Health Science Programs

Health Information Technology and Medical Office Careers

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(30 Credits) ............................................. 124
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 health 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 courses must be successfully completed with grade “C” or better.

Course  Cr
☐ 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
☐ MEDS 1560 Computerized Health Information .... 3
☐ MEDS 1562 Billing and Reimbursement .............. 2
☐ MEDS 1570 Human Disease ........................ 3
☐ MEDS 2430 Pharmacology for the Medical Office . 2
☐ MEDS 2432 Alternative Health Record Systems .... 2
☐ MEDS 2434 Legal and Ethical Aspects of Health Information .......................... 2
☐ MEDS 2440 Supervision of Health Information .... 2
☐ MEDS 2461 ICD-10-CM Coding .................... 3
☐ MEDS 2462 ICD-10-PCS Coding .................... 4
☐ MEDS 2470 CPT-4 Coding ........................... 3
☐ MEDS 2480 Advanced Coding ....................... 3
☐ MEDS 2510 Quality Management and Health Statistics .......................... 3
☐ 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
☐ Goal 1: Communication ............................. 7
ENG 1711 Composition 1 = 4 cr
COMM 17XX = 3 cr
☐ Goal 4: MATH 1740 Introduction to Statistics (required) .................. 4
☐ Goal 5: History, Social Science and Behavioral Sciences ........................ 3
☐ 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

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 0724 or READ 0722 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.

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

#### Course Sequence for Full-Time Schedule

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

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

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

**Second Semester (Year 1)**
- MEDS 1480 Medical Terminology .................... 3
- MEDS 1570 Human Disease ......................... 3
- Goal 1: ENGL 1711 Composition 1 ................. 4
- Total Semester Credits .............................. 16

**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 ... 3
- Total Semester Credits .............................. 15

**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 .............................. 17

**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

#### 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)**
- MEDS 1470 Anatomy & Physiology/Medical Office ... 3
- MEDS 1480 Medical Terminology .................... 3
- Goal 1: COMM 17XX .................................. 3
- Total Semester Credits .............................. 9

**Second Semester (Year 1)**
- MEDS 1480 Medical Terminology .................... 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 ... 3
- 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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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. Students 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).

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
--- | ---
BTEC 1421 Business Information Applications | 3
BUSN 1410 Introduction to Business | 3
BUSN 2450 Management Fundamentals | 3
HMRS 1400 Human Resource Management | 3
MEDS 1420 Health Information Foundations | 3
MEDS 1480 Medical Terminology | 3
MEDS 1560 Computerized Health Information | 3
MEDS 1562 Billing and Reimbursement | 2
MEDS 1570 Human Disease | 3
MEDS 2430 Pharmacology for the Medical Office | 2
MEDS 2434 Legal and Ethical Aspects of Health Information | 2

Subtotal | 30

General Education/MnTC Requirements | Cr
--- | ---
Goal 1: Communication | 7
ENGL 1711 Composition 1 – 4 cr
COMM XXXX – 3 cr
Goal 2 or Goal 4 | 17
ENGL 1711 Composition 1 – 4 cr
COMM XXXX – 3 cr
MEDS 1470 or 1480 | 3
MEDS 1480 Medical Terminology | 3
MEDS 1420 | 3
MEDS 1562 | 2
MEDS 1570 | 3
MEDS 2430 Pharmacology for the Medical Office | 2
MEDS 2434 Legal and Ethical Aspects of Health Information | 2

Subtotal | 30

Total Program Credits | 60

Recommended Electives:
- ACCT 2410 Financial Accounting | 4
- BUSN 1760 Principles of Finance | 4
- MEDS 2510 Quality Management and Health Statistics | 3

Prerequisite Course Sequence Requirements:
- MEDS 1560 (MEDS 1420) fall/spring
- MEDS 1562 (MEDS 1420) fall
- MEDS 1570 (MEDS 1470 or 1480) fall/spring
- MEDS 2430 (MEDS 1480) fall/spring
- MEDS 2434 (MEDS 1420) fall

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

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: COMM 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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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
☐ BTEC 1421 Business Information Applications 1 . . . 3
☐ BUSN 1480 Business Career Resources ............. 1
☐ MEDS 1420 Health Information Foundations ....... 3
☐ MEDS 1470 Anatomy & Physiology/ Medical Office ........................................ 3
☐ MEDS 1480 Medical Terminology .................... 3
☐ MEDS 1551 Medical Formatting/Transcription 1 . . . 3
☐ MEDS 1552 Transcription And Documentation II .... 3
☐ MEDS 1553 Advanced Medical Documentation .... 3
☐ MEDS 1560 Computerized Health Information .... 3
☐ MEDS 1570 Human Disease .......................... 3
☐ MEDS 2430 Pharmacology for the Medical Office ........................................ 2

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

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

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

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

Total Semester Credits .................................. 12

Second Semester
MEDS 1551 Medical Formatting/Transcription 1 . . . 3
MEDS 1552 Transcription And Documentation II .... 3
MEDS 1570 Human Disease .......................... 3
MEDS 2430 Pharmacology for the Medical Office ........................................ 2

Total Semester Credits .................................. 11

Third Semester
BUSN 1480 Business Career Resources ............. 1
MEDS 1553 Advanced Medical Documentation .... 3
MEDS 1560 Computerized Health Information .... 3

Total Semester Credits .................................. 7

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

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

Reading: Score of 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.
Program Requirements Guide 2022-2023

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 related 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.

<table>
<thead>
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<th>Course</th>
<th>Cr</th>
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<tr>
<td>CSCI 1410 Computer Science and Information Systems</td>
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<tr>
<td>CSCI 1440 Networking Fundamentals</td>
<td>4</td>
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<td>CSCI 1523 Introduction to Computing and Programming Concepts</td>
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<td>CSCI 2410 Management Information Systems</td>
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<td>CSCI 2570 Machine Architecture and Organization</td>
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<td>MEDS 1420 Health Information Foundations</td>
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<td>MEDS 1470 Anatomy &amp; Physiology/Medical Office</td>
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<tr>
<td>MEDS 1480 Medical Terminology</td>
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<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
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<td>MEDS 2432 Alternative Health Record Systems</td>
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<td>MEDS 2434 Legal and Ethical Aspects of Health Information</td>
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<td>MEDS 2440 Supervision of Health Information</td>
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<tr>
<td>MEDS 2510 Quality Management and Health Statistics</td>
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<td>Subtotal</td>
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</table>

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 4: Mathematical/Logical Reasoning .... 3
MATH 1730 College Algebra (or higher) – 3 cr

Goal 5: History, Social Science and Behavioral Sciences ........................ 3

Goal 6: Humanities and Fine Arts ......... 3

General Education Requirements .......... 16

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

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.

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
**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
- Goal 1: COMM 17XX ................................................................. 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: ENGL 1711 Composition 1 ................................................ 4

**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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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

☐ MEDS 1420 Health Information Foundations .............. 3
☐ MEDS 1470 Anatomy & Physiology/ Medical Office ........................................ 3
☐ MEDS 1480 Medical Terminology ................................ 3
☐ MEDS 1560 Computerized Health Information ....... 3
☐ MEDS 1562 Billing and Reimbursement .................... 2
☐ MEDS 1570 Human Disease .................................. 3
☐ MEDS 2430 Pharmacology for the Medical Office ....................... 3
☐ MEDS 2434 Legal and Ethical Aspects of Health Information ........................................ 2
☐ MEDS 2461 ICD-10-CM Coding .......................... 3
☐ MEDS 2462 ICD-10-PCS Coding .......................... 4
☐ MEDS 2470 CPT-4 Coding .................................... 3
☐ MEDS 2480 Advanced Coding .............................. 3
☐ MEDS 2594 Medical Coding Capstone ................. 3

Subtotal .......................................................... 37

General Education/MnTC Requirements

☐ Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communications ................................. 3
☐ COMM 17XX – 3 cr
☐ General Education Requirements ......................... 3

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.

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

☐ MELS 1420 Health Information Foundations .............. 3
☐ MELS 1470 Anatomy & Physiology/ Medical Office ........................................ 3
☐ MELS 1480 Medical Terminology ................................ 3
☐ MELS 1560 Computerized Health Information ....... 3
☐ MELS 1562 Billing and Reimbursement .................... 2
☐ MELS 1570 Human Disease .................................. 3
☐ MELS 2430 Pharmacology for the Medical Office ....................... 3
☐ MELS 2434 Legal and Ethical Aspects of Health Information ........................................ 2
☐ MELS 2461 ICD-10-CM Coding .......................... 3
☐ MELS 2462 ICD-10-PCS Coding .......................... 4
☐ MELS 2470 CPT-4 Coding .................................... 3
☐ MELS 2480 Advanced Coding .............................. 3
☐ MELS 2594 Medical Coding Capstone ................. 3

Subtotal .......................................................... 12

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

Second Semester

☐ MELS 2461 ICD-10-CM Coding .......................... 3
☐ MELS 2462 ICD-10-PCS Coding .......................... 4
☐ MELS 2470 CPT-4 Coding .................................... 3
☐ MELS 2480 Advanced Coding .............................. 3
☐ MELS 2594 Medical Coding Capstone ................. 3

Subtotal .......................................................... 15

Total Semester Credits ............................................ 13

Third Semester

☐ MELS 1560 Computerized Health Information .............. 3
☐ MELS 2430 Pharmacology for the Medical Office ........................................ 2
☐ MELS 2434 Legal and Ethical Aspects of Health Information ........................................ 2
☐ MELS 2480 Advanced Coding .............................. 3
☐ MELS 2594 Medical Coding Capstone ................. 3

Subtotal .......................................................... 15

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

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

Information is subject to change. This Program Requirements Guide is not a contract.
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 +7% to 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
---|---
BTEC 1421 Business Information Applications 1 | 3
BTEC 1423 Business Information Applications 2 | 4
BTEC 2410 Business Procedures | 4
BUSN 1410 Introduction to Business | 3
BUSN 1480 Business Career Resources | 1
MEDS 1420 Health Information Foundations | 3
MEDS 1470 Anatomy & Physiology | 3
MEDS 1480 Medical Terminology | 3
MEDS 1551 Medical Formatting/Transcription | 3
MEDS 1552 Transcription and Documentation | 3
MEDS 1553 Advanced Medical Documentation | 3
MEDS 1560 Computerized Health Information | 3
MEDS 1570 Human Disease | 3
MEDS 2430 Pharmacology for the Medical Office | 2
Subtotal | 41

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

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

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

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

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

Reading: Score of 250+ or grade of “C” or better in ENGL 0922 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.
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 Credits ............................ 60

Transfer Opportunities

Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
Program Requirements

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

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

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

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

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

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

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

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

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

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

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.
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
- 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.

Transfer Opportunities
Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1740 General Biology 1: The Living Cell</td>
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<tr>
<td>BIOL 1760 Nutrition</td>
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</tr>
<tr>
<td>BIOL 2721 Human Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2722 Human Anatomy and Physiology 2</td>
<td>4</td>
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<tr>
<td>BIOL 2750 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1720 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1730 College Algebra</td>
<td>3</td>
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<tr>
<td>MATH 1740 Introduction to Statistics</td>
<td>4</td>
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<tr>
<td>PHIL 1722 Health Care Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1710 General Psychology</td>
<td>4</td>
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<tr>
<td>PSYC 1720 Lifespan Development</td>
<td>3</td>
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<tr>
<td>SOCI 1710 Introduction to Sociology</td>
<td>4</td>
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<td>Subtotal</td>
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</table>

General Education/MnTC Requirements

Select a minimum of 8 additional credits from Goals 1-10 of the Minnesota Transfer Curriculum.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BIOL 2750 General Microbiology</td>
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<tr>
<td>CHEM 1711 Principles of Chemistry 1</td>
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</tr>
<tr>
<td>MATH 1730 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1740 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1710 Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>Total Program Credits</td>
<td>60</td>
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</tbody>
</table>

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.

Program Faculty
Julia Bartlett
julia.bartlett@saintpaul.edu

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

Total Program Credits | 60

Information is subject to change.
This Program Requirements Guide is not a contract.
The graduate will:

- Employed in hospital laboratories, clinics, doctor’s offices, public health agencies and pharmaceutical, laboratory professionals is projected to grow 11% in open positions are expected due to the increased need for quality services that contribute to patient safety. 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.

**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 hemoassay, 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).
7. Demonstrate effective interpersonal/professional/self-management skills in interactions with patients, colleagues and other members of the health care team.

**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 Scientist. Medical Laboratory Technicians use sophisticated automated equipment and instrumentation, 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.

**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 completion of prerequisite courses, 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.

**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.

**Program Progression**

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:

- Completion of MDLT 1600 Medical Laboratory Math and CHEM 1711 Principles of Chemistry 1 ("C" grade or higher)
- Documented readiness for, or completion of, ENGL 1711 English Composition
- Achieve a cumulative GPA of 2.8 or better with a minimum grade of "C" in all required courses

**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.
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  michelle.briski@saintpaul.edu
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDLT Core Courses</td>
<td>50</td>
</tr>
</tbody>
</table>

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

- HLTH 1410 Medical Terminology              1
- MDLT 1400 Introduction to Medical Laboratory Science 1
- MDLT 1410 Laboratory Techniques            3
- MDLT 1421 Hematology 1                    2
- MDLT 1422 Hematology 2                    4
- MDLT 1430 Urinalysis/Body Fluids          3
- MDLT 1441 Clinical Chemistry 1             2
- MDLT 1442 Clinical Chemistry 2             4
- MDLT 1446 Phlebotomy                      1
- MDLT 1451 Learning Lab 1                  1
- MDLT 1452 Learning Lab 2                  1
- MDLT 1453 Learning Lab 3                  1
- MDLT 1454 Learning Lab 4                  1
- MDLT 1510 Immunology                      2
- MDLT 2410 Immunohematology                3
- MDLT 2420 Clinical Microbiology           4
- MDLT 2430 Clinical Practice Orientation    1
- MDLT 2455 Learning Lab 5                  1
- MDLT 2456 Learning Lab 6                  1
- MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis 2
- MDLT 2591 Clinical Practice               9
- MDLT 2593 Comprehensive Examinations       1

MDLT Core Credits Subtotal                   50

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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</table>
| ENGL 1711 Composition                       4
| BIOL 1730 Human Body Systems                3
| BIOL 1740 General Biology 1                 5
| CHEM 1711 Principles of Chemistry           4
| PSYC 1710 General Psychology OR             3
| SOCI 1720 Social Problems (recommended)     3
| PHIL 1722 Health Care Ethics (recommended)  3

General Education Requirements               22

Total Program Credits                        72

Program Start Dates

Fall

Course Sequence

The following Course Sequence is required for full-time students. With the exception of the prerequisite MDLT 1600 Medical Laboratory Math, 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.

- MDLT 1410 Medical Terminology               1
- MDLT 1400 Introduction to Medical Laboratory Science 1
- MDLT 1410 Laboratory Techniques             3
- MDLT 1421 Hematology 1                     2
- MDLT 1422 Hematology 2                     4
- MDLT 1430 Urinalysis/Body Fluids           3
- MDLT 1441 Clinical Chemistry 1              2
- MDLT 1442 Clinical Chemistry 2              4
- MDLT 1446 Phlebotomy                       1
- MDLT 1451 Learning Lab 1                   1
- MDLT 1452 Learning Lab 2                   1
- MDLT 1453 Learning Lab 3                   1
- MDLT 1454 Learning Lab 4                   1
- MDLT 1510 Immunology                       2
- MDLT 2410 Immunohematology                 3
- MDLT 2420 Clinical Microbiology            4
- MDLT 2430 Clinical Practice Orientation     1
- MDLT 2455 Learning Lab 5                   1
- MDLT 2456 Learning Lab 6                   1
- MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis 2
- MDLT 2591 Clinical Practice                9
- MDLT 2593 Comprehensive Examinations        1

MDLT Core Credits Subtotal                   50

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>
| MDLT 1422 Hematology 2                     4
| MDLT 1442 Clinical Chemistry 2             4
| MDLT 1453 Learning Lab 3                   1
| MDLT 1454 Learning Lab 4                   1
| MDLT 1510 Immunology                       2
| Goal 3: BIOL 1740 General Biology           5

Total Semester Credits                      17

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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</table>
| Goal 1: ENGL 1711 Composition               4
| Goal 5: PSYC 1710 or SOCI 1720 recommended   3

Total Summer Term Credits                   7

Fourth Semester (Year 2)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
</table>
| MDLT 2410 Immunohematology                  3
| MDLT 2420 Clinical Microbiology             4
| MDLT 2430 Clinical Practice Orientation     1
| MDLT 2455 Learning Lab 5                   1
| MDLT 2456 Learning Lab 6                   1
| MDLT 2500 Molecular Diagnostics/Advanced Body Fluid Analysis 2
| Goal 6: PHIL 1722 Health Care Ethics         3

Total Semester Credits                      15

Fifth Semester (Year 2)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
</table>
| MDLT 2591 Clinical Practice                 9

Total Semester Credits                      9

Sixth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>
| MDLT 2593 Comprehensive Examinations        1

Total Summer Term Credits                   1

Total Program Credits                      72

Transfer Opportunities

Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.

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

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

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

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

Qualifications include an ability to work accurately under pressure, and to communicate effectively. Phlebotomy technicians like challenge and responsibility and are committed to providing high quality care to patients. Employment growth in this field is faster than average and is expected to increase by 27% from 2012 – 2022 according to the National Bureau of Labor Statistics.

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

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

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.

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

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

Minimum Program Entry Requirements
Students entering this program must 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.

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.

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

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

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 aids 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 Headmaster: National Nursing Assistant Assessment 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.

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 Faculty
Linda Meyer
linda.meyer@ saintpaul.edu

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAST 1111 Nursing Assistant &amp; Home Health Aide</td>
<td>4</td>
</tr>
<tr>
<td>NAST 1112 Nursing Assistant – Clinical</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Program Credits .......................... 5

Program Start Dates
Fall, Spring, Summer

Program is not eligible for financial aid.

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.

Information is subject to change. This Program Requirements Guide is not a contract.
Program Requirements Guide 2022-2023

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.

Program Faculty
Lynn Perkins
Lynn.perkins@saintpaul.edu

Joy Seymour
joy.seymour@saintpaul.edu

Yewondwossen Tesfaw
yewondwossen.tesfaw@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 cumulative GPA of 2.5 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 minimum score of 53% or higher and a Reading minimum of 45% and English minimum of 45%.

6. Have obtained a Nursing Assistant certificate (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.

Note that most PRNS theory courses are offered on campus during the day.

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, & 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.

This program is accredited by the Accreditation Commission for Education in Nursing (ACEN):
3343 Peachtree Road NE
Suite 650
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 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>PRNS 1425 Essentials of Clinical Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 1436 Foundations of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PRNS 1481 Clinical 1</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1484 Clinical 2</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 1483 Clinical 3</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1521 Medical Surgical Nursing 1</td>
<td>4</td>
</tr>
<tr>
<td>PRNS 1524 Medical Surgical Nursing 2</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1531 Maternal/Child Health</td>
<td>2</td>
</tr>
<tr>
<td>PRNS 2410 Psycho/Social Nursing</td>
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<tr>
<td>PRNS 2492 Transition to Practice</td>
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<tr>
<td>PRNS Core Credits</td>
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<tr>
<td>Health Core Credits</td>
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<tr>
<td>General Education Requirements</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Program Start Dates

Fall, Spring, or Summer - Preliminary courses only

Course Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HLTH 1310 Communications in Healthcare</td>
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<td>HLTH 1410 Medical Terminology</td>
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<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
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<tr>
<td>Goal 3: BIOL 1730 Human Body Systems</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: PSYC 1720 Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Nursing Credits</td>
<td>12</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>PRNS 1425 Essentials of Clinical Pharmacology</td>
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<td>PRNS 1436 Foundations of Nursing</td>
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<tr>
<td>PRNS 1481 Clinical 1</td>
<td>3</td>
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<tr>
<td>PRNS 1484 Clinical 2</td>
<td>2</td>
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<tr>
<td>PRNS 1483 Clinical 3</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1521 Medical Surgical Nursing 1</td>
<td>4</td>
</tr>
<tr>
<td>PRNS 1524 Medical Surgical Nursing 2</td>
<td>3</td>
</tr>
<tr>
<td>PRNS 1531 Maternal/Child Health</td>
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</tr>
<tr>
<td>PRNS 2410 Psycho/Social Nursing</td>
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</tr>
<tr>
<td>PRNS Core Credits</td>
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</tr>
</tbody>
</table>

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

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

Program Guidelines
1. Attend required orientation session after program acceptance.
2. Must complete vaccination requirements directed by faculty at required program orientation session.
3. Must pass MN Department of Health and Human Services Background study.
4. Complete Basic Life Support for Healthcare provider (BLS) or CPR/First Aid before the end first semester pharmacy courses.

Program Start Dates
Fall - General Education credits can be taken any term

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.

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

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

Course

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>ENGL 1711 Composition 1 – 4 cr</td>
<td>7</td>
</tr>
<tr>
<td>COMM 17XX – 3 cr</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1730 Human Body Systems – 3 cr</td>
<td>7</td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry 1 – 4 cr</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 1722 Health Care Ethics – 3 cr</td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>17</td>
</tr>
</tbody>
</table>

Total Program Credits | 60

Course Sequence

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

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 Externship 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 Externship 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

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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
# 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 Requirements

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

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

**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.
Program Start Dates
Fall - General Education credits can be taken any term

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

First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1410 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 1710 Pharmacy Law and Ethics</td>
<td>3</td>
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<tr>
<td>PHAR 1715 Fundamentals of Pharm Tech 1</td>
<td>5</td>
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<tr>
<td>PHAR 1720 Foundations of Pharmaceutical Calculations</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Second Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 1730 Principles of Pharmacy</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 1735 Pharmacy Medication Technology</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 1750 Pharmacy Externship 1 – Retail</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 2740 Pharmacotherapy of Disease Processes</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHAR 1700 Success Skills for the Pharmacy Technician 1 (First Semester)</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 1740 Success Skills for the Pharmacy Technician 2 (Second Semester)</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 1800 Pharmacy Technician Certification Exam Prep (Summer)</td>
<td>1</td>
</tr>
</tbody>
</table>
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.

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.

Program Faculty
Christopher McKenzie
c christopher.mckenzie@saintpaul.edu
Jessica Tokunaga
jessica.tokunaga@saintpaul.edu

Program Requirements

Core required Courses Cr
☐ PUBH 2700 Public Health Overview ............. 3
☐ PUBH 2710 Public Health Education ............ 3
☐ PUBH 2720 Global Health ...................... 3
☐ PUBH 2770 Public Health Practicum ............ 2
☐ Choose 1 course for your focus area ............ 3
☐ PUBH 2730 Public Health Administration .... 3
☐ PUBH 2740 Environmental Health ............. 3
☐ PUBH 2750 Public Health Advocacy & Leadership in Action .................. 3
Subtotal ........................................... 20

General Education/MnTC Requirements Cr
☐ 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 2: Behavioral Sciences ..................... 8
  BIOL 1740 General Biology 1 - 5 cr
  BIOL 1760 Nutrition - 3 cr
  BIOL 2721 Anatomy & Physiology 1 - 4 cr
  BIOL 2722 Anatomy & Physiology 2 OR
  CHEM 1711 Principles of Chemistry 1 - 4cr
☐ Goal 3: Natural Science ........................... 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 - 4 cr
☐ 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
Subtotal ........................................... 60

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

Information is subject to change.
This Program Requirements Guide is not a contract.
### 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 Credits .................. 60**

### Transfer Opportunities

Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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.

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
Debra Kasel  debra.kasel@saintpaul.edu

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

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

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

- Completion of the following required General Education courses:
  - BIOL 1730 Human Body Systems
  - ENGL 1711 English Composition
- Documented readiness for, or completion of, the following required General Education course:
  - CHEM 1711 Principles of Chemistry
- GPA of 3.0 or above in programmatic required prerequisite courses.

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 program 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.
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 1584 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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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.

Prerequisites/Admission Guidelines:
1. Successful completion of the Sterile Processing Certificate with a minimum cumulative 2.85 GPA and a grade of C or better in all Sterile Processing courses. See Sterile Processing Program Requirement Guide for admissions requirements.
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.

Course Sequence & Transfer Opportunities
See back of this guide for course sequence & transfer opportunities.

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.

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+ 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.

Program Faculty
Jolianne Mohler  
jo.mohler@ saintpaul.edu 
Viki VierTEL  
viki.viertel@saintpaul.edu

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1471 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 1418 Computer Fundamentals OR</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>1</td>
</tr>
<tr>
<td>SURG 1405 Intro to Surgical Technology</td>
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<tr>
<td>SURG 1410 Sterile Processing</td>
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<td>SURG 1415 Surgical Microbiology</td>
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<tr>
<td>SURG 2405 Pharmacology</td>
<td>2</td>
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<tr>
<td>SURG 2411 Pathology &amp; Procedure</td>
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<tr>
<td>SURG 2415 Operating Room Lab 1</td>
<td>4</td>
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<td>SURG 2420 Operating Room Lab 2</td>
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<td>SURG 2430 Operating Room Clinical 1</td>
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</table>

General Education/MnTC Requirements

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  |
| Goal 3 Natural Sciences             | 13 |
| BIOL 1740 General Biology 1         | 5  |
| BIOL 2721 Human Anatomy and Physiology | 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 cumulative 2.85 GPA and a grade of C or better in all Sterile Processing courses. See Sterile Processing Program Requirement Guide for admissions requirements.
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.

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

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

#### First Semester
- **BIOL 1740 General Biology 1** ........................................... 5
- **PSYC 1720 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 transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
## Program Overview

The Saint Paul College Sterile Processing certificate is a 30-credit program that prepares graduates to work in medical facilities that prepare surgical instruments, supplies and equipment necessary for healthcare. This program includes a broad introduction to health sciences, as well as medical terminology, communication, and computers. The program curriculum includes instruction in decontamination processes, preparation, packaging, sterilization and sterile storage of surgical instrumentation and supplies.

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

## Career Opportunities

The work environment is dynamic and fast-paced. The work is challenging, highly technical, and complex. The performance of this vital role has a major impact on the smooth operation of the many departments to which it provides products and services. Employment opportunities may be within hospitals, outpatient centers, and instrument processing centers. Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development.

## Program Outcomes

1. To prepare competent entry-level sterile processors 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 team.
3. Apply logical and critical thinking skills as it relates to sterile processing 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 technology knowledge related to the role of the sterile processor.
7. Apply computer skills required in sterile processing.
8. Describe the cycle of sterilization, as it relates to sterile processing.
9. Demonstrate proficiency with aseptic technique as it relates to sterile processing.

## Program Requirements

### Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
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<tr>
<td>BIOL 1471 Medical Terminology</td>
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<td>BTEC 1418 Computer Fundamentals OR</td>
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<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>3</td>
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<tr>
<td>SURG 1405 Intro to Surgical Technology</td>
<td>1</td>
</tr>
<tr>
<td>SURG 1410 Sterile Processing</td>
<td>3</td>
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<tr>
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</tr>
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<td><strong>Subtotal</strong></td>
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</tr>
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### General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
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<tbody>
<tr>
<td>Goal 1: Communication</td>
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<td>COMM 1710 Fundamentals of Public Speaking OR</td>
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<td>COMM 1720 Interpersonal Communication</td>
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<tr>
<td>Goal 3 Natural Sciences</td>
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<td>BIOL 1740 General Biology 1</td>
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<td>BIOL 2721 Human Anatomy and Physiology 1</td>
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<td>Goal 5: History, Social Science and Behavioral Sciences</td>
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<td>PSYC 1720 Lifespan Development</td>
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<tr>
<td><strong>General Education Requirements</strong></td>
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</tbody>
</table>

### 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.

## 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 Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jolianne Mohler</td>
<td><a href="mailto:jolianne.mohler@saintpaul.edu">jolianne.mohler@saintpaul.edu</a></td>
</tr>
<tr>
<td>Viki Viertel</td>
<td><a href="mailto:viki.viertel@saintpaul.edu">viki.viertel@saintpaul.edu</a></td>
</tr>
</tbody>
</table>

## Prerequisites/Admission Guidelines

1. An application is required to register for SURG 14XX courses.
2. A cumulative 2.5 GPA or above is required in general/prerequisite Sterile Processing program courses in order to register for SURG 14XX courses.
3. Students with all prerequisites completed at the time of the application will be given priority.
4. Remaining spots in the Sterile Processing courses will be granted based on remaining prerequisites to be completed at the time of application.
5. The Sterile Processing Admissions Committee will review each application on the basis of overall academic ability, GPA of course prerequisites, completion of minimum entry requirements and meeting the above requirements. Students will be notified by their Saint Paul College email as indicated on the Sterile Processing Course Application.
6. Must complete vaccination requirements directed by faculty at required program orientation session.
7. Attend required orientation session after program acceptance.
8. Complete Basic Life Support for Healthcare provider (BLS) CPR prior to starting SURG 24XX courses.
9. Must pass MN Department of Health and Human Services Background study.

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 250+ or grade of “C” or better in MATH 0745

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

*Information is subject to change. This Program Requirements Guide is not a contract.*
Sterile Processing CERTIFICATE (continued)

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 ...... 4
BTEC 1418 Computer Fundamentals OR
  BTEC 1421 Business Information Applications 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 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
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, on site sports events, health clubs, and with self-employment. The Clinical Sports Massage Advanced Certificate qualifies graduates to apply for board certification. All classes within this curriculum qualify as continuing education for massage therapy.

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

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

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

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

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

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

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication .................. 7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
☐ Goal 3: Natural Sciences .................. 3
BIOL 1760 Nutrition – 3 cr (recommended)
☐ Goal 5: History, Social Science and Behavioral Sciences .................. 3
PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)
☐ Goal 6: Humanities and Fine Arts .................. 3
General Education Requirements .................. 16
Total Program Credits .................. 66

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

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

### Second Semester
- HLTH 1425 Clinical Applications in Kinesiology ............................................... 3
- HLTH 1465 Functional Holistic Nutrition ............................................................. 4
- A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
- MASS 1480 Massage Therapy Practicum ........................................................... 4
- Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ............ 3
- Total Semester Credits ....................................................................................... 14

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

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

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

## Transfer Opportunities
Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.
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, cupping 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 and Bodywork (NCTMB).
5. Graduates will be prepared for employment in a sports and rehabilitation environment.

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

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

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

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

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

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

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

Degree option may have a greater requirement than this certificate.
Program Overview
The Massage Therapy Certificate program meets requirements for National Certification as well as professional membership in American Massage Therapy Association and Associated Bodywork and Massage Professionals.

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. Plan and organize an effective massage and bodywork session.
2. Perform massage therapy and bodywork for therapeutic benefit.
3. Develop and implement a self-care strategy
4. Develop successful and ethical therapeutic relationships with clients.
5. Develop a strategy for a successful practice, business, or employment situation.
6. Identify strategies for professional development.

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
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ............................ 2
☐ HLTH 1421 Anatomy and Physiology for Somatic Practitioners ............... 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............................. 3
☐ HLTH 1465 Functional Holistic Nutrition .................................. 4
☐ MASS 1400 Introduction to Therapeutic Massage ........................ 4
☐ MASS 1421 Massage Spa Techniques .................................... 2
☐ MASS 1422 Massage Clinical Techniques ................................. 4
☐ A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
☐ MASS 1480 Massage Therapy Practicum ................................ 4
Subtotal .................................... 27

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

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

Program Start Dates
Fall, Spring, Summer

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

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

Second Semester
HLTH 1425 Clinical Applications in Kinesiology ............................. 3
HLTH 1465 Functional Holistic Nutrition .................................. 4
A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
MASS 1480 Massage Therapy Practicum ................................ 4
Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ............................................ 3
Total Semester Credits ..................................................... 14
Total Program Credits ...................................................... 30

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
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ............................ 2
☐ HLTH 1421 Anatomy and Physiology for Somatic Practitioners ............... 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............................. 3
☐ HLTH 1465 Functional Holistic Nutrition .................................. 4
☐ MASS 1400 Introduction to Therapeutic Massage ........................ 4
☐ MASS 1421 Massage Spa Techniques .................................... 2
☐ MASS 1422 Massage Clinical Techniques ................................. 4
☐ A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
☐ MASS 1480 Massage Therapy Practicum ................................ 4
Subtotal .................................... 27

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

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

Program Start Dates
Fall, Spring, Summer

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

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

Second Semester
HLTH 1425 Clinical Applications in Kinesiology ............................. 3
HLTH 1465 Functional Holistic Nutrition .................................. 4
A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum
MASS 1480 Massage Therapy Practicum ................................ 4
Goal 5: PSYC 1750 Introduction to Health Psychology (recommended) ............................................ 3
Total Semester Credits ..................................................... 14
Total Program Credits ...................................................... 30

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 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.
Program Overview
Yoga is recognized by health professionals worldwide as an effective way to increase flexibility, develop strength and reduce stress. This program focuses on four key aspects of yoga: alignment and form of the yoga postures, history and philosophy of yoga, relaxation and meditation, and teaching techniques. This program is recognized by the Yoga Alliance and upon completion qualifies graduates to be 200 hour Registered Yoga Teachers.

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

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

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

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

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu

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

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

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

Program Requirements
☐ Check off when completed

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

Program Start Dates
Fall, Spring, Summer

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

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

Students should consult with the Program Faculty each semester.

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

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

Reading: Score of 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.

This Program Requirements Guide is not a contract.
Program Overview
Sport and Exercise Sciences Professionals instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate sciences. Functional training techniques, aerobic exercise and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial and continuous feedback and testing. Graduates from the program perform patient assessments and build customized fitness, wellness and nutrition plans for individuals.

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

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

Licensing or certification exams are independent of graduation requirements.

Program Faculty
Jeremy Sartain  jeremy.sartain@saintpaul.edu

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

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

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

Course
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........ 2
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ....... 4
☐ HLTH 1422 Health and Wellness Coaching .................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............ 3
☐ HLTH 1465 Functional Holistic Nutrition .................... 4
☐ HLTH 1485 Therapeutic Exercise .................. 5
☐ HLTH 1610 Sport and Exercise Coaching ........ 5
☐ HLTH 1620 Advanced Concepts in Training ........... 5
☐ HLTH 1630 Functional Exercise Physiology ............ 3
☐ HLTH 1690 Sport & exercise Sciences Internship ........ 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ..... 4

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

General Education/MnTC Requirements  Cr

Course
☐ ENGL 1711 Composition 1 ................................ 4
☐ COMM 17XX – 3 cr
☐ BIOL 1760 Nutrition - 3 cr (recommended)
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........ 2
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ....... 4
☐ HLTH 1422 Health and Wellness Coaching .................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............ 3
☐ HLTH 1465 Functional Holistic Nutrition .................... 4
☐ HLTH 1485 Therapeutic Exercise .................. 5
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☐ HLTH 1900 Pathology for the Somatic Practitioner ..... 4
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........ 2
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ....... 4
☐ HLTH 1422 Health and Wellness Coaching .................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............ 3
☐ HLTH 1465 Functional Holistic Nutrition .................... 4
☐ HLTH 1485 Therapeutic Exercise .................. 5
☐ HLTH 1610 Sport and Exercise Coaching ........ 5
☐ HLTH 1620 Advanced Concepts in Training ........... 5
☐ HLTH 1630 Functional Exercise Physiology ............ 3
☐ HLTH 1690 Sport & exercise Sciences Internship ........ 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ..... 4

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

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

Transfer Opportunities
Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to saintpaul.edu/Transfer.

Program Start Dates
Fall, Spring, Summer

Course Sequence
For part-time or customized course sequence contact Jeremy Sartain at 651.846.1619 or email jerym.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 1425 Clinical Applications in Kinesiology ............ 3
HLTH 1465 Functional Holistic Nutrition .................... 4
HLTH 1485 Therapeutic Exercise .................. 5
HLTH 1610 Sport and Exercise Coaching ........ 5
HLTH 1620 Advanced Concepts in Training ........... 5
HLTH 1630 Functional Exercise Physiology ............ 3
HLTH 1690 Sport & exercise Sciences Internship ........ 5
HLTH 1900 Pathology for the Somatic Practitioner ..... 4

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

General Education/MnTC Requirements  Cr

Course
☐ ENGL 1711 Composition 1 ................................ 4
☐ COMM 17XX – 3 cr
☐ BIOL 1760 Nutrition - 3 cr (recommended)
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........ 2
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ....... 4
☐ HLTH 1422 Health and Wellness Coaching .................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............ 3
☐ HLTH 1465 Functional Holistic Nutrition .................... 4
☐ HLTH 1485 Therapeutic Exercise .................. 5
☐ HLTH 1610 Sport and Exercise Coaching ........ 5
☐ HLTH 1620 Advanced Concepts in Training ........... 5
☐ HLTH 1630 Functional Exercise Physiology ............ 3
☐ HLTH 1690 Sport & exercise Sciences Internship ........ 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ..... 4
☐ HLTH 1418 Somatic Practitioner: Business & Ethics ........ 2
☐ HLTH 1421 Anatomy & Physiology for the Somatic Practitioner ....... 4
☐ HLTH 1422 Health and Wellness Coaching .................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ............ 3
☐ HLTH 1465 Functional Holistic Nutrition .................... 4
☐ HLTH 1485 Therapeutic Exercise .................. 5
☐ HLTH 1610 Sport and Exercise Coaching ........ 5
☐ HLTH 1620 Advanced Concepts in Training ........... 5
☐ HLTH 1630 Functional Exercise Physiology ............ 3
☐ HLTH 1690 Sport & exercise Sciences Internship ........ 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ..... 4

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

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

Subtotal ............................................. 13

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

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

Subtotal ............................................. 19

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

Fourth Semester
Goal 1: ENGL 1711 Composition 1 .................. 4
Goal 1: COMM 17XX – 3 cr
Goal 3: BIOL 1760 Nutrition (recommended) ............ 3
Goal 6: Humanities and Fine Arts .................. 3

Subtotal ............................................. 13

Total Semester Credits .................. 13

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

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

Reading: Score of 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.

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
Sport and Exercise Sciences Professionals instruct clientele in the betterment of their health through an integrated approach using sound knowledge of appropriate sciences. Functional training techniques, aerobic exercise and advanced stretching modalities (such as Proprioceptive Neuromuscular Facilitation (PNF) and Active Isolated Stretching (AIS)) are implemented appropriately based on initial and continuous feedback and testing. Graduates from the program perform patient assessments and build customized fitness, wellness and nutrition plans for individuals.

Career Opportunities
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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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tr>
<td>HLTH 1418 Somatic Practitioner: Business &amp; Ethics</td>
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<td>HLTH 1900 Pathology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>Subtotal</td>
<td>44</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements
☐ Goal 1: COMM 17XX | 3 |
☐ Goals 1-10: Minnesota Transfer Curriculum PSYC 1750 Introduction to Health Psychology (recommended) | 3 |
Total Program Credits | 50 |

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 |

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:
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Degree option may have a greater requirement than this certificate.

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

Program Start Dates
Fall, Spring, Summer

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HLTH 1465 Functional Holistic Nutrition ................................................................. 4
HLTH 1485 Therapeutic Exercise ............................................................................. 5
HLTH 1610 Sport and Exercise Coaching ............................................................... 5
Total Semester Credits ......................................................................................... 15

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

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.

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Licensing or certification exams are independent of graduation requirements.

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu

Day and Evening Classes
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Textbook and Supply Costs
Students should expect to spend approximately $1,000.00 for books and supplies. This cost is in addition to tuition and fees.

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

Course Cr
☐ HLTH 1418 Somatic Practitioner: Business and Ethics .............................................. 2
☐ HLTH 1421 Anatomy and Physiology for the Somatic Practitioner ................................ 4
☐ HLTH 1422 Health and Wellness Coaching ............................................................. 4
☐ HLTH 1425 Clinical Applications in Kinesiology ...................................................... 3
☐ HLTH 1465 Functional Holistic Nutrition ................................................................. 4
☐ HLTH 1485 Therapeutic Exercise ............................................................................. 5
☐ HLTH 1610 Sport and Exercise Coaching ............................................................... 5
Subtotal ...................................................................................................................... 27

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

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

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.