td>
<td>3</td>
</tr>
<tr>
<td>Calculations</td>
<td>PHAR 2740 Pharmacotherapy of Disease Processes</td>
<td>4</td>
</tr>
<tr>
<td>Calculations</td>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>Calculations</td>
<td>PSYC 1720 Psychology throughout the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>Calculations</td>
<td>BIOL 1730 Human Body Systems</td>
<td>3</td>
</tr>
<tr>
<td>Calculations</td>
<td>SPCH XXXX (Goal 1 only)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits ................. 35

Program Start Dates
Fall

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

All courses must be successfully completed with a grade of “C” or better. Must meet minimum program entry requirements.

First Semester
- PSYC 1720 Psychology throughout the Lifespan .... 3
- HLTH 1410 Medical Terminology 1  ............... 1
- BIOL 1730 Human Body Systems  ............... 3
- SPCH XXXX (Goal 1 only)  .................. 3
- Total Semester Credits ...................... 10

Second Semester
- PHAR 1710 Pharmacy Law and Ethics.  ........ 3
- PHAR 1715 Fundamentals of Pharmacy Technology 1  ........ 5
- PHAR 1720 Foundations of Pharmaceutical Calculations  .......... 4
- Total Semester Credits ...................... 12

Third Semester
- PHAR 1730 Principles of Pharmacy.  ........ 5
- PHAR 1735 Pharmacy Medication Technology.  .... 1
- PHAR 1750 Pharmacy Internship 1 – Retail.  .... 3
- PHAR 2740 Pharmacotherapy of Disease Processes  .... 4
- Total Semester Credits ...................... 13
- Total Program Credits ...................... 35

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

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

- Reading: Score of 78+ or a grade of “C” or better in READ 0722
- Writing: Score of 78+ on Reading Comprehension or a grade of “C” or better in ENGL 1415

College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920

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

Program Start Dates
Fall

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

All courses must be successfully completed with a grade of “C” or better. Must meet minimum program entry requirements.

First Semester
- PSYC 1720 Psychology throughout the Lifespan .... 3
- HLTH 1410 Medical Terminology 1  ............... 1
- BIOL 1730 Human Body Systems  ............... 3
- SPCH XXXX (Goal 1 only)  .................. 3
- Total Semester Credits ...................... 10

Second Semester
- PHAR 1710 Pharmacy Law and Ethics.  ........ 3
- PHAR 1715 Fundamentals of Pharmacy Technology 1  ........ 5
- PHAR 1720 Foundations of Pharmaceutical Calculations  .......... 4
- Total Semester Credits ...................... 12

Third Semester
- PHAR 1730 Principles of Pharmacy.  ........ 5
- PHAR 1735 Pharmacy Medication Technology.  .... 1
- PHAR 1750 Pharmacy Internship 1 – Retail.  .... 3
- PHAR 2740 Pharmacotherapy of Disease Processes  .... 4
- Total Semester Credits ...................... 13
- Total Program Credits ...................... 35

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

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

- Reading: Score of 78+ or a grade of “C” or better in READ 0722
- Writing: Score of 78+ on Reading Comprehension or a grade of “C” or better in ENGL 1415

College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920

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

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

- Reading: Score of 78+ or a grade of “C” or better in READ 0722
- Writing: Score of 78+ on Reading Comprehension or a grade of “C” or better in ENGL 1415

College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920

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

Practical Nursing DIPLOMA

Program Overview
Under the supervision of registered nurses and physicians, licensed practical nurses provide bedside care, monitor patients, gather information, evaluate patient needs and contribute to the patient’s care. Licensed practical nurses administer medications and perform treatments. Licensed practical nurses utilize observation, critical thinking, decision-making and communication skills in caring for patients. The Practical Nursing Diploma is designed to meet the requirements to become licensed as a Practical Nurse.

Career Opportunities
Employment of LPN’s is expected to increase faster than the average for all occupations. The best opportunities will occur in nursing care facilities and home health care services. This is in response to the long-term care needs of an increasing elderly population. Graduates may be employed in long-term care centers, clinics, home care agencies, hospice, hospitals and transitional care units. Upon completion of the program, the graduate will be prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Program Outcomes
1. The graduate will participate in the nursing process of assessment, planning, implementation and evaluation to provide basic safe and effective nursing care to patients.
2. The graduate will communicate effectively with patients, families, significant others and health care personnel.
3. The graduate will meet the student learning outcomes of the Nursing program.
4. The graduate will be prepared to take the NCLEX-PN licensure exam.
5. The graduate will be prepared for job placement in nursing care.

Program Faculty
Laura McClure
laure.mcclure@saintpaul.edu
Pepper McDonald
pepper.mcdonald@saintpaul.edu
Joy Seymour
joy.seymour@saintpaul.edu
Wossen Tsegaw
wossen.tsegaw@saintpaul.edu

Part-time/Full-time Options
Part-time and full-time options are available. PRNS theory courses are scheduled days and evenings. Clinical experiences may be scheduled both days and evenings due to clinical site availability. Costs differ depending on part-time or full-time enrollment.

Required CPR course
Students are required to successfully complete a cardiopulmonary resuscitation (CPR) course prior to registering for PRNS 1482 Clinical 2.

Application Process
Prior to submitting the Application to Practical Nursing Major form, an applicant must:
1. Complete the ACCUPLACER assessment and meet Minimum Program Entry Requirements (see below box).
2. Complete all pre-requisites prior to PRNS courses (listed on the back of this guide)
3. Attend a Practical Nursing Information Session. An overview of the program is presented that includes: expectations, schedule of classes/clinical, and requirements for admission.
4. Complete the Test of Essential Academic Skills (TEAS V).
5. Submit a record of the required immunizations prior to the semester in which the student registers for clinical courses.

The nursing admissions committee will review each application and determine admission on the basis of overall academic performance, including all previous college course work, GPA, ACCUPLACER assessment scores and Test of Essential Academic Skills (TEAS V) scores. Notification of acceptance into the Practical Nursing major will be sent approximately 2-3 weeks after the admissions committee has met.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+

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

This program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020
Web site: www.acenursing.org

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

All classes must be successfully completed with a grade of “C” or better.

Preliminary courses and requirements:
The following four (4) courses, required Practical Nursing Information Session and TEAS Test, must be completed prior to submitting your Application to Practical Nursing Major form.

☐ Check off when completed
☐ HLTH 1410 Medical Terminology ............................................... 1
   Health Core Credits .......................................................... 1
☐ BIOL 1730 Human Body Systems .............................................. 3
☐ ENGL 1711 Composition 1 (Fulfills Gen. Ed. Requirement - Goal 1) ...... 4
☐ PSYC 1720 Psychology throughout the Lifespan ............................ 3
   (Fulfills Gen. Ed. Requirement – Goal 5)
   General Education Requirements ........................................... 10
☐ Information Session: Attend required Practical Nursing Information Session to receive ticket to take Test of Essential Academic Skills (TEAS)
☐ TEAS Test: Complete Test of Essential Academic Skills (TEAS)

PRNS Core Courses .................................................. Cr
☐ PRNS 1425 Essentials of Clinical Pharmacology ............................ 2
☐ PRNS 2410 Psycho/Social Nursing .............................................. 2
☐ PRNS 1435 Foundations of Nursing ........................................... 4
☐ PRNS 1521 Nursing Care of Adults 1 ........................................ 4
☐ PRNS 1481 Clinical 1 ............................................................ 3
☐ Evidence of current CPR certification must be presented prior to taking PRNS 1482 Clinical 2.
☐ PRNS 1482 Clinical 2 ............................................................ 3
☐ PRNS 1483 Clinical 3 ............................................................ 3
☐ PRNS 1524 Nursing Care of Adults 2 ........................................ 3
☐ PRNS 1530 Maternal Child Health .......................................... 3
☐ PRNS 2491 Transition to Practice .............................................. 2
   Health Core Credits .......................................................... 29
   General Education Requirements ......................................... 10

Total Program Credits .............................................. 40

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

HLTH 1410 Medical Terminology ............................................. 1
BIOL 1730 Human Body Systems .............................................. 3
ENGL 1711 Composition 1 (Fulfills Gen. Ed. Requirement – Goal 1) ...... 4
PSYC 1720 Psychology throughout the Lifespan ............................ 3
   (Fulfills Gen. Ed. Requirement – Goal 5)
Pre-Nursing Credits ............................................................. 11

Second Semester

Practical Nursing Courses
PRNS 1425 Essentials of Clinical Pharmacology ............................ 2
PRNS 1435 Foundations of Nursing ........................................... 4
PRNS 1481 Clinical 1 ............................................................ 3
PRNS 1521 Nursing Care of Adults 1 ........................................ 4
PRNS 2410 Psycho/Social Nursing .............................................. 2
Evidence of current CPR certification must be presented prior to taking PRNS 1482 Clinical 2.
PRNS Core Credits ............................................................. 15

Third Semester

Practical Nursing Courses
PRNS 1482 Clinical 2 ............................................................ 3
PRNS 1483 Clinical 3 ............................................................ 3
PRNS 1524 Nursing Care of Adults 2 ........................................ 3
PRNS 1530 Maternal Child Health .......................................... 3
PRNS 2491 Transition to Practice .............................................. 2
PRNS Core Credits ............................................................. 14

Total Program Credits .............................................. 40
Program Overview
The Public Health AS degree is designed for students who plan to pursue a bachelor's degree in public health, health education, community health, epidemiology, health administration, or environmental health. The program builds upon foundational knowledge of the biological sciences and emphasizes communication, cultural competency, and the ability to interpret qualitative and quantitative research. Students admitted to the program will explore the public health system, population health challenges, biometric and social determinants of health, and public health preparedness through a variety of applied learning and community service opportunities.

Career Opportunities
Want to help change lives? Public Health professionals work in federal, state, and non-profit agencies, as well as in academic institutions, hospitals, and clinics. They influence change through education, health promotion, research, and policy. Specific job titles may include; health educator, healthcare administrator, emergency preparedness specialist, field investigator, food-safety inspector, epidemiologist, public health nurse, WIC nutrition specialist, or refugee coordinator. According to the U.S. Department of Labor on Occupational Outlooks, public health related fields will experience between 19-23% growth in 2012-2022 (www.bls.gov)

Program Outcomes
1. Identify concepts of personal and population health and disease, including evidence-based interventions that address health-related needs.
2. Discuss concepts of marketing, analysis, selection, and decision-making regarding health care, products, services, and health providers.
3. Describe key concepts of public health, including the history, core values, and practice.
4. Explain the key concepts, purpose and theories of public health education and promotion.
5. Define major components in health care management and administration, including the characteristics and organizational structure of the public health systems.
6. Discuss the historical development of environmental health, focusing on the basic relationships between the physical environment and human health.
7. Describe key concepts of global health, including demographic and epidemiological transitions, measures of health status, and the burden of disease.
8. Explain the ways in which public health core competencies are used in public health work.

Program Faculty
Heidie Lish, MPH, RD  heidie.lish@saintpaul.edu

Program Advisor
Transfer Specialists are the Academic Advisors for the Public Health Associates. They are located in the Transfer Center, Room 1320 - main floor. For assistance or additional information about the specific articulation agreements, please call or email the Transfer Center at 651.846.1739 or transfer.center@saintpaul.edu

Program Requirements
☐ Check off when completed
Core required Courses  Cr
☐ PUBH 1700 Personal & Community Health ........... 3  
☐ PUBH 1710 Consumer Health .................... 3  
☐ PUBH 2700 Public Health Overview ................. 3  
☐ PUBH 2710 Public Health Education .................. 3  
☐ PUBH 2720 Global Health .......................... 3  
☐ PUBH 2770 Public Health Practicum ................. 2  

Choose 1 course for your focus area ............... 3  
☐ PUBH 2730 Public Health Administration .......... 3  
☐ PUBH 2740 Environmental Health ............. 3  
☐ PUBH 2750 Public Health Advocacy & Leadership in Action ...... 3  

Subtotal................................................. 20

MnTC Requirement Courses  Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication .......................... 12  
  ENGL 1711 Composition 1 - 4cr  
  ENGL 1712 Composition 2 - 2cr  
  SPCH 1710 Fundamentals of Public Speaking - 3cr  
  SPCH 1730 Intercultural Communications - 3cr  
☐ Goal 3 Natural Science .......................... 16  
  BIOL 1740 General Biology - 5 cr  
  BIOL 1760 Nutrition - 3 cr  
  BIOL 2721 Anatomy & Physiology 1 - 4 cr  
  BIOL 2722 Anatomy & Physiology 2 OR  
  CHEM 1711 Principles of Chemistry - 4cr  
☐ Goal 4: Mathematical/Logical Reasoning ....... 4  
  MATH 1740 Statistics - 4 cr  
☐ Goal 5: History, Social Science, and Behavioral Sciences ................. 8  
  PSYC 1710 General Psychology - 4cr  
  SOCI 1710 Intro to Sociology - 4cr  

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

Transfer Opportunities
Saint Paul College has transfer articulation agreements between this program(s) and post-secondary institution(s) for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Public Health AS Degree
BA Community Health Science  Concordia University
BS Healthcare and Human Service Management  Saint Mary's University-Twin Cities Campus
BS Community Health  Saint Cloud State University
BA Health Care Administration  Concordia University, St. Paul

Program Start Dates
Fall, Spring, Summer

Additional Requirements
• At least 60 earned college-level credits (40 MnTC credits and 20 additional MnTC, pre-major or elective credits)
• A grade of ”C” or better in ENGL 1711
• Cumulative GPA of 2.0
• Minnesota Transfer Curriculum (MnTC) cumulative GPA of 2.0
• Meet Saint Paul College residency requirement: 20 credits. This requirement may be reduced to 12 credits with transfer of at least 12 college-level credits from another Minnesota State College and University or the University of Minnesota.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922
College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920
Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

This Program Requirements Guide is not a contract.
## Course Sequence

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

### First Semester
- PUBH 1700 Personal & Community Health ............ 3
- ENGL 1711 Composition 1  ...................... 4
- SPCH 1710 Fundamentals of Public Speaking ........ 3
- BIOL 1740 General Biology 1  .................... 5
- **Total Semester Credits** .......................... 15

### Second Semester
- PUBH 1710 Consumer Health  ..................... 3
- SPCH 1730 Intercultural Communications .......... 3
- MATH 1740 Intro to Statistics  ..................... 4
- ENGL 1712 Composition 2  ...................... 2
- BIOL 2721 Anatomy & Physiology I ................. 4
- **Total Semester Credits** .......................... 16

### Third Semester
- PUBH 2700 Public Health Overview ................. 3
- PUBH 2710 Public Health Education ................. 3
- BIOL 2722 Anatomy & Physiology 2 OR  
  CHEM 1711 Principles of Chemistry ............... 4
- PSYC 1710 General Psychology ..................... 4
- **Total Semester Credits** .......................... 14

### Fourth Semester
- PUBH 2720 Global Health  .......................... 3
- PUBH 2XXX Focus area course ....................... 3
- BIOL 1760 Nutrition  .............................. 3
- SOCI 1710 Introduction to Sociology ............. 4
- PUBH 2770 Public Health Practicum ................ 2
- **Total Semester Credits** .......................... 15

**Total Program Credits** .......................... 60
Respiratory Therapist  AAS DEGREE

Program Overview
Under the supervision of registered nurses, Respiratory Therapists administer gas therapy, aerosol medications, various breathing treatments, and chest physiotherapy. They provide mechanical ventilation, special diagnostic and therapeutic procedures, and cardiopulmonary resuscitation. Laboratory procedures including pulmonary function testing and arterial blood-gas analysis are also performed.

Preparation best suited for this program includes excellent reading skills, biology, chemistry and physics. High school algebra is required for this program. Further, one should have good manual dexterity and an ability to lift fifty pounds.

Upon completion of the program the student is eligible to take the National Certification exam. Certification is independent of graduation requirements and licensure.

Career Opportunities
Employment of respiratory therapists is expected to increase much faster than the average for all occupations because of substantial growth of the middle-aged and elderly population, a development that will heighten the incidence of cardiopulmonary disease. Respiratory Therapists are employed by hospitals, clinics or laboratories and home care agencies. Graduates may find employment through contacts made during the clinical training experiences and employment requests received by the instructional staff.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates will have demonstrated knowledge and skills in Respiratory Therapy clinical experiences.
2. Graduates will have demonstrated knowledge and skills in Respiratory Therapy clinical simulations.
3. Graduates will be prepared to take the National Certification Exam.
4. Graduates will be prepared for employment as Respiratory Therapists.
5. Graduates will have successfully mastered the general education program requirements for work and life roles.

Program Faculty
Joseph Buhain  joseph.buhain@saintpaul.edu
Kathy Ross  kathy.ross@saintpaul.edu
Judy Russell  judy.russell@saintpaul.edu

Full-Time Only
Students in this program must be enrolled full-time with a cohort of students. Technical courses are offered only during the day.

Textbook and Supply Costs
Students should expect to spend approximately $2,000, beyond the cost of tuition and fees, for books, for lab coat and other supplies. Additional costs include an ACLS, PALS, BLS course.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Respiratory Therapist AAS
BS  Pulmonary Science
   Concordia University

BAH  Applied Health
   University of Minnesota, Crookston

BAS  Healthcare Leadership & Administration
   Winona State University

BS  Healthcare and Human Service Management
   Saint Mary’s University-Twin Cities Campus

BA  Individualized Studies
   Metropolitan State University

BA  Health Care Administration
   Concordia University, St. Paul

Application Process
In addition to completing the regular Saint Paul College application and admission process, students interested in the Respiratory Therapist program must submit a completed Application to Respiratory Therapist Major form and meet the following criteria:

- Completion of the following required General Education courses:
  - BIOL 1740 General Biology 1: The Living Cell
  - ENGL 1711 English Composition
- Documented readiness for, or completion of, the following required General Education courses:
  - CHEM 1711 Principles of Chemistry 1
  - Prerequisite for Chemistry 1
- Intermediate Algebra or appropriate assessment score.
- GPA of 3.0 or above
- Meet with Respiratory Therapist Clinical Director or Program Director prior to application deadline.

The Respiratory Therapist Admissions Committee will review each application on the basis of overall academic ability, GPA of college level courses, assessment scores, and meeting the above criteria. Notification of acceptance into the Respiratory Therapist Major will be sent by mail 6-weeks after the deadline date stated on the Application to Respiratory Therapist Major form. The Application to Respiratory Therapist Major form is available on the Respiratory Therapist Program Web page www.saintpaul.edu/RespTher

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

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

Writing: Score of 78+ on Reading Comprehension or grade of “C” or better in ENGL 0922

College Level Mathematics: Score of 50+ or grade of “C” or better in MATH 0920

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

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

All classes must be successfully completed with a grade of “C” or better.

- **Check off when completed**

### Program Prerequisite

HLTH 1410 Medical Terminology (1cr)

### Preliminary courses and requirements:

**Pre-Application to Respiratory Therapist Courses**

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1740 General Biology: The Living Cell (MnTC Goal 4)</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 1711 Composition 1 (MnTC Goal 1)</td>
<td>4</td>
</tr>
<tr>
<td>General Education Requirements Subtotal</td>
<td>9</td>
</tr>
</tbody>
</table>

**Preliminary Courses**

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1711 Principles of Chemistry I (Goal 3)</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1730 Human Body Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1720 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements Subtotal</td>
<td>10</td>
</tr>
</tbody>
</table>

- Completion of American Heart Association BLS with AED (CPR) course, grade of “C” or better. Will be completed during the first fall semester of Respiratory Therapist major. (American Red Cross training does not fulfill the requirement).

- Completion of American Heart Association, ACLS, PALS, AMLS course, grade of “C” or better will be completed within second year of college program.

### RESP Core Courses

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP 1411 Respiratory Care Essentials</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1412 Respiratory Care Essentials Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 1510 Cardiopulmonary Pathophysiology 1</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1521 Respiratory Care Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1522 Respiratory Care Therapeutics Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 1540 Respiratory Care Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1591 Respiratory Care Clinical 1</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1592 Respiratory Care Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1593 Respiratory Care Clinical 3</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1597 Respiratory Care Clinical 4</td>
<td>5</td>
</tr>
<tr>
<td>RESP 1598 Respiratory Care Clinical 5</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21411 Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21412 Mechanical Ventilation Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21420 Cardiopulmonary Pathophysiology 2</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21430 Neonatal/Pediatric Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21440 Management of the Critically Ill Patient</td>
<td>4</td>
</tr>
<tr>
<td>RESP 21503 Cardiopulmonary Diagnostics</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21507 Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21510 Survey of Human Disease</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21572 Advanced Clinical Life Support Simulation Training</td>
<td>4</td>
</tr>
<tr>
<td>RESP Core Credits Subtotal</td>
<td>53</td>
</tr>
</tbody>
</table>

### General Education/MnTC Requirements

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1711 Principles of Chemistry I (Goal 3)</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1411 Respiratory Care Essentials</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1510 Cardiopulmonary Pathophysiology 1</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1521 Respiratory Care Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1591 Respiratory Care Clinical 1</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1592 Respiratory Care Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1593 Respiratory Care Clinical 3</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1597 Respiratory Care Clinical 4</td>
<td>5</td>
</tr>
<tr>
<td>RESP 1598 Respiratory Care Clinical 5</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21411 Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21412 Mechanical Ventilation Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21420 Cardiopulmonary Pathophysiology 2</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21430 Neonatal/Pediatric Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21440 Management of the Critically Ill Patient</td>
<td>4</td>
</tr>
<tr>
<td>RESP 21503 Cardiopulmonary Diagnostics</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21507 Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21510 Survey of Human Disease</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21572 Advanced Clinical Life Support Simulation Training</td>
<td>4</td>
</tr>
<tr>
<td>RESP Core Credits Subtotal</td>
<td>53</td>
</tr>
</tbody>
</table>

### General Education Requirements Total

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1711 Principles of Chemistry I (Goal 3)</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1411 Respiratory Care Essentials</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1510 Cardiopulmonary Pathophysiology 1</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1521 Respiratory Care Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1591 Respiratory Care Clinical 1</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1592 Respiratory Care Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1593 Respiratory Care Clinical 3</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1597 Respiratory Care Clinical 4</td>
<td>5</td>
</tr>
<tr>
<td>RESP 1598 Respiratory Care Clinical 5</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21411 Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21412 Mechanical Ventilation Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21420 Cardiopulmonary Pathophysiology 2</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21430 Neonatal/Pediatric Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21440 Management of the Critically Ill Patient</td>
<td>4</td>
</tr>
<tr>
<td>RESP 21503 Cardiopulmonary Diagnostics</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21507 Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21510 Survey of Human Disease</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21572 Advanced Clinical Life Support Simulation Training</td>
<td>4</td>
</tr>
<tr>
<td>RESP Core Credits Subtotal</td>
<td>53</td>
</tr>
</tbody>
</table>

### Total Program Credits

- **Cr**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1711 Principles of Chemistry I (Goal 3)</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1411 Respiratory Care Essentials</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1510 Cardiopulmonary Pathophysiology 1</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1521 Respiratory Care Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1591 Respiratory Care Clinical 1</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1592 Respiratory Care Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1593 Respiratory Care Clinical 3</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1597 Respiratory Care Clinical 4</td>
<td>5</td>
</tr>
<tr>
<td>RESP 1598 Respiratory Care Clinical 5</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21411 Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21412 Mechanical Ventilation Lab</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21420 Cardiopulmonary Pathophysiology 2</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21430 Neonatal/Pediatric Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21440 Management of the Critically Ill Patient</td>
<td>4</td>
</tr>
<tr>
<td>RESP 21503 Cardiopulmonary Diagnostics</td>
<td>1</td>
</tr>
<tr>
<td>RESP 21507 Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>RESP 21510 Survey of Human Disease</td>
<td>2</td>
</tr>
<tr>
<td>RESP 21572 Advanced Clinical Life Support Simulation Training</td>
<td>4</td>
</tr>
<tr>
<td>RESP Core Credits Subtotal</td>
<td>53</td>
</tr>
</tbody>
</table>

### Program Start Dates

- **Fall**

### Course Sequence

The following Course Sequence is required for the remaining RESP Core Courses and General Education Courses:

**Program Major Begins**

- **First Semester Fall (RESP Core Courses – Year 1)**
  - RESP 1411 Respiratory Care Essentials ....... 2
  - RESP 1412 Respiratory Care Essentials Lab .... 1
  - RESP 1510 Cardiopulmonary Pathophysiology 1 3
  - RESP 1521 Respiratory Care Therapeutics Lab ... 1
  - RESP 1522 Respiratory Care Therapeutics Lab ... 1
  - RESP 1591 Respiratory Care Clinical 1 ......... 2
  - Total Semester Credits ................. 12

- **Second Semester Spring**
  - RESP 1510 Cardiopulmonary Pathophysiology 1 3
  - RESP 1521 Respiratory Care Therapeutics .......... 4
  - RESP 1522 Respiratory Care Therapies Lab .......... 1
  - RESP 1540 Respiratory Care Pharmacology ........ 2
  - RESP 1591 Respiratory Care Clinical 1 ......... 2
  - Total Semester Credits ................. 12

- **Third Semester Summer**
  - RESP 1592 Respiratory Care Clinical 2 ......... 3
  - RESP 21411 Mechanical Ventilation .......... 3
  - RESP 21421 Mechanical Ventilation Lab ........ 1
  - RESP 21420 Cardiopulmonary Pathophysiology 2 1
  - Total Summer Term Credits ............. 8

- **Fourth Semester Fall**
  - RESP 1593 Respiratory Care Clinical 3 .......... 4
  - RESP 21430 Neonatal/Pediatric Respiratory Care ... 2
  - RESP 21440 Management of the Critically Ill Patient 4
  - RESP 2510 Survey of Human Disease .......... 2
  - Total Semester Credits ................. 12

- **Fifth Semester Spring**
  - RESP 1597 Respiratory Care Clinical 4 .......... 5
  - RESP 21450 Cardiopulmonary Diagnostics ......... 1
  - RESP 21470 Registry Review ............. 3
  - RESP 21572 Advanced Clinical Life Support Simulation Training ... 4
  - Total Semester Credits ................. 13

- **Sixth Semester Summer**
  - RESP 1598 Respiratory Care Clinical 5 .......... 5
  - Total Summer Term Credits ............. 5

**Total Program Credits .......... 78**
Program Overview
The AAS in Clinical Sports Massage builds upon the existing Massage Therapy Certificate Program. Graduates perform thorough patient assessments and develop care plans based on assessments. Students implement care plans using carefully selected techniques for the given disorders, including recommended exercises to the client. Clinical Sports Massage techniques include, but are not limited to, friction therapy, trigger point therapy, active and passive engagement techniques, scraping techniques, fascial release techniques, manual lymphatic drainage and advanced stretching modalities.

Career Opportunities
Huge growth in age group sports such as triathlon, running, skiing, soccer, rugby and hockey, have led to more people returning to a sporting lifestyle than ever before. The direct correlation is an increase in injuries and/or need for prevention of injury. With increased proven results utilizing various soft tissue manual therapies, more people are relying on well trained Clinical Sports Massage Therapists to alleviate and/or prevent injury. There is a large demand for Clinical Sports Massage Therapists in rehabilitation facilities, sports chiropractic offices, onsite sports events, health clubs, and with self-employment. The Clinical Sports Massage Advanced Certificate qualifies graduates to apply for board certification. All classes within this curriculum qualify as continuing education for massage therapy.

Program Outcomes
1. Graduates will provide application of manual techniques to positively contribute to the wellbeing of the client in a safe and skillful manner.
2. Graduates will be prepared to take the national certification exam in massage therapy.
3. Graduates will be prepared for employment in an entry-level capacity.
4. Graduates will be prepared to take the Board Certification through the National Certification Board for Therapeutic Massage & Bodywork (NCTMB).
5. Graduates will be prepared for employment in a sports and rehabilitation environment.

Program Faculty
Jeremy Sartain          jeremy.sartain@saintpaul.edu
Nick Bohrer             nick.bohrer@saintpaul.edu

Day and Evening Classes
Classes may be offered day and evening.

Textbook and Supply Costs
Students should expect to spend approximately $1,900.00 for books and supplies. (Does not include massage table.) This cost is in addition to tuition and fees.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Clinical Sports Massage AAS
BA  Kinesiology
    Concordia University
BS  Healthcare and Human Service Management
    Saint Mary’s University-Twin Cities Campus
BAS  Healthcare Leadership & Administration
     Winona State University
BA  Health Care Administration
     Concordia University, St. Paul
BA  Exercise Science (Traditional)
    Concordia University, St. Paul
BA  Exercise Science (Cohort)
    Concordia University, St. Paul

Program Requirements
All technical courses (HLTH, MASS) must be successfully completed with a grade of “C” or better.

Course Cr
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........... 2
☐ HLTH 1421 Anatomy & Physiology for Somatic Practitioners ....... 4
☐ HLTH 1422 Wellness Coaching .................................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............... 3
☐ HLTH 1465 Functional Holistic Nutrition ...................... 4
☐ HLTH 1485 Therapeutic Exercise ......................... 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ......... 4
☐ MASS 1400 Introduction to Therapeutic Massage ....... 4
☐ MASS 1421 Massage Spa Techniques ...................... 2
☐ MASS 1422 Massage Clinical Techniques ................. 4
☐ A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
☐ MASS 1423 Advanced Clinical Sports Massage Techniques .......... 5
☐ MASS 1480 Massage Therapy Practicum .................. 4
☐ MASS 1490 Clinical Massage Internship ................... 5
Subtotal .............................................. 50

General Education/MnTC Requirements Cr
☐ Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ...................................... 7
  ENGL 1711 Composition 1 – 4 cr
  SPCH XXXX (Goal 1 only) – 3 cr
☐ Goal 3: Natural Sciences .................................... 3
  BIOL 1760 Nutrition – 3 cr (recommended)
☐ Goal 5: History, Social Science and Behavioral Sciences ............. 3
  PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)
☐ Goal 6: Humanities and Fine Arts .................................... 3
Subtotal .............................................. 16

Total Program Credits ..................................... 66

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence please contact program faculty.

First Semester
HLTH 1418 Somatic Practitioner: Business & Ethics ........... 2
HLTH 1421 Anatomy and Physiology for Somatic Practitioners ....... 4
MASS 1400 Introduction to Therapeutic Massage .......... 4
MASS 1421 Massage Spa Techniques ...................... 2
MASS 1422 Massage Clinical Techniques ................. 4
Total Semester Credits ............................................ 16

Second Semester
HLTH 1425 Clinical Applications in Kinesiology ............... 3
HLTH 1465 Functional Holistic Nutrition ...................... 4
A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
MASS 1480 Massage Therapy Practicum .................. 4
PSYC 1750 Intro to Health Psychology ...................... 3
Total Semester Credits ............................................ 14

Third Semester
MASS 1423 Advanced Clinical Sports Massage .......... 5
HLTH 1485 Therapeutic Exercise ......................... 5
HLTH 1422 Wellness Coaching ......................... 4
HLTH 1900 Pathology for the Somatic Practitioner ............ 4
Total Semester Credits ............................................ 18

Fourth Semester
MASS 1490 Clinical Massage Internship .................. 5
ENGL 1711 Composition 1 – 4 cr
SPCH XXXX (Goal 1 only) – 3 cr
BIOL 1760 Nutrition (recommended) ...................... 3
PSYC 1750 Intro to Health Psychology ................. 3
Total Semester Credits ............................................ 18

Total Program Credits ..................................... 66

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

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

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

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

Program Overview
The Massage Therapy Certificate program exceeds the minimum requirement of 600 technical hours of study required for accreditation by the American Massage Therapy Association Commission on Massage Therapy Accreditation and 600 hours of study for state licensure required in surrounding states. Massage Therapists manipulate soft tissue structures of the body to prevent and alleviate pain, using techniques such as Swedish Massage, Reflexology, Sports Massage, Neuromuscular Therapy, Myofascial Release, Lymphatic Drainage, Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS) techniques, and Travel Trigger Point Therapy. Graduates of the certificate program integrate manual massage techniques to positively contribute to the well-being of the client in a safe and skillful manner.

Career Opportunities
The employment outlook for massage therapists is projected to be better than average in the upcoming years. The increasing population, increasing personal incomes, longer life spans, and an increasing recognition that massage is beneficial to reduce stress, relieve pain, and improve overall health all contribute to an increasing demand for these workers. Factors affecting long term growth include economic well-being of the client in a safe and skillful manner.

Program Faculty
Jeremy Sartain  jeremy.sartain@saintpaul.edu
Nick Bohrer  nick.bohrer@saintpaul.edu

Day and Evening Classes
Day and evening options are available to complete the program.

Textbook and Supply Costs
Students should expect to spend approximately $900.00 for books and supplies. (Does not include massage table.) This cost is in addition to tuition and fees.

Program Requirements
All technical courses (HLTH, MASS) must be successfully completed with a grade of “C” or better.
☑ Check off when completed

Course  Cr
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ................. 2
☐ HLTH 1421 Anatomy and Physiology for Somatic Practitioners ............ 2
☐ HLTH 1425 Clinical Applications in Kinesiology .................. 3
☐ HLTH 1465 Functional Holistic Nutrition ..................... 4
☐ MASS 1400 Introduction to Therapeutic Massage .......... 4
☐ MASS 1421 Massage Spa Techniques ....................... 2
☐ MASS 1422 Massage Clinical Techniques .................... 4
☐ A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
☐ MASS 1480 Massage Therapy Practicum .................. 4
Subtotal ........................... 27
☐ General Education Requirement .......................... 3
PSYC 1750 Intro to Health Psychology (recommended)
Total Program Credits ..................... 30

Program Start Dates
Fall, Spring

Course Sequence

First Semester
HLTH 1418 Somatic Practitioner: Business & Ethics ................... 2
HLTH 1421 Anatomy and Physiology for Somatic Practitioners ............ 2
HLTH 1465 Functional Holistic Nutrition ..................... 4
MASS 1400 Introduction to Therapeutic Massage .......... 4
MASS 1421 Massage Spa Techniques ....................... 2
MASS 1422 Massage Clinical Techniques .................... 4
MASS 1480 Massage Therapy Practicum .................. 4
PSYC 1750 Intro to Health Psychology (recommended) ..................... 3
Total Semester Credits .................... 14

Second Semester
HLTH 1425 Clinical Applications in Kinesiology ................ 3
HLTH 1465 Functional Holistic Nutrition ..................... 4
A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
MASS 1480 Massage Therapy Practicum .................. 4
Total Semester Credits .................... 16
Total Program Credits ..................... 30

Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Massage Therapy Certificate
BA  Kinesiology  Concordia University

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.

197C (7085)
Clinical Sports Massage **CERTIFICATE**

**Program Overview**
Designed for Massage Therapists who have graduated from a 600 hour or more program, the Clinical Sports Massage Advanced Certificate builds on basic foundational massage therapy skills. Graduates of the Clinical Sports Massage Advanced Certificate perform thorough patient assessments and develop care plans based on assessments. Students implement care plans utilizing carefully selected techniques for the given disorders, including recommended exercises for the client. Clinical Sports Massage techniques include, but are not limited to, friction therapy, trigger point therapy, active and passive engagement techniques, scraping technique, cupping with drag, fascial release techniques, manual lymphatic drainage and advanced stretching modalities.

**Career Opportunities**
Huge growth in age group sports such as triathlon, running, skiing, soccer, rugby and hockey, have lead to more people returning to a sporting lifestyle than ever before. The direct correlation is an increase in injuries and/or need for prevention of injury. With increased proven results utilizing various soft tissue manual therapies, more people are relying on well trained Clinical Sports Massage Therapists to alleviate and/or prevent injury. There is a large demand for Clinical Sports Massage Therapists in rehabilitation facilities, sports chiropractic offices, onsite sports events, health clubs, and with self-employment. The Clinical Sports Massage Certificate qualifies graduates to apply for the National Certification for Advanced Practice (NCAP) exam. All classes within this curriculum qualify as continuing education for massage therapy.

**Program Outcomes**
1. Graduates will provide application of manual techniques to positively contribute to the well-being of the client in a safe and skillful manner.
2. Graduates will be prepared to take the national certification exam in massage therapy.
3. Graduates will be prepared for employment in an entry-level capacity.
4. Graduates will be prepared to take the Board Certification through the National Certification Board for Therapeutic Massage & Bodywork (NCTMB).
5. Graduates will be prepared for employment in a sports and rehabilitation environment.

**Program Faculty**
- Jeremy Sartain  jeremy.sartain@saintpaul.edu
- Nick Bohrer  nick.bohrer@saintpaul.edu

**Day Classes Only**
Currently offered as day classes only. Web enhanced does limit seat time.

**Textbook and Supply Costs**
Students should expect to spend approximately $1300.00 for books and supplies. (Does not include massage table) This cost is in addition to tuition and fees.

**Program Requirements**
All technical courses (HLTH, MASS) must be successfully completed with a grade of “C” or better.  
☑ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1422 Wellness Coaching</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1485 Therapeutic Exercise</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 1900 Pathology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>MASS 1423 Advanced Clinical Sports Massage Techniques</td>
<td>5</td>
</tr>
<tr>
<td>MASS 1490 Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Program Credits** 23

**Program Start Dates**
Fall, Spring, Summer

**Course Sequence**
For individual course sequence recommendations, contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu.

**First Semester**
- HLTH 1485 Therapeutic Exercise 5
- HLTH 1900 Pathology for the Somatic Practitioner 4
- MASS 1423 Advanced Clinical Sports Massage Techniques 5
- Total Semester Credits 14

**Second Semester**
- HLTH 1422 Wellness Coaching 4
- MASS 1490 Internship 5
- Total Semester Credits 9
- Total Program Credits 23

**Minimum Program Entry Requirements**
Completion of a minimum 600 hour massage therapy program that is recognized by the National Certification Board for Therapeutic Massage and Bodywork (NCTMB). Faculty instructor permission required. Contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Note that admitted students do not need to be nationally certified but the program previously completed must qualify for national certification. 

*Degree option may have a greater requirement than this certificate.*
Program Requirements Guide

Personal Trainer AAS DEGREE

Program Overview
Personal Trainers instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate exercises. Functional training techniques, aerobic exercises, advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial fitness testing. Graduates from the program perform patient assessments and build customized fitness plans for individuals including clients with special needs. Methods of teaching various group fitness classes and nutritional consulting are also utilized.

Career Opportunities
The US Bureau of Labor and Statistics listed Personal Fitness Trainer as above average growth. IHRSA shows growth of fitness memberships from 41.3 million in 2005 to 50.2 million in 2012. Graduates perform personal training duties at fitness centers, health clubs, private clubs, sports rehabilitation facilities, or may work in private practice.

Program Outcomes
1. Graduates will provide application of personal training techniques to positively contribute to the well-being of the client in a safe and skillful manner.
2. Graduates will be prepared to take a national exam for Certification in Personal Training (CPT).
3. Graduates will be prepared to take the National Academy of Sports Medicine (NASM) exam for Corrective Exercise Specialist (CES).
4. Graduates may obtain membership with the National Association of Nutrition Professionals (NANP).
5. Graduates will be prepared to perform Health & Wellness Coaching services.
6. Graduates will be prepared for employment as Personal Trainers.

Transfer Opportunities
Saint Paul College has transfer articulation agreements between the following program and post-secondary institutions for the baccalaureate degree programs listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Personal Trainer AAS
BA Kinesiology
Concordia University
BS Healthcare and Human Service Management
Saint Mary’s University-Twin Cities Campus
BAS Healthcare Leadership & Administration
Winona State University
BA Health Care Administration
Concordia University, St. Paul

Program Faculty
Jeremy Sartain  jeremy.sartain@saintpaul.edu

Day and Evening Classes
Classes may be offered day and evening.

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

Program Requirements
All technical courses (HLTH, PTRN) must be successfully completed with a grade of "C" or better.
☐ Check off when completed

Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1418 Somatic Practitioner: Business &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 1421 Anatomy &amp; Physiology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1422 Wellness Coaching</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1425 Clinical Applications in Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1900 Pathology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1465 Functional Holistic Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1485 Therapeutic Exercise</td>
<td>5</td>
</tr>
<tr>
<td>PTRN 1410 Personal Training 1</td>
<td>5</td>
</tr>
<tr>
<td>PTRN 1420 Personal Training 2</td>
<td>5</td>
</tr>
<tr>
<td>PTRN 1490 Personal Training Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Subtotal: 44

General Education/MnTC Requirements

| Refer to the Minnesota Transfer Curriculum Course List for each Goal Area |
| Goal 1: Communication                                               | 7  |
| ENGL 1711 Composition 1 – 4 cr                                      |    |
| SPCH XXXX (Goal 1 only) – 3 cr                                      |    |
| Goal 3: Natural Sciences                                            | 3  |
| BIOL 1760 Nutrition - 3 cr (recommended)                            |    |
| Goal 5: History, Social Science and Behavioral Sciences             | 3  |
| PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)    |    |
| Goal 6: Humanities and Fine Arts.                                   | 3  |
| General Education Requirements                                      | 16 |

Total Program Credits: 60

Program Start Dates
Fall, Spring

Course Sequence
For individual course sequence recommendations, contact Jeremy Sartain at 651.846.1619 or e-mail jeremy.sartain@saintpaul.edu.

First Semester
HLTH 1418 Somatic Practitioner: Business & Ethics                    | 2  |
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner          | 4  |
HLTH 1422 Wellness Coaching                                           | 4  |
PTRN 1410 Personal Training 1                                         | 5  |
PTRN 1420 Personal Training 2                                         | 5  |
Total Semester Credits: 15

Second Semester
HLTH 1418 Somatic Practitioner: Basic Science                        | 3  |
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner          | 3  |
HLTH 1422 Wellness Coaching                                           | 3  |
PTRN 1410 Personal Training 1                                         | 5  |
PTRN 1420 Personal Training 2                                         | 5  |
Total Semester Credits: 13

Third Semester
HLTH 1465 Functional Holistic Nutrition                              | 4  |
HLTH 1900 Pathology for the Somatic Practitioner                     | 4  |
PTRN 1430 Functional Exercise Physiology                              | 3  |
PTRN 1490 Personal Training Internship                               | 5  |
PSYC 1750 Introduction to Health Psychology (recommended)           | 3  |
Total Semester Credits: 19

Fourth Semester
ENGL 1711 Composition 1                                               | 4  |
SPCH XXXX (Goal 1 only)                                               | 3  |
BIOL 1760 Nutrition (recommended)                                    | 3  |
Goal 6: Humanities and Fine Arts.                                    | 3  |
Total Semester Credits: 13

Total Program Credits: 60

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

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

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

Personal Trainers instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate exercises. Functional training techniques, aerobic exercises, and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial fitness testing. Graduates from the program perform patient assessments and build customized fitness plans for individuals including clients with special needs. Methods of teaching various group fitness classes and nutritional consulting are also utilized.

Career Opportunities

The US Bureau of Labor and Statistics listed Personal Fitness Trainer as above average growth. Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations according to the U.S. Bureau of Labor Statistics. Graduates perform personal training duties at fitness centers, health clubs, private clubs, sports rehabilitation facilities, or may work in private practice.

Program Outcomes

1. Graduates will provide application of personal training techniques to positively contribute to the well-being of the client in a safe and skillful manner.
2. Graduates will be prepared to take a national exam for Certification in Personal Training (CPT).
3. Graduates will be prepared to take the National Academy of Sports Medicine (NASM) exam for Corrective Exercise Specialist (CES).
4. Graduates may obtain membership with the National Association of Nutrition Professionals (NANP).
5. Graduates will be prepared to perform Health & Wellness Coaching services.
6. Graduates will be prepared for employment as Personal Trainers.

Program Faculty

Jeremy Sartain  jeremy.sartain@saintpaul.edu

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

Students should expect to spend approximately $1,000.00 for books and supplies. This cost is in addition to tuition and fees.

Program Requirements

All technical courses (HLTH, PTRN) must be successfully completed with a grade of “C” or better.

Check off when completed

Course                      Cr

1. HLTH 1418 Somatic Practitioner: Business & Ethics 2
2. HLTH 1421 Anatomy & Physiology for the Somatic Practitioner 4
3. HLTH 1422 Wellness Coaching 4
4. HLTH 1425 Clinical Applications in Kinesiology 3
5. HLTH 1465 Functional Holistic Nutrition 4
6. HLTH 1485 Therapeutic Exercise 5
7. HLTH 1900 Pathology for the Somatic Practitioner 4
8. PTRN 1410 Personal Training 1 5
9. PTRN 1420 Personal Training 2 5
10. PTRN 1430 Functional Exercise Physiology 3
11. PTRN 1490 Personal Training Internship 5

Subtotal .................................. 44

General Education Requirements  Cr

1. SPCH 17XX (Goal 1 only) 3
2. PSYC 1750 Introduction to Health Psychology (recommended) 3

General Education Requirements  6

Total Program Credits  50

Program Start Dates

Fall, Spring

Course Sequence

For individual course sequence recommendations, contact Jeremy Sartain at 651.846.1619 or e-mail jeremy.sartain@saintpaul.edu.

First Semester

HLTH 1418 Somatic Practitioner: Business & Ethics 2
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner 4
HLTH 1422 Wellness Coaching 4
PTRN 1410 Personal Training 1 5
Total Semester Credits 15

Second Semester

HLTH 1425 Clinical Applications in Kinesiology 3
HLTH 1485 Therapeutic Exercise 5
PTRN 1420 Personal Training 2 5
SPCH 17XX (Goal 1 only) 3
Total Semester Credits 16

Third Semester

HLTH 1465 Functional Holistic Nutrition 4
HLTH 1900 Pathology for the Somatic Practitioner 4
PTRN 1430 Functional Exercise Physiology 3
PTRN 1490 Personal Training Internship 5
PSYC 1750 Introduction to Health Psychology (recommended) 3
Total Semester Credits 19

Total Program Credits 50

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institution for the baccalaureate degree program listed below. For more information please contact a transfer specialist or go to www.saintpaul.edu/Transfer.

Personal Trainer Diploma

BA Kinesiology
Concordia University

Minimum Program Entry Requirements

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

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

Arithmetic: Score of 78+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this diploma.

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

Personal Trainers instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate exercises. Functional training techniques, aerobic exercises and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial and continuous fitness testing. Graduates from the Personal Trainer Certificate program perform patient assessments and build customized fitness plans for individuals.

Career Opportunities

The US Bureau of Labor and Statistics listed the Personal Fitness Trainer as one of the top overall job openings requiring Post-Secondary Vocational School training. Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other fitness facilities will increase the need for workers in these areas.

Graduates perform personal training duties at fitness centers, health clubs, private clubs, sports rehabilitation facilities, or may work in a private practice.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

1. Graduates will provide application of personal training techniques to positively contribute to the well-being of the client in a safe and skillful manner.
2. Graduates will be prepared to take a national exam for Certification in Personal Training (CPT).
3. Graduates will be prepared to take the National Academy of Sports Medicine (NASM) exam for Corrective Exercise Specialist (CES).

Program Faculty

Jeremy Sartain  jeremy.sartain@saintpaul.edu

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

Students should expect to spend approximately $1,000.00 for books and supplies. This cost is in addition to tuition and fees.

Program Requirements

All technical courses (HLTH, PTRN) must be successfully completed with a grade of “C” or better.

Course     Cr
HLTH 1418 Somatic Practitioner: Business and Ethics .............. 2
HLTH 1421 Anatomy and Physiology for the Somatic Practitioner .... 4
HLTH 1422 Wellness Coaching ........................................ 4
HLTH 1425 Clinical Applications in Kinesiology .................. 3
HLTH 1465 Functional Holistic Nutrition ............................. 4
HLTH 1485 Therapeutic Exercise .................................. 5
PTRN 1410 Personal Trainer 1 ................................... 5
Subtotal ................................................................. 27
PSYC 1750 Introduction to Health Psychology (recommended) .... 3
General Education Requirement .................................. 3
Total Program Credits ................................................. 30

Program Start Dates

Fall, Spring

Course Sequence

For individual course sequence recommendations, contact Jeremy Sartain at 651.846.1619 or e-mail jeremy.sartain@saintpaul.edu.

First Semester

HLTH 1418 Somatic Practitioner: Business & Ethics ... 2
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ... 4
HLTH 1422 Wellness Coaching ........................................ 4
PTRN 1410 Personal Training 1 ................................... 5
Total Semester Credits ................................................. 15

Second Semester

HLTH 1425 Clinical Applications in Kinesiology .................. 3
HLTH 1465 Functional Holistic Nutrition ............................. 4
HLTH 1485 Therapeutic Exercise .................................. 5
PSYC 1750 Introduction to Health Psychology (recommended) .... 3
Total Semester Credits ................................................. 15
Total Program Credits ................................................. 30

Minimum Program Entry Requirements

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

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

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.
Program Overview
Yoga is recognized by health professionals worldwide as an effective way to increase flexibility, develop strength and reduce stress. This program focuses on four key aspects of yoga: alignment and form of the yoga postures, history and philosophy of yoga, relaxation and meditation, and teaching techniques. This program is recognized by the Yoga Alliance and upon completion qualifies graduates to be 200 hour Registered Yoga Teachers.

Career Opportunities
Yoga instructors are listed under the main category of fitness workers with the Department of Labor. Training for yoga instructors is ever changing. According to the U.S. Department of Labor Statistics, demand for teachers of yoga has grown faster than the ability to train them properly as the interest in yoga exercise has exploded in recent years. Saint Paul College’s program is designed to meet the Yoga Alliance 200 hour standards.

As health clubs strive to provide more personalized service to keep their members motivated, they continue to offer a wide variety of group exercise classes. The aging population, in particular, demand low-impact forms of exercise which yoga provides.

Yoga instructors work in: HMOs in the areas of heart health and pregnancy, wellness centers, studios with massage therapists, fitness centers, educational institutions, conference centers, chiropractic offices, spas, community education, yoga studios and cruise ships.

Program Outcomes
1. Graduates will demonstrate a clear understanding of alignment within the standing poses, seated poses, inversions, backbends, forward bends, twists and arm-balances covered in this class.
2. Graduates will demonstrate coordination of breath and movement and the correct use of the diaphragm in yogic breathing.
3. Graduates will demonstrate an understanding of the scientific evidence behind the effects of stress and relaxation.
4. Graduates will identify the mental, emotional, and physical benefits of a consistent mindfulness/meditation practice.
5. Graduates will demonstrate the ability to plan a sequence of postures to lengthen the spine and open the major joints of the body to support relaxation and healing.
6. Graduates will meet the Yoga Alliance Standards of Yoga Teacher Training.

Program Faculty
Jeremy Sartain jeremy.sartain@saintpaul.edu

Equipment Needed
Students should expect to bring to class a yoga mat and blanket, yoga strap and blocks if necessary. The blanket is used to sit on and should be a firm Mexican blanket or a wool yoga blanket.

Program Length
Full-time students can complete the program in one semester.

Part-time Options
For part-time options, discuss with program faculty.

Program Requirements
☑ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1421 Anatomy and Physiology for the Somatic Practitioner</td>
<td></td>
</tr>
<tr>
<td>HLTH 1454 Yoga Postures/Asanas</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1458 Relaxation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1459 Yoga Asana/Teaching Methodology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1541 Yoga History/Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

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

This is a Yoga Alliance Accredited Program.

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 38+
Arithmetic: Score of 20+

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