# Health Science Programs

## Esthetics

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esthetics Spa AAS</td>
<td>(66 Credits)</td>
<td>96-97</td>
</tr>
<tr>
<td>Esthetician Advanced Practice AAS Degree</td>
<td>(60 Credits)</td>
<td>98-99</td>
</tr>
<tr>
<td>Esthetician Diploma</td>
<td>(64 Credits)</td>
<td>100-101</td>
</tr>
<tr>
<td>Esthetician Certificate</td>
<td>(27 Credits)</td>
<td>102</td>
</tr>
<tr>
<td>Esthetics Advanced Practice Certificate</td>
<td>(19 Credits)</td>
<td>103</td>
</tr>
<tr>
<td>Esthetics for Cosmetologist Certificate</td>
<td>(12 Credits)</td>
<td>104</td>
</tr>
<tr>
<td>CIDESCO Readiness Certificate</td>
<td>(30 Credits)</td>
<td>105</td>
</tr>
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## Health Information Technology and Medical Office Careers

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Technology AAS Degree</td>
<td>(64 Credits)</td>
<td>106-107</td>
</tr>
<tr>
<td>Healthcare Informatics AAS Degree</td>
<td>(60 Credits)</td>
<td>108-109</td>
</tr>
<tr>
<td>Medical Office Professional AAS Degree</td>
<td>(60 Credits)</td>
<td>110-111</td>
</tr>
<tr>
<td>Medical Coding Diploma</td>
<td>(40 Credits)</td>
<td>112</td>
</tr>
<tr>
<td>Medical Office Certificate</td>
<td>(20 Credits)</td>
<td>113</td>
</tr>
<tr>
<td>Healthcare Documentation Specialist Certificate</td>
<td>(30 Credits)</td>
<td>114</td>
</tr>
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## Health Sciences

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences Broad Field AAS Degree</td>
<td>(60 Credits)</td>
<td>115-116</td>
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## Medical Laboratory Careers

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Medical Laboratory Technician AAS Degree</td>
<td>(72 Credits)</td>
<td>117-118</td>
</tr>
<tr>
<td>Phlebotomy Technician Certificate</td>
<td>(17 Credits)</td>
<td>119-120</td>
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## Nursing and Patient Care

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Patient Care Technician AAS Degree</td>
<td>(60 Credits)</td>
<td>121-122</td>
</tr>
<tr>
<td>Practical Nursing Diploma</td>
<td>(40 Credits)</td>
<td>123-124</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide Certificate</td>
<td>(5 Credits)</td>
<td>125</td>
</tr>
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</table>

## Pharmacy Technician

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician AAS Degree</td>
<td>(60 Credits)</td>
<td>126-127</td>
</tr>
<tr>
<td>Pharmacy Technician Diploma</td>
<td>(35 Credits)</td>
<td>128-129</td>
</tr>
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## Public Health

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health AS Degree</td>
<td>(60 Credits)</td>
<td>130-131</td>
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## Respiratory Therapist

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory Therapist AAS Degree</td>
<td>(78 Credits)</td>
<td>132-133</td>
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</tbody>
</table>

## Surgical Technology

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surgical Technology AAS Degree</td>
<td>(60 Credits)</td>
<td>134-135</td>
</tr>
<tr>
<td>Sterile Processing Certificate</td>
<td>(30 Credits)</td>
<td>136</td>
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</table>

## Wellness and Fitness Careers

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree/Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Sports Massage AAS Degree</td>
<td>(66 Credits)</td>
<td>137-138</td>
</tr>
<tr>
<td>Clinical Sports Massage Certificate</td>
<td>(23 Credits)</td>
<td>139</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>(30 Credits)</td>
<td>140</td>
</tr>
<tr>
<td>Sport and Exercise Sciences AAS Degree</td>
<td>(60 Credits)</td>
<td>141-142</td>
</tr>
<tr>
<td>Sport and Exercise Sciences Diploma</td>
<td>(50 Credits)</td>
<td>143</td>
</tr>
<tr>
<td>Sport and Exercise Sciences Certificate</td>
<td>(30 Credits)</td>
<td>144</td>
</tr>
<tr>
<td>Registered Yoga Teacher Certificate</td>
<td>(16 Credits)</td>
<td>145</td>
</tr>
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</table>
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 completing the program, graduates will be prepared for employment in 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 clinical 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 service (access through www.bceboard.state.us)
3. Graduates will have knowledge and skills in salon operations focusing on skin services.
4. Graduates will be prepared for employment as an esthetician.
5. Graduates will have knowledge in cosmetic care product ingredients.
6. Graduates will be prepared to take the CIDESCO exam.
7. Graduates can transfer credits for the baccalaureate degree.

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 Orientation

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

Program Requirements

Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSN 1598 Body Systems &amp; Diseases (online)</td>
<td>4</td>
</tr>
<tr>
<td>CHSN 1599 Preclinical Introduction (online)</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1603 Preclinical Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>ESTH 1645 Cosmetic Chemistry &amp; Makeup Applications</td>
<td>4</td>
</tr>
<tr>
<td>ESTH 1650 Skin Analysis &amp; Massage</td>
<td>4</td>
</tr>
<tr>
<td>ESTH 1651 Clinic 1 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>ESTH 1652 Clinic 2 for Estheticians</td>
<td>4</td>
</tr>
<tr>
<td>ESTH 1670 CIDESCO Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Class offered only summer term</td>
<td></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>
</tbody>
</table>

Subtotal: 49

Total Program Credits: 66

Program Start Dates

Fall, Spring
Summer – only CHSN 1598 & CHSN 1599

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.

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.

See back of this guide for Course Sequence

Minimum Program Entry Requirements

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

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

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.
Course Sequence

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

First Semester
CHSN 1598 Body Systems & Diseases (online) ........ 4
   This course is a prerequisite to or must be taken concurrently with ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652
CHSN 1599 Preclinic Introduction (online) ............ 4
   This course is a prerequisite to or must be taken concurrently with ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652
ESTH 1645 Cosmetic Chemistry &
   Makeup Applications .................................... 4
   This course is a prerequisite to ESTH 1650
ESTH 1650 Skin Analysis and Massage ............ 4
ESTH 1651 Clinic 1 for Estheticians ............ 4
ESTH 1652 Clinic 2 for Estheticians ............ 4
Total Semester Credits ............................. 24

Second Semester
COSM 1603 Preclinic Nail Care ............................ 3
HLTH 1410 Medical Terminology ......................... 1
HLTH 1421 Anatomy & Physiology for the Somatic
   Practitioner .................................................... 4
MASS 1400 Introduction to Therapeutic Massage .... 4
Goal 1: COMM 17XX ........................................ 3
Goal 3: BIOL 1760 Nutrition ............................... 3
Total Semester Credits .................................. 18

Third Semester
MASS 1421 Massage Spa Techniques .................... 2
MASS 1422 Massage Clinical Techniques ............ 4
MASS 1480 Massage Therapy Practicum ............ 4
Total Semester Credits .................................. 10

Fourth Semester
ESTH 1670 CIDESCO Exam Student Prep ................ 3
   Offered summer semester only
Goal 1: ENGL 1711 Composition 1 .................... 4
Goal 3: CHEM 1711 Principles of Chemistry 1 ........ 4
Goal 5: History, Social Science and
   Behavioral Sciences ........................................ 3
Total Semester Credits ................................. 14

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

Transfer Opportunities

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

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

Esthetician Spa AAS
BA  Health Care Administration
   Concordia University, St. Paul
BA  Individualized Studies
   Metropolitan State University
BS  Healthcare and Human Service Management
   Saint Mary’s University,
   Twin Cities Campus
Esthetician Advanced Practice  AAS DEGREE

Program Overview
Advanced Practice (AP) Esthetics AAS degree includes the complete basic esthetics certification program, the complete AP esthetics certificate program, and the general education requirements required for completion of a two year AAS degree. AP Esthetics service include specialized training and clinical practice in four AP esthetics categories: chemical exfoliation of the skin, exfoliation of the skin using a machine or device, advanced skin care techniques, and skin needling.

The Advanced Practice Esthetics AAS Degree is designed to be the next level of training for the esthetician or cosmetologist that wishes to specialize in the afore mentioned categories including advanced understanding of skin anatomy and physiology, skin history, skin care products and ingredients, pre and post treatment regiments, client consultation including skin analysis and skin typing, and risk management. Students learn to perform chemical peels, microdermabrasion, dermaplaning, skin needling, and facials utilizing machines, electrical devices and lymphatic drainage.

Career Opportunities
After AP Esthetics students complete all theory, practical training and state testing as defined in Rule by the State of Minnesota and the Minnesota Board of Cosmetology, they are eligible for licensure through the Minnesota Board of Cosmetology. AP estheticians work in a variety of settings including salons, spas, fitness centers, medi-spa’s, and skin clinics. AP estheticians may also have their own Advanced Practice Esthetics business.

Final licensing and/or state testing are independent of graduation requirements.

Program Outcomes
1. Graduates will be prepared to take the basic and AP esthetics practical skills test.
2. Graduates will be prepared to take the Minnesota State basic and AP esthetics written practical, theory, and state law test administered through the State designated testing service (access information at http://mn.gov/boards/cosmetology/).
3. Graduates will have advanced knowledge and skills in AP esthetician services.
4. Graduates will possess advanced knowledge and skills for personal care of the skin.
5. Graduates will have advanced knowledge and skills in products and ingredients.
6. Graduates will have advanced knowledge and skills in licensed salon operations focusing on AP esthetics services.
7. Graduates will have the advanced knowledge and skills for work and life roles.
8. Graduates will have prepared for employment as an AP esthetician.
9. Graduates will have completed general education requirements.

Program Faculty
Julie Evans  julie.evans@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $1,900.00 for esthetics books and supplies (first or third semester) and $2,000.00 for AP esthetics books and supplies (second or fourth 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 during the corresponding semester.

Financial aid must have been completed. In addition, there are fees to take the Minnesota licensure exam and obtain a Minnesota license.

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

Course  Cr/HR
☐ CHSN 1598 Body Systems & Diseases (online) .......................... 4/80
☐ CHSN 1599 Preclinic Introduction (online) .......................... 4/80
☐ ESTH 1645 Cosmetic Chemistry & Makeup Applications .......................... 4/80
☐ ESTH 1650 Skin Analysis & Massage .......................... 4/112
☐ ESTH 1651 Clinic 1 for Estheticians .......................... 4/128
☐ ESTH 1652 Clinic 2 for Estheticians .......................... 4/128
☐ ESTH 1710 Risk Management for Estheticians (online) .......................... 2/40
☐ ESTH 1712 Advanced Exfoliation .......................... 4/112
☐ ESTH 1714 Advanced Skin Care Techniques .......................... 5/128
☐ ESTH 1716 Advanced Clinic 1 for Estheticians .......................... 4/128
☐ ESTH 1718 Advanced Clinic 2 for Estheticians .......................... 4/128
Subtotal .......................... 43/1144

Textbook and Supply Costs
$1,900.00 for esthetics books and supplies (first or third semester)
$2,000.00 for AP esthetics books and supplies (second or fourth semester)

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

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

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

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

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Elementary Algebra: Score of 76+ or grade of “C” or better in MATH 0910

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.
Esthetician Advanced Practice  AAS DEGREE (continued)

Course Sequence

There are two options for course sequence:

OPTION ONE

First Semester
CHSN 1598 Body Systems & Diseases (online) 4
This course is a prerequisite to or must be taken concurrently with CHSN 1599, ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652.
May be taken the semester prior to FIRST SEMESTER, including summer.

CHSN 1599 Preclinic Introduction (online) 4
This course is a prerequisite to or must be taken concurrently with CHSN 1598, ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652.
May be taken the semester prior to FIRST SEMESTER, including summer.

ESTH 1645 Cosmetic Chemistry & Makeup Applications 4
This course is a prerequisite to ESTH 1650

ESTH 1650 Skin Analysis and Massage 4

ESTH 1651 Clinic 1 for Estheticians 4

ESTH 1652 Clinic 2 for Estheticians 4

Total Semester Credits 24

Second Semester
All 17XX level classes run concurrently in the same semester. In order to register for Advanced level esthetics classes series ESTH 17XX, students must have verification of: completion of all training and passing results of all state written and practical skills testing for basic esthetics or cosmetology in accordance with Law and Rule of the Minnesota Board of Cosmetology or current/active Minnesota basic esthetician, or Minnesota cosmetology license.

ESTH 1710 Risk Management for Estheticians (online) 2

ESTH 1712 Advanced Exfoliation 4

ESTH 1714 Advanced Skin Care Techniques 5

ESTH 1716 Advanced Clinic 1 for Estheticians 4

ESTH 1718 Advanced Clinic 2 for Estheticians 4

Total Semester Credits 19

Third Semester
Goal 1: ENGL 1711 Composition 4

Goal 3: CHEM 1711 Principles of Chemistry 4

Total Semester Credits 8

Fourth Semester
Goal 1: COMM 1720 Interpersonal Communication 3

Goal 5: PSYC 1720 Psychology Throughout the Lifespan 3

Goal 6: Humanities and Fine Arts 3

Total Semester Credits 9

OPTION TWO

First Semester
Goal 1: COMM 1720 Interpersonal Communication 3

Goal 3: CHEM 1711 Principles of Chemistry 4

Goal 5: PSYC 1720 Psychology Throughout the Lifespan 3

Goal 6: Humanities and Fine Arts 3

Total Semester Credits 13

Second Semester
Goal 1: ENGL 1711 Composition 4

CHSN 1598 Body Systems and Disease (online) 4
This course is a prerequisite to or must be taken concurrently with CHSN 1599, ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652.
May be taken the semester prior to FIRST SEMESTER, including summer.

CHSN 1599 Preclinic Introduction (online) 4
This course is a prerequisite to or must be taken concurrently with CHSN 1598, ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652.
May be taken the semester prior to FIRST SEMESTER, including summer.

Total Semester Credits 12

Third Semester
ESTH 1645 Cosmetic Chemistry & Makeup Applications 4
This course is a prerequisite to ESTH 1650

ESTH 1650 Skin Analysis & Massage 4

ESTH 1651 Clinic 1 for Estheticians 4

ESTH 1652 Clinic 2 for Estheticians 4

Total Semester Credits 16

Fourth Semester
All 17XX level classes run concurrently in the same semester. In order to register for Advanced level esthetics classes series ESTH 17XX, students must have verification of: completion of all training and passing results of all state written and practical skills testing for basic esthetics or cosmetology in accordance with Law and Rule of the Minnesota Board of Cosmetology or current/active Minnesota basic esthetician, or Minnesota cosmetology license.

ESTH 1710 Risk Management for Estheticians (online) 2

ESTH 1712 Advanced Exfoliation 4

ESTH 1714 Advanced Skin Care Techniques 5

ESTH 1716 Advanced Clinic 1 for Estheticians 4

ESTH 1718 Advanced Clinic 2 for Estheticians 4

Total Semester Credits 19

Total Program Credits 60

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.

Advanced Esthetics Classes Prerequisite
In order to register for Advanced level esthetics classes series ESTH 17XX, students must have verification of: completion of all training and passing results of all state written and practical skills testing for basic esthetics or cosmetology in accordance with Law and Rule of the Minnesota Board of Cosmetology; or current/active Minnesota basic esthetician or Minnesota cosmetology license.

All necessary documents must be submitted to the program faculty for verification prior to registration.

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

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

Esthetician Advanced Practice AAS

BA  Health Care Administration
Concordia University, St. Paul

BA  Individualized Studies
Metropolitan State University

BS  Healthcare and Human Service Management
Saint Mary’s University, Twin Cities Camp
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 Practical Skills test.
2. Graduates will be prepared to take the Minnesota State Esthetician written exam and state law test administered through the state designated testing services (access through www.bceboard.state.mn.us)
3. Graduates will have knowledge and skills in salon operations focusing on skin services.
4. Graduates will have knowledge in cosmetic care product ingredients
5. Graduates will have knowledge in skin care, massage Spa Techniques and Nail Care.
6. Graduates will be prepared for employment as Esthetician, Massage Therapist and Nail Technician.
7. Graduates will have knowledge and skills in Spa operations focusing on therapeutic skin services, massage and nail care.
8. Graduates will be prepared to take the CIDESCO exam.

Program Faculty
Lyubov Babina  lyubov.babina@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 this exam is approximately $350.00 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. ESTH 1670 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 Start Dates
Fall, Spring
Summer – online CHSN 1598 & CHSN 1599 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.

See back of this guide for Program Requirements & Course Sequence

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

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ on Reading Comprehension or grade “C” or better in ENGL 0921
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

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

CIDESCO
Saint Paul College – A Community and Technical College Esthetician Program is a CIDESCO school. This means the program is allowed to prepare candidates for the CIDESCO examination. CIDESCO is the World’s Major International Beauty Therapy Association:

- 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.

Comite International d’ Esthetique et de Cosmetologie
e-mail: info@cidesco.com
website: www.cidesco.com

221D (7172)
Program Requirements

☐ Check off when completed
☐ Required Program Orientation

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

Course | Cr
--- | ---
CHSN 1598 Body Systems & Diseases (online) | 4
CHSN 1599 Preclinic Introduction (online) | 4
COSM 1603 Preclinic Nail Care | 3
COSM 1908 Clinic 1 for Nail Technicians | 3
ESTH 1645 Cosmetic Chemistry & Makeup Applications | 4
ESTH 1650 Skin Analysis and Massage | 4
ESTH 1651 Clinic 1 for Estheticians | 4
ESTH 1652 Clinic 2 for Estheticians | 4
ESTH 1670 CIDESCO Exam Student Preparation | 3

This course is offered only Summer Term

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

Subtotal | 55

General Education/MnTC Requirements | Cr

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

☐ Goal 1: Communication | 3
COMM 17XX (COMM 1720 Interpersonal Communication recommended) | 3 cr
☐ Goal 3: Natural Sciences | 3
BIOL 1760 Nutrition | 3 cr
☐ Goals 1-10 of the Minnesota Transfer Curriculum | 3
Select a minimum of 3 additional credits

General Education Requirements | 9

Total Program Credits | 64

Course Sequence

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

First Semester

CHSN 1598 Body Systems & Diseases (online) | 4
This course is a prerequisite to or must be taken concurrently with ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652

CHSN 1599 Preclinic Introduction (online) | 4
This course is a prerequisite to or must be taken concurrently with ESTH 1645, ESTH 1650, ESTH 1651 and ESTH 1652

ESTH 1645 Cosmetic Chemistry & Makeup Applications | 4

ESTH 1650 Skin Analysis and Massage | 4

ESTH 1651 Clinic 1 for Estheticians | 4

ESTH 1652 Clinic 2 for Estheticians | 4

This course is a prerequisite to ESTH 1650

Total Semester Credits | 24

Second Semester

COSM 1603 Preclinic Nail Care | 3

COSM 1908 Clinic 1 for Nail Technicians | 3

HLTH 1410 Medical Terminology | 1

HLTH 1421 Anatomy & Physiology for the Somatic Practitioner | 4

MASS 1400 Introduction to Therapeutic Massage | 4

Goal 1: COMM 17XX (COMM 1720 Interpersonal Communication recommended)

Goal 3: BIOL 1760 Nutrition | 3

Total Semester Credits | 21

Third Semester

ESTH 1670 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

Goals 1-10: General Education Electives | 3

Total Semester Credits | 19

Total Program Credits | 64
Program Requirements Guide 2019 - 2020

Esthetician CERTIFICATE

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 Practical Skills Test.
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 in cosmetic care product ingredients.
5. Graduates will be prepared for employment as an esthetician.

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

Course List for each Goal Area

Course | Cr
--- | ---
CHSN 1599 Body Systems & Diseases (online) | 4
CHSN 1599 Preclinical Introduction (online) | 4
ESTH 1645 Cosmetic Chemistry and Makeup Applications | 4
ESTH 1650 Skin Analysis and Massage | 4
ESTH 1651 Clinic 1 for Estheticians | 4
ESTH 1652 Clinic 2 for Estheticians | 4
Subtotal | 24

General Education/MnTC Requirements | Cr
--- | ---
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area (General education requirements must be completed and passed before paperwork for licensure will be released).
☐ Goals 1-10 of the Minnesota Transfer Curriculum | 3
(COMM 1720 Interpersonal Communication - recommended)
General Education Requirements | 3

Total Program Credits | 27

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

Reading: Score of 60+ or grade of "C" or better in READ 0721
Writing: Score of 60+ on Reading Comprehension or grade of "C" or better in ENGL 0921
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 Start Dates
Fall, Spring, Summer – online CHSN 1598 & CHSN 1599 only

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

1 Semester – Day Full-time
CHSN 1598 Body Systems & Diseases (online) | 4
CHSN 1599 Preclinical Introduction (online) | 4
ESTH 1645 Cosmetic Chemistry and Makeup Applications | 4
ESTH 1650 Skin Analysis and Massage | 4
ESTH 1651 Clinic 1 for Estheticians | 4
ESTH 1652 Clinic 2 for Estheticians | 4

General Education Requirements | 3

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 Rollover 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.

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

Comite International d’Esthetique et de Cosmetologie
E-mail: info@cidesco.com
Website: www.cidesco.com

Information is subject to change.
This Program Requirements Guide is not a contract.
Esthetics Advanced Practice CERTIFICATE

Program Overview
Advanced Practice (AP) esthetics services include specialized training and clinical practice in four AP esthetics categories: chemical exfoliation of the skin, wax/foliation of the skin using a machine or device, advanced skin care techniques, and skin needling.

The Advanced Practice Esthetics Certificate is designed to be the next level of training for the esthetician or cosmetologist that wishes to specialize in the above-mentioned categories including advanced understanding of skin anatomy and physiology, skin histology, skin care products and ingredients, pre and post treatment protocols, client consultation including skin analysis and skin typing, and risk management. Students learn to perform chemical peels, microdermabrasion, dermaplaning, skin needling, and facial treatments utilizing machines, electrical devices and lymphatic drainage.

This certificate is for the student who has not only completed all theory, practical training and state testing as defined in Rule by the State of Minnesota and the Minnesota Board of Cosmetology, and is progressing onto the next level of esthetics licensure.

Career Opportunities
After AP Esthetics students complete all theory, practical training and state testing as defined in Rule by the State of Minnesota and the Minnesota Board of Cosmetology, they are eligible for licensure through the Minnesota Board of Cosmetology. AP estheticians work in a variety of settings including salons, spas, fitness centers, and medical settings. AP estheticians may also have their own Advanced Practice Esthetics business.

Program Outcomes
1. Graduates will be prepared to take the AP esthetician practice skills test.
2. Graduates will be prepared to take the Minnesota State AP esthetics written practical, theory, and state law test administered through the state designated testing service.
3. Graduates will have advanced knowledge and skills in AP esthetician services.
4. Graduates will possess advanced knowledge in skin care products and ingredients.
5. Graduates will have advanced knowledge of Pharmaceutical Grade Chemical Peels.
6. Graduates will have advanced knowledge and skills in licensed salon operations focusing on AP esthetics services.
7. Graduates will have the advanced knowledge and skills for work and life roles.
8. Graduates will be prepared for employment as an AP esthetician.

Program Faculty
Juli Evans julie.evans@saintpaul.edu

Textbook and Supply Costs
Students should expect to spend approximately $200.00 for Advanced Practice esthetics books and supplies. 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 are required fees to take the Minnesota licensing exams and obtain a Minnesota license.

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 the Student Agreement Form, Hepatitis B Vaccination/Declination Form, Property and Equipment Form, and Rollabout form and return them to your instructor 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.

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

Program Start Dates
Fall, Spring

Course Sequence
The following course sequence is required and can be completed by full-time students in one semester.

First Semester
ESTH 1710 Risk Management for Estheticians (online) ................................. 2
ESTH 1712 Advanced Exfoliation ......................................................... 4
ESTH 1714 Advanced Skin Care Techniques ........................................... 5
ESTH 1716 Advanced Clinic 1 for Estheticians .................................... 4
ESTH 1718 Advanced Clinic 2 for Estheticians .................................... 4
Total Semester Credits .......................................................... 19

Total Program Credits .......................................................... 19

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.

Advanced Esthetics Classes Prerequisite
In order to register for Advanced level esthetics classes series ESTH 17XX, students must have verification of: completion of all training and passing results of all state written and practical skills testing for basic esthetics or cosmetology in accordance with Law and Rule of the Minnesota Board of Cosmetology; or current/active Minnesota basic estheticians or Minnesota cosmetology license.

All necessary documents must be submitted to the program faculty for verification prior to registration.

Program Requirements Guide 2019 - 2020

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

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

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.
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391C
Program Requirements Guide 2019 - 2020

Esthetics for Cosmetologist CERTIFICATE

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 and fitness centers.

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

Course
☐ ESTH 1645 Cosmetic Chemistry & Makeup Applications ........................................... 4
☐ ESTH 1650 Skin Analysis & Massage ................................................................. 4
☐ ESTH 1651 Clinic 1 for Estheticians ................................................................. 4

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

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

First Semester
ESTH 1645 Cosmetic Chemistry & Makeup
Applications ........................................... 4
ESTH 1650 Skin Analysis & Massage ................................................................. 4
ESTH 1651 Clinic 1 for Estheticians ................................................................. 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.

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 Faculty
Lyubov Babina lyubov.babina@saintpaul.edu

Program Start Dates
Fall, Spring

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

Reading: Score of 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 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.
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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 Orientation
All Cosmetology, Esthetics and Nail Technician applicants must attend a program orientation prior to enrollment as a full-time student. Please call the Clinic receptionist at 651.846.1329 to reserve your space at an orientation.

Course                  Cr
☐ COSM 1603 Preclinic Nail Care  ..................... 3
☐ ESTH 1645 Cosmetic Chemistry & Makeup Applications  ..................... 4
☐ ESTH 1650 Skin Analysis & Massage  ..................... 4
☐ ESTH 1651 Clinic 1 for Estheticians  ..................... 4
☐ ESTH 1670 CIDESCO Exam Student Prep  ..................... 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
☐ Subtotal  ........................................... 27

General Education/MnTC Requirements                  Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 3: Natural Sciences  ..................... 3
☐ BIOL 1760 Nutrition – 3 cr
☐ General Education Requirements  ..................... 3
Total Program Credits ........................................... 30

Textbook and Supply Costs
Students should expect to spend approximately $1900.00 for esthetics books and supplies (ESTH 1645, 1650 & 1651). 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
ESTH 1645 Cosmetic Chemistry & Makeup Applications  ..................... 4
ESTH 1650 Skin Analysis & Massage  ..................... 4
ESTH 1651 Clinic 1 for Estheticians  ..................... 4
Goal 3: BIOL 1760 Nutrition  ..................... 3
Total Semester Credits ........................................... 15

Second Semester
COSM 1603 Preclinic Nail Care  ..................... 3
ESTH 1670 CIDESCO Exam Student Prep  ..................... 3
HLTH 1410 Medical Terminology  ..................... 1
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner  ..................... 4
MAS 1400 Introduction to Therapeutic Massage  ..................... 4
Total Semester Credits ........................................... 15
Total Program Credits ........................................... 30
*This course is only offered summer term.

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 60+ or grade of “C” or better in READ 0721
Writing: Score of 60+ or grade of “C” or better in ENGL 0921
Arithmetic: Score of 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.
# Health Information Technology

## 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 Faculty
- 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 online, day, evening, and Saturday courses. Part-time and full-time options are available.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BTEC 1421 Business Information Applications</td>
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<tr>
<td>BUSN 1480 Business Career Resources</td>
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<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>
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<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>
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<tr>
<td>MEDS 1570 Human Disease</td>
<td>3</td>
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<tr>
<td>MEDS 2430 Pharmacology for the Medical Office</td>
<td>2</td>
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<tr>
<td>MEDS 2432 Alternative Health Record Systems</td>
<td>2</td>
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<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
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<tr>
<td>MEDS 2440 Supervision of Health Information</td>
<td>2</td>
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<td>MEDS 2461 ICD-10-CM Coding</td>
<td>3</td>
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<td>MEDS 2462 ICD-10-PCS Coding</td>
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<tr>
<td>MEDS 2470 CPT-4 Coding</td>
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<tr>
<td>MEDS 2480 Advanced Coding</td>
<td>3</td>
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<tr>
<td>MEDS 2510 Quality Management and Health Statistics</td>
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<td>MEDS 2590 HIT Internship/Capstone Project</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td>Refer to the Minnesota Transfer Curriculum Course List</td>
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<tr>
<td>for each Goal Area</td>
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<tr>
<td>□ Goal 1: Communication</td>
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<tr>
<td>ENGL 1711 Composition 1 – 4 cr</td>
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<tr>
<td>COMM 17XX – 3 cr</td>
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<tr>
<td>□ Goal 3 or Goal 4</td>
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<tr>
<td>Goal 3: Natural Sciences OR</td>
<td></td>
</tr>
<tr>
<td>Goal 4: Mathematical/Legal Reasoning</td>
<td></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><strong>General Education Requirements</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

| **Total Program Credits**                                | **64** |

Information is subject to change. This Program Requirements Guide is not a contract.
## Health Information Technology AAS DEGREE (continued)

### Course Sequence for Full-Time Schedule

The following course sequence is recommended for full-time students. Students must consult with a program advisor to develop an educational program plan before registration.

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

#### First Semester (Year 1)
- MEDS 1420 Health Information Foundations ........................................... 3
- MEDS 1470 Anatomy & Physiology/Medical Office .............................. 3
- MEDS 1480 Medical Terminology .......................................................... 3
- Goal 1: ENGL 1711 Composition 1 ......................................................... 3
- Goal 1: COMM 17XX .......................................................... 4
- **Total Semester Credits** ................................................................. 16

#### Second Semester (Year 1)
- MEDS 1570 Human Disease ............................................................... 3
- MEDS 2430 Pharmacology for the Medical Office ............................... 2
- MEDS 2461 ICD-10-CM Coding (spring only) ................................... 3
- MEDS 2462 ICD-10-PCS Coding (spring only) .................................. 4
- MEDS 2470 CPT-4 Coding (spring only) ....... 3
- **Total Semester Credits** ................................................................. 15

#### Third Semester (Year 2)
- BTEC 1421 Bus Info Apps 1 ............................................................... 3
- MEDS 1560 Computerized Health Information ................................... 3
- MEDS 2432 Alternative Health Record Systems (fall only) .......... 2
- MEDS 2434 Legal Aspects of Health Information (fall only) ........ 2
- MEDS 2480 Advanced Coding (fall only) ............................................ 3
- Goal 3: Natural Sciences ....................................................................
- Goal 4: Mathematical/Logical Reasoning ....................................... 3
- **Total Semester Credits** ................................................................. 16

#### Fourth Semester (Year 2)
- BUSN 1480 Business Career Resources ........................................ 1
- MEDS 1562 Billing and Reimbursement (spring only) ................. 2
- MEDS 2440 Supervision of Health Information (spring only) .... 2
- MEDS 2510 Quality Management and Health Statistics (spring only) .... 3
- MEDS 2590 HIT Internship/Capstone Project .................................. 3
- Goal 5: History, Social Sciences, and Behavioral Sciences .......... 3
- Goal 6: Humanities and Fine Arts .................................................... 3
- **Total Semester Credits** ................................................................. 17

- **Total Program Credits** ................................................................. 64

### Course Sequence for Part-Time Schedule

The following course sequence is recommended for part-time students. Students must consult with a program advisor to develop an educational program plan before registration.

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

#### First Semester (Year 1)
- BTEC 1421 Bus Info Apps 1 ............................................................... 3
- MEDS 1470 Anatomy & Physiology/Medical Office .............................. 3
- MEDS 1480 Medical Terminology .......................................................... 3
- **Total Semester Credits** ................................................................. 9

#### Second Semester (Year 1)
- MEDS 1420 Health Information Foundations ........................................... 3
- MEDS 1570 Human Disease ............................................................... 3
- Goal 1: ENGL 1711 Composition 1 ................................................. 4
- **Total Semester Credits** ................................................................. 10

#### Third Semester (Year 2)
- MEDS 1560 Computerized Health Information ................................... 3
- Goal 1: COMM: 17XX ............................................................... 3
- Goal 3: Natural Sciences ....................................................................
- OR Goal 4: Mathematical/Logical Reasoning .................................... 3
- MEDS 2430 Pharmacology for the Medical Office ............................... 2
- **Total Semester Credits** ................................................................. 11

#### Fourth Semester (Year 2)
- MEDS 1562 Billing and Reimbursement (spring only) ................. 2
- MEDS 2461 ICD-10-CM Coding (spring only) ................................... 3
- MEDS 2462 ICD-10-PCS Coding (spring only) .................................. 4
- MEDS 2470 CPT-4 Coding (spring only) ........................................... 3
- **Total Semester Credits** ................................................................. 12

#### Fifth Semester (Year 3)
- BUSN 1480 Business Career Resources ........................................ 1
- Goal 5: History, Social Sciences, and Behavioral Sciences .......... 3
- MEDS 2432 Alternative Health Record Systems (fall only) .... 2
- MEDS 2434 Legal Aspects of Health Information (fall only) .......... 2
- MEDS 2480 Advanced Coding (fall only) ............................................ 3
- **Total Semester Credits** ................................................................. 11

#### Sixth Semester (Year 3)
- MEDS 2440 Supervision of Health Information (spring only) ........ 2
- MEDS 2510 Quality Management and Health Statistics (spring only) .......... 3
- MEDS 2590 HIT Internship/Capstone Project .................................. 3
- Goal 6: Humanities and Fine Arts .................................................... 3
- **Total Semester Credits** ................................................................. 11

- **Total Program Credits** ................................................................. 64

### Admission into the Program

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

All Health Information Technology students are required to complete an online orientation seminar to complete documentation prior to beginning any courses within the program of study.

Students admitted into the Health Information Technology Program are required to work with a faculty program advisor to arrange an educational program plan leading to graduation from the program.

Health Information Technology students are encouraged to communicate with their faculty program advisor prior to the start of each semester regarding their educational program plan. *Failure to communicate with a faculty program advisor may lead to increased time to complete the degree.

### Transfer Opportunities

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

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

**Health Information Technology AAS Degree**

- BA      Health Care Administration
  - Concordia University, St. Paul
- BA      Individualized Studies
  - Metropolitan State University
- BS      Healthcare and Human Service Management
  - Saint Mary’s University, Twin Cities Campus
- BS      Health Information Management
  - College of St. Scholastica
- BS      Health Information Management
  - Herzing University

Saint Paul College—A Community & Technical College • 2019–2020 Catalog
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 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/vendors.


Program Outcomes

1. Graduates will apply policies and procedures to assure the accuracy and integrity of information management based systems directly related to healthcare.
2. Graduates will use specialized software in the completion of health informatics and information management processes that include, working with practice management systems, data abstraction and analytics, record tracking, release of information, registries, and quality improvement initiatives.
3. Graduates will apply knowledge and skill set to manage and maintain healthcare related information systems.
4. Graduates will apply policies and procedures to comply with the changing regulations among various information systems within healthcare.
5. Graduates will possess a knowledge base, which will allow them to find employment in the healthcare industry.

Program Faculty

Jennifer Anglin  jennifer.anglin@saintpaul.edu

Program Requirements

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

Course                  Cr
☐ 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
☐ 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
Subtotal .................. 44

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 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+ or grade of “C” or better in MATH 0920
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.

See back of this guide for Course Sequence and Transfer Opportunities
### 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.

**First Semester (Year 1)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1410 Computer Science and Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy and Physiology of the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>16</td>
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**Second Semester (Year 1)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1523 Introduction to Computing and Programming Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 1550 Database Management Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</tr>
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**Third Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2410 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2570 Machine Architecture and Organization</td>
<td>4</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>
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<tr>
<td>Goal 4: MATH 1730 College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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**Fourth Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1440 Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 2440 Supervision of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>MEDS 2510 Quality Management and Health Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: History, Social Sciences, and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**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.

**First Semester (Year 1)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1410 Computer Science and Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy and Physiology of the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>10</td>
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</tbody>
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**Second Semester (Year 1)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>CSCI 1523 Introduction to Computing and Programming Concepts</td>
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<tr>
<td>MEDS 1420 Health Information Foundations</td>
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</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

**Third Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
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<td>MEDS 2432 Alternative Health Record Systems</td>
<td>2</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Fourth Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1550 Database Management Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 2440 Supervision of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>Goal 4: MATH 1730 College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Fifth Semester (Year 3)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2410 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2570 Machine Architecture and Organization</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>Goal 5: History, Social Sciences, and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

**Sixth Semester (Year 3)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1440 Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 2510 Quality Management and Health Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

**Total Program Credits**                      | 60      

#### Transfer Opportunities

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

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

**Healthcare Informatics AAS**

- **BA**: Health Care Administration
  - Concordia University, St. Paul
  - Individualized Studies
  - Metropolitan State University

- **BS**: Healthcare and Human Service Management
  - Saint Mary’s University, Twin Cities Campus
Medical Office Professional AAS DEGREE

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, 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 +/- 22.5% between 2016 and 2026 (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 Faculty
Jennifer Anglin  jennifer.anglin@saintpaul.edu

Part-time/Full-time Options
This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

Program Requirements
☐ All classes must be successfully completed with grade “C” or better.

<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 1423 Business Information Applications 2</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 2410 Business Procedures</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1480 Business Career Resources</td>
<td>1</td>
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<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy &amp; Physiology/</td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1551 Medical Formatting/Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1552 Transcription and Documentation II</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1553 Advanced Medical Documentation</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</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>
</tbody>
</table>

Subtotal .................................. 41

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

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

Program Start Dates
Fall, Spring, Summer-limited course offerings

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

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
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.

024A (7028)
### 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 (Year 1)**
- 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 (Year 1)**
- BTEC 1423 Business Information Applications 2 .... 4
- MEDS 1570 Human Disease ............................. 3
- Goal 1: ENGL 1711 Composition 1 .................... 4
- Goal 6: Humanities and Fine Arts ..................... 3

**Total Semester Credits** ................................ 14

**Third Semester (Year 2)**
- BTEC 2410 Business Procedures ........................ 4
- MEDS 1551 Medical Formatting/Transcription 1 .... 3
- MEDS 1552 Transcription And Documentation II .... 3
- Goal 1: COMM 17XX ...................................... 3
- Goal 3: Natural Sciences
  - OR Goal 4: Mathematical/Logical Reasoning .... 3

**Total Semester Credits** ................................ 16

**Fourth Semester (Year 2)**
- BUSN 1480 Business Career Resources ............... 1
- MEDS 1553 Advanced Medical Documentation ....... 3
- MEDS 1560 Computerized Health Information ....... 3
- MEDS 2430 Pharmacology for the Medical Office .... 2
- Goal 5: History, Social Sciences and
  - Behavioral Sciences ..................................... 3
- Goals 1-10: Minnesota Transfer Curriculum ........ 3

**Total Semester Credits** ................................ 15

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

### Transfer Opportunities

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

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

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

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![Image of a page from the Saint Paul College catalog](saintpaul.edu 111)
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 13.5% between 2016 and 2026, 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.

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
- **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 Start Dates
Fall, Spring, Summer-limited course offerings

Course Sequence
The following sequence is recommended; however, this sequence is not required. Not all courses are offered each semester.

**First Semester**
- MEDS 1420 Health Information Foundations
- MEDS 1470 Anatomy & Physiology/ Medical Office
- MEDS 1480 Medical Terminology
- MEDS 1540 Computerized Health Information
- MEDS 1560 Billing and Reimbursement
- MEDS 1570 Human Disease
- MEDS 2430 Pharmacology for the Medical Office
- MEDS 2434 Legal and Ethical Aspects of Health Information
- MEDS 2461 ICD-10-CM Coding
- MEDS 2462 ICD-10-PCS Coding
- MEDS 2470 CPT-4 Coding

**Second Semester**
- MEDS 1562 Billing and Reimbursement
- MEDS 1570 Human Disease
- MEDS 2461 ICD-10-CM Coding
- MEDS 2462 ICD-10-PCS Coding
- MEDS 2470 CPT-4 Coding

**Third Semester**
- MEDS 1560 Computerized Health Information
- MEDS 2430 Pharmacology for the Medical Office
- MEDS 2434 Legal and Ethical Aspects of Health Information
- MEDS 2480 Advanced Coding
- MEDS 2594 Medical Coding Capstone

**Subtotal**
- 12 credits

**Total Program Credits**
- 40 credits

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**Program Faculty**
Kelly Dale  kelly.dale@saintpaul.edu

**Part-time/Full-time Options**
This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

**Program Requirements**
- ☑ Check off when completed
- ☑ All classes must be successfully completed with grade “C” or better.

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
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<tr>
<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
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</tr>
<tr>
<td>MEDS 2461 ICD-10-CM Coding</td>
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<tr>
<td>MEDS 2462 ICD-10-PCS Coding</td>
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<tr>
<td>MEDS 2470 CPT-4 Coding</td>
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</tr>
<tr>
<td>MEDS 2480 Advanced Coding</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2594 Medical Coding Capstone</td>
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</tbody>
</table>

**Subtotal**
- 37 credits

**General Education/MnTC Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1: Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM 17XX – 3 cr</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits**
- 40 credits

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Information is subject to change. This Program Requirements Guide is not a contract.
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
Graduates of the Medical Office Certificate program may 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 Secretarial Occupations are anticipated to increase by +/- 22.5% between 2016 and 2026 (www.bls.gov).

Program Faculty
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 online, day, evening, and Saturday courses. Part-time and full-time options are available.

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

Course
Cr
☐ BTEC 1421 Business Information
Applications 1 .............................................. 3
☐ BTEC 1530 Communication Technology ............. 4
☐ BUSN 1480 Business Career Resources ................... 1
☐ MEDS 1420 Health Information Foundations .......... 3
☐ MEDS 1470 Anatomy & Physiology/Medical Office ................................. 3
☐ MEDS 1480 Medical Terminology ........................... 3
☐ MEDS 1560 Computerized Health Information .... 3

Total Program Credits .............................................. 20

Program Start Dates
Fall, Spring, Summer-limited course offerings

Course Sequence
The following sequence is recommended; 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
(spring only) .................................................. 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+ or grade of “C” or better in MATH 0745
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.
Program Overview
Graduates of a certificate program in 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
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.

Program Outcomes
1. Graduates will possess the knowledge and skills for employment as a 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 the Healthcare Documentation Specialist program are eligible to apply to write the Association for Healthcare Documentation Integrity, Registered Healthcare Documentation Specialist (RHDS) examination.

Program Faculty
Jennifer Anglin  jennifer.anglin@saintpaul.edu

Part-time/Full-time Options
This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

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

Course  Cr
☐ BTEC 1421 Business Information Applications 1 . . . . 3
☐ BUSN 1480 Business Career Resources .............. 1
☐ MEDS 1420 Health Information Foundations ........ 3
☐ MEDS 1470 Anatomy & Physiology/ Medical Office ........................................ 3
☐ MEDS 1480 Medical Terminology .................... 3
☐ MEDS 1551 Medical Formatting/Transcription 1 . . . . 3
☐ MEDS 1552 Transcription And Documentation II .... 3
☐ MEDS 1553 Advanced Medical Documentation . . . . 3
☐ MEDS 1560 Computerized Health Information .... . . 3
☐ MEDS 1570 Human Disease ........................... 3
☐ MEDS 2430 Pharmacology for the Medical Office ........................................ 2
Total Program Credits .................................. 30

Program Start Dates
Fall, Spring, Summer-limited course offerings

Course Sequence
The following sequence is recommended; however, this sequence is not required. Not all courses are offered each semester, only 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
MEDS 1551 Medical Formatting/Transcription 1 . . . . 3
MEDS 1552 Transcription And Documentation II .... 3
MEDS 1570 Human Disease ........................... 3
MEDS 2430 Pharmacology for the Medical Office ........................................ 2
Total Semester Credits ................................. 11

Third Semester
BUSN 1480 Business Career Resources .............. 1
MEDS 1553 Advanced Medical Documentation ...... 3
MEDS 1560 Computerized Health Information .... . . 3
Total Semester Credits ................................. 7
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+ or grade of “C” or better in MATH 0745
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.
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.

Program Faculty
Brendan Ashby  brendan.ashby@saintpaul.edu

Program Requirements
☐ Check off when completed
Course ......................................... Cr
☐ BIOL 1740 General Biology 1: The Living Cell ........................................ 5
☐ BIOL 1760 Nutrition ........................................ 3
☐ BIOL 2721 Human Anatomy and Physiology 1 ........................................ 4
☐ BIOL 2722 Human Anatomy and Physiology 2 ........................................ 4
☐ BIOL 2750 General Microbiology ........................................ 4
☐ CHEM 1711 Principles of Chemistry 1 ........................................ 4
☐ COMM 1720 Interpersonal Communication ........................................ 3
☐ ENGL 1711 Composition 1 ........................................ 4
☐ MATH 1730 College Algebra ........................................ 3
☐ MATH 1740 Introduction to Statistics ........................................ 4
☐ PHIL 1722 Health Care Ethics ........................................ 3
☐ PSYC 1710 General Psychology ........................................ 4
☐ PSYC 1720 Psychology throughout the Lifespan ........................................ 3
☐ SOCI 1710 Introduction to Sociology ........................................ 4

Subtotal ........................................ 52

General Education/MnTC Requirements ........................................ Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Liberal Arts or Science Electives (MnTC only) ........................................ 8
Select a minimum of 8 additional credits from:
Goals 1-10 of the Minnesota Transfer Curriculum.
General Education Requirements ........................................ 8

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.

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

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

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

Third Semester
BIOL 2722 Human Anatomy and Physiology 2 ........................................ 4
MATH 1740 Introduction to Statistics ........................................ 4
PSYC 1710 General Psychology ........................................ 4
Goals 1-10: Minnesota Transfer Curriculum ........................................ 4
Total Semester Credits ........................................ 16

Fourth Semester
BIOL 2750 General Microbiology ........................................ 4
PSYC 1720 Psychology throughout the Lifespan ........................................ 3
SOCI 1710 Introduction to Sociology ........................................ 4
Goals 1-10: Minnesota Transfer Curriculum ........................................ 4
Total Semester Credits ........................................ 15

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

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

See back of this guide for Transfer Opportunities
Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

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

**Health Sciences Broad Field AS**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Health Care Administration</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BA</td>
<td>Biology</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BAS</td>
<td>Health Services Management</td>
<td>University of Minnesota, College of Continuing and Professional Studies</td>
</tr>
<tr>
<td>BS</td>
<td>Athletic Training, Community Health, Social Work</td>
<td>St. Cloud State University</td>
</tr>
<tr>
<td>BS</td>
<td>Biology</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BS</td>
<td>Biology, Health, Exercise and Rehabilitative Sciences, Movement Sciences, Exercise Science, Health Promotion, Community Health, Nursing (limited)</td>
<td>Winona State University</td>
</tr>
<tr>
<td>BS</td>
<td>Communication Disorders, Foods and Nutrition, Dental Hygiene (limited), Therapeutic Recreation, Dietetics, Nursing (limited), Corrections, Psychology, Health Science, Social Work</td>
<td>Minnesota State University, Mankato</td>
</tr>
<tr>
<td>BS</td>
<td>Community Health, Exercise Science, Nursing (limited)</td>
<td>Bemidji State University</td>
</tr>
<tr>
<td>BS</td>
<td>Exercise Science</td>
<td>Southwest Minnesota State University</td>
</tr>
<tr>
<td>BS</td>
<td>Exercise Science, Health Teacher Education</td>
<td>Minnesota State University, Moorhead</td>
</tr>
<tr>
<td>BS</td>
<td>Human Biology</td>
<td>Northwestern</td>
</tr>
<tr>
<td>BSN</td>
<td>Nursing (limited)</td>
<td>Metropolitan State University</td>
</tr>
</tbody>
</table>

Program Requirements Guide 2019 - 2020

Health Sciences Broad Field AS DEGREE (continued)
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 hands-on 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 use sophisticated automated equipment and instruments, microscopes and cell counters to perform testing that helps physicians diagnose illness and disease, and treat and monitor patient health and wellness. They collect and prepare specimens; count cells and look for abnormal cells; analyze the chemical content of fluids; look for bacteria, parasites or other microorganisms; and match blood for transfusions. As a critical member of the healthcare team, Medical Laboratory Technicians evaluate data to determine its accuracy and relay the test results to the physician to provide quality services that contribute to patient safety. They then analyze the results and relay them to physicians. Qualifications include an interest and aptitude 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 patient care. Laboratory workers must have the technical and affective skills to perform and master a variety of tasks and the professional/affective skills to work efficiently and interact effectively with patients and other members of the healthcare team.

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. Technical courses are offered only during the day. Students completing the required General Education, developmental or EAPP courses and who have not been officially admitted to the MLT program are considered Pre-Medical Laboratory Technician.

Application Process
After completing the Saint Paul College application and admission process, students interested in the Medical Laboratory Technician program must submit a completed Application to the Medical Laboratory Technician Program form to One Stop. This form is available on the Medical Laboratory Technician Web page (saintpaul.edu/MLT) on the second Wednesday of fall semester through the last day in January. This application window is for the subsequent fall semester start in the MLT Major. 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+ on Reading Comprehension 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

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.
Medical Laboratory Technician  AAS DEGREE (continued)

Program Requirements

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

MDLT Core Courses  Cr

☐ MDLT Core Courses can only be taken by students who have been officially accepted and admitted into the Medical Laboratory Technician Program.
☐ HLTH 1410 Medical Terminology  ............... 1
☐ MDLT 1400 Orientation  .............................. 1
☐ MDLT 1410 Laboratory Techniques  .................. 3
☐ MDLT 1421 Hematology 1  .......................... 2
☐ MDLT 1422 Hematology 2  ............................ 2
☐ MDLT 1430 Urinalysis/Body Fluids  .................. 2
☐ MDLT 1441 Clinical Chemistry 1  .......................... 2
☐ MDLT 1442 Clinical Chemistry 2  .......................... 4
☐ MDLT 1446 Phlebotomy  .................................. 1
☐ MDLT 1510 Immunology  .................................. 2
☐ MDLT 2410 Immunohematology  .......................... 2
☐ MDLT 2420 Clinical Microbiology  ...................... 4
☐ MDLT 2430 Clinical Practice Orientation  ...................... 1
☐ MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis  ...................... 2
☐ MDLT 2591 Clinical Practice  .............................. 9
☐ MDLT 2593 Comprehensive Examinations  .............................. 1
☐ MDLT Core Credits Subtotal  ......................... 43

General Education/MnTC Requirements  Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area.
☐ Goal 1: Communication  ....................................... 7
   ENGL 1711 Composition 1 – 4 cr
   COMM 17XX - 3 cr
☐ Goal 3: Natural Sciences  ..................................... 16
   BIOL 1730 Human Body Systems – 3 cr
   BIOL 1740 General Biology 1: The Living Cell – 5 cr
   CHEM1711 Principles of Chemistry 1 – 4 cr
   CHEM1712 Principles of Chemistry 2 – 4 cr
☐ Goal 5: History, Social Science and Behavioral Sciences  .................. 3
   PSYC 1710 General Psychology OR
   SOCI 1720 Social Problems (recommended)
☐ Goal 6: Humanities and Fine Arts  .................. 3
   PHIL 1722 Health Care Ethics (recommended)
☐ General Education Requirements  .................. 29

Total Program Credits  ..................... 72

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

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
MDLT 1452 Learning Lab 2 – Introductory Skills  .................. 1
MDLT 1453 Learning Lab 3 – Intermediate Skills  .................. 1
MDLT 1454 Learning Lab 4 – Intermediate Skills  .................. 1
MDLT 2455 Learning Lab 3 – Advanced Skills  .................. 1
MDLT 2456 Learning Lab 6 – Advanced Skills  .................. 1

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 and who have attended the Mandatory Medical Lab Technician Seminar.

Accepted students progress through the major as a cohort and must take MDLT courses in sequence in 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. HLTH 1410 Medical Terminology must be completed by the end of the first semester in the MLT Major.

Not all courses are offered each semester. MDLT coursework can be started only Fall semester.

First Semester

HLTH 1410 Medical Terminology  .................. 1
MDLT 1400 Orientation  .................. 1
MDLT 1400 Lab Techniques  .................. 3
MDLT 1421 Hematology 1  .................. 2
MDLT 1430 Urinalysis/Body Fluids  .................. 3
MDLT 1441 Clinical Chemistry 1  .................. 2
MDLT 1446 Phlebotomy  .................. 1
Goal 3: CHEM 1711 Principles of Chemistry 1  .................. 4
Goal 3: BIOL 1730 Human Body Systems  .................. 3

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

Recommended Supplemental Courses First Semester:

MDLT 1451 Learning Lab 1 (Optional)  .................. 1
MDLT 1452 Learning Lab 2 (Optional)  .................. 1

Second Semester

MDLT 1422 Hematology 2  .................. 4
MDLT 1442 Clinical Chemistry 2  .................. 4
MDLT 1510 Immunology  .................. 2
Goal 3: CHEM 1712 Principles of Chemistry 2  .................. 4
Goal 3: BIOL 1740 General Biology 1  .................. 5

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

Recommended Supplemental Courses Second Semester:

MDLT 1453 Learning Lab 3 (Optional)  .................. 1
MDLT 1454 Learning Lab 4 (Optional)  .................. 1

Third Semester

Goal 1: COMM 17XX  .................. 3
Goal 1: ENGL 1711 Composition 1  .................. 4

Total Summer Term Credits  .................. 7

Fourth Semester (Year 2)

MDLT 2410 Immunohematology  .................. 3
MDLT 2420 Clinical Microbiology  .................. 4
MDLT 2430 Clinical Practice Orientation  .................. 1
MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis  .................. 2
Goal 5: PSYC 1710 or SOCI 1720 recommended  .................. 3
Goal 6: PHIL 1722 Health Care Ethics recommended  .................. 3

Total Semester Credits  .................. 16

Recommended Supplemental Courses Fourth Semester:

MDLT 2455 Learning Lab 5 (Optional)  .................. 1
MDLT 2456 Learning Lab 6 (Optional)  .................. 1

Fifth Semester (Year 2)

MDLT 2591 Clinical Practice  .................. 9

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

Sixth Semester

MDLT 2593 Comprehensive Examinations  .................. 1

Total Summer Term Credits  .................. 1

Total Program Credits  .................. 72

Transfer Opportunities

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

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

Medical Laboratory Technician AAS

BA  Health Care Administration
   Concordia University, St. Paul
BA  Individualized Studies
   Metropolitan State University
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

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

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

michelle.briski@saintpaul.edu
Program Requirements Guide 2019 - 2020

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 of 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 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.

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. 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, 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 Phlebotomy Seminar to complete required documentation during the first week of the second semester PHLB courses.

Program Faculty
Nicole Schroeder
nicole.schroeder@saintpaul.edu

Program Requirements
☐ Check off when completed
☐ All courses must be successfully completed with a grade of “C” or better.
☐ Individuals must be at least 18 years of age
☐ Students must attend a mandatory Phlebotomy Seminar to complete required documentation during the first week of the second semester PHLB courses.

Course Cr
☐ BIOL 1730 Human Body Systems ............... 3
☐ COMM 1710 Fundamentals of Public Speaking OR COMM 1720 Interpersonal Communication. .......... 3
☐ HLTH 1410 Medical Terminology ............... 1
☐ HLTH 1575 EKG & Telemetry ................. 6
☐ PHIL 1722 Health Care Ethics ............... 3
☐ PHLB 1405 Phlebotomy ......................... 4
☐ PHLB 1410 Phlebotomy Clinical Experience .... 2

Total Program Credits ...................................... 22

Minimum Program Entry Requirements
Students entering this program must be at least 18 years of age and 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+ or grade of “C” or better in MATH 0745

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

See back of this guide for Program Requirements, and Course Sequence
Phlebotomy Technician CERTIFICATE (continued)

Program Start Dates
Fall, Spring

Course Sequence
This certificate must be completed in two semesters as shown in the following sequence. All prerequisite/first semester courses must be completed before PHLB 1405 and PHLB 1410. HLTH 1575 can be taken with PHLB courses or before.

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 following successful completion of all prerequisite/first semester course requirements with a grade of “C” or better.

The clinical experience is Monday-Friday and typically occurs during daytime operational hours of our affiliated clinical sites. Students must schedule any courses being taken concurrently with PHLB 1410 accordingly with evening, weekend, or online courses offerings.

First Semester:
BIOL 1730 Human Body Systems ...............3
COMM 1710 Fundamentals of Public Speaking
   OR
COMM 1720 Interpersonal Communication ....3
HLTH 1410 Medical Terminology ...............1
PHIL 1722 Health Care Ethics ................3
Total Semester Credits .......................10

All First Semester courses must be successfully completed with a grade of “C” or better before proceeding to PHLB courses.

Must attend a mandatory Phlebotomy Seminar to complete required documentation during the first week of the second semester PHLB courses.

Second Semester:
HLTH 1575 EKG & Telemetry .................6
PHLB 1405 Phlebotomy ......................4
PHLB 1410 Phlebotomy Clinical Experience ..........2
Total Semester Credits ......................12

Total Program Credits ......................22

Readmission to the Program
Students who intend to be readmitted to the program, after leaving before completing all requirements, must schedule an appointment to meet with the PHLB Program Director before registering for the phlebotomy classes. Readmit applicants are considered on a space available basis. Being readmitted to Saint Paul College does not imply readmission to the Phlebotomy Technician Certificate program.
Program Overview
Patient Care Technicians or PCTs work with doctors, nurses and other health care professionals to provide direct patient care in a variety of health care environments. The responsibilities of a patient care technician include caring for injured, physically ill, mentally ill, and disabled patients in hospitals, nursing homes, assisted living communities, physicians’ offices, long-term care or other medical facilities. Graduates who complete this specialized training from Saint Paul College may go on to further advancement in the medical field, by way of becoming a certified Patient Care Technician. The Patient Care Technician program offers opportunities to individuals interested in entering the health care field and to those currently employed in the field who wish to seek additional credentials to complement their current skill set.

Licensing or certification exams are independent of graduation requirements. Successful students will be eligible to obtain five certifications:
1. Registered Nursing Assistant & Home Health Aide (NA-R)
2. Trained Medication Aide (TMA)
3. Certified EKG Technician (CET)
4. Phlebotomy Certification
5. Certified Patient Care Technician (CPCT)

Career Opportunities
Employment of similar occupations, such as nursing assistants and orderlies, is projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations. As the babyboom population ages, nursing assistants and orderlies will be needed to assist and care for elderly patients.

Program Outcomes
1. Demonstrate knowledge and skills necessary to function as a member of the health care team.
2. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in the health care industry.
3. Interact with clients, their support persons, and the health care team using appropriate communication techniques.
4. Institute and maintain principles of infection control.
5. Demonstrate professionalism and ethical conduct in the workplace.
6. Become employed in the healthcare industry.

Program Requirements
☐ Check off when completed

Course                                Cr
☐ HLTH 1410 Medical Terminology        1
☐ HLTH 1432 Basic Life Support for Health Care Providers 1
☐ HLTH 1570 Trained Medication Aide    2
☐ HLTH 1575 EKG & Telemetry            6
☐ HLTH 1580 Medical Office Skills for the Patient Care Technician 3
☐ HLTH 1585 Job Readiness/Certification Exam Preparation 2
☐ NAST 1111 Nursing Assistant & Home Health Aide 4
☐ NAST 1112 Nursing Assistant Clinical  1
☐ PHLB 1405 Phlebotomy                  4
☐ PHLB 1410 Phlebotomy Clinical Experience 2
Subtotal                               26

General Education/MnTC Requirements     Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication                  7
  ENGL 1711 Composition 1 – 4 cr
  COMM 1720 Interpersonal Communication – 3 cr
☐ Goal 3: Natural Sciences               17
  BIOL 1740 General Biology 1: The Living Cell – 5 cr
  BIOL 2721 Human Anatomy and Physiology 1 – 4 cr
  BIOL 2722 Human Anatomy and Physiology 2 – 4 cr
  BIOL 2750 General Microbiology – 4 cr
☐ Goal 5: History, Social Science and Behavioral Sciences 7
  PSYC 1720 Psychology Throughout the Lifespan – 3 cr
  SOCI 1710 Introduction to Sociology – 4 cr
☐ Goal 6: Humanities and Fine Arts       3
  PHIL 1722 Health Care Ethics – 3 cr
General Education Requirements          34

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
Arithmetic: Score of 31+ or grade of “C” or better in MATH 0745

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

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

This course sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1740</td>
<td>General Biology 1</td>
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<tr>
<td>COMM 1720</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1410</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>HLTH 1432</td>
<td>Basic Life Support for Health Care Providers</td>
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</tr>
<tr>
<td>PSYC 1720</td>
<td>Psychology Throughout the lifespan</td>
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</tr>
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#### Second Semester

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2721</td>
<td>Human Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1711</td>
<td>Composition 1</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1580</td>
<td>Medical Office Skills for the Patient Care Technician</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1722</td>
<td>Health Care Ethics</td>
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<td><strong>Total Semester Credits</strong></td>
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#### Third Semester (Summer Session)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NAST 1111</td>
<td>Nursing Assistant &amp; Home Health Aide</td>
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</tr>
<tr>
<td>NAST 1112</td>
<td>Nursing Assistant Clinical</td>
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</tr>
<tr>
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#### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2722</td>
<td>Human Anatomy and Physiology 2</td>
<td>4</td>
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<tr>
<td>BIOL 2750</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1570</td>
<td>Trained Medication Aide</td>
<td>2</td>
</tr>
<tr>
<td>SOCI 1710</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</table>

#### Fifth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HLTH 1575</td>
<td>EKG &amp; Telemetry</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 1585</td>
<td>Job Readiness/Certification Exam Preparation</td>
<td>2</td>
</tr>
<tr>
<td>PHLB 1405</td>
<td>Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>PHLB 1410</td>
<td>Phlebotomy Clinical Experience</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

### Transfer Opportunities

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

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

**Patient Care Technician AAS**
- BA Individualized Studies
  - Metropolitan State University
Program Details

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 LPNs 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). Licensing or certification exams are independent of graduation requirements.

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
Tatiana Kerestesh
tatiana.kerestesh@saintpaul.edu
Joy Seymour
joy.seymour@saintpaul.edu
Yewondwosen Tsegaw
yewondwosen.tsegaw@saintpaul.edu
Biniam Weldearegay
biniam.weldearegay@saintpaul.edu

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).
2. Complete all pre-requisites prior to PRNS courses with a cumulative GPA of 2.75 or higher and a minimum “C” grade in each course. Final acceptance/enrollment in the program is conditional upon successful completion.
3. Complete all college level courses with a GPA of 2.0 or higher.
4. Submit official transcripts from ALL colleges attended outside of Saint Paul College (if applicable).
5. Complete the Test of Essential Academic Skills (TEAS VI) with a score of 50 or higher.
6. Have obtained a Nursing Assistant certification (NAST 1111 & NAST 1112) within the last five years or have an active Minnesota Nursing Assistant Registry.
7. Submit a record of the required immunizations prior to the semester in which the student registers for clinical courses.
8. Final acceptance/enrollment in the program is conditional upon successful completion of all pre-requisites and good academic standing.
9. If accepted, attend the required Practical Nursing Seminar, which includes an overview of admissions requirements program expectations, and a schedule of classes/clinical.

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

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.
## Program Requirements

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

### Preliminary courses and requirements:
The following must be completed prior to submitting your Application to Practical Nursing Major form.

- Check off when completed
- HLTH 1310 Communications in Healthcare ................................. 1
- HLTH 1410 Medical Terminology ................................. 1

### Health Core Credits
- Goal 1: ENGL 1711 Composition 1 ................................. 4
- Goal 3: BIOL 1730 Human Body Systems ................................. 3
- Goal 5: PSYC 1720 Psychology Throughout the Lifespan ................................. 3

### General Education Requirements
- Nursing Assistant Certification (NAST 1111 & NAST 1112) completed within the last five years or active Minnesota Nursing Assistant Registry.
- TEAS Test: Complete Test of Essential Academic Skills (TEAS) with a score of 50 or higher.
- Evidence of current CPR certification (HLTH 1432) must be presented prior to taking PRNS 1481 Clinical 1.

### PRNS Core Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRNS 1425 Essentials of Clinical Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 1436 Foundations of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PRNS 1481 Clinical 1</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1482 Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1483 Clinical 3</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1521 Nursing Care of Adults 1</td>
<td>4</td>
</tr>
<tr>
<td>PRNS 1524 Nursing Care of Adults 2</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1531 Maternal/Child Health</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 2411 Psycho/Social Nursing</td>
<td>1</td>
</tr>
<tr>
<td>PRNS 2492 Transition to Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

### Pre-Nursing Credits
- Complete the TEAS Test, Nursing Assistant Certification requirement, and apply to the program.
- Evidence of current CPR certification (HLTH 1432) must be presented prior to taking PRNS 1481 Clinical 1.

### Second Semester (Fall/Spring only)

#### Practical Nursing Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>PRNS 1482 Clinical 2</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1483 Clinical 3</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1524 Nursing Care of Adults 2</td>
<td>3</td>
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</table>

### Third Semester (Fall/Spring only)

#### Practical Nursing Courses

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<tbody>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>PRNS 1531 Maternal/Child Health</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 2492 Transition to Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Program Credits
- 40

### Program Start Dates

Fall, Spring, or Summer - Preliminary courses only

### Course Sequence

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1310 Communications in Healthcare</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Second Semester (Fall/Spring only)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr</th>
</tr>
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<tbody>
<tr>
<td>PRNS 1425 Essentials of Clinical Pharmacology</td>
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<tr>
<td>PRNS 1531 Maternal/Child Health</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 2411 Psycho/Social Nursing</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Third Semester (Fall/Spring only)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr</th>
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<tbody>
<tr>
<td>PRNS 1482 Clinical 2</td>
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<tr>
<td>PRNS 1531 Maternal/Child Health</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 2492 Transition to Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Program Credits
- 40
Nursing Assistant Home Health Aide  CERTIFICATE

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

Students must take both NAST 1111 and NAST 1112 in the same term. Classes are offered fall, spring and summer.

☐ 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 Faculty
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 professional fees. There are additional fees for the certification exam and board of pharmacy registration (see below).

Licenses/Testing
• Certification Exam $129.00
• Minnesota Board of Pharmacy Registration $37.50

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: saintpaul.edu/PharmacyTech and meet the following criteria:
• Achieve a cumulative GPA of 2.8 or better
• Meet minimum program entry requirements (back page of this guide)

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 Program will review applications starting January 15th and accept qualified students on a first-come, first serve basis.

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.

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
Elementary Algebra: Score of 76+ or grade of “C” or better in MATH 0910

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.

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).

See back of this guide for Program Requirements, Course Sequence, and Transfer Opportunities
## Program Requirements

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

### Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>HLTH 1300 Behaviors for Success and</td>
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<tr>
<td>Respecting Diversity</td>
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<tr>
<td>HLTH 1310 Communication in Healthcare</td>
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<tr>
<td>HLTH 1320 Safety Precautions and Awareness</td>
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<td>of Client Needs</td>
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<td>HLTH 1410 Medical Terminology</td>
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<tr>
<td>PHAR 1710 Pharmacy Law and Ethics</td>
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</tr>
<tr>
<td>PHAR 1715 Fundamentals of Pharm Tech 1</td>
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<tr>
<td>PHAR 1720 Foundations of Pharmaceutical</td>
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<tr>
<td>Calculations</td>
<td>4</td>
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<tr>
<td>PHAR 1730 Principles of Pharmacy</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 1735 Pharmacy Medication Tech 1</td>
<td>1</td>
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<tr>
<td>PHAR 1750 Pharmacy Internship 1 - Retail</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 2710 Fundamentals of Pharm Tech 2</td>
<td>5</td>
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<tr>
<td>PHAR 2720 Pharmacy Sterile Products Lab</td>
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<td>PHAR 2740 Pharmacotherapy of Disease</td>
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<tr>
<td>Processes</td>
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<tr>
<td>PHAR 2750 Pharmacy Internship 2 - Hospital</td>
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**Subtotal** ........................................ 43

### General Education/MnTC Requirements

<table>
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<th>Course</th>
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<tr>
<td>Goal 1: Communication</td>
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<tr>
<td>ENGL 1711 Composition 1 – 4 cr</td>
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<tr>
<td>COMM 17XX – 3 cr</td>
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<tr>
<td>Goal 3: Natural Sciences</td>
<td>7</td>
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<tr>
<td>BIOL 1730 Human Body Systems – 3 cr</td>
<td></td>
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<tr>
<td>CHEM 1711 Principles of Chemistry 1 – 4 cr</td>
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<tr>
<td>Goal 6: Humanities &amp; Fine Arts</td>
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<tr>
<td>PHIL 1722 Health Care Ethics – 3 cr</td>
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</tr>
</tbody>
</table>

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

## 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.

### First Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PHAR 1710 Pharmacy Law and Ethics</td>
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<tr>
<td>PHAR 1715 Fundamentals of Pharmacy Technology 1</td>
<td></td>
</tr>
<tr>
<td>PHAR 1720 Foundations of Pharmaceutical Calculations</td>
<td>4</td>
</tr>
<tr>
<td>Goal 3: BIOL 1730 Human Body Systems</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1410 Medical Terminology</td>
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**Total Semester Credits** ........................... 16

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>PHAR 1730 Principles of Pharmacy</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 1735 Pharmacy Medication Tech 1</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 1750 Pharmacy Internship 1 – Retail</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 2710 Fundamentals of Pharmacy Technology 2</td>
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</table>

**Total Semester Credits** ........................... 14

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>PHAR 2720 Pharmacy Sterile Products Lab</td>
<td>5</td>
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<tr>
<td>PHAR 2740 Pharmacotherapy of Disease</td>
<td></td>
</tr>
<tr>
<td>Processes</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 2750 Pharmacy Internship 2 - Hospital</td>
<td>4</td>
</tr>
<tr>
<td>Goal 6: PHIL 1722 Health Care Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** ............................ 16

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Goal 1: COMM 17XX</td>
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</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td>Goal 3: CHEM 1711 Principles of Chemistry 1</td>
<td>4</td>
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<tr>
<td>HLTH 1300 Behaviors for Success and</td>
<td></td>
</tr>
<tr>
<td>Respecting Diversity</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1310 Communication in Healthcare</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 1320 Safety Precautions and Awareness of Client Needs</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Credits** ............................ 14

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

### Recommended Supplemental Courses:

- The following optional courses reinforce the basic skills required for attaining proficiency in performing pharmacy technician procedures.
- PHAR 1700 Success Skills for the Pharmacy Technician 1 (First Semester) 2
- PHAR 1740 Success Skills for the Pharmacy Technician 2 (Second Semester) 2
- PHAR 2700 Success Skills for the Pharmacy Technician 3 (Third Semester) 1
- PHAR 1800 Pharmacy Technician Certification Exam Prep (Summer) 1

## Transfer Opportunities

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

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

### Pharmacy Technician AAS

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

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Saint Paul College—A Community & Technical College • 2019–2020 Catalog

saintpaul.edu 127
Program Requirements Guide 2019 - 2020

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 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 other practice settings.
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 Faculty
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 professional fees. There are additional fees for the certification exam and Board of Pharmacy Registration (see below).

Licenses/Testing
- Certification Exam $129.00
- Minnesota Board of Pharmacy Registration $37.50

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: saintpaul.edu/PharmacyTech and meet the following criteria:
- Achieve a cumulative GPA of 2.8 or better
- Meet minimum program entry requirements (see page 2 of this guide)

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 Program will review applications starting January 15th and accept qualified students on a first-come, first serve basis.

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

Course Cr
- HLTH 1300 Behaviors for Success and Respecting Diversity ........................................1
- HLTH 1310 Communication in Healthcare .................................................................1
- HLTH 1320 Safety Precautions and Awareness of Client Needs ...................................1
- HLTH 1410 Medical Terminology .................................................................................1
- 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 2740 Pharmacotherapy of Disease Processes .............................................4
- Goal 1: COMM 17XX .....................................................................................3
- Goal 3: BIOL 1730 Human Body Systems .............................................................3

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

See back of this guide for Program Requirements, and Course Sequence

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
Elementary Algebra: Score of 76+ or grade of “C” or better in MATH 0910

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.

364D (7199)
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.

First Semester
HLTH 1410 Medical Terminology ................... 1
PHAR 1710 Pharmacy Law and Ethics. .......... 3
PHAR 2710 Fundamentals of Pharmacy Technology 1 ........ 5
PHAR 1720 Foundations of Pharmaceutical Calculations ................ 4
Total Semester Credits. ......................... 13

Second 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

Third Semester
Goal 1: COMM 17XX .................................. 3
Goal 3: BIOL 1730 Human Body Systems .......... 3
HLTH 1300 Behaviors for Success and Respecting Diversity ......................... 1
HLTH 1310 Communication in Healthcare .......... 1
HLTH 1320 Safety Precautions and Awareness of Client Needs ......................... 1
Total Semester Credits. ......................... 9

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

Recommended Supplemental Courses:
The following optional courses reinforce the basic skills required for attaining proficiency in performing pharmacy technician procedures.
PHAR 1700 Success Skills for the Pharmacy Technician 1 (First Semester) ........ 2
PHAR 1740 Success Skills for the Pharmacy Technician 2 (Second Semester) ........ 2
PHAR 1800 Pharmacy Technician Certification Exam Prep (Summer) ........... 1
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. Employment Outlook for Health Educators in the WIC nutrition specialist, or refugee coordinator. Employment Outlook for Health Educators in the WIC nutrition specialist, field investigator, food-safety administrator, emergency preparedness specialist, field investigator, food-safety inspector, epidemiologist, public health nurse, WIC nutrition specialist, or refugee coordinator.

Public Health AS DEGREE

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 Requirements

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.

Program Faculty

Brendan Ashby  brendan.ashby@saintpaul.edu

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 Requirements

Core required Courses

- 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

General Education/MnTC Requirements

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
- COMM 1710 Intercultural Communications - 3cr

Goal 2: Social Science ........................... 16
- BIOL 1740 General Biology 1 - 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 1 - 4cr

Goal 3: Natural Science .......................... 4
- MATH 1740 Introduction to Statistics

Goal 4: Historical ................................. 8
- HIST 1710 History of the United States - 4cr

Goal 5: Scientific Method ........................ 8
- PSYC 1710 General Psychology - 4cr
- STAT 1710 Introduction to Sociology - 4cr

General Education Requirements ............ 40

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

Program Start Dates

Fall, Spring, Summer-limited course offerings

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.

See back of this guide for Course Sequence and Transfer Opportunities
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
BIOL 1740 General Biology 1 .......................5
COMM 1710 Fundamentals of Public Speaking ..........3
ENGL 1711 Composition 1 ............................4
PUBH 1700 Personal & Community Health
    (fall only) ..................................3
Total Semester Credits. ...........................15

Second Semester
BIOL 2721 Anatomy & Physiology I ..................4
ENGL 1712 Composition 2 .............................2
MATH 1740 Introduction to Statistics ..................4
PUBH 1710 Consumer Health
    (spring only) ..................................3
PUBH 2700 Public Health Overview
    (spring only) .................................3
Total Semester Credits. ...........................16

Third Semester
BIOL 2722 Anatomy & Physiology 2 OR
CHEM 1711 Principles of Chemistry 1 ..................4
PSYC 1710 General Psychology ........................4
PUBH 2710 Public Health Education
    (fall only) ..................................3
PUBH 2720 Global Health
    (fall only) ..................................3
Total Semester Credits. ...........................14

Fourth Semester
BIOL 1760 Nutrition ..................................3
COMM 1730 Intercultural Communications ..........3
PUBH 2XXX Focus area course ........................3
PUBH 2770 Public Health Practicum ....................2
SOCI 1710 Introduction to Sociology ..................4
Total Semester Credits. ...........................15

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

Transfer Opportunities

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

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

Public Health AS Degree
BA   Community Health Science
     Concordia University
BA   Health Care Administration
     Concordia University, St. Paul
BA   Individualized Studies
     Metropolitan State University
BAS  Health Services Management
     University of Minnesota,
     College of Continuing
     and Professional Studies
BS   Community Health
     Saint Cloud State University
BS   Healthcare and Human Service Management
     Saint Mary’s University,
     Twin Cities Campus
BS   Public Health
     Saint Mary’s University,
     Twin Cities Campus
Respiratory Therapist  AAS DEGREE

Program Overview
Respiratory Therapists (RTs) provide care and treatment for cardiac and pulmonary issues. Practitioners perform diagnostic tests, administer medical gas therapy, access and record patient emulations and implement care for acute and chronically ill patients. They provide mechanical ventilation, therapeutic procedures, and cardiopulmonary resuscitation. Laboratory procedures include pulmonary function testing; sleep study, arterial blood gas draw and analysis, hemodynamic measurements and radiologic evaluation.

Preparation best suited for this program includes excellent reading skills, biology, chemistry and physics. 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 required at graduation for 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 demonstrated knowledge and skills in Respiratory Therapy clinical experiences.
2. Graduates demonstrated knowledge and skills in Respiratory Therapy clinical simulations.
3. Graduates prepared to take the National Certification Exam.
4. Graduates prepared for employment as Respiratory Therapists.
5. Graduates communicate effectively with the Health Care Team.

Program Faculty
Joseph Buhain  joseph.buhain@saintpaul.edu
Gregory Morgan  gregory.morgan@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.

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 1730 Human Body Systems
  - ENGL 1711 English Composition
- Documented readiness for, or completion of, the following required General Education course:
  - CHEM 1711 Principles of Chemistry 1
- Prerequisite for Chemistry 1 is MATH 0920
- Intermediate Algebra or appropriate assessment score or CHEM 1700
- Chemistry Concepts
- GPA of 3.0 or above

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 online: saintpaul.edu/programs/Pages/respiratory-therapist.aspx

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.

CoARC
Saint Paul College’s Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care:
1248 Harwood Road
Bedford, TX 76021-4244
Phone: 817.283.2835

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.

General Education Requirements

Preliminary courses prior to application ........... Cr

The following (2) General Education courses must be completed prior to submitting your application form for the Respiratory Therapy Major.

☐ Goal 1: ENGL 1711 Composition 1 .................. 4
☐ Goal 3: BIOL 1730 Human Body Systems ........ 3
Total Prior to Application ............................. 7

Preliminary courses prior to RESP courses .......... Cr

The following (4) General Education courses must be completed before you will be allowed to register for the first RT core course RESP1411 Respiratory Care Essentials.

☐ HLTH 1410 Medical Terminology ................. 1
☐ COMM 17XX (Goal 1 only) ......................... 3
☐ Goal 3: CHEM 1711 Principles of Chemistry 1 ... 4
☐ Goal 5: History, Social Sciences and Behavioral Sciences .................................................. 3
☐ Goal 6: PHIL 1722 Health Care Ethics ............ 3
Total Prior to Respiratory Core .......................... 14

General Education Subtotal .............................. 21

Completion or Evidence of American Heart BLS with AED(CPR) course prior to the first RT Clinical. RESP1581 Respiratory Care Clinical 1.

Respiratory Care Core Courses ......................... Cr

☐ RESP 1411 Respiratory Care Essentials ............. 2
☐ RESP 1412 Respiratory Care Essentials Lab ....... 1
☐ RESP 1510 Cardiopulmonary Pathophysiology 1 ... 3
☐ RESP 1521 Respiratory Care Therapeutics ........ 4
☐ RESP 1523 Respiratory Care Therapeutics Lab .... 2
☐ RESP 1540 Respiratory Care Pharm ................. 2
☐ RESP 1580 Introduction to Clinical .................. 1
Total Semester Credits ................................. 6

First Semester Fall

RESP 1411 Respiratory Care Essentials ............. 2
RESP 1412 Respiratory Care Essentials Lab ....... 1
RESP 1540 Respiratory Care Pharm ................. 2
RESP 1580 Introduction to Clinical .................. 1
Total Semester Credits ................................. 6

Second Semester Spring

RESP 1510 Cardiopulmonary Pathophysiology 1 ... 3
RESP 1512 Respiratory Care Therapeutics ........ 4
RESP 1523 Respiratory Care Therapeutics Lab .... 2
RESP 1581 Respiratory Care Clinic 1 ................ 3
Total Semester Credits ................................. 12

Third Semester Summer

RESP 1582 Respiratory Care Clinic 2 ............... 3
RESP 2411 Mechanical Vent .......................... 3
RESP 2412 Mechanical Vent Lab ..................... 1
RESP 2420 Cardiopulmonary Pathophysiology 2 ... 1
Total Semester Credits ................................. 8

Fourth Semester Fall

RESP 1583 Respiratory Care Clinic 3 ............... 6
RESP 2430 Neonatal/Pediatric RC .................... 2
RESP 2440 Mgmt of the Critical Ill ................. 4
RESP 2510 Survey of Human Disease ............... 2
Total Semester Credits ................................. 14

Fifth Semester Spring

RESP 1597 Respiratory Care Clinic 4 ............... 5
RESP 2452 Advanced Simulation ..................... 3
RESP 2458 Multidisciplinary RT ..................... 1
RESP 2450 Cardiopulmonary Diagnostics .......... 1
RESP 2470 Registry Review ........................... 3
Total Semester Credits ................................. 13

Sixth Semester Summer

RESP 1599 Respiratory Care Clinic 5 ............... 4
Total Semester Credits ................................. 4

Total Respiratory Care Core Credits ............... 57

Total General Education Credits .......................... 57

Total Program Credits ................................. 78

Transfer Opportunities

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

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

Respiratory Therapist AAS

BA Health Care Administration
Concordia University, St. Paul

BA Individualized Studies
Metropolitan State University

BAH Applied Health
University of Minnesota, Crookston

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

BS Pulmonary Science
Concordia University
Program Overview
The Surgical Technologist is a critical member of the patient care team during surgery. They are responsible for a wide variety of duties, including preparing and maintaining the sterile field and all instruments and supplies used during surgery. Surgical Technologists responsibilities include anticipating the next steps during the surgical procedure and assisting if needed. The Surgical Technology AAS degree is designed to provide students with the knowledge, skills, and professionalism in order to participate safely, and effectively in the perioperative environment.

Career Opportunities
Most Surgical Technologists work in a wide variety of hospital settings; from community hospitals to trauma centers, as well as standalone day surgery outpatient facilities. Employment of Surgical Technologists is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The immediate need for Surgical technologists is vast, with a multitude of opportunities for properly trained Surgical Technologists.

Program Outcomes
1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Integrate a comprehensive understanding of medical terminology into the practice of surgical technology.
3. Apply basic understanding of anatomy, physiology, pathophysiology, pharmacology, and microbiology as it applies to surgical procedures.
4. Demonstrate consistent proficiency in the application of aseptic technique in all aspects of the surgical care of patients.
5. Demonstrate basic competence in the safe and proper use of surgical instruments, supplies, and equipment used to provide patient care in the surgical environment.
6. Communicate effectively and professionally with all members of the surgical team.
7. Work effectively and respectfully with a diverse population.

Program Faculty
Jolianne Mohler  jolianne.mohler@saintpaul.edu
Viki Viertel  viki.viertel@saintpaul.edu

Program Requirements
☐ Check off when completed
☐ All SURG courses must be completed with a “C” or better.

<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>BTEC 1418 Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>SURG 1405 Intro to Surgical Technology</td>
<td>1</td>
</tr>
<tr>
<td>SURG 1410 Sterile Processing</td>
<td>3</td>
</tr>
<tr>
<td>SURG 1415 Surgical Microbiology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 2405 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 2410 Pathology &amp; Procedure</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2415 Operating Room Lab 1</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2420 Operating Room Lab 2</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2425 Operating Room Clinical 1 &amp; 2</td>
<td>16</td>
</tr>
</tbody>
</table>

Subtotal                                                               | 41 |

General Education/MnTC Requirements                                      | Cr |
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication                                                 | 3  |
☐ COMM 1710 Fundamentals of Public Speaking OR COMM 1720 Interpersonal Communication = 3 cr
☐ Goal 3 Natural Sciences                                               | 13 |
☐ BIOL 1740 General Biology 1                                            | 5  |
☐ BIOL 2721 Human Anatomy and Physiology 1                              | 4  |
☐ BIOL 2722 Human Anatomy and Physiology 2                              | 4  |
☐ Goal 5: History, Social Science and Behavioral Sciences               | 3  |
☐ PSYC 1720 Psychology Throughout the Lifespan                          | 3  |

General Education Requirements                                           | 19 |

Total Program Credits                                                    | 60 |

Program Start Dates
Fall, Spring
Day cohort classes offered as well as afternoon/evening cohorts. Day and afternoon/evening cohort start dates alternate every other semester. For more information, please consult with an academic advisor.

Prerequisites/Admission Guidelines:
1. Successful completion of the Sterile Processing Certificate with a minimum 2.75 GPA.
2. Evidence of immunization or a positive Rubella Titer. Students are strongly encouraged to take the Hepatitis B vaccine.
3. Attend required orientation session after program acceptance.
4. Complete required CPR course prior to clinical courses

Course sequence
The following course sequence is recommended. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with an academic advisor each semester.

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

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.

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

The following course sequence is recommended. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with an academic advisor each semester.

**First Semester**
BIOL 1740 General Biology 1 ....................... 5
PSYC 1720 Psychology Throughout the Lifespan .................. 3
**Total Semester Credits** ................................ 8

**Second Semester**
BIOL 1471 Medical Terminology .................. 2
BIOL 2721 Human Anatomy and Physiology 1 ............... 4
BTEC 1418 Computer Fundamentals .................. 3
COMM 1710 Fundamentals of Public Speaking
OR COMM 1720 Interpersonal Communication ........................ 3
**Total Semester Credits** ................................ 12

**Third Semester**
BIOL 2722 Human Anatomy and Physiology 2 ............... 4
SURG 1405 Intro to Surgical Technology ................. 1
SURG 1410 Sterile Processing .................. 3
SURG 1415 Surgical Microbiology .................. 2
**Total Semester Credits** ................................ 10

**Fourth Semester**
SURG 2405 Pharmacology .................. 2
SURG 2410 Pathology & Procedure ................. 4
SURG 2415 Operating Room Lab 1 .................. 4
SURG 2420 Operating Room Lab 2 .................. 4
**Total Semester Credits** ................................ 14

**Fifth Semester**
SURG 2425 Operating Room Clinical 1 & 2 ............ 16
**Total Semester Credits** ................................ 16

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

Transfer Opportunities

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

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

**Surgical Technology AAS**
**BA** Individualized Studies
Metropolitan State University
**BS** Healthcare and Human Service Management
Saint Mary’s University, Twin Cities Campus
Sterile Processing CERTIFICATE

Program Overview
The Saint Paul College Sterile Processing certificate is a 30-credit program 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 terminology, communication, and computers. The program curriculum includes instruction in decontamination processes, preparation, packaging, sterilization and sterile storage of surgical instrumentation and supplies.

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

Career Opportunities
The work environment is dynamic and fast-paced. The work is challenging, highly technical, and complex. The performance of this vital role has 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. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. Utilize the English language effectively to read, write, speak, and listen critically
3. Enhance logical and critical thinking skills as it relates to sterile processing job duties
4. Preparation for entry level position in a sterile processing department
5. Demonstrate comprehension and identification of basic surgical instrumentation
6. Demonstrate proper usage of medical terminology as it relates to sterile processing
7. Develop and use computer skills utilized in sterile processing
8. Demonstrates an understanding of sterilization processes

Program Faculty
Jolianne Mohler  jolianemohler@saintpaul.edu
Viki Viertel  viki.viertel@saintpaul.edu

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

Program Requirements
☐ Check off when completed
☐ All SURG courses must be completed with a “C” or better.

Course                  Cr
☐ BIOL 1471 Medical Terminology  2
☐ BTEC 1418 Computer Fundamentals  3
☐ SURG 1405 Intro to Surgical Technology  1
☐ SURG 1410 Sterile Processing  3
☐ SURG 1415 Surgical Microbiology  2
   Subtotal  11

General Education/MnTC Requirements  Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication  3
COMM 1710 Fundamentals of Public Speaking OR
COMM 1720 Interpersonal Communication  3 or
☐ Goal 3 Natural Sciences  13
BIOL 1740 General Biology  5
BIOL 2721 Human Anatomy and Physiology  4
BIOL 2722 Human Anatomy and Physiology  4
☐ Goal 5: History, Social Science and Behavioral Sciences  3
PSYC 1720 Psychology Throughout the Lifespan  3
   General Education Requirements  19

Total Program Credits  30

*Successful completion of the Sterile Processing Certificate with a minimum 2.75 GPA is required for admission to the Surgical Technology AAS degree at Saint Paul College.

Program Start Dates
Fall, Spring

Day cohort classes offered as well as afternoon/ evening cohorts. Day and afternoon/evening cohort start dates alternate every other semester. For more information, please consult with an academic advisor.

Course Sequence
The following course sequence is recommended. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with an academic advisor each semester.

First Semester
BIOL 1471 Medical Terminology  2
BIOL 2721 Human Anatomy and Physiology  4
BTEC 1418 Computer Fundamentals  3
COMM 1710 Fundamentals of Public Speaking OR
COMM 1720 Interpersonal Communication  3
   Total Semester Credits  12

Second Semester
BIOL 1740 General Biology  5
BIOL 2722 Human Anatomy and Physiology  4
SURG 1405 Intro to Surgical Technology  3
SURG 1410 Sterile Processing  3
SURG 1415 Surgical Microbiology  2
   Total Semester Credits  10
   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+ or grade of “C” or better in MATH 0745

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

Information is subject to change. This Program Requirements Guide is not a contract.
Clinical Sports Massage AAS DEGREE

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 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
Nick Bohrer nick.bohrer@saintpaul.edu
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 $1,900.00 for books and supplies. (Does not include massage table.) This cost is in addition to tuition and fees.

Program Requirements
☐ Check off when completed
☐ 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 Health and 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
COMM 17XX – 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 .............................................. 66

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

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.

See back of this guide for Course Sequence and Transfer Opportunities
Course Sequence

For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

First Semester
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
Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ..................... 3
Total Semester Credits ......................................................................................... 14

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

Fourth Semester
MASS 1490 Clinical Massage Internship ................................................................ 5
Goal 1: ENGL 1711 Composition 1 ................................................................ 4
Goal 1: COMM 17XX ...................................................................................... 3
Goal 3: BIOL 1760 Nutrition (recommended) .................................................... 3
Goal 6: Humanities and Fine Arts ........................................................................ 3
Total Semester Credits ......................................................................................... 18

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

Transfer Opportunities

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

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

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
Nick Bohrer  nick.bohrer@saintpaul.edu
Jeremy Sartain  jeremy.sartain@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
☐ Check off when completed
☐ All technical courses (HLTH, MASS) must be successfully completed with a grade of “C” or better.

Course  Cr
☐ HLTH 1422 Health and Wellness Coaching ..............4
☐ HLTH 1485 Therapeutic Exercise ....................5
☐ HLTH 1900 Pathology for the Somatic Practitioner ............4
☐ MASS 1423 Advanced Clinical Sports Massage Techniques ..........5
☐ MASS 1490 Internship ................................5

Total Program Credits .....................23

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

First Semester
HLTH 1485 Therapeutic Exercise .................5
HLTH 1900 Pathology for the Somatic Practitioner ....4
MASS 1423 Advanced Clinical Sports Massage (fall only) ..........5
Total Semester Credits ..................................14

Second Semester
HLTH 1422 Health and 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.

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

319C (7168)
Program Requirements Guide 2019 - 2020

Program Requirements Guide 2019 - 2020

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 increased demand for these workers. Factors affecting long term growth include economic well-being and the degree to which insurance companies and HMOs will reimburse for this service. Graduates perform massage therapy in health spas, resorts, health clubs, retirement residences, country clubs, hospitals, chiropractic offices, long-term care facilities, and clinics, or may be self-employed.

Licensing or certification exams are independent of graduation requirements.

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.

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

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

Massage Therapy Certificate
BA  Kinesiology
Concordia University

Program Faculty
Nick Bohrer  nick.bohrer@saintpaul.edu
Jeremy Sartain  jeremy.sartain@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
☐ Check off when completed
☐ 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 and Physiology for Somatic Practitioners ............................... 4
☐ 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
Goals 1-10: Minnesota Transfer Curriculum
PSYC 1750 Introduction to Health Psychology (recommended)

Total Program Credits .................................................. 30

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

First Semester
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
Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ............................. 3
Total Semester Credits .................................................. 14
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.

This Program Requirements Guide is not a contract.
Program Overview

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

Career Opportunities

The US Bureau of Labor and Statistics listed Sport, Exercise and Fitness as one of the top overall job openings requiring Post-Secondary training. Employment is expected to grow by 21 percent from 2014-2024 much faster than average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, corporate wellness program employment will continue to rise increasing the need for workers in these areas.

Program Outcomes

1. Graduates will provide application of Fitness Coaching 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/Fitness Coaching.
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 to take the American Council on Exercise (ACE) exam for Health Coach Certification.

Licensing or certification exams are independent of graduation requirements.

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

☐ Check off when completed
☐ All technical courses (HLTH) 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 the Somatic Practitioner       4
☐ HLTH 1422 Health and Wellness Coaching                           4
☐ HLTH 1425 Clinical Applications in Kinesiology                    3
☐ HLTH 1465 Functional Holistic Nutrition                           4
☐ HLTH 1485 Therapeutic Exercise                                    5
☐ HLTH 1610 Sport and Exercise Coaching                            5
☐ HLTH 1620 Advanced Concepts in Training                           5
☐ HLTH 1630 Functional Exercise Physiology                          3
☐ HLTH 1690 Sport and exercise Sciences Internship                 5
☐ HLTH 1900 Pathology for the Somatic Practitioner                  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
☐ COMM 17XX – 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, Summer

Course Sequence

For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

See back of this guide for Course Sequence and Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 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.
### Course Sequence

For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

#### First Semester
- HLTH 1418 Somatic Practitioner: Business & Ethics .......................... 2
- HLTH 1421 Anatomy & Physiology for the Somatic Practitioner .................. 4
- HLTH 1422 Health and Wellness Coaching .................................. 4
- HLTH 1610 Sport and Exercise Coaching ................................... 5
- **Total Semester Credits** .......................................................... 15

#### Second Semester
- HLTH 1425 Clinical Applications in Kinesiology ................................. 3
- HLTH 1485 Therapeutic Exercise ............................................. 5
- HLTH 1620 Advanced Concepts in Training .................................. 5
- **Total Semester Credits** .......................................................... 13

#### Third Semester
- HLTH 1465 Functional Holistic Nutrition ........................................ 4
- HLTH 1630 Functional Exercise Physiology .................................. 3
- HLTH 1690 Sport and Exercise Sciences Internship ............................. 5
- HLTH 1900 Pathology for the Somatic Practitioner .......................... 4
- Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ....... 3
- **Total Semester Credits** .......................................................... 19

#### Fourth Semester
- Goal 1: ENGL 1711 Composition I .............................................. 4
- Goal 1: COMM 17XX .......................................................... 3
- Goal 3: BIOL 1760 Nutrition (recommended) .................................. 3
- Goal 6: Humanities and Fine Arts ............................................ 3
- **Total Semester Credits** .......................................................... 13

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

### Transfer Opportunities

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

**Sport and Exercise Sciences AAS**
- BA Exercise Science
  - Concordia University, St. Paul
- BA Health Care Administration
  - Concordia University, St. Paul
- BA Individualized Studies
  - Metropolitan State University
- BA Kinesiology
  - Concordia University
- BAS Healthcare Leadership & Administration
  - Winona State University
- BS Exercise Science
  - Concordia University, St. Paul
- BS Healthcare and Human Service Management
  - Saint Mary’s University, Twin Cities Campus
Program Overview
Sport and Exercise Sciences Professionals instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate sciences. Functional training techniques, aerobic exercise and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial and continuous feedback and testing. Graduates from the program perform patient assessments and build customized fitness, wellness and nutrition plans for individuals.

Career Opportunities
The US Bureau of Labor and Statistics listed Sport, Exercise and Fitness as one of the top overall job openings requiring Post-Secondary training. Employment is expected to grow by 21 percent from 2014-2024 much faster than average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, corporate wellness program employment will continue to rise increasing the need for workers in these areas.

Program Outcomes
1. Graduates will provide application of Fitness Coaching 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/ Fitness Coaching.
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 to take the American Council on Exercise (ACE) exam for Health Coach Certification.

Licensing or certification exams are independent of graduation requirements.

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

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

Sport and Exercise Sciences Diploma
BA Kinesiology
Concordia University
Program Overview
Sport and Exercise Sciences Professionals instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate sciences. Functional training techniques, aerobic exercise and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial and continuous feedback and testing. Graduates from the program perform patient assessments and build customized fitness, wellness and nutrition plans for individuals.

Career Opportunities
The US Bureau of Labor and Statistics listed Sport, Exercise and Fitness as one of the top overall job openings requiring Post-Secondary training. Employment is expected to grow by 21 percent from 2014-2024 much faster than average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, corporate wellness program employment will continue to rise increasing the need for workers in these areas.

Program Outcomes
1. Graduates will provide application of Fitness Coaching 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/ Fitness Coaching.
3. Graduates will be prepared to take the National Academy of Sports Medicine (NASM) exam for Corrective Exercise Specialist (CES).

Licensing or certification exams are independent of graduation requirements.

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
☐ Check off when completed
☐ All technical courses (HLTH) 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 Health and Wellness Coaching  .................... 4
☐ HLTH 1425 Clinical Applications in Kinesiology  .................... 3
☐ HLTH 1465 Functional Holistic Nutrition  .................... 4
☐ HLTH 1485 Therapeutic Exercise  .................... 5
☐ HLTH 1610 Sport and Exercise Coaching  .................... 5
Subtotal  .................... 27

General Education/MnTC Requirements  Cr
☐ Goals 1-10: Minnesota Transfer Curriculum
PSYC 1750 Introduction to Health Psychology (recommended)  .................... 3
General Education Requirements  .................... 3

Total Program Credits  .................... 30

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu. Not all courses are offered each semester; a selection of courses is offered summer term. Students should consult with the Program Faculty each semester.

First Semester
HLTH 1418 Somatic Practitioner: Business & Ethics  .................... 2
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner  .................... 4
HLTH 1422 Health and Wellness Coaching  .................... 4
HLTH 1610 Sport and Exercise Coaching  .................... 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
Goal 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.

This Program Requirements Guide is not a contract.
Registered Yoga Teacher 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 woven serape 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

Course                 Cr
☐ HLTH 1421 Anatomy and Physiology for the Somatic Practitioner  ................. 4
☐ HLTH 1454 Yoga Postures/Asanas  .................................... 3
☐ HLTH 1458 Relaxation Techniques  .................................... 3
☐ HLTH 1459 Yoga Asana/Teaching Methodology  .................. 3
☐ HLTH 1541 Yoga History/Philosophy  .......................... 3
Total Program Credits  .......................... 16

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jeremy.sartain@saintpaul.edu.

Not all courses are offered each semester; a selection of courses is offered summer term. Students must take HLTH 1454 before taking HLTH 1459.

Students should consult with the Program Faculty each semester.

First Semester
HLTH 1421 Anatomy and Physiology for the Somatic Practitioner  ................. 4
HLTH 1454 Yoga Postures/Asanas  .................................... 3
HLTH 1458 Relaxation Techniques  .................................... 3
HLTH 1459 Yoga Asana/Teaching Methodology  .................. 3
HLTH 1541 Yoga History/Philosophy  .......................... 3
Total Program Credits  .......................... 16

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

Reading: Score of 38+

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.

This program is registered with Yoga Alliance and meets the Yoga Alliance Standards.

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