

Health Science Programs

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Health Information Technology AAS DEGREE

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.

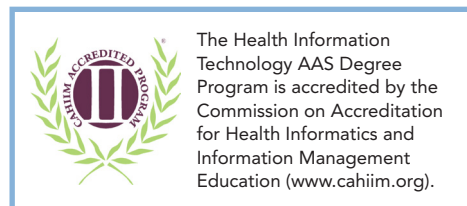
Individuals enrolled in the program will obtain a broad body of knowledge that will allow them to become employed in many capacities within a health information department. Some of the positions include such tasks as: release of information, various registries, incomplete chart room, processing of medical 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 may apply to write the national certification examination given by the American Health Information Management Association. Upon successful completion of the certification examination, the credential of Registered Health Information Technician is awarded.

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 basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate the use of health information management practice standards.
4. Graduates will perform accurate medical coding in accordance with official guidelines for coding and reporting.
5. Graduates will perform health information data analysis.
6. Graduates will model professional and ethical behavior consistent with the American Health Information Management Association (AHIMA) Code of Ethics.
7. Graduates will interpret and apply federal regulatory standards as applied to healthcare.



Program Faculty

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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
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/Medical Office.	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease.	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office.	2
<input type="checkbox"/> MEDS 2432 Alternative Health Record Systems	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
<input type="checkbox"/> MEDS 2440 Supervision of Health Information	2
<input type="checkbox"/> MEDS 2461 ICD-10-CM Coding.	3
<input type="checkbox"/> MEDS 2462 ICD-10-PCS Coding	4
<input type="checkbox"/> MEDS 2470 CPT-4 Coding	3
<input type="checkbox"/> MEDS 2480 Advanced Coding.	3
<input type="checkbox"/> MEDS 2510 Quality Management and Health Statistics	3
<input type="checkbox"/> MEDS 2590 HIT Internship/Capstone Project	3
Subtotal.	47

General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX – 3 cr	
<input type="checkbox"/> Goal 4: MATH 1740 Introduction to Statistics (required)	4
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts.	3
General Education Requirements	17

Total Program Credits 64

Program Start Dates

Fall

See back of this guide for Course Sequence & Transfer Opportunities

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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.

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

Students must have successfully completed the following required courses with a "C" grade or better:

- General Education Courses**
- Goal 1: ENGL 1711: Composition 1
 - Goal 1: COMM 17XX

- Technical Education Courses**
- MEDS 1420: Health Information Foundations
 - MEDS 1470: Anatomy/Physiology for the Medical Office
 - MEDS 1480: Medical Terminology
 - Minimum Cumulative GPA of 2.8 on all completed college courses.
 - Students transferring courses to Saint Paul College from another institution must have an Official Transcript on file in the Student Records Office.

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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 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	4
Goal 1: COMM 17XX	3
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 4: MATH 1740 Introduction to Statistics (required)	4
Total Semester Credits	17

Fourth Semester (Year 2)

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	16

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)

MEDS1470 Anatomy & Physiology/Medical Office	3
MEDS 1480 Medical Terminology	3
Goal 1: COMM: 17XX	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)

BTEC 1421 Bus Info Apps 1	3
MEDS 1560 Computerized Health Information	3
Goal 4: MATH 1740 Introduction to Statistics (required)	4
MEDS 2430 Pharmacology for the Medical Office	2
Total Semester Credits	12

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)

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	10

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

BA	Health Care Administration Concordia University, St. Paul
BA	Individualized Studies Metropolitan State University
BS	Health Information Management Herzing University

Healthcare Administration AS DEGREE

Program Overview

The healthcare administration program is an interdisciplinary program that incorporates business and health information management education and practices designed to create a comprehensive healthcare leader. Learners will participate in focused instruction within management, health information management, legal and ethical aspects, statistics, and technology; which will afford employment opportunities in various healthcare leadership capacities.

Students will acquire knowledge and skills in communicative strategy, critical thinking, transformative management, and collaborative team-building propensities throughout various course(s) within the healthcare administration program.

Candidates considering this field should prepare for high-level decision-making, comprehensive analysis, complex communications, and the ability to lead and manage others.

Career Opportunities

Healthcare administrators and leaders enjoy salaries in the top bracket of healthcare professionals. Graduates may anticipate supervisory and management roles. **Graduates of this program may choose to continue their education at a four-year institution in Healthcare Administration or a related field.

The healthcare administrator or leader may work in a physician's office, surgery center, specialty clinic, hospital, insurance company, government agency, community health setting, 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 and Health Services Managers are anticipated to increase by +/- 32% between 2019 to 2029 (www.bls.gov).

*Information is subject to change.
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Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ 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.

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Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate documentation and health information practices.
3. Graduates will demonstrate use of office and healthcare-based software applications.
4. Graduates will apply administrative and management-based practices.
5. Graduates will comply with healthcare regulatory guidelines.

Program Faculty

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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
<input type="checkbox"/> BTEC 1421 Business Information Applications I	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> HMRS 1400 Human Resource Management	3
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
Subtotal	30

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	17
BIOL 1740 General Biology: The Living Cell – 5 cr	
BIOL 2721 Human Anatomy and Physiology 1 – 4 cr	
BIOL 2722 Human Anatomy and Physiology 2 – 4 cr	
MATH 1740 Introduction to Statistics – 4 cr	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
General Education Requirements	30

Total Program Credits 60

Recommended Electives:

<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> BUSN 1760 Principles of Finance	4
<input type="checkbox"/> MEDS 2510 Quality Management and Health Statistics	3

Prerequisite Course Sequence Requirements:

<input type="checkbox"/> MEDS 1560 (MEDS 1420) fall/spring
<input type="checkbox"/> MEDS 1562 (MEDS 1420) fall
<input type="checkbox"/> MEDS 1570 (MEDS 1470 or 1480) fall/spring
<input type="checkbox"/> MEDS 2430 (MEDS 1480 or BIOL 2721 & 2722) fall/spring
<input type="checkbox"/> MEDS 2434 (MEDS 1420) fall

See back of this guide for Program Start Dates, Course Sequence & Transfer Opportunities

Healthcare Administration AS DEGREE *(continued)*

Program Start Dates

Fall, Spring, and Summer

Course Sequence

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 grade of "C" or better.

First Semester (Year 1)

BIOL 1740 General Biology: The Living Cell	5
BUSN 1410 Introduction to Business	3
MEDS 1420 Health Information Foundations	3
MEDS 1480 Medical Terminology	3
Total Semester Credits	14

Second Semester (Year 1)

BIOL 2721 Human Anatomy and Physiology 1	4
BTEC 1421 Business Information Applications I	3
ENGL 1711 Composition I	4
MEDS 1562 Billing and Reimbursement	2
Goal 5: History, Social Sciences, and Behavioral Sciences	3
Total Semester Credits	16

Third Semester (Year 2)

BIOL 2722 Human Anatomy and Physiology 2	4
HMRS 1400 Human Resource Management	3
MEDS 2434 Legal and Ethical Aspects of Health Information	2
Goal 1: SPCH XXXX	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits	15

Fourth Semester (Year 2)

BUSN 2450 Management Fundamentals	3
MEDS 1560 Computerized Health Information	3
MEDS 1570 Human Disease	3
MEDS 2430 Pharmacology for the Medical Office	2
MATH 1740 Introduction to Statistics	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.

Healthcare Administration AS

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

Healthcare Documentation Specialist CERTIFICATE

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 apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.
4. Graduates will transcribe and edit medical reports and related office correspondence.

Program Faculty

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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
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations.	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1551 Medical Formatting/Transcription 1	3
<input type="checkbox"/> MEDS 1552 Transcription And Documentation II.	3
<input type="checkbox"/> MEDS 1553 Advanced Medical Documentation	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1570 Human Disease.	3
<input type="checkbox"/> 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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.

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

Healthcare Informatics AAS DEGREE

Program Overview

The Healthcare Informatics program integrates education from health information, computer science and information technology.

Healthcare informatists 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.

According to the Bureau of Labor Statistics, Computer User Support Specialists Occupations are anticipated to increase by +/- 10% between 2018-2028.

Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate documentation and health information practices.
3. Graduates will demonstrate skilled use of specialized software applications in the completion of information management processes that apply to healthcare.
4. Graduates will support information systems applicable to healthcare.
5. Graduates will comply with healthcare regulatory guidelines.

Program Requirements

- Check off when completed
- All classes must be successfully completed with grade "C" or better.

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

General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX – 3 cr	
<input type="checkbox"/> Goal 4: Mathematical/Logical Reasoning	3
MATH 1730 College Algebra (or higher) – 3 cr	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
General Education Requirements	16

Total Program Credits 60

Program Faculty

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Program Start Dates

Fall, Spring, Summer-limited course offerings

See back of this guide for Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ 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.

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

Healthcare Informatics AAS DEGREE *(continued)*

Course Sequence for Full-Time Schedule

The following sequence is recommended for full-time students. Students should consult with the program advisor to develop an appropriate educational plan.

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

First Semester (Year 1)

CSCI 1410 Computer Science and Information Systems	4
MEDS 1420 Health Information Foundations	3
MEDS 1470 Anatomy and Physiology of the Medical Office	3
MEDS 1480 Medical Terminology	3
Goal 1: COMM 17XX	3
Total Semester Credits	16

Second Semester (Year 1)

CSCI 1523 Introduction to Computing and Programming Concepts	4
CSCI 1550 Database Management Fundamentals	4
MEDS 1560 Computerized Health Information	3
Goal 1: ENGL 1711 Composition 1	4
Total Semester Credits	15

Third Semester (Year 2)

CSCI 2410 Management Information Systems	3
CSCI 2570 Machine Architecture and Organization	4
MEDS 2432 Alternative Health Record Systems	2
MEDS 2434 Legal and Ethical Aspects of Health Information	2
Goal 4: MATH 1730 College Algebra or higher	3
Total Semester Credits	14

Fourth Semester (Year 2)

CSCI 1440 Networking Fundamentals	4
MEDS 2440 Supervision of Health Information	2
MEDS 2510 Quality Management and Health Statistics	3
Goal 5: History, Social Sciences, and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits	15

Total Program Credits 60

Course Sequence for Part-Time Schedule

The following sequence is recommended for part-time students. Students should consult with the program advisor to develop an appropriate educational plan.

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

First Semester (Year 1)

CSCI 1410 Computer Science and Information Systems	4
MEDS 1470 Anatomy and Physiology of the Medical Office	3
MEDS 1480 Medical Terminology	3
Total Semester Credits	10

Second Semester (Year 1)

CSCI 1523 Introduction to Computing and Programming Concepts	4
MEDS 1420 Health Information Foundations	3
Goal 1: COMM 17XX	3
Total Semester Credits	10

Third Semester (Year 2)

MEDS 1560 Computerized Health Information	3
MEDS 2432 Alternative Health Record Systems	2
Goal 1: ENGL 1711 Composition 1	4
Total Semester Credits	9

Fourth Semester (Year 2)

CSCI 1550 Database Management Fundamentals	4
MEDS 2440 Supervision of Health Information	2
Goal 4: MATH 1730 College Algebra or higher	3
Total Semester Credits	9

Fifth Semester (Year 3)

CSCI 2410 Management Information Systems	3
CSCI 2570 Machine Architecture and Organization	4
MEDS 2434 Legal and Ethical Aspects of Health Information	2
Goal 5: History, Social Sciences, and Behavioral Sciences	3
Total Semester Credits	12

Sixth Semester (Year 3)

CSCI 1440 Networking Fundamentals	4
MEDS 2510 Quality Management and Health Statistics	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits	10

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
BA	Individualized Studies Metropolitan State University

Medical Coding DIPLOMA

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 11% between 2018 and 2028, which is much faster than average (www.bls.gov).

Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and coding based software applications.
3. Graduates will perform accurate medical coding in accordance with official guidelines for coding and reporting.
4. Graduates will model professional and ethical behavior consistent with the American Health Information Management Association (AHIMA) Code of Ethics.

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	Cr
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
<input type="checkbox"/> MEDS 2461 ICD-10-CM Coding	3
<input type="checkbox"/> MEDS 2462 ICD-10-PCS Coding	4
<input type="checkbox"/> MEDS 2470 CPT-4 Coding	3
<input type="checkbox"/> MEDS 2480 Advanced Coding	3
<input type="checkbox"/> MEDS 2594 Medical Coding Capstone	3
Subtotal	37
<hr/>	
General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communications	3
COMM 17XX – 3 cr	
General Education Requirements	3
Total Program Credits	40

Program Faculty

Kelly Dale
kelly.dale@saintpaul.edu

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	3
MEDS 1470 Anatomy & Physiology/ Medical Office	3
MEDS 1480 Medical Terminology	3
Goal 1: COMM 17XX	3
Total Semester Credits	12

Second Semester

MEDS 1562 Billing and Reimbursement	2
MEDS 1570 Human Disease	3
MEDS 2461 ICD-10-CM Coding	3
MEDS 2462 ICD-10-PCS Coding	4
MEDS 2470 CPT-4 Coding	3
Total Semester Credits	15

Third Semester

MEDS 1560 Computerized Health Information	3
MEDS 2430 Pharmacology for the Medical Office	2
MEDS 2434 Legal and Ethical Aspects of Health Information	2
MEDS 2480 Advanced Coding	3
MEDS 2594 Medical Coding Capstone	3
Total Semester Credits	13

Total Program Credits 40

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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.*

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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 +/- 16% between 2018 and 2028 (www.bls.gov).

Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.
4. Graduates will apply business procedures in accordance with the medical office profession.
5. Graduates will transcribe and edit medical reports and related office correspondence.

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 "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1 . . .	3
<input type="checkbox"/> BTEC 1423 Business Information Applications 2 . . .	4
<input type="checkbox"/> BTEC 2410 Business Procedures	4
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1551 Medical Formatting/Transcription 1 . . .	3
<input type="checkbox"/> MEDS 1552 Transcription and Documentation II . . .	3
<input type="checkbox"/> MEDS 1553 Advanced Medical Documentation . . .	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information . . .	3
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office . .	2
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
- General Education Requirements 19**

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.

*See back of this guide for
 Course Sequence & Transfer Opportunities*

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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.

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Medical Office Professional AAS DEGREE *(continued)*

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 Credits60

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

Medical Office CERTIFICATE

Program Overview

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

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

Career Opportunities

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 +/- 16% between 2018 and 2028 (www.bls.gov).

Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduate will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.

Program Faculty

Jennifer Anglin
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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
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BTEC 1530 Communication Technology	4
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> 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:

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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.

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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.

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats:

Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ 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.

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Program Faculty

Julia Bartlett
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Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BIOL 1740 General Biology 1: The Living Cell	5
<input type="checkbox"/> BIOL 1760 Nutrition	3
<input type="checkbox"/> BIOL 2721 Human Anatomy and Physiology 1	4
<input type="checkbox"/> BIOL 2722 Human Anatomy and Physiology 2	4
<input type="checkbox"/> BIOL 2750 General Microbiology	4
<input type="checkbox"/> CHEM 1711 Principles of Chemistry 1	4
<input type="checkbox"/> COMM 1720 Interpersonal Communication	3
<input type="checkbox"/> ENGL 1711 Composition 1	4
<input type="checkbox"/> MATH 1730 College Algebra	3
<input type="checkbox"/> MATH 1740 Introduction to Statistics	4
<input type="checkbox"/> PHIL 1722 Health Care Ethics	3
<input type="checkbox"/> PSYC 1710 General Psychology	4
<input type="checkbox"/> PSYC 1720 Lifespan Development	3
<input type="checkbox"/> 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

<input type="checkbox"/> 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

Program Start Dates

Fall, Spring, Summer

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
COMM 1720 Interpersonal Communication	3
ENGL 1711 Composition 1	4
PSYC 1710 General Psychology	4
Total Semester Credits	16

Second Semester

BIOL 2721 Human Anatomy and Physiology 1	4
BIOL 2750 General Microbiology	4
PSYC 1720 Lifespan Development	3
Goals 1-10: Minnesota Transfer Curriculum	4
Total Semester Credits	15

Third Semester

BIOL 2722 Human Anatomy and Physiology 2	4
MATH 1730 College Algebra	3
PHIL 1722 Healthcare Ethics	3
SOCI 1710 Introduction to Sociology	4
Total Semester Credits	14

Fourth Semester

BIOL 1760 Nutrition	3
CHEM 1711 Principles of Chemistry 1	4
MATH 1740 Introduction to Statistics	4
Goals 1-10: Minnesota Transfer Curriculum	4
Total Semester Credits	15

Total Program Credits 60

See back of this guide for Transfer Opportunities

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

Health Sciences Broad Field AS DEGREE *(continued)*

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

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

Medical Laboratory Technician AAS DEGREE

Program Overview

The Medical Laboratory Technician program is a combination of classroom, laboratory and applied experiences that will provide students with training needed for employment in Medical Laboratory careers. Following the didactic coursework, which includes 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 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 cognitive and technical 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 11% from 2018-2028 (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

The graduate will:

1. Demonstrate proper use, calibration, adjustment, and operation of laboratory precision instrumentation.
2. Demonstrate standard safety practices in the medical laboratory designed to prevent injury,

illness, or loss of life to those working in and/or around the 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. Correlate pathological conditions of the human body, including cause and symptoms, to the laboratory's role in diagnosis and treatment.
4. Demonstrate organized and efficient clinical laboratory work skills.
5. Perform a wide variety of testing procedures employed in a medical laboratory and relate the principles of quality assurance and 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, transfusion medicine, and immunology.
6. Be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP). Demonstrate effective interpersonal/professional/self-management skills in interactions with patients, colleagues and other members of the health care team.
7. Demonstrate effective interpersonal/professional/self-management skills in interactions with patients, colleagues and other members of the health care team.

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 or later until there are sufficient applicants to fill the open seats. 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.

Admission into the Program

Applying by the priority application deadline (listed on the application) does not guarantee admission to the Medical Laboratory Technician Program. Being admitted to Saint Paul College does not imply admission into the Medical Laboratory Technician Program. After the priority review deadline indicated on the Application to the Medical Laboratory Technician Major, each application is reviewed in the order submitted on the basis of overall academic ability, GPA of college level courses, and assessment scores. Applicants are admitted on a first-qualified, first-served basis according to the order of application submission. Notification of acceptance into the Medical Laboratory Technician Major will be sent by email 6 weeks after the deadline date listed on the Application to the Medical Laboratory Technician Major form. Students admitted into the Medical Laboratory Technician program must attend a mandatory orientation meeting (MLT Seminar) to complete documentation to enter the program.

See back of this guide for Additional Program Requirements, Program Faculty, Program Requirements and Start Dates, Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ 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.

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Medical Laboratory Technician AAS DEGREE *(continued)*

Additional Program Requirements

- Evidence of immunity to specific diseases prior to clinical experience placement
- Evidence of a cleared criminal background study prior to clinical experience placement

Program Faculty

Michelle Briski
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Nicole Schroeder
nicole.schroeder@saintpaul.edu

Students should consult with the program advisor to develop an appropriate educational plan.

Program Requirements

- Check off when completed
- 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.

<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> MDLT 1400 Introduction to Medical Laboratory Science	1
<input type="checkbox"/> MDLT 1410 Laboratory Techniques	3
<input type="checkbox"/> MDLT 1421 Hematology 1	2
<input type="checkbox"/> MDLT 1422 Hematology 2	4
<input type="checkbox"/> MDLT 1430 Urinalysis/Body Fluids	3
<input type="checkbox"/> MDLT 1441 Clinical Chemistry 1	2
<input type="checkbox"/> MDLT 1442 Clinical Chemistry 2	4
<input type="checkbox"/> MDLT 1446 Phlebotomy	1
<input type="checkbox"/> MDLT 1510 Immunology	2
<input type="checkbox"/> MDLT 2410 Immunohematology	3
<input type="checkbox"/> MDLT 2420 Clinical Microbiology	4
<input type="checkbox"/> MDLT 2430 Clinical Practice Orientation	1
<input type="checkbox"/> MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis	2
<input type="checkbox"/> MDLT 2591 Clinical Practice	9
<input type="checkbox"/> 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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX - 3 cr	
<input type="checkbox"/> 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	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
PSYC 1710 General Psychology OR	
SOCI 1720 Social Problems (recommended)	
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
PHIL 1722 Health Care Ethics (recommended)	
General Education Requirements	29

Total Program Credits72

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 5 – Advanced Skills	1
MDLT 2456 Learning Lab 6 – Advanced Skills	1

Program Start Dates

Fall

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 Introduction to Medical Laboratory Science	1
MDLT 1410 Laboratory 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
<i>Recommended Supplemental Courses Second Semester:</i>	
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
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Total Semester Credits9

Sixth Semester

MDLT 2593 Comprehensive Examinations	1
Total Summer Term Credits	1

Total Program Credits72

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	Medical Laboratory Science University of North Dakota

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

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
info@naacls.org | www.naacls.org

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.

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

Program Outcomes

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

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
- Evidence of a cleared criminal background study prior to clinical experience placement. 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

Kelsey Dodson
kelsey.dodson@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
<input type="checkbox"/> BIOL 1730 Human Body Systems	3
<input type="checkbox"/> COMM 1710 Fundamentals of Public Speaking OR COMM 1720 Interpersonal Communication.	3
<input type="checkbox"/> HLTH 1410 Medical Terminology.	1
<input type="checkbox"/> HLTH 1575 EKG & Telemetry.	6
<input type="checkbox"/> PHIL 1722 Health Care Ethics	3
<input type="checkbox"/> PHLB 1405 Phlebotomy	4
<input type="checkbox"/> PHLB 1410 Phlebotomy Clinical Experience.	2

Total Program Credits 22

*See back of this guide for
Program Start Dates & Course Sequence*

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

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.

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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.

Once enrolled in PHLB 1405 and PHLB 1410, students are required to attend a mandatory seminar session prior to starting PHLB 1405. Information about seminar scheduling will be provided by the program director.

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.

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
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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

*Information is subject to change.
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Minimum Program Entry Requirements

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

Reading: Score of 225+ or grade of "C" or better in READ 0721 or READ 0724 or EAPP 0860

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.

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Patient Care Technician AAS DEGREE

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 Faculty

Julia Bartlett
julia.bartlett@saintpaul.edu

Program Requirements

Check off when completed

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

General Education/MnTC Requirements

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 1720 Interpersonal Communication – 3 cr	
<input type="checkbox"/> 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	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	7
PSYC 1720 Lifespan Development – 3 cr	
SOCI 1710 Introduction to Sociology – 4 cr	
<input type="checkbox"/> Goal 6: Humanities and Fine Arts.	3
PHIL 1722 Health Care Ethics – 3 cr	
General Education Requirements	34

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

See back of this guide for Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+ 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.

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*Information is subject to change.
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Patient Care Technician AAS DEGREE *(continued)*

Course Sequence

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

First Semester

BIOL 1740 General Biology 1	5
COMM 1720 Interpersonal Communication	3
HLTH 1410 Medical Terminology	1
HLTH 1432 Basic Life Support for Health Care Providers	1
PSYC 1720 Lifespan Development	3
Total Semester Credits	13

Second Semester

BIOL 2721 Human Anatomy and Physiology 1	4
ENGL 1711 Composition 1	4
HLTH 1580 Medical Office Skills for the Patient Care Technician	3
PHIL 1722 Health Care Ethics	3
Total Semester Credits	14

Third Semester (Summer Session)

NAST 1111 Nursing Assistant & Home Health Aide	4
NAST 1112 Nursing Assistant Clinical	1
Total Semester Credits	5

Fourth Semester

BIOL 2722 Human Anatomy and Physiology 2	4
BIOL 2750 General Microbiology	4
HLTH 1570 Trained Medication Aide	2
SOCI 1710 Introduction to Sociology	4
Total Semester Credits	14

Fifth Semester

HLTH 1575 EKG & Telemetry	6
HLTH 1585 Job Readiness/Certification Exam Preparation	2
PHLB 1405 Phlebotomy	4
PHLB 1410 Phlebotomy Clinical Experience	2
Total Semester Credits	14
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.

Patient Care Technician AAS

BA Individualized Studies
Metropolitan State University

Practical Nursing DIPLOMA

Program Overview

Under the supervision of registered nurses and physicians, licensed practical nurses provide bedside care, monitor patients, gather information, evaluate patient needs and contribute to the patient's care. Licensed practical nurses administer medications and perform treatments. Licensed practical nurses utilize observation, critical thinking, decision-making and communication skills in caring for patients.

The Practical Nursing Diploma is designed to meet the requirements to become licensed as a Practical Nurse.

Career Opportunities

Employment of 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. Licensure Examination. The program's most recent annual NCLEX licensure examination pass rate will be at least 80% for all first-time test-takers.
2. Program Completion. 60% of the students who begin the first nursing course will graduate from the nursing program within 150% of the timeframe allotted for the program.
3. Job Placement. 70% of students will be employed within one (1) year of graduation.

This program is accredited by the Accreditation Commission for Education in Nursing (ACEN):

3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020
website: www.acenursing.org

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

Program Faculty

Joy Seymour

joy.seymour@saintpaul.edu

Yewondwossen Tsegaw

yewondwossen.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.

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

Required CPR course

Students are required to successfully complete a cardiopulmonary resuscitation (CPR) course prior to registering for PRNS 1481 Clinical 1.

At Saint Paul College, HLTH 1432 Basic Life Support for Healthcare Providers (BLS) 1 credit fulfills this requirement.

Fall Start

Students beginning in the Fall have the option of enrolling in day or evening PRNS theory classes. Clinical experiences are subject to clinical site availability and may be scheduled for day and/or evenings.

Spring Start

Students beginning in the Spring are scheduled for day PRNS theory classes. Clinical experiences are subject to clinical site availability and may be scheduled for day and/or evenings.

See back of this guide for Program Requirements, Course Sequence, Transfer Opportunities & End of Program Outcomes

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+ 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.

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Practical Nursing DIPLOMA *(continued)*

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 2**
- Goal 1: ENGL 1711 Composition 1 4
- Goal 3: BIOL 1730 Human Body Systems 3
- Goal 5: PSYC 1720 Lifespan Development 3
- General Education Requirements 10**
- 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	Cr
<input type="checkbox"/> PRNS 1425 Essentials of Clinical Pharmacology	2
<input type="checkbox"/> PRNS 1436 Foundations of Nursing	4
<input type="checkbox"/> PRNS 1481 Clinical 1	3
<input type="checkbox"/> PRNS 1482 Clinical 2	3
<input type="checkbox"/> PRNS 1483 Clinical 3	3
<input type="checkbox"/> PRNS 1521 Nursing Care of Adults 1	4
<input type="checkbox"/> PRNS 1524 Nursing Care of Adults 2	3
<input type="checkbox"/> PRNS 1531 Maternal/Child Health	2
<input type="checkbox"/> PRNS 2411 Psycho/Social Nursing	1
<input type="checkbox"/> PRNS 2492 Transition to Practice	3
PRNS Core Credits	28
Health Core Credits	2
General Education Requirements	10

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

HLTH 1310 Communications in Healthcare	1
HLTH 1410 Medical Terminology	1
Goal 1: ENGL 1711 Composition 1	4
Goal 3: BIOL 1730 Human Body Systems	3
Goal 5: PSYC 1720 Lifespan Development	3

Pre-Nursing Credits 12

- 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	
PRNS 1425 Essentials of Clinical Pharmacology	2
PRNS 1436 Foundations of Nursing	4
PRNS 1481 Clinical 1	3
PRNS 1521 Nursing Care of Adults 1	4
PRNS 2411 Psycho/Social Nursing	1
PRNS Core Credits	14

Third Semester (Fall/Spring only)

Practical Nursing Courses	
PRNS 1482 Clinical 2	3
PRNS 1483 Clinical 3	3
PRNS 1524 Nursing Care of Adults 2	3
PRNS 1531 Maternal/Child Health	2
PRNS 2492 Transition to Practice	3
PRNS Core Credits	14

Total Program Credits 40

End of Program Outcomes

1. Provide safe, quality care that promotes the health of individual patients across the lifespan.
2. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
3. Demonstrate competency within Practical Nurse scope of practice to provide, safe, quality care for diverse patients in a caring environment.
4. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
5. Demonstrate responsibility for own personal and professional growth as a self-motivated, self-directed person who utilizes self-reflection and feedback from team members.
6. Utilize critical thinking and nursing judgment when prioritizing care, implementing evidence based interventions, and promoting the health of individual patients across the lifespan.

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

Sabrina Hemmerling
sabrina.hemmerling@saintpaul.edu

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 \$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.



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

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.

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

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 250+ or **Adv. Algebra & Functions:** Score of 215+ or grade of "C" or better in MATH 0910

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.

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Pharmacy Technician AAS DEGREE *(continued)*

Program Requirements

- 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 2710 Fundamentals of Pharm Tech 2	5
□ PHAR 2720 Pharmacy Sterile Products Lab	5
□ PHAR 2740 Pharmacotherapy of Disease Processes	4
□ PHAR 2750 Pharmacy Internship 2 - Advanced	4
Subtotal	43
<hr/>	
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	7
BIOL 1730 Human Body Systems – 3 cr	
CHEM 1711 Principles of Chemistry 1 – 4 cr	
□ Goal 6: Humanities & Fine Arts	3
PHIL 1722 Health Care Ethics – 3 cr	
General Education Requirements	17
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.

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

First Semester

PHAR 1710 Pharmacy Law and Ethics	3
PHAR 1715 Fundamentals of Pharmacy Technology 1	5
PHAR 1720 Foundations of Pharmaceutical Calculations	4
Goal 3: BIOL 1730 Human Body Systems	3
HLTH 1410 Medical Terminology	1
Total Semester Credits	16

Second Semester

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

Third Semester

PHAR 2720 Pharmacy Sterile Products Lab	5
PHAR 2740 Pharmacotherapy of Disease Processes	4
PHAR 2750 Pharmacy Internship 2 - Advanced	4
Goal 6: PHIL 1722 Health Care Ethics	3
Total Semester Credits	16

Fourth Semester

Goal 1: ENGL 1711 Composition 1	4
Goal 1: COMM 17XX	3
Goal 3: CHEM 1711 Principles of Chemistry 1	4
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	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

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

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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 \$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.



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

Program Requirements

- Check off when completed
- All courses must be successfully completed with a grade of "C" or better.

Course	Cr
<input type="checkbox"/> HLTH 1300 Behaviors for Success and Respecting Diversity	1
<input type="checkbox"/> HLTH 1310 Communication in Healthcare	1
<input type="checkbox"/> HLTH 1320 Safety Precautions and Awareness of Client Needs	1
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> PHAR 1710 Pharmacy Law and Ethics	3
<input type="checkbox"/> PHAR 1715 Fundamentals of Pharm Tech 1	5
<input type="checkbox"/> PHAR 1720 Foundations of Pharmaceutical Calculations	4
<input type="checkbox"/> PHAR 1730 Principles of Pharmacy	5
<input type="checkbox"/> PHAR 1735 Pharmacy Medication Tech	1
<input type="checkbox"/> PHAR 1750 Pharmacy Internship 1 - Retail	3
<input type="checkbox"/> PHAR 2740 Pharmacotherapy of Disease Processes	4
<input type="checkbox"/> Goal 1: COMM 17XX	3
<input type="checkbox"/> Goal 3: BIOL 1730 Human Body Systems	3

Total Program Credits 35

See back of this guide for Program Start Dates & Course Sequence

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 250+ or **Adv. Algebra & Functions:** Score of 215+ or grade of "C" or better in MATH 0910

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.

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Pharmacy Technician DIPLOMA *(continued)*

Program Start Dates

Fall

Course Sequence

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

First Semester

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
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

Public Health AS DEGREE

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 seven county Minneapolis-Saint Paul, MN area is expected to increase by 8.8 percent between 2014-2024.

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.
9. Compare methods for assessing individual and population determinants of health, disease, and health disparities.

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ 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.

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Program Faculty

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Program Requirements

Check off when completed

Core required Courses Cr

- PUBH 1700 Personal & Community Health 3
- PUBH 1710 Consumer Health 3
- PUBH 2700 Public Health Overview 3
- PUBH 2710 Global 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 Cr

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

- Goal 1: Communication 12
 - ENGL 1711 Composition 1 - 4cr
 - ENGL 1712 Composition 2 - 2cr
 - COMM 1710 Fundamentals of Public Speaking - 3cr
 - COMM 1730 Intercultural Communications - 3cr
- Goal 3 Natural 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 4: Mathematical/Logical Reasoning 4
 - MATH 1740 Introduction to Statistics
- Goal 5: History, Social Science, and Behavioral Sciences 8
 - PSYC 1710 General Psychology - 4cr
 - SOCI 1710 Introduction to Sociology - 4cr
- General Education Requirements 40**

Total Program Credits 60

See back of this guide for Course Sequence & Transfer Opportunities

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

Public Health AS DEGREE *(continued)*

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.

First Semester

BIOL 1740 General Biology 1	5
ENGL 1711 Composition 1	4
COMM 1710 Fundamentals of Public Speaking	3
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 Credits60

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	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
BAS	Healthcare Leadership and Administration Winona State University
BS	Public Health Saint Mary's University, Twin Cities Campus
BS	Public Health - Community Health Winona State University
BS	Public Health - Epidemiology Winona State University

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. The goal of the program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT). Upon completion of the program the student is eligible to take the National Board for Respiratory Care Therapist Multiple Choice Examination (TMC). Students who pass at the low-cut score earn the credential of Certified Respiratory Therapist (CRT) and are eligible for licensure in the state of Minnesota. Students who pass at the high-cut score are eligible to take the Clinical Simulation Examination (CSE). Upon successful completion of the CSE, the graduate will be awarded the credentials of Registered Respiratory Therapist (RRT).

Technical Standards

All Respiratory Care students are required to meet definite standards for the profession and for clinical performance. The following are specific requirements of all students:

1. Ability to stand, sit, walk, push and squat.
2. Ability to lift and /or carry 25 pounds.
3. Ability to reach in forward, lateral, and overhead motions.
4. Ability to climb stairs.
5. Ability to distinguish distance, colors, objects, and persons.
6. Demonstrate depth perception.
7. Ability to hear conversations, monitor equipment, perform auscultation, use telephone and distinguish background noise.
8. Ability to distinguish sharp/dull and hot/cold.
9. Perform fine and gross motor skills with both hands.
10. Ability to think clearly and calmly in stressful situations.
11. Ability to communicate effectively, both verbally and in writing, using appropriate grammar, spelling, and vocabulary.
12. Ability to work cooperatively with others.

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.

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

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Sean Mangan	sean.mangan@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.



Saint Paul College's Respiratory Therapist Program (200258) is accredited by the Commission on Accreditation for Respiratory Care www.coarc.com

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TELEPHONE: 817-283-2835
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FAX TO EMAIL: 817-510-1063

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

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

*See back of this guide for
Program Requirements, Start Dates,
Course Sequence & Transfer Opportunities*

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 250+ or **Adv. Algebra & Functions:** Score of 215+ or grade of "C" or better in MATH 0910

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.

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Respiratory Therapist AAS DEGREE *(continued)*

Program Requirements

- Check off when completed
- 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 RC 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
- RESP 1581 Respiratory Care Clinic 1 3
- RESP 1582 Respiratory Care Clinic 2 3
- RESP 1583 Respiratory Care Clinic 3 6
- RESP 1597 Respiratory Care Clinic 4 5
- RESP 1599 Respiratory Care Clinic 5 4
- RESP 2411 Mechanical Vent. 3
- RESP 2412 Mechanical Vent Lab 1
- RESP 2420 Cardiopulmonary Pathophysiology 2. . . 1
- RESP 2430 Neonatal/Pediatric RC. 2
- RESP 2440 Mgmt of the Critical Ill. 4
- RESP 2450 Cardiopulmonary Diagnostics 1
- RESP 2452 Advanced Simulation 3
- RESP 2458 Multidisciplinary RT 1
- RESP 2470 Registry Review 3
- RESP 2510 Survey of Human Disease 2
- Respiratory Care Core Subtotal. 57**

Total Program Credits 78

Program Start Dates

Fall

Course Sequence

This course sequence is required for the remaining RESP courses. Students should consult with the Program Advisor each semester. Must complete all courses with a "C" or better to go onto next semester.

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 1521 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
(prior to beginning the RESP major). 21

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

Surgical Technology AAS DEGREE

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) psycho-motor (skills), and affective (behavior) learning domains.
2. Communicate effectively and professionally with all members of a diverse sterile processing and surgical team.
3. Apply logical and critical thinking skills as it relates to Surgical Technology job duties.
4. Demonstrate safe handling of surgical instrumentation, equipment and supplies used in surgical patient care.
5. Identify surgical instrumentation, supplies, and ' equipment used in surgical patient care.
6. Use appropriate medical terminology related to the role of Surgical Technology.
7. Apply computer skills required in Surgical Technology.
8. Describe the cycle of sterilization as it relates to the Surgical Technologists role.
9. Demonstrate proficiency in establishing and maintaining the sterile field using aseptic technique.
10. Identify appropriate contraindications and usage of drugs as it relates to the role of the Surgical Technologist.

Program Faculty

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Wiki Viertel
 wiki.viertel@saintpaul.edu

Program Requirements

- Check off when completed
- All SURG courses must be completed with a "C" or better.

<u>Course</u>	<u>Cr</u>
<input type="checkbox"/> BIOL 1471 Medical Terminology	2
<input type="checkbox"/> BTEC 1418 Computer Fundamentals OR BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> SURG 1405 Intro to Surgical Technology	1
<input type="checkbox"/> SURG 1410 Sterile Processing	3
<input type="checkbox"/> SURG 1415 Surgical Microbiology	2
<input type="checkbox"/> SURG 2400 OR Fundamentals	1
<input type="checkbox"/> SURG 2405 Pharmacology	2
<input type="checkbox"/> SURG 2411 Pathology & Procedure	3
<input type="checkbox"/> SURG 2415 Operating Room Lab 1	4
<input type="checkbox"/> SURG 2420 Operating Room Lab 2	4
<input type="checkbox"/> SURG 2430 Operating Room Clinical 1	8
<input type="checkbox"/> SURG 2435 Operating Room Clinical 2	8
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 Lifespan Development 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 2.85 GPA.
2. Must complete vaccination requirements directed by faculty at required program orientation session.
3. Attend required orientation session after program acceptance.
4. Complete Basic Life Support for Healthcare provider (BLS) CPR prior to starting SURG 24XX courses.
5. Must pass MN Department of Health and Human Services Background study.

*See back of this guide for
 Course Sequence & Transfer Opportunities*

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

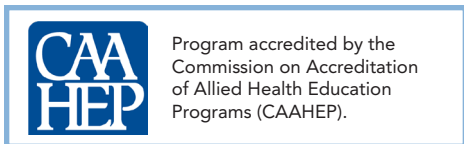
Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

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.

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

Surgical Technology AAS DEGREE *(continued)*

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 Lifespan Development	3
Total Semester Credits	8

Second Semester

BIOL 1471 Medical Terminology	2
BIOL 2721 Human Anatomy and Physiology 1	4
BTEC 1418 Computer Fundamentals OR BTEC 1421 Business Information Applications 1	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 2400 OR Fundamentals	1
SURG 2405 Pharmacology	2
SURG 2411 Pathology & Procedure	3
SURG 2415 Operating Room Lab 1	4
SURG 2420 Operating Room Lab 2	4
Total Semester Credits	14

Fifth Semester

SURG 2430 Operating Room Clinical 1	8
SURG 2435 Operating Room Clinical 2	8
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

- To prepare competent entry-level sterile processors in the cognitive (knowledge) psycho motor (skills), and affective (behavior) learning domains.
- Communicate effectively and professionally with all members of a diverse sterile processing team.
- Apply logical and critical thinking skills as it relates to sterile processing job duties.
- Demonstrate safe handling of surgical instrumentation, equipment and supplies used in surgical patient care.
- Identify surgical instrumentation, supplies, and equipment used in surgical patient care.
- Use appropriate medical technology knowledge related to the role of the sterile processor.
- Apply computer skills required in sterile processing.
- Describe the cycle of sterilization, as it relates to sterile processing.
- Demonstrate proficiency with aseptic technique as it relates to sterile processing.

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

Program Faculty

Jolianne Mohler jolianne.mohler@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
<input type="checkbox"/> BIOL 1471 Medical Terminology	2
<input type="checkbox"/> BTEC 1418 Computer Fundamentals OR BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> SURG 1405 Intro to Surgical Technology	1
<input type="checkbox"/> SURG 1410 Sterile Processing	3
<input type="checkbox"/> SURG 1415 Surgical Microbiology	2
Subtotal	11
<hr/>	
General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communication	3
COMM 1710 Fundamentals of Public Speaking OR COMM 1720 Interpersonal Communication – 3 cr	
<input type="checkbox"/> 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
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
PSYC 1720 Lifespan Development.	3
General Education Requirements	19

Total Program Credits 30

*Successful completion of the Sterile Processing Certificate with a minimum 2.85 GPA is required for admission to the Surgical Technology AAS degree at Saint Paul College.

Prerequisites/Admission Guidelines:

- GPA of 2.50 required to be accepted into the program.
- Must complete vaccination requirements directed by faculty at required program orientation session.
- Attend required orientation session after program acceptance.
- Complete Basic Life Support for Healthcare provider (BLS) CPR prior to starting SURG 24XX courses.
- Must pass MN Department of Health and Human Services Background study.

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 1740 General Biology 1	5
PSYC 1720 Lifespan Development	3
Total Semester Credits	8

Second Semester

BIOL 1471 Medical Terminology	2
BIOL 2721 Human Anatomy and Physiology 1	4
BTEC 1418 Computer Fundamentals OR BTEC 1421 Business Information Applications 1	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

Total Program Credits 30

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

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.

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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.

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



Certified by the National Certification Board for Therapeutic Massage & Bodywork (NCTMB).

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
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for Somatic Practitioners	4
<input type="checkbox"/> HLTH 1422 Health and Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
<input type="checkbox"/> MASS 1400 Introduction to Therapeutic Massage	4
<input type="checkbox"/> MASS 1421 Massage Spa Techniques	2
<input type="checkbox"/> MASS 1422 Massage Clinical Techniques	4
<input type="checkbox"/> A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum	
<input type="checkbox"/> MASS 1423 Advanced Clinical Sports Massage Techniques.	5
<input type="checkbox"/> MASS 1480 Massage Therapy Practicum.	4
<input type="checkbox"/> 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: Communication7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
 - Goal 3: Natural Sciences3
BIOL 1760 Nutrition – 3 cr (recommended)
 - Goal 5: History, Social Science and Behavioral Sciences3
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.

See back of this guide for Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 200+

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.

Clinical Sports Massage AAS DEGREE *(continued)*

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 Credits66

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

Clinical Sports Massage CERTIFICATE

Program Overview

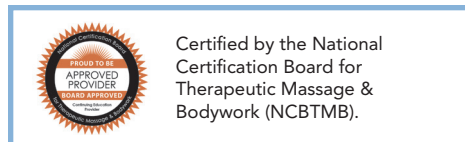
Designed for Massage Therapists who have graduated from a 600 hour or more program, the Clinical Sports Massage Advanced Certificate builds on basic foundational massage therapy skills. Graduates of the Clinical Sports Massage Advanced Certificate perform thorough patient assessments and develop care 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
<input type="checkbox"/> HLTH 1422 Health and Wellness Coaching	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
<input type="checkbox"/> MASS 1423 Advanced Clinical Sports Massage Techniques.	5
<input type="checkbox"/> 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.

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

Massage Therapy CERTIFICATE

Program Overview

The Massage Therapy Certificate program exceeds the minimum requirement of 600 technical hours of study required for accreditation by the American Massage Therapy Association Commission on Massage Therapy Accreditation and 600 hours of study for state licensure required in surrounding states.

Massage Therapists manipulate soft tissue structures of the body to prevent and alleviate pain, using techniques such as Swedish Massage, Reflexology, Sports Massage, Neuromuscular Therapy, Myofascial Release, Lymphatic Drainage, Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS) techniques, and Travel Trigger Point Therapy. Graduates of the certificate program integrate manual massage techniques to positively contribute to the well-being of the client in a safe and skillful manner.

Career Opportunities

The employment outlook for massage therapists is projected to be better than average in the upcoming years. The increasing population, increasing personal incomes, longer life spans, and an increasing recognition that massage is beneficial to reduce stress, relieve pain, and improve overall health all contribute to an 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.

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
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy and Physiology for Somatic Practitioners	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> MASS 1400 Introduction to Therapeutic Massage	4
<input type="checkbox"/> MASS 1421 Massage Spa Techniques	2
<input type="checkbox"/> MASS 1422 Massage Clinical Techniques	4
<input type="checkbox"/> A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum	
<input type="checkbox"/> MASS 1480 Massage Therapy Practicum	4
Subtotal	27
<input type="checkbox"/> 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Arithmetic: Score of 200+

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.

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*Information is subject to change.
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Certified by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB).

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

Maria Toso
maria.toso@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
<input type="checkbox"/> HLTH 1421 Anatomy and Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1454 Yoga Postures/Asanas	3
<input type="checkbox"/> HLTH 1458 Relaxation Techniques	3
<input type="checkbox"/> HLTH 1459 Yoga Asana/Teaching Methodology	3
<input type="checkbox"/> 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



*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 225+

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.

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Sport and Exercise Sciences AAS DEGREE

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 Requirements

- Check off when completed
- All technical courses (HLTH) must be successfully completed with a grade of "C" or better.

Course	Cr
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1422 Health and Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1610 Sport and Exercise Coaching	5
<input type="checkbox"/> HLTH 1620 Advanced Concepts in Training	5
<input type="checkbox"/> HLTH 1630 Functional Exercise Physiology	3
<input type="checkbox"/> HLTH 1690 Sport and exercise Sciences Internship	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
Subtotal	44

General Education/MnTC Requirements

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX – 3 cr	
<input type="checkbox"/> Goal 3: Natural Sciences	3
BIOL 1760 Nutrition - 3 cr (recommended)	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)	
<input type="checkbox"/> Goal 6: Humanities and Fine Arts.	3
General Education Requirements	16

Total Program Credits 60

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 Start Dates

Fall, Spring, Summer

See back of this guide for Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 200+

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.

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

Sport and Exercise Sciences AAS DEGREE *(continued)*

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 1	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 Credits60

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
BS	Exercise Science Concordia University, St. Paul

Sport and Exercise Sciences DIPLOMA

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 \$1,000.00 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
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1422 Health and Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1610 Sport and exercise Coaching	5
<input type="checkbox"/> HLTH 1620 Advanced Concepts in Training	5
<input type="checkbox"/> HLTH 1630 Functional Exercise Physiology	3
<input type="checkbox"/> HLTH 1690 Sport and exercise Sciences Internship	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
Subtotal	44

General Education/MnTC Requirements	Cr
<input type="checkbox"/> Goal 1: COMM 17XX	3
<input type="checkbox"/> Goals 1-10: Minnesota Transfer Curriculum PSYC 1750 Introduction to Health Psychology (recommended)	3
General Education Requirements	6

Total Program Credits 50

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

Program Start Dates

Fall, Spring, Summer

Course Sequence

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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
Goal 1: COMM 17XX	3
Total Semester Credits	16

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

Total Program Credits 50

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Arithmetic: Score of 200+

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.

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Sport and Exercise Sciences CERTIFICATE

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
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business and Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy and Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1422 Health and Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1610 Sport and Exercise Coaching	5
Subtotal	27

General Education/MnTC Requirements	Cr
<input type="checkbox"/> 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

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First Semester

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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:

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Arithmetic: Score of 200+

Assessment Results and Prerequisites:

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Degree option may have a greater requirement than this certificate.

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