Health Science Programs

Health Information Technology and Medical Office Careers

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Program Overview
Health Information Technicians play a vital role in the health care industry by participating in the creation, completion, distribution and retention of medical record documentation according to policies and procedures outlined by several regulating bodies such as the Joint Commission on Accreditation of Healthcare Organization (JCAHO) and Medicare.

Individuals enrolled in the program will obtain a broad body of knowledge that will allow them to become employed in many capacities within a health information department. Some of the positions include such tasks as: release of information, various registries, incomplete chart room, processing of medical documentation, coding and abstracting, and may include supervisory or leadership roles based on skill and ability. Students who successfully complete the Health Information Technology degree may apply to write the national certification examination given by the American Health Information Management Association. Upon successful completion of the certification examination, the credential of Registered Health Information Technician is awarded.

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

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

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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 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 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 .......................... 48

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ............................. 7
ENGL 1711 Composition 1 – 4 cr COMM 17XX – 3 cr
☐ Goal 3 or Goal 4 ................................. 3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science and Behavioral Sciences ..................... 3
☐ Goal 6: Humanities and Fine Arts ......................... 3
General Education Requirements .................... 16

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

Program Start Dates
Fall

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 250+

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

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

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

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

Technical Education Courses
• MEDS 1420: Health Information Foundations
• MEDS 1470: Anatomy/Physiology for the Medical Office
• MEDS 1480: Medical Terminology
• Minimum Cumulative GPA of 2.8 on all completed college courses.

Students transferring courses to Saint Paul College from another institution must have an Official Transcript on file in the Student Records Office.

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

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

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

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

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

Course Sequence for Part-Time Schedule

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

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

First Semester (Year 1)
MEDS1470 Anatomy & Physiology/Medical Office ... 3
MEDS 1480 Medical Terminology .......................... 3
Goal 1: ENGL 1711 Composition 1 .................... 4
Total Semester Credits ................................... 9

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

Third Semester (Year 2)
BTEC 1421 Bus Info Apps 1 ................................ 3
MEDS 1560 Computerized Health Information ....... 3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning ........... 3
MEDS 2430 Pharmacology for the Medical Office ... 2
Total Semester Credits ................................... 11

Fourth Semester (Year 2)
MEDS 1562 Billing and Reimbursement (spring only) ............. 1
MEDS 2461 ICD-10-CM Coding (spring only) ......... 3
MEDS 2462 ICD-10-PCS Coding (spring only) ........ 4
MEDS 2470 CPT-4 Coding (spring only) ............... 3
Total Semester Credits ................................... 12

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

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

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

Admission into the Program

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

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

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

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

Transfer Opportunities

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

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

Health Information Technology AAS
BA    Health Care Administration
Concordia University, St. Paul
BA    Individualized Studies
Metropolitan State University
BS    Healthcare and Human Service Management
Saint Mary’s University,
Twin Cities Campus
BS    Health Information Management
Herzing University
Healthcare Administration AS DEGREE

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

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

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

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

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

According to the Bureau of Labor Statistics, Medical and Health Services Managers are anticipated to increase by +/- 18% between 2018 and 2028 (www.bls.gov).

Graduates will possess an understanding of medical terminology, anatomy and physiology, human disease, and pharmacology.

Graduates will apply policies and procedures to comply with healthcare regulations. The healthcare administrator will also have a thorough understanding of patient confidentiality including HIPAA privacy rules, and will be able to professionally interact with healthcare providers and patients.

Graduates of Healthcare Administration program will have working knowledge of health information management.

Graduates will have the skills to manage both employee(s) and day-to-day operations.

Program Faculty
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Program Outcomes
1. Graduates will possess the knowledge and skills needed for employment as healthcare administrative professionals.
2. Graduates will be proficient in the use of computer software applications, including advanced spreadsheet and database knowledge.
3. Graduates will possess an understanding of medical terminology, anatomy and physiology, human disease, and pharmacology.
4. Graduates will apply policies and procedures to comply with healthcare regulations. The healthcare administrator will also have a thorough understanding of patient confidentiality including HIPAA privacy rules, and will be able to professionally interact with healthcare providers and patients.
5. Graduates of Healthcare Administration program will have working knowledge of health information management.
6. Graduates will have the skills to manage both employee(s) and day-to-day operations.

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

Course  Cr
☐ BTEC 1421 Business Information Applications I . . . .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
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication .............................7
  ENGL 1711 Composition 1 – 4 cr
  SPCH XXXX – 3 cr
☐ Goal 3 or Goal 4 .................................17
  BIOL 1740 General Biology: The Living Cell – 5 cr
  BIOL 2721 Human Anatomy and Physiology 1 – 4 cr
  BIOL 2722 Human Anatomy and Physiology 2 – 4 cr
  MATH 1740 Introduction to Statistics – 4 cr
☐ Goal 5: History, Social Science and Behavioral Sciences ..................3
☐ Goal 6: Humanities and Fine Arts ....................3
General Education Requirements .................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/spring
☐ MEDS 1570 (MEDS 1470 or 1480) fall/spring
☐ MEDS 2430 (MEDS 1480 or BIOL 2721 & 2722) fall/spring
☐ MEDS 2434 (MEDS 1420) fall

See back of this guide for Program 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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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 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: SPCH XXXX .............................. 3
Goal 6: Humanities and Fine Arts ...................... 3
Total Semester Credits ................................. 15

Fourth Semester (Year 2)
BUSN 2450 Management Fundamentals ................. 3
MEDS 1560 Computerized Health Information ........ 3
MEDS 1570 Human Disease ........................... 3
MEDS 2430 Pharmacology for the Medical Office .... 2
MATH 1740 Introduction to Statistics .................. 4
Total Semester Credits ................................. 15

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

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

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

Healthcare Administration AS
BA Individualized Studies
   Metropolitan State University
BA Health Care Administration
   Concordia University, St. Paul
BAS Health Services Administration
   Minnesota State University Moorhead
BS Healthcare Administration and Leadership
   Winona State University
BS Healthcare and Human Service Management
   Saint Mary’s University,
   Twin Cities Campus
Healthcare Documentation Specialist CERTIFICATE

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

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

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

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

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

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

Course Cr
☐ 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

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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 .................................. 11

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

Program Requirements Guide 2020 - 2021
Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
The Healthcare Informatics program integrates education from health information, computer science and information technology. Healthcare informatics work and support healthcare organizations in a multifaceted methodology by providing support directly related to industry practices and procedures regarding complex electronic health record systems.

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

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

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

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

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

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

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

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

See back of this guide for Course Sequence & Transfer Opportunities

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

Reading: Score of 250+ or grade of “C” or better in READ 0722
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

Program Requirements Guide 2020 - 2021
Healthcare Informatics AAS DEGREE
Healthcare Informatics  AAS DEGREE (continued)

Course Sequence for Full-Time Schedule

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

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

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

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

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

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

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

Course Sequence for Part-Time Schedule

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

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

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

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

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

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

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

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

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

Transfer Opportunities

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

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

Healthcare Informatics AAS
BA  Health Care Administration
   Concordia University, St. Paul
BA  Individualized Studies
   Metropolitan State University
BS  Healthcare and Human Service Management
   Saint Mary’s University,
   Twin Cities Campus
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 ............... 2
- 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

Program Faculty
Kelly Dale
kelly.dale@saintpaul.edu

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

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

First Semester
- MEDS 1420 Health Information Foundations ........... 3
- MEDS 1470 Anatomy & Physiology/Medical Office ....... 3
- MEDS 1480 Medical Terminology .......................... 3
- MEDS 1560 Computerized Health Information ........... 3
- MEDS 1562 Billing and Reimbursement .................... 2
- MEDS 1570 Human Disease .................................. 3

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

Second Semester
- 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

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

Third Semester
- 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 1470 Anatomy & Physiology/Medical Office ....... 3
- MEDS 1480 Medical Terminology .......................... 3

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

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
- Writing: Score of 250+ or grade of “C” or better in ENGL 0922
- 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

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

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

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

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

According to the Bureau of Labor Statistics, Medical Secretarial Occupations are anticipated to increase by +/- 16% between 2018 and 2028 (www.bls.gov).

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

Program Faculty
Jennifer Anglin
jennifer.anglin@saintpaul.edu

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 1423 Business Information Applications 2</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 2410 Business Procedures</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1480 Business Career Resources</td>
<td>1</td>
</tr>
<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1551 Medical Formatting/Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1552 Transcription and Documentation II</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1553 Advanced Medical Documentation</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1570 Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2430 Pharmacology for the Medical Office</td>
<td>2</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>41</strong></td>
</tr>
</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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 250+

Keying 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.
### 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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1420 Health Information Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1470 Anatomy &amp; Physiology/Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1480 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Second Semester (Year 1)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1423 Business Information Applications 2</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 1570 Human Disease</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition</td>
<td>4</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Third Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 2410 Business Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MEDS 1551 Medical Formatting/Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1552 Transcription And Documentation II</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td></td>
</tr>
<tr>
<td>Goal 3: Natural Sciences</td>
<td></td>
</tr>
<tr>
<td>OR Goal 4: Mathematical/Logical Reasoning</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
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</table>

**Fourth Semester (Year 2)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1480 Business Career Resources</td>
<td>1</td>
</tr>
<tr>
<td>MEDS 1553 Advanced Medical Documentation</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 1560 Computerized Health Information</td>
<td>3</td>
</tr>
<tr>
<td>MEDS 2430 Pharmacology for the Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>Goal 5: History, Social Sciences and</td>
<td></td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Goals 1-10: Minnesota Transfer Curriculum</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits**

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

### Transfer Opportunities

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

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

**Medical Office Professional AAS**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concordia University, St. Paul</td>
<td>Health Care Administration</td>
</tr>
<tr>
<td>Metropolitan State University</td>
<td>Individualized Studies</td>
</tr>
<tr>
<td>Saint Mary’s University, Twin Cities Campus</td>
<td>Healthcare and Human Service Management</td>
</tr>
</tbody>
</table>

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

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

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

According to the Bureau of Labor Statistics, Medical Secretarial Occupations are anticipated to increase by +/- 16% between 2018 and 2028 (www.bls.gov).

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

Program Faculty
Jennifer Anglin  
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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

329C
Program Overview
The Health Sciences Broad Field AS Degree is designed to provide general education courses for students interested in health sciences, but have not yet decided which specific health care field they intend to pursue.

Career Opportunities
Students enrolled in the Health Sciences Broad Field AS degree will acquire all of the skills and knowledge needed to provide a smooth transition into baccalaureate health-related programs such as:

- Community Health
- Nursing
- Dental Hygiene
- Social Work
- Health Education
- Food and Nutrition
- Exercise Science

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

Program Faculty
Julia Bartlett
julia.bartlett@saintpaul.edu

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1740 General Biology 1: The Living Cell</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 1760 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2721 Human Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2722 Human Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2750 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1711 Principles of Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>MATH 1740 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 1722 Health Care Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1710 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1720 Psychology throughout the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1710 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>Subtotal</td>
<td>52</td>
</tr>
</tbody>
</table>

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

Total Program Credits | 60

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
BIOL 1760 Nutrition | 3
MATH 1730 College Algebra | 3
Total Semester Credits | 15

Second Semester
BIOL 1721 Human Anatomy and Physiology 1 | 4
CHEM 1711 Principles of Chemistry 1 | 4
COMM 1720 Interpersonal Communication | 3
PHIL 1722 Healthcare Ethics | 3
Total Semester Credits | 14

Third Semester
BIOL 2721 Human Anatomy and Physiology 2 | 4
MATH 1740 Introduction to Statistics | 4
PSYC 1710 General Psychology | 4
Goals 1-10: Minnesota Transfer Curriculum | 4
Total Semester Credits | 16

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

Total Program Credits | 60

See back of this guide for 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
- **Writing:** Score of 250+ or grade of “C” or better in ENGL 0922
- **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.

Information is subject to change.
This Program Requirements Guide is not a contract.
Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

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

Health Sciences Broad Field AS

<table>
<thead>
<tr>
<th>BA</th>
<th>Health Care Administration</th>
<th>Concordia University, St. Paul</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Biology</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BAS</td>
<td>Health Services Management</td>
<td>University of Minnesota,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Continuing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Professional Studies</td>
</tr>
<tr>
<td>BS</td>
<td>Athletic Training, Community Health, Social Work</td>
<td>St. Cloud State University</td>
</tr>
<tr>
<td>BS</td>
<td>Biology</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BS</td>
<td>Biology, Health, Exercise and Rehabilitative Sciences, Movement Sciences, Exercise Science, Health Promotion, Community Health, Nursing (limited)</td>
<td>Winona State University</td>
</tr>
<tr>
<td>BS</td>
<td>Communication Disorders, Foods and Nutrition, Dental Hygiene (limited), Therapeutic Recreation, Dietetics, Nursing (limited), Corrections, Psychology, Health Science, Social Work</td>
<td>Minnesota State University, Mankato</td>
</tr>
<tr>
<td>BS</td>
<td>Community Health, Exercise Science, Nursing (limited)</td>
<td>Bemidji State University</td>
</tr>
<tr>
<td>BS</td>
<td>Exercise Science</td>
<td>Southwest Minnesota State University</td>
</tr>
<tr>
<td>BS</td>
<td>Exercise Science, Health Teacher Education</td>
<td>Minnesota State University, Moorhead</td>
</tr>
<tr>
<td>BS</td>
<td>Human Biology</td>
<td>Northwestern</td>
</tr>
<tr>
<td>BSN</td>
<td>Nursing (limited)</td>
<td>Metropolitan State University</td>
</tr>
</tbody>
</table>
Program 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 Science Degree prepares graduates to enter employment as a Medical Laboratory Technician or continue their education to earn a baccalaureate degree as a Medical Laboratory Scientist. Medical Laboratory Technicians use sophisticated automated equipment and instruments, microscopes and cell counters to perform testing that helps physicians diagnose illness and disease, and treat and monitor patient health and wellness. They collect and prepare specimens; count cells and look for abnormal cells; analyze the chemical content of fluids; look for bacteria, parasites or other microorganisms; and match blood for transfusions. As a critical member of the healthcare team, Medical Laboratory Technicians evaluate data to determine its accuracy and relay the test results to the physician to provide quality services that contribute to patient safety. They then analyze the results and relay them to physicians. Qualifications include an interest and aptitude in science and mathematics, accuracy and attention to detail, strong communication skills, moral and intellectual integrity, self-discipline, an ability to multitask and prioritize workload, and desire to contribute to quality patient care. Laboratory workers must have the cognitive and technical skills to perform and master a variety of tasks and the professional/affective skills to work efficiently and interact effectively with patients and other members of the healthcare team.

Career Opportunities
Laboratory tests are of vital importance to modern medical practice. The need for clinical laboratory workers is expected to remain strong. Increased job openings are expected due to the increased need for laboratory testing in an aging population and also due to vacancies created through retirements of current employees. Employment of medical laboratory professionals is projected to grow 11% from 2018-2028 (according to the U.S. Bureau of Labor Statistics). Medical Laboratory Technicians are employed in hospital laboratories, clinics, doctor’s offices, public health agencies and pharmaceutical, industrial, and medical research laboratories.

Program Outcomes
The graduate will:
1. Demonstrate proper use, calibration, adjustment, and operation of laboratory precision instrumentation.
2. Demonstrate standard safety practices in the medical laboratory designed to prevent injury, illness, or loss of life to those working in and/or around the medical laboratory equipment with particular emphasis on the skills required for collection and testing of numerous body fluids and specimens using Standard Precautions (including the use of personal protective equipment).
3. Correlate pathological conditions of the human body, including cause and symptoms, to the laboratory’s role in diagnosis and treatment.
4. Demonstrate organized and efficient clinical laboratory work skills.
5. Perform a wide variety of testing procedures employed in a medical laboratory and relate the principles of quality assurance and importance of these procedures to patient safety and the diagnosis and treatment of disease processes in the following areas: clinical chemistry, hematology and hemostasis, urinalysis, microbiology, transfusion medicine, and immunology.
6. Be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP). Demonstrate effective interpersonal/professional/self-management skills in interactions with patients, colleagues and other members of the health care team.

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). The American Society for Clinical Pathology (ASCP) is an independent, non-profit organization that administers examinations in clinical pathology. The examination tests knowledge and skills required for entry-level practice in the field of clinical pathology and is designed to measure the candidate’s competence in the critical areas of the profession.

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

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

Application Process
After completing the Saint Paul College application and admission process, students interested in the Medical Laboratory Technician program must submit a completed Application to the Medical Laboratory Technician Program form to One Stop. This form is available on the Medical Laboratory Technician Web page (saintpaul.edu/MLT) on the second Wednesday of fall semester through the last day in January or later until there are sufficient applicants to fill the open seats. This application window is for the subsequent fall semester start in the MLT Major. Applicants must meet the following criteria to submit the form:

- Documented readiness for, or completion of, the following required General Education Courses: ENGL 1711 English Composition and CHEM 1711 Principles of Chemistry
- Achieve a cumulative GPA of 2.8 or better with a minimum grade of “C” in all college level courses.

Admission into the Program
Applying by the priority application deadline (listed on the application) does not guarantee admission to the Medical Laboratory Technician Program. Being admitted to Saint Paul College does not imply admission into the Medical Laboratory Technician Program. After the priority review deadline indicated on the Application to the Medical Laboratory Technician Major, each application is reviewed in the order submitted on the basis of overall academic ability, GPA of college level courses, and assessment scores. Applicants are admitted on a first-qualified, first-served basis according to the order of application submission. Notification of acceptance into the Medical Laboratory Technician Major will be sent by mail 2 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.

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

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

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

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

General Education Requirements ............ 29

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

Recommended Supplemental Courses
The following optional Learning Lab courses reinforce the basic skills required for attaining proficiency in performing medical laboratory procedures:
MDLT 1451 Learning Lab 1 – Introductory Skills ........ 1
MDLT 1452 Learning Lab 2 – Introductory Skills ........ 1
MDLT 1453 Learning Lab 3 – Intermediate Skills ........ 1
MDLT 1454 Learning Lab 4 – Intermediate Skills ........ 1
MDLT 2455 Learning Lab 5 – Advanced Skills .......... 1
MDLT 2456 Learning Lab 6 – Advanced Skills .......... 1

Program Start Dates
Fall

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

Accepting students progress through the major as a cohort and must take MDLT courses in sequence in the semester indicated. Non-MDLT coursework can be taken prior to acceptance into the MLT Major or during the semester indicated in the presented course sequence.

Students should consult with the program advisor to develop an appropriate educational plan. HLTH 1410 Medical Terminology must be completed by the end of the first semester in the MLT Major.

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

First Semester
HLTH 1410 Medical Terminology ...................... 1
MDLT 1400 Orientation ................................ 1
MDLT 1410 Laboratory Techniques ................. 3
MDLT 1421 Hematology 1 ......................... 2
MDLT 1430 Urinalysis/Body Fluids ................. 3
MDLT 1441 Clinical Chemistry 1 .................. 2
MDLT 1446 Phlebotomy ................................ 1
Goal 3: CHEM 1711 Principles of Chemistry 1 ...... 4
Goal 3: BIOL 1730 Human Body Systems .......... 3
Total Semester Credits ............................... 20

Recommended Supplemental Courses First Semester:
MDLT 1451 Learning Lab 1 (Optional) ............. 1
MDLT 1452 Learning Lab 2 (Optional) ............. 1

Second Semester
MDLT 1422 Hematology 2 .......................... 4
MDLT 1442 Clinical Chemistry 2 .................. 4
MDLT 1510 Immunology .......................... 2
Goal 3: CHEM 1712 Principles of Chemistry 2 ...... 4
Goal 3: BIOL 1740 General Biology 1 ............ 5
Total Semester Credits ............................... 19

Recommended Supplemental Courses Second Semester:
MDLT 1453 Learning Lab 3 (Optional) .......... 1
MDLT 1454 Learning Lab 4 (Optional) .......... 1

Third Semester
Goal 1: COMM 17XX .............................. 3
Goal 1: ENGL 1711 Composition 1 ............... 4
Total Summer Term Credits ....................... 7

Fourth Semester (Year 2)
MDLT 2410 Immunohematology .................... 3
MDLT 2420 Clinical Microbiology .................. 4
MDLT 2430 Clinical Practice Orientation ........... 1
MDLT 2500 Molecular Diagnostics/Advanced
  Body Fluid Analysis ................................ 2
Goal 5: PSYC 1710 or SOCI 1720 recommended .... 3
Goal 6: PHIL 1722 Health Care Ethics recommended .... 3
Total Semester Credits ............................... 16

Recommended Supplemental Courses Fourth Semester:
MDLT 2455 Learning Lab 5 (Optional) ............. 1
MDLT 2456 Learning Lab 6 (Optional) ............. 1

Fifth Semester (Year 2)
MDLT 2591 Clinical Practice ......................... 9
Total Semester Credits ............................... 9

Sixth Semester
MDLT 2593 Comprehensive Examinations .......... 1
Total Summer Term Credits ....................... 1

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

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

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

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

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

5600 N River RD, Suite 720
Rosemount, IL 60018-5119
Telephone: 773.714.8880
Fax: 773.714.8886
info@naacls.org | www.naaccsl.org
Phlebotomy Technician CERTIFICATE

Program Overview
The Phlebotomy Technician program is a combination of classroom, laboratory, and applied experiences that will provide students with the training needed for employment in phlebotomy careers. Following the on-campus phlebotomy didactic coursework, students are assigned to a clinical affiliation 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.

Program Faculty
Nicole Schroeder
nicole.schroeder@saintpaul.edu

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

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

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

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

Information is subject to change. This Program Requirements Guide is not a contract.
Program Start Dates
Fall, Spring

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

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

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

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

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

Total Semester Credits ............................... 10

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

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

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

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

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

Readmission to the Program
Students who intend to be readmitted to the program, after leaving before completing all requirements, must schedule an appointment to meet with the PHLB Program Director before registering for the phlebotomy classes. Readmit applicants are considered on a space available basis. Being readmitted to Saint Paul College does not imply readmission to the Phlebotomy Technician Certificate program.
Nursing Assistant Home Health Aide CERTIFICATE

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

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

Licensing certification or registry status are independent of graduation requirements.

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

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

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

Licensing or certification exams are independent of graduation requirements.

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

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

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

Program Requirements
☐ Check off when completed

Course Cr

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

☐ NAST 1111 Nursing Assistant & Home Health Aide ................................. 4
☐ NAST 1112 Nursing Assistant – Clinical .............. 1

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

Program Start Dates
Fall, Spring, Summer

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

Reading: Score of 225+ or grade of “C” or better in READ 0721
OR
ESL Reading: Score of 81 or better

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

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
Patient Care Technicians or PCTs work with doctors, nurses and other health care professionals to provide direct patient care in a variety of health care environments. The responsibilities of a patient care technician include caring for injured, physically ill, mentally ill, and disabled patients in hospitals, nursing homes, assisted living communities, physicians’ offices, long-term care or other medical facilities. Graduates who complete this specialized training from Saint Paul College may go on to further advancement in the medical field, by way of becoming a certified Patient Care Technician. The Patient Care Technician program offers opportunities to individuals interested in entering the health care field and to those currently employed in the field who wish to seek additional credentials to complement their current skill set.

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

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

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

Program Faculty
Julia Bartlett
julia.bartlett@saintpaul.edu

Program Requirements
☐ Check off when completed

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

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

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

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

Reading: Score of 250+ or grade of “C” or better in READ 0722
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

**First Semester**
- BIOL 1740 General Biology 1 ................... 5
- COMM 1720 Interpersonal Communication ....... 3
- HLTH 1410 Medical Terminology ................ 1
- HLTH 1432 Basic Life Support for Health Care Providers ................................ 1
- PSYC 1720 Psychology Throughout the lifespan .... 3

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

**Second Semester**
- BIOL 2721 Human Anatomy and Physiology 1 ..... 4
- ENGL 1711 Composition 1  .................... 4
- HLTH 1580 Medical Office Skills for the Patient Care Technician ............................. 3
- PHIL 1722 Health Care Ethics  .................. 3

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

**Third Semester (Summer Session)**
- NAST 1111 Nursing Assistant & Home Health Aide ......................... 4
- NAST 1112 Nursing Assistant Clinical ............. 1

**Total Semester Credits .......................... 5**

**Fourth Semester**
- BIOL 2722 Human Anatomy and Physiology 2 ..... 4
- BIOL 2750 General Microbiology ................. 4
- HLTH 1570 Trained Medication Aide ............. 2
- SOCI 1710 Introduction to Sociology .......... 4

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

**Fifth Semester**
- HLTH 1575 EKG & Telemetry ..................... 6
- HLTH 1585 Job Readiness/Certification Exam Preparation ......................................... 2
- PHLB 1405 Phlebotomy ............................ 4
- PHLB 1410 Phlebotomy Clinical Experience ...... 2

**Total Semester Credits .......................... 14**
**Total Program Credits .......................... 60**

### Transfer Opportunities

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

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

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

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**Program Requirements Guide 2020 - 2021**

**Patient Care Technician AAS DEGREE (continued)**
Program Requirements Guide 2020-2021

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

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

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

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

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

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

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

Information is subject to change. This Program Requirements Guide is not a contract.
Program 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 Care Credits** .......................... 2
- Goal 1: ENGL 1711 Composition 1 ............... 4
- Goal 3: BIOL 1730 Human Body Systems .......... 3
- Goal 5: PSYC 1720 Psychology Throughout the Lifespan .................... 3
- **General Education Requirements** ........ 10

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

**PRNS Core Courses** Cr

- PRNS 1425 Essentials of Clinical Pharmacology .................. 2
- PRNS 1436 Foundations of Nursing .................... 4
- PRNS 1481 Clinical 1 .................................. 3
- PRNS 1482 Clinical 2 .................................. 3
- PRNS 1483 Clinical 3 .................................. 3
- PRNS 1521 Nursing Care of Adults 1 .................. 4
- PRNS 1524 Nursing Care of Adults 2 ............. 3
- PRNS 1531 Maternal/Child Health ................... 2
- PRNS 2411 Psycho/Social Nursing ................... 1
- PRNS 2492 Transition to Practice ..................... 3

**PRNS Core Credits** .................. 28
- Health Core Credits .................................. 2
- **General Education Requirements** ........ 10

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

Program Start Dates

Fall, Spring, or Summer - Preliminary courses only

Course Sequence

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

**First Semester**
HLTH 1310 Communications in Healthcare .................. 1
HLTH 1410 Medical Terminology .......................... 1
Goal 1: ENGL 1711 Composition 1 ..................... 4
Goal 3: BIOL 1730 Human Body Systems ............. 3
Goal 5: PSYC 1720 Psychology Throughout the Lifespan .................... 3
Pre-Nursing Credits .................. 12
Complete the TEAS Test, Nursing Assistant Certification requirement, and apply to the program.
Evidence of current CPR certification (HLTH 1432) must be presented prior to taking PRNS 1481 Clinical 1.

**Second Semester (Fall/Spring only)**
Practical Nursing Courses
PRNS 1425 Essentials of Clinical Pharmacology .................. 2
PRNS 1436 Foundations of Nursing .................... 4
PRNS 1481 Clinical 1 .................................. 3
PRNS 1521 Nursing Care of Adults 1 .................. 4
PRNS 2411 Psycho/Social Nursing ................... 1
PRNS Core Credits .......................... 14

**Third Semester (Fall/Spring only)**
Practical Nursing Courses
PRNS 1482 Clinical 2 .................................. 3
PRNS 1483 Clinical 3 .................................. 3
PRNS 1524 Nursing Care of Adults 2 ............. 3
PRNS 1531 Maternal/Child Health ................... 2
PRNS 2492 Transition to Practice ..................... 3
PRNS Core Credits .......................... 14

Total Program Credits .................. 40
Program Overview
Pharmacy technicians play an integral role in assisting pharmacists with medication dispensing. Pharmacy technicians work in hospitals, drug stores, and other medical settings. Pharmacy technicians perform a variety of duties that require strong attention to detail. Pharmacy Technicians perform duties such as, entering prescription orders into the computer, preparing medications for pharmacist verification (including measuring and sometimes mixing the medication), maintaining accurate patient records, performing calculations, and providing customer service.

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

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

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

Program Faculty
Hannah Kokesh
hannah.kokesh@saintpaul.edu

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

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

Application Process
After completing the Saint Paul College application and admission process, students interested in the Pharmacy Technician program must submit a completed Application to Pharmacy Technician Program form available on the Pharmacy Technician Web page: saintpaul.edu/PharmacyTech and meet the following criteria:
- Achieve a cumulative GPA of 2.8 or better
- Meet minimum program entry requirements (back page of this guide)

Admission to the Program
Applying by the priority application deadline (listed on the application) does not guarantee admission to the Pharmacy Technician Program. Being admitted to Saint Paul College does not imply admission into the Pharmacy Technician Program. The Pharmacy Technician Program will review applications starting January 15th and accept qualified students on a first-come, first serve basis.

Program Start Dates
Fall

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

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
- Writing: Score of 250+ or grade of “C” or better in ENGL 0922
- Quant. Reasoning, Algebra & Stats: Score of 215+ 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.

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

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                          Cr
☐ HLTH 1300 Behaviors for Success and Respecting Diversity ......................... 1
☐ HLTH 1310 Communication in Healthcare .............................................. 1
☐ HLTH 1320 Safety Precautions and Awareness of Client Needs .................. 1
☐ HLTH 1410 Medical Terminology ............................................................ 1
☐ PHAR 1710 Pharmacy Law and Ethics .......................................................... 3
☐ PHAR 1715 Fundamentals of Pharm Tech 1 ................................................ 5
☐ PHAR 1720 Foundations of Pharmaceutical Calculations .......................... 4
☐ PHAR 1730 Principles of Pharmacy ............................................................. 5
☐ PHAR 1735 Pharmacy Medication Technology ........................................... 1
☐ PHAR 1750 Pharmacy Internship 1 – Retail .................................................. 3
☐ PHAR 2710 Fundamentals of Pharm Tech 2 .................................................. 5
☐ PHAR 2720 Pharmacy Sterile Products Lab .................................................. 5
☐ PHAR 2740 Pharmacoeth of Disease Processes ............................................. 4
☐ PHAR 2750 Pharmacy Internship 2 - Hospital .............................................. 4
Subtotal .......................................... 43

General Education/MnTC Requirements                       Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ............................................................. 7
  ENGL 1711 Composition 1 – 4 cr
  COMM 17XX – 3 cr
☐ Goal 3: Natural Sciences ................................................................. 7
  BIOL 1730 Human Body Systems – 3 cr
  CHEM 1711 Principles of Chemistry 1 – 4 cr
☐ Goal 6: Humanities & Fine Arts ......................................................... 3
  PHIL 1722 Health Care Ethics – 3 cr

General Education Requirements .................................................. 17

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

Course Sequence

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

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

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

Second Semester
PHAR 1730 Principles of Pharmacy ............................................................. 5
PHAR 1735 Pharmacy Medication Technology ........................................... 1
PHAR 1750 Pharmacy Internship 1 – Retail .................................................. 3
PHAR 2710 Fundamentals of Pharm Tech 2 .................................................. 5
PHAR 2720 Pharmacy Sterile Products Lab .................................................. 5
PHAR 2740 Pharmacoeth of Disease Processes ............................................. 4
PHAR 2750 Pharmacy Internship 2 - Hospital .............................................. 4
Total Semester Credits ............................................................ 14

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

Fourth Semester
Goal 1: ENGL 1711 Composition 1 ......................................................... 4
Goal 1: COMM 17XX ................................................................. 3
Goal 3: CHEM 1711 Principles of Chemistry 1 ........................................... 4
HLTH 1300 Behaviors for Success and Respecting Diversity ..................... 1
HLTH 1310 Communication in Healthcare ................................................. 1
HLTH 1320 Safety Precautions and Awareness of Client Needs ................. 1
Total Semester Credits ............................................................ 14

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

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

Transfer Opportunities

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

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

Pharmacy Technician AAS

BA  Health Care Administration
  Concordia University, St. Paul

BA  Individualized Studies
  Metropolitan State University

BS  Healthcare and Human Service Management
  Saint Mary’s University, Twin Cities Campus
Program Requirements Guide
Pharmacy Technician DIPLOMA

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

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

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

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

Program Faculty
Hannah Kokesh
hannah.kokesh@saintpaul.edu

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

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

Application Process
After completing the Saint Paul College application and admission process, students interested in the Pharmacy Technician program must submit a completed Application to Pharmacy Technician Program form available on the Pharmacy Technician Web page: saintpaul.edu/PharmacyTech and meet the following criteria:
• Achieve a cumulative GPA of 2.8 or better
• Meet minimum program entry requirements (see page 2 of this guide)

Admission to the Program
Applying by the priority application deadline (listed on the application) does not guarantee admission to the Pharmacy Technician Program. Being admitted to Saint Paul College does not imply admission into the Pharmacy Technician Program.

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

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

- **Fall**

**Course Sequence**

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

**First Semester**

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HLTH 1410</td>
<td>Medical Terminology</td>
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<tr>
<td>PHAR 1710</td>
<td>Pharmacy Law and Ethics</td>
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</tr>
<tr>
<td>PHAR 2710</td>
<td>Fundamentals of Pharmacy Technology</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 1720</td>
<td>Foundations of Pharmaceutical Calculations</td>
<td>4</td>
</tr>
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<td><strong>Total Semester Credits</strong></td>
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</table>

**Second Semester**

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

<table>
<thead>
<tr>
<th>Goal</th>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
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<td>COMM 17XX</td>
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<tr>
<td>Goal 3</td>
<td>BIOL 1730</td>
<td>Human Body Systems</td>
<td>3</td>
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<td>HLTH 1300</td>
<td>Behaviors for Success and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respecting Diversity</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLTH 1310</td>
<td>Communication in Healthcare</td>
<td>1</td>
<td></td>
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<tr>
<td>HLTH 1320</td>
<td>Safety Precautions and</td>
<td></td>
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<td>Awareness of Client Needs</td>
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<td><strong>Total Semester Credits</strong></td>
<td><strong>9</strong></td>
<td></td>
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</tbody>
</table>

**Total Program Credits**

**35**

**Recommended Supplemental Courses:**

The following optional courses reinforce the basic skills required for attaining proficiency in performing pharmacy technician procedures.

- PHAR 1700 Success Skills for the Pharmacy Technician 1 (First Semester) . . . . . . . . 2
- PHAR 1740 Success Skills for the Pharmacy Technician 2 (Second Semester) . . . . . . 2
- PHAR 1800 Pharmacy Technician Certification Exam Prep (Summer) . . . . . . . . . . . . . . 1
Program Overview
The Public Health AS degree is designed for students who plan to pursue a bachelor's degree in public health, health education, community health, epidemiology, health administration, or environmental health. The program builds upon foundational knowledge of the biological sciences and emphasizes communication, cultural competency, and the ability to interpret qualitative and quantitative research. Students admitted to the program will explore the public health system, population health challenges, biometric and social determinants of health, and public health preparedness through a variety of applied learning and community service opportunities.

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

Program Faculty
Julia Bartlett  
julia.bartlett@saintpaul.edu
Christopher McKenzie  
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Azra Thakur  
aatra.thakur@saintpaul.edu
Jessica Tokunaga  
janica.tokunaga@saintpaul.edu

Program Requirements

Check off when completed

Core required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr</th>
</tr>
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<tbody>
<tr>
<td>PUBH 1700</td>
<td>Personal &amp; Community Health</td>
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<tr>
<td>PUBH 1710</td>
<td>Consumer Health</td>
<td>3</td>
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<tr>
<td>PUBH 2700</td>
<td>Public Health Overview</td>
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</tr>
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<td>PUBH 2710</td>
<td>Public Health Education</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 2720</td>
<td>Global Health</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 2770</td>
<td>Public Health Practicum</td>
<td>2</td>
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</table>

Choose 1 course for your focus area

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH 2730</td>
<td>Public Health Administration</td>
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</tr>
<tr>
<td>PUBH 2740</td>
<td>Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 2750</td>
<td>Public Health Advocacy &amp; Leadership in Action</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal: 20

General Education Requirements

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

- Goal 1: Communication: 12
  - ENGL 1711 Composition 1 - 4cr
  - ENGL 1712 Composition 2 - 2cr
- Goal 2: Behavioral Sciences: 8
  - BIOL 1740 General Biology 1 - 5cr
  - BIOL 1740 General Biology 2 - 4cr
  - CHEM 1710 Principles of Chemistry 1 - 4cr
- Goal 3: Natural Science: 16
  - BIOL 1760 Nutrition - 3cr
  - BIOL 2721 Anatomy & Physiology 1 - 4cr
  - BIOL 2722 Anatomy & Physiology 2 OR
  - PSYC 1710 General Psychology - 4cr
- Goal 4: Mathematical/Logical Reasoning: 4
  - MATH 1740 Introduction to Statistics

Total Program Credits: 60

See back of this guide for Course Sequence & Transfer Opportunities

Minimum Program Entry Requirements

- **Reading:** Score of 250+ or grade of "C" or better in READ 0722
- **Writing:** Score of 250+ or grade of "C" or better in ENGL 0922
- **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.

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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
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<td>BIOL 1740</td>
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<td>ENGL 1711</td>
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<td>COMM 1710</td>
<td>Fundamentals of Public Speaking</td>
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<td>PUBH 1700 (fall only)</td>
<td>Personal &amp; Community Health</td>
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<td>BIOL 2721</td>
<td>Anatomy &amp; Physiology I</td>
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<td>MATH 1740</td>
<td>Introduction to Statistics</td>
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<td>PUBH 1710 (spring only)</td>
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<td>PUBH 2700 (spring only)</td>
<td>Public Health Overview</td>
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<td>Total Semester Credits</td>
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<td>BIOL 2722 OR CHEM 1711</td>
<td>Anatomy &amp; Physiology 2 OR Principles of Chemistry 1</td>
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<td>PSYC 1710</td>
<td>General Psychology</td>
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<td>Public Health Education</td>
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<td></td>
<td>PUBH 2720 (fall only)</td>
<td>Global Health</td>
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<td>PUBH 2XXX (focus area course)</td>
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<td>PUBH 2770</td>
<td>Public Health Practicum</td>
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<td>SOCI 1710</td>
<td>Introduction to Sociology</td>
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Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

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

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

[Program Requirements Guide 2020 - 2021]
[Public Health AS DEGREE (continued)]
Respiratory Therapist AAS Degree

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

Preparation best suited for this program includes excellent reading skills, biology, chemistry and physics. Further, one should have good manual dexterity and an ability to lift fifty pounds. 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 Certification exam. Certification is required for licensure. Upon successful completion of the exams, the graduate will be awarded the credentials of Registered Respiratory Therapist (RRT).

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes
1. Graduates demonstrated knowledge and skills in Respiratory Therapy clinical experiences.
2. Graduates demonstrated knowledge and skills in Respiratory Therapy clinical simulations.
3. Graduates prepared to take the National Certification Exam.
4. Graduates prepared for employment as Respiratory Therapists.
5. Graduates communicate effectively with the Health Care Team.

Program Faculty
Gregory Morgan
gregory.morgan@saintpaul.edu

Judy Russell
judy.russell@saintpaul.edu

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

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

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

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

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

The Application to Respiratory Therapist Major form is available online: saintpaul.edu/programs/Pages/respiratory-therapist.aspx

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

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

- Reading: Score of 250+ or grade of “C” or better in READ 0722
- Writing: Score of 250+ or grade of “C” or better in ENGL 0922
- 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.

063A (823A)
## Program Requirements

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

### General Education Requirements

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<thead>
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<th>Course Code</th>
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<th>Credits</th>
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<td>English 1</td>
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<td>CHEM 1711</td>
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<td>HUM 17XX</td>
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<td>HIS 1711</td>
<td>History</td>
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<td>ENV 1711</td>
<td>Environmental Science</td>
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<td>ENG 1711</td>
<td>English 2</td>
<td>3</td>
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<tr>
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<td>History</td>
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### Respiratory Care Core Courses

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<td>Respiratory Care Essentials</td>
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<td>Respiratory Care Essentials Lab</td>
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<tr>
<td>RESP 1510</td>
<td>Cardiopulmonary Pathophysiology 1</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1521</td>
<td>Respiratory Care Therapeutics 2</td>
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<tr>
<td>RESP 1523</td>
<td>Respiratory Care Therapeutics Lab</td>
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<tr>
<td>RESP 1581</td>
<td>Respiratory Care Clinical 1</td>
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<td>RESP 1582</td>
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<td>RESP 1597</td>
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<td>RESP 1599</td>
<td>Respiratory Care Clinical 5</td>
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<tr>
<td>RESP 2411</td>
<td>Mechanical Vent</td>
<td>3</td>
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<td>RESP 2412</td>
<td>Mechanical Vent Lab</td>
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<tr>
<td>RESP 2420</td>
<td>Cardiopulmonary Pathophysiology 2</td>
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<td>RESP 2430</td>
<td>Neonatal/Pediatric RC</td>
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<td>RESP 2450</td>
<td>Mgmt of the Critical Ill</td>
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<td>RESP 2452</td>
<td>Advanced Simulation</td>
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<td>RESP 2458</td>
<td>Multidisciplinary RT</td>
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<td>RESP 2470</td>
<td>Registry Review</td>
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<td>RESP 2510</td>
<td>Survey of Human Disease</td>
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### 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 Clinical 1 .......... 3

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

**Third Semester Summer**

- RESP 1582 Respiratory Care Clinical 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 Clinical 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 Clinical 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 Clinical 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

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**Transfer Opportunities**

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

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

**Respiratory Therapist AAS**

- **BA**  
  - Health Care Administration  
  - Concordia University, St. Paul
  
- **BS**  
  - Individualized Studies  
  - Metropolitan State University
  
- **BA**  
  - Health Care Administration  
  - Saint Mary’s University, Twin Cities Campus

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Saint Paul College—A Community & Technical College • 2020–2021 Catalog

saintpaul.edu 123
Program Overview
The Surgical Technologist is a critical member of the patient care team during surgery. They are responsible for a wide variety of duties, including preparing and maintaining the sterile field and all instruments and supplies used during surgery. Surgical Technologists' responsibilities include anticipating the next steps during the surgical procedure and assisting if needed. The Surgical Technology AAS degree is designed to provide students with the knowledge, skills, and professionalism in order to participate safely and effectively in the perioperative environment.

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

Program Outcomes
1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. 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 Technologist role.
9. Demonstrate proficiency in establishing and maintaining the sterile field using aseptic technique.
10. Identify appropriate contraindications and usage of drugs as it relates to the role of the Surgical Technologist.

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

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

Course Cr
☐ BIOL 1471 Medical Terminology ................. 2
☐ BTEC 1418 Computer Fundamentals OR BTEC 1421 Business Information Applications 1 . . 3
☐ SURG 1405 Intro to Surgical Technology ........ 1
☐ SURG 1410 Sterile Processing .................... 3
☐ SURG 1415 Surgical Microbiology ............... 2
☐ 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
☐ SURG 2430 Operating Room Clinical 1 .......... 8
☐ SURG 2435 Operating Room Clinical 2 .......... 8
Subtotal ..................................................... 41

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication .......................... 3
☐ COMM 1710 Fundamentals of Public Speaking OR COMM 1720 Interpersonal Communication – 3 cr
☐ Goal 3 Natural Sciences ......................... 13
☐ BIOL 1740 General Biology 1 ................. 5
☐ BIOL 2721 Human Anatomy and Physiology 1 ... 4
☐ BIOL 2722 Human Anatomy and Physiology 2 ... 4
☐ Goal 5: History, Social Science and Behavioral Sciences .......................... 3
☐ PSYC 1720 Psychology Throughout the Lifespan ...... 3
General Education Requirements .................. 19

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

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

Prerequisites/Admission Guidelines:
1. Successful completion of the Sterile Processing Certificate with a minimum 2.85 GPA.
2. Must complete vaccination requirements directed by faculty at required program orientation session.
3. Attend required orientation session after program acceptance.
4. Complete Basic Life Support for Healthcare provider (BLS) CPR prior to starting SURG 24XX courses.
5. Must pass MN Department of Health and Human Services Background study.

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.

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

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

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

**Second Semester**
- BIOL 1471 Medical Terminology ................................ 2
- BIOL 2721 Human Anatomy and Physiology 1 .............. 4
- BTEC 1418 Computer Fundamentals OR
  BTEC 1421 Business Information Applications 1 .......... 3
- COMM 1710 Fundamentals of Public Speaking OR
  COMM 1720 Interpersonal Communication ................. 3
**Total Semester Credits** ........................................ 12

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

**Fourth Semester**
- SURG 2400 OR Fundamentals .................................. 1
- SURG 2405 Pharmacology ....................................... 2
- SURG 2411 Pathology & Procedure ............................ 3
- SURG 2415 Operating Room Lab 1 ............................ 4
- SURG 2420 Operating Room Lab 2 ............................ 4
**Total Semester Credits** ........................................ 14

**Fifth Semester**
- SURG 2430 Operating Room Clinical 1 ...................... 8
- SURG 2435 Operating Room Clinical 2 ...................... 8
**Total Semester Credits** ........................................ 16

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

### Transfer Opportunities

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

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

**Surgical Technology AAS**

- BA Individualized Studies
  - Metropolitan State University
- BS Healthcare and Human Service Management
  - Saint Mary’s University,
    Twin Cities Campus

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**Program Requirements Guide 2020 - 2021**

**Surgical Technology** AAS DEGREE *(continued)*
Program Requirements Guide 2020 - 2021

Sterile Processing CERTIFICATE

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

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

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

Program Outcomes
1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. 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 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 terminology related to the role of 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 Faculty
Jolianne Mohler  jolianne.mohler@saintpaul.edu
Viki Viertel  viki.viertel@saintpaul.edu

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

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

Course Cr
☐ BIOL 1471 Medical Terminology  .................. 2
☐ BTEC 1418 Computer Fundamentals OR
☐ BTEC 1421 Business Information Applications 1 . . . 3
☐ SURG 1405 Intro to Surgical Technology  ............ 1
☐ SURG 1410 Sterile Processing  ..................... 3
☐ SURG 1415 Surgical Microbiology  ............ 2
Subtotal ........................................... 11

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ................................ 3
☐ COMM 1710 Fundamentals of Public Speaking OR
☐ COMM 1720 Interpersonal Communication – 3 cr
☐ Goal 3 Natural Sciences .............................. 13
☐ BIOL 1740 General Biology 1 ...................... 5
☐ BIOL 2721 Human Anatomy and Physiology 1 .... 4
☐ BIOL 2722 Human Anatomy and Physiology 2 .... 4
☐ Goal 5: History, Social Science and
☐ Behavioral Sciences ................................. 3
☐ PSYC 1720 Psychology Throughout the Lifespan 3
☐ General Education Requirements .................. 19

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

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

Prerequisites/Admission Guidelines:
1. GPA of 2.50 required to be accepted into the program.
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.

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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 Start Dates
Fall, Spring
Day cohort classes offered as well as afternoon/evening cohorts. Day and afternoon/evening cohort start dates alternate every other semester. For more information, please consult with an academic advisor.

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

First Semester
BIOL 1471 Medical Terminology  ...................... 2
BIOL 2721 Human Anatomy and Physiology 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

Second Semester
BIOL 1474 General Biology 1 ...................... 5
BIOL 2722 Human Anatomy and Physiology 2 .... 4
BIOL 2722 Human Anatomy and Physiology 1 .... 4
General Education Requirements .................. 19
Total Semester Credits .................................. 10

Third Semester
BIOL 2722 Human Anatomy and Physiology 2 .... 4
BIOL 2740 Intro to Surgical Technology .............. 1
SURG 1410 Sterile Processing  ..................... 3
SURG 1415 Surgical Microbiology ............ 2
Total Semester Credits .................................. 10

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

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

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

# Career Opportunities

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

# Program Outcomes

1. Graduates will apply a positive overall approach to personal fitness and wellness.
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

- **Goal 1: Communication**
  - ENGL 1711 Composition 1 – 4 cr
  - COMM 17XX – 3 cr

- **Goal 2: Reading**
  - READ 0722

- **Goal 3: Natural Sciences**
  - BIOL 1760 Nutrition – 3 cr (recommended)

- **Goal 4: History, Social Science and Behavioral Sciences**
  - PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)

- **Goal 5: Humanities and Fine Arts**
  - ENGL 1711 Composition 1 – 4 cr

# 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
- **Writing**: Score of 250+ or grade of “C” or better in ENGL 0922
- **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.

## 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.

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<td>□ HLTH 1418 Somatic Practitioner: Business &amp; Ethics</td>
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<td>□ HLTH 1421 Anatomy &amp; Physiology for Somatic Practitioners</td>
<td>4</td>
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<td>□ HLTH 1422 Health and Wellness Coaching</td>
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<td>□ HLTH 1425 Clinical Applications in Kinesiology</td>
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<td>□ HLTH 1900 Pathology for the Somatic Practitioner</td>
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<td>□ MASS 1400 Introduction to Therapeutic Massage</td>
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<tr>
<td>□ MASS 1421 Massage Spa Techniques</td>
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<tr>
<td>□ MASS 1422 Massage Clinical Techniques</td>
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<tr>
<td>□ A CPR course/certificate must be completed prior to taking MASS 1480 Massage Therapy Practicum</td>
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<td>□ MASS 1423 Advanced Clinical Sports Massage Techniques</td>
<td>5</td>
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<td>□ MASS 1480 Massage Therapy Practicum</td>
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<td>□ MASS 1490 Clinical Massage Internship</td>
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<td>Refer to the Minnesota Transfer Curriculum Course List for each Goal Area</td>
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<td>□ COMM 17XX – 3 cr</td>
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<td>□ Goal 3: Natural Sciences</td>
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<tr>
<td>□ BIOL 1760 Nutrition – 3 cr (recommended)</td>
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<tr>
<td>□ Goal 5: History, Social Science and Behavioral Sciences</td>
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<tr>
<td>□ PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)</td>
<td></td>
</tr>
<tr>
<td>□ Goal 6: Humanities and Fine Arts</td>
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<tr>
<td>□ General Education Requirements</td>
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<tr>
<td><strong>Total Program Credits</strong></td>
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</tr>
</tbody>
</table>
Course Sequence

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

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

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

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

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

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

Transfer Opportunities

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

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

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

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

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

Career Opportunities

The employment outlook for massage therapists is projected to be better than average in the upcoming years. The increasing population, increasing personal incomes, longer life spans, and an increasing recognition that massage is beneficial to reduce stress, relieve pain, and improve overall health all contribute to an increased demand for these workers. Factors affecting long term growth include economic well-being and the degree to which insurance companies and HMOs will reimburse for this service. Graduates perform massage therapy in health spas, resorts, health clubs, retirement residences, country clubs, hospitals, chiropractic offices, long-term care facilities, and clinics, or may be self-employed.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

1. Graduates will provide application of manual techniques to positively contribute to the well-being of the client in a safe and skillful manner.
2. Graduates will be prepared to take the national certification exam in massage therapy.
3. Graduates will be prepared for employment in an entry-level capacity.

Program Faculty

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

Day and Evening Classes

Day and evening options are available to complete the program.

Textbook and Supply Costs

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

Program Requirements

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

Course  Cr
□ 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

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.

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

Information is subject to change. This Program Requirements Guide is not a contract.
Program Overview
Yoga is recognized by health professionals worldwide as an effective way to increase flexibility, develop strength and reduce stress. This program focuses on four key aspects of yoga: alignment and form of the yoga postures, history and philosophy of yoga, relaxation and meditation, and teaching techniques. This program is recognized by the Yoga Alliance and upon completion qualifies graduates to be 200 hour Registered Yoga Teachers.

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

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

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

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

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu
Maria Toso
maria.toso@saintpaul.edu

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

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

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

Program Requirements
- Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tr>
<td>HLTH 1454 Yoga Postures/Asanas</td>
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<tr>
<td>HLTH 1458 Relaxation Techniques</td>
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<td>HLTH 1459 Yoga Asana/Teaching Methodology</td>
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<tr>
<td>HLTH 1541 Yoga History/Philosophy</td>
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</tr>
</tbody>
</table>

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

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

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

Licensing or certification exams are independent of graduation requirements.

Program Requirements
☐ 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 and exercise Sciences Internship ........................................ 5
☐ HLTH 1900 Pathology for the Somatic Practitioner ........................................ 4
Subtotal ........................................ 44

General Education/MnTC Requirements
☐ Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ........................................ 7
☐ ENGL 1711 Composition 1 – 4 cr
☐ COMM 17XX – 3 cr
☐ Goal 3: Natural Sciences ........................................ 3
☐ BIOL 1760 Nutrition - 3 cr (recommended)
☐ Goal 5: History, Social Science and Behavioral Sciences ........................................ 3
☐ PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)
☐ Goal 6: Humanities and Fine Arts ........................................ 3
☐ General Education Requirements ........................................ 16
Total Program Credits ........................................ 60

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu

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

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

Program Start Dates
Fall, Spring, Summer

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
Writing: Score of 250+ or grade of “C” or better in ENGL 0922
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.
### Sport and Exercise Sciences AAS DEGREE (continued)

**Course Sequence**

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

#### First Semester

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

#### Second Semester

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

#### Third Semester

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

#### Fourth Semester

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

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

### Transfer Opportunities

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

#### Sport and Exercise Sciences AAS

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Institution</th>
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<tbody>
<tr>
<td>BA</td>
<td>Concordia University, St. Paul</td>
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<tr>
<td>BA</td>
<td>Health Care Administration</td>
</tr>
<tr>
<td>BA</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BA</td>
<td>Individualized Studies</td>
</tr>
<tr>
<td>BA</td>
<td>Metropolitan State University</td>
</tr>
<tr>
<td>BS</td>
<td>Exercise Science</td>
</tr>
<tr>
<td>BS</td>
<td>Concordia University, St. Paul</td>
</tr>
<tr>
<td>BS</td>
<td>Healthcare and Human Service Management</td>
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<td></td>
<td>Saint Mary’s University, Twin Cities Campus</td>
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</tbody>
</table>
Program Requirements Guide 2020 - 2021

Sport and Exercise Sciences DIPLOMA

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

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

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

Licensing or certification exams are independent of graduation requirements.

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>HLTH 1418 Somatic Practitioner: Business &amp; Ethics</td>
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<tr>
<td>HLTH 1421 Anatomy &amp; Physiology for the Somatic Practitioner</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 1422 Health and Wellness Coaching</td>
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<tr>
<td>HLTH 1425 Clinical Applications in Kinesiology</td>
<td>3</td>
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<tr>
<td>HLTH 1465 Functional Holistic Nutrition</td>
<td>4</td>
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<tr>
<td>HLTH 1485 Therapeutic Exercise</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 1610 Sport and exercise Coaching</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 1620 Advanced Concepts in Training</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 1630 Functional Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1690 Sport and exercise Sciences Internship</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 1900 Pathology for the Somatic Practitioner</td>
<td>4</td>
</tr>
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</table>

Subtotal: 44

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
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<tbody>
<tr>
<td>Goal 1: COMM 17XX</td>
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<tr>
<td>Goals 1-10: Minnesota Transfer Curriculum PSYC 1750 Introduction to Health Psychology (recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education Requirements: 6

Total Program Credits: 50

Program Start Dates
Fall, Spring, Summer

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

First Semester
HLTH 1418 Somatic Practitioner: Business & Ethics ............................................. 2
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner .................................. 4
HLTH 1422 Health and Wellness Coaching ................................................................. 4
HLTH 1465 Functional Holistic Nutrition ................................................................. 4
HLTH 1485 Therapeutic Exercise ............................................................................. 5
HLTH 1610 Sport and exercise Coaching .................................................................. 5
HLTH 1620 Advanced Concepts in Training .............................................................. 5
Goal 1: COMM 17XX .................................................................................. 3
Total Semester Credits .................................................................................. 15

Second Semester
HLTH 1425 Clinical Applications in Kinesiology ....................................................... 3
HLTH 1485 Therapeutic Exercise ............................................................................. 5
HLTH 1620 Advanced Concepts in Training .............................................................. 5
Goal 1: COMM 17XX .................................................................................. 3
Total Semester Credits .................................................................................. 16

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

Total Program Credits: 50

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

Reading: Score of 250+ or grade of “C” or better in READ 0722

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.

Information is subject to change. This Program Requirements Guide is not a contract.
Sport and Exercise Sciences

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

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

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

Licensing or certification exams are independent of graduation requirements.

Program Faculty
Jeremy Sartain
jeremy.sartain@saintpaul.edu

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

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

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

Course

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1418 Somatic Practitioner: Business &amp; Ethics</td>
<td>2</td>
<td></td>
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<tr>
<td>HLTH 1421 Anatomy and Physiology for the Somatic Practitioner</td>
<td>4</td>
<td></td>
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<tr>
<td>HLTH 1422 Health and Wellness Coaching</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>HLTH 1425 Clinical Applications in Kinesiology</td>
<td>3</td>
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<tr>
<td>HLTH 1465 Functional Holistic Nutrition</td>
<td>4</td>
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<tr>
<td>HLTH 1485 Therapeutic Exercise</td>
<td>5</td>
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<tr>
<td>HLTH 1610 Sport and Exercise Coaching</td>
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Subtotal: 27

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1750 Introduction to Health Psychology (recommended)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

General Education Requirements: 3

Total Program Credits: 30

Program Start Dates
Fall, Spring, Summer

Course Sequence

First Semester
- HLTH 1418 Somatic Practitioner: Business & 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

Total Semester Credits: 15

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

Total Semester Credits: 15

Total Program Credits: 30

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

Reading: Score of 250+ or grade of “C” or better in READ 0722
Arithmetic: Score of 200+

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

Degree option may have a greater requirement than this certificate.

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