

Health Science Programs

Esthetics

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

Health Information Technology and Medical Office Careers

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

Health Unit Coordinator

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

Health Sciences

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

Medical Laboratory Careers

Medical Laboratory Technician AAS Degree (72 Credits)	121
Phlebotomy Technician Certificate (17 Credits)	123

Nursing Assistant/Home Health Aide

Nursing Assistant/Home Health Aide Certificate (5 Credits)	125
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Pharmacy Technician

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

Practical Nursing

Practical Nursing Diploma (40 Credits)	129
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Public Health

Public Health AS Degree (60 Credits) New!	131
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Respiratory Therapist

Respiratory Therapist AAS Degree (78 Credits)	133
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Wellness and Fitness Careers

Clinical Sports Massage AAS Degree (66 Credits)	135
Massage Therapy Certificate (30 Credits)	136
Clinical Sports Massage Certificate (23 Credits)	137
Personal Trainer AAS Degree (60 Credits)	138
Personal Trainer Diploma (50 Credits)	139
Personal Trainer Certificate (30 Credits)	140
Registered Yoga Teacher Certificate (16 Credits)	141

Esthetician Spa AAS DEGREE

Program Overview

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

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

Career Opportunities

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

Program Faculty

Lyubov Babina lyubov.babina@saintpaul.edu

Textbook and Supply Costs

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

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

Program Requirements

Check off when completed

Required Program Seminar

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

Course	Cr
<input type="checkbox"/> CHSN 1407 Preclinic Nail Care	3
<input type="checkbox"/> CHSN 1410 Preclinic Introduction (online)	4
<input type="checkbox"/> CHSN 1420 Body Systems & Diseases (online)	4
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1443 Clinic 2 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4
<input type="checkbox"/> CHSN 2411 CIDESCO Exam Student Preparation	3
<i>Class offered only summer term</i>	
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> MASS 1400 Introduction to Therapeutic Massage	4
<input type="checkbox"/> MASS 1421 Massage Spa Techniques	2
<input type="checkbox"/> MASS 1422 Massage Clinical Techniques	4
<input type="checkbox"/> MASS 1480 Massage Therapy Practicum	4
Subtotal	49

General Education/MnTC Requirements Cr

- Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
- Goal 1: Communication 7
 - ENGL 1711 Composition 1 – 4 cr
 - SPCH XXXX (Goal 1 only) – 3 cr
 - Goal 3: Natural Sciences 7
 - BIOL 1760 Nutrition – 3 cr
 - CHEM 1711 Principles of Chemistry – 4 cr
 - Goal 5: History, Social Science and Behavioral Sciences 3
- General Education Requirements 17**

Total Program Credits 66

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

Program Start Dates

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

Course Sequence

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

Continued on next page

CIDESCO

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

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

Comite International d' Esthetique et de Cosmetologie
e-mail: info@cidesco.com
Web site: www.cidesco.com



Minimum Program Entry Requirements

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

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

Writing: Score of 78+ or grade of "C" or better in ENGL 0922

College Level Mathematics: Score of 50+

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

Esthetician Spa AAS DEGREE *(continued)*

Course Sequence

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

First Semester

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

Second Semester

BIOL 1760 Nutrition (meets Goal 3)	3
CHSN 1407 Preclinic Nail Care	3
HLTH 1410 Medical Terminology	1
HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
MASS 1400 Introduction to Therapeutic Massage	4
SPCH XXXX (Goal 1 only)	3
Total Semester Credits.	18

Third Semester

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

Fourth Semester

Goal 1: ENGL 1711 Composition 1	4
CHEM 1711 Principles of Chemistry	4
CHSN 2411 CIDESCO Exam Student Prep	3
<i>Offered summer semester only</i>	
Goal 5: History, Social Science, Behavioral Sciences	3
Total Semester Credits.	14

Total Program Credits 66

Cosmetology Student Handbook/ Agreement Form

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

Transfer Opportunities

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

Esthetician AAS

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

Esthetician Medical Setting AAS DEGREE

Program Overview

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

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

Career Opportunities

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

Program Faculty

Lyubov Babina lyubov.babina@saintpaul.edu

Textbook and Supply Costs

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

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

Program Requirements

Check off when completed

Required Program Seminar

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

Course	Cr
<input type="checkbox"/> CHSN 1410 Preclinic Introduction (online)	4
<input type="checkbox"/> CHSN 1420 Body Systems & Diseases (online)	4
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1443 Clinic 2 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4
<input type="checkbox"/> CHSN 1510 Legal Risk Management for Estheticians	2
<input type="checkbox"/> CHSN 1512 Peels and Chemical Exfoliation	3
<input type="checkbox"/> CHSN 1514 Advanced Skin Treatments	3
<input type="checkbox"/> HLTH 1440 Medical Terminology	1
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner.	4
Subtotal	37

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 (SPCH 1720 Interpersonal Communication - 3cr recommended)
 - Goal 3: Natural Sciences 7
 - BIOL 1760 Nutrition – 3 cr
 - CHEM 1711 Principles of Chemistry – 4 cr
 - Goal 5: History, Social Science and Behavioral Sciences 3
 - PSYC 1720 Psychology throughout the Lifespan
 - Goal 6: Humanities & Fine Arts 3
 - Goals 1-10 of the Minnesota Transfer Curriculum . . 3
 - Select a minimum of 3 additional credits
- General Education Requirements 23**

Total Program Credits 60

Program Start Dates

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

Course Sequence

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

Cosmetology Student Handbook/ Agreement Form

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

Current Minnesota Esthetics or Cosmetology License:

Students must bring a copy of their license on the first day of class. A copy will be added to the students' permanent file.

Transfer Opportunities

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

Esthetician AAS

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

Continued on next page

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

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

Writing: Score of 78+ or grade of "C" or better in ENGL 0922

Arithmetic: Score of 31+

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

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*Information is subject to change.
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Esthetician Medical Setting AAS DEGREE *(continued)*

Course Sequence

The following course sequence is required.

First Semester

Clinical experience conducted at our affiliate location

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits60

Esthetician DIPLOMA

Program Overview

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

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

Career Opportunities

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

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

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

Program Faculty

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

Textbook and Supply Costs

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

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

CIDESCO Certification Exam

Graduates of this diploma program are eligible to take the CIDESCO certification exam. The cost of this exam is approximately \$350.00 for under graduate students and approximately \$650.00 for post graduate students. After passing the CIDESCO exam a fee of \$65.00 is charged for the CIDESCO diploma and pin. CHSN 2411 CIDESCO Exam Student Preparation class and the CIDESCO exam is offered summer semester only.

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

The CIDESCO examination includes:

- a facial examination
- a body examination
- a waxing examination
- a make-up examination
- a tinting examination
- a massage examination
- an additional subject, and
- a written examination.

CIDESCO

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

CIDESCO is the World's Major International Beauty Therapy Association:

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

Comite International d' Esthetique et de Cosmetologie
e-mail: info@cidesco.com
Web site: www.cidesco.com



Program Start Dates

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

Course Sequence

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

Cosmetology Student Handbook/ Agreement Form

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

Continued on next page

Minimum Program Entry Requirements

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

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

Writing: Score of 60+ on Reading Comprehension or grade "C" or better in ENGL 0921

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

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Esthetician DIPLOMA *(continued)*

Program Requirements

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

Course	Cr
<input type="checkbox"/> CHSN 1410 Preclinic Introduction (online)	4
<input type="checkbox"/> CHSN 1420 Body Systems & Diseases (online)	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis and Massage	4
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1443 Clinic 2 for Estheticians	4
<input type="checkbox"/> CHSN 1407 Preclinic Nail Care	3
<input type="checkbox"/> CHSN 1461 Clinic 1 for Nail Technicians	3
<input type="checkbox"/> CHSN 2411 CIDESCO Exam Student Preparation	3
<i>This course is offered only Summer Term</i>	
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> MASS 1400 Introduction to Therapeutic Massage	4
<input type="checkbox"/> MASS 1421 Massage Spa Techniques	2
<input type="checkbox"/> MASS 1422 Massage Clinical Techniques	4
<input type="checkbox"/> MASS 1480 Massage Therapy Practicum	4
Subtotal	55
<input type="checkbox"/> General Education Requirements	9
SPCH 1720 Interpersonal Communication	3
(recommended)	
BIOL 1760 Nutrition	3
General Education course 17XX	3
<input type="checkbox"/> Select from the following electives if needed:	
CHSN 1551 Salon Ops 1 for Estheticians	1
CHSN 1552 Salon Ops 2 for Estheticians	2
CHSN 1553 Salon Ops 3 for Estheticians	3
Total Program Credits	64

Course Sequence

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

First Semester

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

Second Semester

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

Third Semester

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

Total Program Credits 64

Esthetician CERTIFICATE

Program Overview

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

Career Opportunities

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

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

Comite International d' Esthetique et de Cosmetologie
 e-mail: info@cidesco.com
 Web site: www.cidesco.com



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

Program Faculty

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 Peg Flicek peg.flicek@saintpaul.edu

Program Length

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

Full-time Options

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

Textbook and Supply Costs

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

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

Program Requirements

Check off when completed

Required Program Seminar

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

Course	Cr
<input type="checkbox"/> CHSN 1410 Preclinic Introduction (online)	4
<input type="checkbox"/> CHSN 1420 Body Systems & Diseases (online)	4
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1443 Clinic 2 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4
Subtotal	24
General Education Requirements	3
(General education requirements must be completed and passed before paperwork for licensure will be released)	
<input type="checkbox"/> SPCH 1720 Interpersonal Communication (recommended)	
<input type="checkbox"/> Select from the following electives if needed:	
<input type="checkbox"/> CHSN 1551 Salon Ops 1 for Estheticians	1
<input type="checkbox"/> CHSN 1552 Salon Ops 2 for Estheticians	2
<input type="checkbox"/> CHSN 1553 Salon Ops 3 for Estheticians	3
Total Program Credits	27

Program Start Dates

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

Course Sequence

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

1 Semester – Day Full-time

CHSN 1410 Preclinic Introduction (online)	4
<i>This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450</i>	
CHSN 1420 Body Systems & Diseases (online)	4
<i>This course is a prerequisite to or must be taken concurrently with CHSN 1442, CHSN 1443, CHSN 1445 and CHSN 1450</i>	
CHSN 1442 Clinic 1 for Estheticians	4
CHSN 1443 Clinic 2 for Estheticians	4
CHSN 1445 Cosmetic Chemistry and Makeup Applications	4
<i>This course is a prerequisite to CHSN 1450</i>	
CHSN 1450 Skin Analysis and Massage	4
General Education Requirements	3
(General education requirements must be completed and passed before paperwork for licensure will be released)	
Total Semester Credits	27

Total Program Credits 27

Cosmetology Student Handbook/ Agreement Form

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

After you have read the handbook, you must print and sign Student Agreement Form, Hepatitis

B Vaccination/Declination Form, Property and Equipment Form, and Rollabout Form and return them to your instructor on the first day of class before you will be admitted to class. You will need to perform this task prior to the first day of each semester. Please direct questions to the assigned instructor of your first class.

Minimum Program Entry Requirements

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

Reading: Score of 38+

Writing: Score of 60+ on Reading Comprehension or grade of "C" or better in ENGL 0921

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

056C (7042)

Esthetics Medical Setting CERTIFICATE

Program Overview

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

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

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

Textbook and Supply Costs

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

Program Requirements

Check off when completed

Required Program Seminar

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

Course	Cr
<input type="checkbox"/> BIOL 1760 Nutrition	3
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4
<input type="checkbox"/> CHSN 1510 Legal Risk Management for Estheticians	2
<input type="checkbox"/> CHSN 1512 Peels and Chemical Exfoliation	3
<input type="checkbox"/> CHSN 1514 Advanced Skin Treatments	3
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4

Total Program Credits28

Program Start Dates

Fall, Spring

Course Sequence

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

Full-time students can complete the program in two semesters.

First Semester

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

Second Semester

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

Total Program Credits28

Current Minnesota Esthetics or Cosmetology License:

Students must bring a copy of their license on the first day of class. A copy will be added to the students' permanent file.

Minimum Program Entry Requirements

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

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

Writing: Score of 60+ or grade of "C" or better in ENGL 0921

Arithmetic: Score of 31+

Assessment Results and Prerequisites:

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

366C

*Information is subject to change.
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Esthetics for Cosmetologist CERTIFICATE

Program Overview

This certificate will provide advanced education for the licensed cosmetologist who would like to expand their knowledge of skin care services. The certificate can be completed within one semester. **Program enrollment requires current Minnesota Esthetics or Cosmetology license.**

Career Opportunities

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

Program Outcomes

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

Program Faculty

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

Textbook and Supply Costs

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

Program Requirements

Check off when completed

Required Program Seminar

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

Course	Cr
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4

Total Program Credits 12

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended.

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

First Semester

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

Total Program Credits 12

Current Minnesota Esthetics or Cosmetology License:

Students must bring a copy of their license on the first day of class. A copy will be added to the students' permanent file.

Minimum Program Entry Requirements

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

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

Writing: Score of 60+ or grade of "C" or better in ENGL 0921

Arithmetic: Score of 31+

Assessment Results and Prerequisites:

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

365C

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CIDESCO Readiness CERTIFICATE

Program Overview

This certificate is designed for the licensed esthetician or licensed cosmetologist who wants to examine for the International CIDESCO certification. It provides the course work to support the CIDESCO exam prep class and CIDESCO examination. With CIDESCO certification, the licensed esthetician is able to complete a massage program, certify as a massage therapist, complete a nail technician program and obtain a nail technician license. CIDESCO is the world's largest major International Beauty Association. **Program enrollment requires a current Minnesota Cosmetology or Esthetics license.**

Career Opportunities

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

Program Outcomes

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

Program Faculty

Lyubov Babina lyubov.babina@saintpaul.edu

Program Requirements

Check off when completed

Required Program Seminar

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


Course	Cr
<input type="checkbox"/> BIOL 1760 Nutrition	3
<input type="checkbox"/> CHSN 1407 Preclinic Nail Care	3
<input type="checkbox"/> CHSN 1442 Clinic 1 for Estheticians	4
<input type="checkbox"/> CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
<input type="checkbox"/> CHSN 1450 Skin Analysis & Massage	4
<input type="checkbox"/> CHSN 2411 CIDESCO Exam Student Preparation	3
<i>Class offered only summer term</i>	
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> MASS 1400 Introduction to Therapeutic Massage	4
Total Program Credits	30

Textbook and Supply Costs

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

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

Comite International d' Esthetique et de Cosmetologie
 e-mail: info@cidesco.com
 Web site: www.cidesco.com



Program Start Dates

Fall, Spring

Course Sequence

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

Full-time students can complete the program in two semesters.

First Semester

CHSN 1442 Clinic 1 for Estheticians	4
CHSN 1445 Cosmetic Chemistry & Makeup Applications	4
CHSN 1450 Skin Analysis & Massage	4
BIOL 1760 Nutrition	3
Total Semester Credits	15

Second Semester

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

Total Program Credits 30

*This course is only offered summer term.

Current Minnesota Esthetics or Cosmetology License:

Students must bring a copy of their license on the first day of class. A copy will be added to the students' permanent file.

Minimum Program Entry Requirements

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

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

Writing: Score of 60+ or grade of "C" or better in ENGL 0921

Arithmetic: Score of 31+

Assessment Results and Prerequisites:

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

This advanced certificate is designed for the licensed esthetician or licensed cosmetologist.

343C

*Information is subject to change.
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Health Information Technology AAS DEGREE

Program Overview

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

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

Career Opportunities

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

Program Outcomes

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

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

Program Advisor

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

Part-time/Full-time Options

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

Program Requirements

Check off when completed

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

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX (Goal 1 only) – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
General Education Requirements	16

Total Program Credits 64

The Health Information Technology AAS Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahim.org).



Program Start Dates

Fall, Spring

Application Deadline

Application deadline is September 1

Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester

Transfer Opportunities

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

Health Information Technology AAS

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

Continued on next page

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+; Visit the Transfer Center to determine if Transfer programs require college-level math.

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.

264A (7142)

Health Information Technology AAS DEGREE *(continued)*

Course Sequence

Recommended course sequence is dependent upon which Semester/Term the student starts the Health Information Technology AAS Degree program. Follow the appropriate sequence listed as indicated below.

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Fifth Semester

MEDS 2590 HIT Internship/Capstone Project	3
Total Semester Credits	3

Total Program Credits	64
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Application Process

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

Completion of the following required General Education courses:

- ENGL 1711 English Composition
- SPCH 17XX Communication Course

Complete the following required courses with a "C" or better:

- MEDS 1420 Health Information Foundations
- MEDS 1470 Anatomy/Physiology/Medical Office
- MEDS 1480 Medical Terminology

Admission into the Program

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

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

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

Students admitted into the Health Information Technology Program must attend a mandatory Seminar to complete documentation to enter the program.

Healthcare Informatics AAS DEGREE

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 +/- 20% between 2012 and 2022 (www.bls.gov).

Program Outcomes

1. Graduates will apply policies and procedures to assure the accuracy and integrity of information management based systems directly related to healthcare.
2. Graduates will use specialized software in the completion of health informatics and information management processes that include, working with practice management systems, data abstraction and analytics, record tracking, release of information, registries, and quality improvement initiatives.

3. Graduates will apply knowledge and skill set to manage and maintain healthcare related information systems.
4. Graduates will apply policies and procedures to comply with the changing regulations among various information systems within healthcare.
5. Graduates will possess a knowledge base, which will allow them to find employment in the healthcare industry.

Program Advisor

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

Program Requirements

Check off when completed

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

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

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr SPCH XXXX (Goal 1 only) – 3 cr	
<input type="checkbox"/> Goal 4: Mathematical/Logical Reasoning	3
MATH 1730 College Algebra (or higher) – 3 cr	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
General Education Requirements	16

Total Program Credits 60

*Information is subject to change.
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Program Start Dates

Fall, Spring

Course Sequence

The Course Sequence listed on the back of this guide is recommended for full-time and part-time students. Students should consult with the program advisor to develop an appropriate educational plan.

Transfer Opportunities

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

Healthcare Informatics AAS

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

Continued on next page

Minimum Program Entry Requirements

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

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

Writing: Score of 78+ or grade of "C" or better in ENGL 0922

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

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

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

Assessment Results and Prerequisites:

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

337A (7193)

Healthcare Informatics AAS DEGREE *(continued)*

**Course Sequence
for Full-Time Schedule**

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

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

Fall Semester (Year 1)

MEDS 1420 Health Information Foundations 3

MEDS 1470 Anatomy and Physiology of the Medical Office 3

MEDS 1480 Medical Terminology 3

CSCI 1410 Computer Science and Information Systems 4

SPCH XXXX (Goal 1) 3

Total Semester Credits 16

Spring Semester (Year 1)

MEDS 1560 Computerized Health Information 3

CSCI 1523 Introduction to Computing and Programming Concepts 4

CSCI 1550 Database Management Fundamentals 4

ENGL 1711 Composition 1 4

Total Semester Credits 15

Fall Semester (Year 2)

MEDS 2432 Alternative Health Record Systems 2

MEDS 2440 Supervision of Health Information 2

CSCI 2410 Management Information Systems 3

CSCI 2570 Machine Architecture and Organization 4

MATH 1730 College Algebra (Goal 4) 3

Total Semester Credits 14

Spring Semester (Year 2)

MEDS 2434 Legal and Ethical Aspects of Health Information 2

MEDS 2510 Quality Management and Health Statistics 3

CSCI 1440 Networking Fundamentals 4

History, Social Science, Behavioral Sciences (MnTC) (Goal 5) 3

Humanities and Fine Arts (MnTC) (Goal 6) 3

Total Semester Credits 15

Total Program Credits 60

**Course Sequence
for Part-Time Schedule**

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

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

Fall Semester (Year 1)

MEDS 1470 Anatomy and Physiology of the Medical Office 3

MEDS 1480 Medical Terminology 3

CSCI 1410 Computer Science and Information Systems 4

Total Semester Credits 10

Spring Semester (Year 1)

MEDS 1420 Health Information Foundations 3

CSCI 1523 Introduction to Computing and Programming Concepts 4

SPCH XXXX (Goal 1 only) 3

Total Semester Credits 10

Fall Semester (Year 2)

MEDS 1560 Computerized Health Information 3

MEDS 2432 Alternative Health Record Systems 2

ENGL 1711 Composition 1 4

Total Semester Credits 9

Spring Semester (Year 2)

MEDS 2434 Legal and Ethical Aspects of Health Information 2

CSCI 1550 Database Management Fundamentals 4

MATH 1730 College Algebra (or higher) (Goal 4) 3

Total Semester Credits 9

Fall Semester (Year 3)

MEDS 2440 Supervision of Health Information 2

CSCI 2410 Management Information Systems 3

CSCI 2570 Machine Architecture and Organization 4

History, Social Science, Behavioral Sciences (MnTC) (Goal 5) 3

Total Semester Credits 12

Spring Semester (Year 3)

MEDS 2510 Quality Management and Health Statistics 3

CSCI 1440 Networking Fundamentals 4

Humanities and Fine Arts (MnTC) (Goal 6) 3

Total Semester Credits 10

Total Program Credits 60

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 professionals 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 +/- 36% between 2012 and 2022 (www.bls.gov).

Program Outcomes

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

Program Advisor

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

Part-time/Full-time Options

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

Program Requirements

Check off when completed

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

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BTEC 1423 Business Information Applications 2	4
<input type="checkbox"/> BTEC 2410 Business Procedures	4
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1551 Medical Formatting/Transcription 1	3
<input type="checkbox"/> MEDS 1552 Medical Transcription 2	3
<input type="checkbox"/> MEDS 1553 Medical Transcription 3	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
Subtotal	41

General Education/MnTC Requirements

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX (Goal 1 only) – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
<input type="checkbox"/> Goals 1-10 of the Minnesota Transfer Curriculum	3
Select a minimum of 3 additional credits	
General Education Requirements	19

Total Program Credits 60

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

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

Transfer Opportunities

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

Medical Office Professional AAS

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

Continued on next page

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+

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

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

Assessment Results and Prerequisites:

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

024A (7028)

Medical Office Professional AAS DEGREE *(continued)*

Course Sequence

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

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits	60
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Medical Coding DIPLOMA

Program Overview

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

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

Career Opportunities

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

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

Program Outcomes

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

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

Program Advisor

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

Part-time/Full-time Options

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

Program Requirements

Check off when completed

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

Technical Requirements	Cr
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
<input type="checkbox"/> MEDS 2461 ICD-10-CM Coding	3
<input type="checkbox"/> MEDS 2462 ICD-10-PCS Coding	4
<input type="checkbox"/> MEDS 2470 CPT-4 Coding	3
<input type="checkbox"/> MEDS 2480 Advanced Coding	3
<input type="checkbox"/> MEDS 2594 Medical Coding Capstone	3
<input type="checkbox"/> SPCH XXXX (Goal 1 only)	3

Total Program Credits 40

Program Start Dates

Fall

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 1562 Billing and Reimbursement	2
SPCH XXXX (Goal 1)	3
Total Semester Credits	14

Second Semester

MEDS 1570 Human Disease	3
MEDS 2434 Legal Aspects of Health Information	2
MEDS 2461 ICD-10-CM Coding	3
MEDS 2462 ICD-10-PCS Coding	4
MEDS 2470 CPT-4 Coding	3
Total Semester Credits	15

Third Semester

MEDS 1560 Computerized Health Information	3
MEDS 2430 Pharmacology for the Medical Office	2
MEDS 2480 Advanced Coding	3
MEDS 2594 Medical Coding Capstone	3
Total Semester Credits	11

Total Program Credits 40

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+

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

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

Assessment Results and Prerequisites:

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

330D (7189)

Medical Office CERTIFICATE

Program Overview

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

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

Career Opportunities

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

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

Program Outcomes

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

Program Advisor

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

Part-time/Full-time Options

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

Program Requirements

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

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BTEC 1530 Communication Technology	4
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations.	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
Total Program Credits	20

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

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

Second Semester

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

Total Program Credits 20

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+

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

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

Assessment Results and Prerequisites:

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

329C (7188)

*Information is subject to change.
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Medical Transcription/Healthcare Documentation Specialist CERTIFICATE

Program Overview

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

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

Career Opportunities

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

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

Program Outcomes

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

Program Advisor

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

Part-time/Full-time Options

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

Program Requirements

Check off when completed

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

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations.	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1511 Medical Formatting/Transcription 1	3
<input type="checkbox"/> MEDS 1552 Medical Transcription 2	3
<input type="checkbox"/> MEDS 1553 Medical Transcription 3	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
Total Program Credits	30

Program Start Dates

Fall, Spring, Summer

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

MEDS 1511 Medical Formatting/Transcription 1	3
MEDS 1552 Medical Transcription 2	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 Medical Transcription 3	3
MEDS 1560 Computerized Health Information	3
Total Semester Credits	7

Total Program Credits 30

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+

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.

367C (7205)

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

Health Unit Coordinator CERTIFICATE

Program Overview

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

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

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

Career Opportunities

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

Program Outcomes

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

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

Program Faculty

Anita Mills anita.mills@saintpaul.edu

Part-Time/Full-time Options

Part-time and full-time options are available.

Textbook and Supply Costs

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

Required Internship

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

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

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> HLUC 1410 Diagnostic & Therapeutic Procedures	4
<input type="checkbox"/> HLUC 1420 Health Unit Coordinator Fundamentals	4
<input type="checkbox"/> HLUC 1510 Processing Physicians' Orders 1	3
<input type="checkbox"/> HLUC 1511 Processing Physicians' Orders 2	3
<input type="checkbox"/> HLUC 2491 Health Unit Coordinator Internship.	3
Total Program Credits	17

This program meets National Association of HUC Standards and prepares students for the National HUC certification exam.



NAHUC Web site: www.NAHUC.org

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

HLUC 1410 Diagnostic & Therapeutic Procedures	4
HLUC 1420 Health Unit Coordinator Fundamentals.	4
HLUC 1510 Processing Physicians' Orders 1	3
HLUC 1511 Processing Physicians' Orders 2	3
Total Semester Credits.	14

Second Semester

HLUC 2491 Health Unit Coordinator Internship.	3
Total Semester Credits.	3

Total Program Credits 17

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 31+

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

Assessment Results and Prerequisites:

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

155C (7019)

Nursing Station Technician CERTIFICATE

Program Overview

The Nursing Station Technician program is designed for Health Unit Coordinators who wish to acquire the necessary skills to assist nurses with hands-on patient care. This program will provide Health Unit Coordinator and Nursing Assistant/Home Health Aide training. It includes Health Unit Coordinator courses and internship and basic nursing assistant skills in the laboratory setting and a clinical experience in a long term care facility. Graduates of this program are eligible to take the National Nurse Aid Assessment Program test (NNAAP) /Home Health Aide test to be placed on the Minnesota State Nursing Assistant Registry.

Students are required to enroll in the Health Unit Coordinator Certificate program first. These classes must be completed before being accepted into the Nursing Station Technician Certificate program. Adequate computer keyboarding skills are required to be accepted into the program. Please see "Minimum Program Entry Requirements."

Career Opportunities

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

Program Outcomes

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

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

Program Faculty

Anita Mills anita.mills@saintpaul.edu
Health Unit Coordinator Instructor

Part-Time/Full-time Options

Part-time and full-time options are available.

Textbook and Supply Costs

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

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> HLUC 1410 Diagnostic & Therapeutic Procedures	4
<input type="checkbox"/> HLUC 1420 Health Unit Coordinator Fundamentals	4
<input type="checkbox"/> HLUC 1510 Processing Physicians' Orders 1	3
<input type="checkbox"/> HLUC 1511 Processing Physicians' Orders 2	3
<input type="checkbox"/> HLUC 2491 Health Unit Coordinator Internship	3
<input type="checkbox"/> NAST 1111 Nursing Assistant & Home Health Aide	4
<input type="checkbox"/> NAST 1112 Nursing Assistant – Clinical	1

Total Program Credits 22

Program Start Dates

Fall and Spring

Course Sequence

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

First Semester

HLUC 1410 Diagnostic & Therapeutic Procedures	4
HLUC 1420 Health Unit Coordinator Fundamentals	4
HLUC 1510 Processing Physicians' Orders 1	3
HLUC 1511 Processing Physicians' Orders 2	3
Total Semester Credits	14

Second Semester

Follow special enrollment instructions for the NAST 1111/1112 Courses

HLUC 2491 Health Unit Coordinator Internship	3
NAST 1111 Nursing Assistant & Home Health Aide	4
NAST 1112 Nursing Assistant – Clinical	1
Total Semester Credits	8

Total Program Credits 22

Minimum Program Entry Requirements

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

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

Writing: Score of 60+ on Reading Comprehension or grade of "C" or better in ENGL 0922

Arithmetic: Score of 31+

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

Assessment Results and Prerequisites:

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

320C

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

Health Sciences Broad Field AS DEGREE

Program Overview

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

Career Opportunities

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

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

Program Outcomes

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

Academic Advisors

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

Transfer Opportunities

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

Health Sciences Broad Field AS

- BS Community Health, Exercise Science, Nursing (limited)
Bemidji State University
- BSN Nursing (limited)
Metropolitan State University

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

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BIOL 1740 General Biology 1: The Living Cell	5
<input type="checkbox"/> BIOL 1760 Nutrition	3
<input type="checkbox"/> BIOL 2721 Human Anatomy and Physiology 1	4
<input type="checkbox"/> BIOL 2722 Human Anatomy and Physiology 2	4
<input type="checkbox"/> BIOL 2750 General Microbiology	4
<input type="checkbox"/> CHEM 1711 Principles of Chemistry 1	4
<input type="checkbox"/> ENGL 1711 Composition 1	4
<input type="checkbox"/> MATH 1730 College Algebra	3
<input type="checkbox"/> MATH 1740 Introduction to Statistics	4
<input type="checkbox"/> PHIL 1722 Health Care Ethics	3
<input type="checkbox"/> PSYC 1710 General Psychology	4
<input type="checkbox"/> PSYC 1720 Psychology throughout the Lifespan	3
<input type="checkbox"/> SOCI 1710 Introduction to Sociology	4
<input type="checkbox"/> SPCH 1720 Interpersonal Communication	3
Subtotal	52
Liberal Arts or Science Electives (MnTC only)	8
Select a minimum of 8 additional credits from Goals 1-10 of the Minnesota Transfer Curriculum.	

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits 60

Minimum Program Entry Requirements

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

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

Writing: Score of 78+ or a grade of "C" or better in ENGL 0922.

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

Assessment Results and Prerequisites:

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

341S (7194)

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

Sterile Processing CERTIFICATE

Program Overview

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

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

Career Opportunities

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

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

Program Outcomes

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

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

Program Advisor

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

Additional Program Materials

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

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BIOL 1471 Medical Terminology	2
<input type="checkbox"/> BIOL 2721 Human Anatomy and Physiology 1	4
<input type="checkbox"/> BIOL 2722 Human Anatomy and Physiology 2	4
<input type="checkbox"/> BTEC 1418 Computer Fundamentals.	3
<input type="checkbox"/> PSYC 1720 Psychology throughout the Lifespan	3
<input type="checkbox"/> SPCH 1720 Interpersonal Communication.	3
<input type="checkbox"/> SURG 1003 Sterile Processing*	3
<i>(Course is offered through Anoka Technical College)</i>	
<input type="checkbox"/> SURG 1005 Surgical Microbiology*	2
<i>(Course is offered through Anoka Technical College)</i>	
Total Program Credits	24

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

Program Start Dates

Fall, Spring

Course Sequence

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

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

Students should consult with the Program Advisor each semester.

First Semester

BTEC 1418 Computer Fundamentals	3
BIOL 1471 Medical Terminology	2
BIOL 2721 Human Anatomy and Physiology 1	4
PSYC 1720 Psychology throughout the Lifespan	3
Total Semester Credits.	12

Second Semester

BIOL 2722 Human Anatomy and Physiology 2.	4
SPCH 1720 Interpersonal Communication	3
SURG 1003 Sterile Processing*.	3
SURG 1005 Surgical Microbiology*	2
Total Semester Credits.	12

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

Total Program Credits 24

Minimum Program Entry Requirements

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

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

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

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

BIOL 1740 is a prerequisite for BIOL 2721.

Assessment Results and Prerequisites:

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

370C

Medical Laboratory Technician AAS DEGREE

Program Overview

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

Career Opportunities

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

Program Outcomes

1. The graduate will demonstrate proper use, calibration, adjustment, and operation of most laboratory precision instrumentation including clinical microscopes, spectrophotometers, centrifuges, computers, and automated laboratory analyzers.

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

National Certification Exam

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

Textbook and Supply Costs

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

Part-time and Full-time Options

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

*Information is subject to change.
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Transfer Opportunities

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

Medical Laboratory Technician AAS

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

Application Process

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

- Documented readiness for, or completion of, the following required General Education Courses: ENGL 1711 English Composition and CHEM 1711 Principles of Chemistry 1
- Achieve a cumulative GPA of 2.8 or better with a minimum grade of "C" in all college level courses.

*Program Requirements and Course Sequence
Continued on next page*

Minimum Program Entry Requirements

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

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

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

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

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

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Medical Laboratory Technician AAS DEGREE *(continued)*

Program Requirements

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

Check off when completed

MDLT Core Courses	Cr
MDLT Core Courses can only be taken by students who have been officially accepted and admitted into the Medical Laboratory Technician Program.	
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> MDLT 1400 Orientation	1
<input type="checkbox"/> MDLT 1410 Laboratory Techniques	3
<input type="checkbox"/> MDLT 1421 Hematology 1	2
<input type="checkbox"/> MDLT 1422 Hematology 2	4
<input type="checkbox"/> MDLT 1430 Urinalysis/Body Fluids	3
<input type="checkbox"/> MDLT 1441 Clinical Chemistry 1	2
<input type="checkbox"/> MDLT 1442 Clinical Chemistry 2	4
<input type="checkbox"/> MDLT 1446 Phlebotomy	1
<input type="checkbox"/> MDLT 1510 Immunology	2
<input type="checkbox"/> MDLT 2400 Mycology/Parasitology	2
<input type="checkbox"/> MDLT 2410 Immunohematology	3
<input type="checkbox"/> MDLT 2420 Clinical Microbiology	4
<input type="checkbox"/> MDLT 2430 Clinical Practice Orientation	1
<input type="checkbox"/> MDLT 2591 Clinical Practice	9
<input type="checkbox"/> MDLT 2593 Comprehensive Examinations	1
MDLT Core Credits Subtotal	43

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH 1710 Fundamentals of Public Speaking – 3 cr	
OR SPCH 1720 Interpersonal Communications – 3 cr	
<input type="checkbox"/> Goal 3: Natural Sciences	16
BIOL 1730 Human Body Systems – 3 cr	
BIOL 1740 General Biology 1: The Living Cell – 5 cr	
CHEM 1711 Principles of Chemistry 1 – 4 cr	
CHEM 1712 Principles of Chemistry 2 – 4 cr	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
PSYC 1710 General Psychology OR	
SOCI 1720 Social Problems (recommended)	
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
PHIL 1722 Health Care Ethics (recommended)	
General Education Requirements	29

Total Program 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

Course Sequence

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

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

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

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

Fall 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 1446 Phlebotomy	1
MDLT 1441 Clinical Chemistry 1	2
BIOL 1730 Human Body Systems (Goal 3)	3
CHEM 1711 Principles of Chemistry 1 (Goal 3)	4
Total Semester Credits	20
<i>Recommended Supplemental Courses First Semester:</i>	
MDLT 1451 Learning Lab 1 (Optional)	1
MDLT 1452 Learning Lab 2 (Optional)	1

Spring Semester

MDLT 1422 Hematology 2	4
MDLT 1442 Clinical Chemistry 2	4
MDLT 1510 Immunology	2
CHEM 1712 Principles of Chemistry 2 (Goal 3)	4
BIOL 1740 General Biology (Goal 3)	5
Total Semester Credits	19
<i>Recommended Supplemental Courses Second Semester:</i>	
MDLT 1453 Learning Lab 3 (Optional)	1
MDLT 1454 Learning Lab 4 (Optional)	1

Summer Term

SPCH 1710 Fundamentals of Public Speaking (Goal 1) OR	
SPCH 1720 Interpersonal Communications	3
ENGL 1711 Composition 1 (Goal 1)	4
Total Summer Term Credits	7

Fall Semester (Year 2)

MDLT 2400 Mycology/Parasitology	2
MDLT 2410 Immunohematology	3
MDLT 2420 Clinical Microbiology	4
MDLT 2430 Clinical Practice Orientation	1
PSYC 1710 or SOCI 1720 (Goal 5)*	3
PHIL 1722 Health Care Ethics (Goal 6)*	3
Total Semester Credits	16
<i>Recommended Supplemental Courses Fourth Semester:</i>	
MDLT 2455 Learning Lab 5 (Optional)	1
MDLT 2456 Learning Lab 6 (Optional)	1

Spring Semester (Year 2)

MDLT 2591 Clinical Practice	9
Total Semester Credits	9

Summer Term

MDLT 2593 Comprehensive Examinations	1
Total Summer Term Credits	1

Total Program Credits **72**

*Refer to the Minnesota Transfer Curriculum Course List.

Program Start Dates

Fall

Program Faculty

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

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

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

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

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

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

Phlebotomy Technician CERTIFICATE

Program Overview

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

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

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

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

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

Career Opportunities

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

Program Outcomes

1. The graduate will demonstrate proper selection and use of phlebotomy equipment for safe specimen procurement that maintains optimal specimen integrity.
2. The graduate will demonstrate awareness of and ability to respond to complications or special considerations.
3. The graduate will demonstrate standard safety practices designed to prevent injury or illness using Standard Precautions (including the use of Personal Protective Equipment).
4. The graduate will demonstrate effective interpersonal/professional/self-management skills to fulfill his/her job responsibilities in

interactions with patients, colleagues and other members of the health care team.

5. The graduate will be prepared to take the examination administered by the Board of Certification under the direction of the American Society for Clinical Pathology (ASCP).
6. The graduate will demonstrate preparedness for entry level employment as a phlebotomy technician.

This program meets standards set by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

NAACLS
5600 N River Rd., Suite 720
Rosemount, IL 60018-5119
Telephone: 773.714.8880
Fax: 773.714.8886
Email: info@naacils.org
Website: www.naacils.org

Program Advisor

Lynn Poth lynn.poth@saintpaul.edu

Program Requirements

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

- Check off when completed
- Students must attend a mandatory Phlebotomy Seminar to complete documentation to enter the program.

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

Total Program Credits 17

Additional Program Requirements

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

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

Textbook and Supply Costs

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

Required Phlebotomy Technician Certificate Seminar

Students must attend a mandatory information seminar to learn about program requirements and to complete documentation to enter the program.

Admission to the Program

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

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

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

Continued on next page

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 31+

Assessment Results and Prerequisites:

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

339C (7195)

Phlebotomy Technician CERTIFICATE *(continued)*

Program Start Dates

Fall, Spring

Course Sequence

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

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

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

Sequence for Full-Time Schedule

HLTH 1410 Medical Terminology	1
HLTH 1432 Basic life support for Health Care Provider	1
PHLB 1405 Phlebotomy	4
(Registration occurs following the mandatory information session)	
PHLB 1410 Phlebotomy Clinical Experience.	2
(Registration occurs following the mandatory information session)	
BIOL 1730 Human Body Systems.	3
PHIL 1722 Health Care Ethics	3
SPCH 1710 Fundamentals of Public Speaking OR SPCH 1720 Interpersonal Communication	3
Total Program Credits	17

Nursing Assistant Home Health Aide CERTIFICATE

Program Overview

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

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

Licensing certification or registry status are independent of graduation requirements.

Career Opportunities

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

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

Upon completion of this course, certified nursing homes or certified boarding care homes are required to reimburse for training and testing expenses paid by the student. This is to be done 90 days from the date of employment.

Note: reimbursement is not paid to third parties.

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

Program Faculty

Please contact the Health Programs Administrative Assistant at 651.846.1413.

Additional Program Material Costs

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

Program Requirements

Check off when completed

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

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

Total Program Credits 5

Program Start Dates

Fall, Spring, Summer

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

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

Reading: Score of 38+ or grade of "C" or better in READ 0721

OR

ESL Reading: Score of 81 or better

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

270C

Pharmacy Technician AAS DEGREE

Program Overview

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

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

Career Opportunities

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

Program Outcomes

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

Program Advisor

Hannah Kokesh hannah.kokesh@saintpaul.edu

Additional Program Material Costs

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

Licenses/Testing

- Certification Exam \$120.00
- Minnesota Board of Pharmacy Registration \$35.00

Application Process

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

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

Admission to the Program

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

Transfer Opportunities

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

Pharmacy Technician AAS

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

Program Requirements

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

Course	Cr
<input type="checkbox"/> PHAR 1710 Pharmacy Law and Ethics	3
<input type="checkbox"/> PHAR 1715 Fundamentals of Pharm Tech 1	5
<input type="checkbox"/> PHAR 1720 Foundations of Pharmaceutical Calculations	4
<input type="checkbox"/> PHAR 1730 Principles of Pharmacy	5
<input type="checkbox"/> PHAR 1735 Pharmacy Medication Tech	1
<input type="checkbox"/> PHAR 1750 Pharmacy Internship 1 - Retail	3
<input type="checkbox"/> PHAR 2710 Fundamentals of Pharm Tech 2	5
<input type="checkbox"/> PHAR 2720 Pharmacy Sterile Products Lab	5
<input type="checkbox"/> PHAR 2740 Pharmacotherapy of Disease Processes	4
<input type="checkbox"/> PHAR 2750 Pharmacy Internship 2 - Hospital	4
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
Subtotal	40

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX (Goal 1 only) – 3 cr	
<input type="checkbox"/> Goal 3	7
Goal 3: Natural Sciences	
BIOL 1730 Human Body Systems – 3 cr	
CHEM 1711 Principles of Chemistry – 4 cr	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
PSYC 1720 Psychology throughout the Lifespan – 3 cr	
<input type="checkbox"/> Goal 6: Humanities & Fine Arts	3
PHIL 1722 Healthcare Ethics – 3 cr	
General Education Requirements	20

Total Program Credits 60

Continued on next page

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

Minimum Program Entry Requirements

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

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

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

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

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

310A (6109)

Pharmacy Technician AAS DEGREE *(continued)*

Program Start Dates

Fall

Course Sequence

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

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits 60



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

Pharmacy Technician DIPLOMA

Program Overview

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

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

Career Opportunities

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

Program 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.



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).

Program Advisor

Hannah Kokesh hannah.kokesh@saintpaul.edu

Additional Program Material Costs

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

Licenses/Testing

- Certification Exam \$120.00
- Minnesota Board of Pharmacy Registration \$35.00

Application Process

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

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

Admission to the Program

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

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> PHAR 1710 Pharmacy Law and Ethics	3
<input type="checkbox"/> PHAR 1715 Fundamentals of Pharm Tech 1	5
<input type="checkbox"/> PHAR 1720 Foundations of Pharmaceutical Calculations	4
<input type="checkbox"/> PHAR 1730 Principles of Pharmacy	5
<input type="checkbox"/> PHAR 1735 Pharmacy Medication Tech	1
<input type="checkbox"/> PHAR 1750 Pharmacy Internship 1 - Retail	3
<input type="checkbox"/> PHAR 2740 Pharmacotherapy of Disease Processes	4
<input type="checkbox"/> HLTH 1410 Medical Terminology	1
<input type="checkbox"/> PSYC 1720 Psychology throughout the Lifespan	3
<input type="checkbox"/> BIOL 1730 Human Body Systems	3
<input type="checkbox"/> SPCH XXXX (Goal 1 only)	3

Total Program Credits 35

Program Start Dates

Fall

Course Sequence

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

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

First Semester

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

Second Semester

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

Third Semester

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

Total Program Credits 35

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

Minimum Program Entry Requirements

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

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

Writing: Score of 78+ on Reading Comprehension or a grade of "C" or better in ENGL 1415

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

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

364D (7199)

Practical Nursing DIPLOMA

Program Overview

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

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

Career Opportunities

Employment of LPN's is expected to increase faster than the average for all occupations. The best opportunities will occur in nursing care facilities and home health care services. This is in response to the long-term care needs of an increasing elderly population.

Graduates may be employed in long-term care centers, clinics, home care agencies, hospice, hospitals and transitional care units. Upon completion of the program, the graduate will be prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

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.

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

3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326

Phone: 404.975.5000
Fax: 404.975.5020
Web site: www.acenursing.org

Program Faculty

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Part-time/Full-time Options

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

Application Process

Prior to submitting the Application to Practical Nursing Major form, an applicant must:

1. Complete the ACCUPLACER assessment and meet Minimum Program Entry Requirements (see below box).
2. Complete all pre-requisites prior to PRNS courses (listed on the back of this guide) The overall cumulative GPA of 2.8 or better.
3. Attend a Practical Nursing Information Session. An overview of the program is presented that includes: expectations, schedule of classes/clinical, and requirements for admission.
4. Complete the Test of Essential Academic Skills (TEAS V).
5. Submit a record of the required immunizations prior to the semester in which the student registers for clinical courses.

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

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

Required CPR course

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

*Program Requirements and
Course Sequence information on next page*

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 52+

Assessment Results and Prerequisites:

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

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Practical Nursing DIPLOMA *(continued)*

Program Requirements

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

Preliminary courses and requirements:

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

- Check off when completed
- HLTH 1410 Medical Terminology1
Health Core Credits1
- BIOL 1730 Human Body Systems3
- ENGL 1711 Composition 1 (Fulfills Gen. Ed. Requirement - Goal 1)4
- PSYC 1720 Psychology throughout the Lifespan3
 (Fulfills Gen. Ed. Requirement – Goal 5)
- General Education Requirements**10
- Information Session: Attend required Practical Nursing Information Session to receive ticket to take Test of Essential Academic Skills (TEAS)
- TEAS Test: Complete Test of Essential Academic Skills (TEAS)

PRNS Core Courses	Cr
<input type="checkbox"/> PRNS 1425 Essentials of Clinical Pharmacology	.2
<input type="checkbox"/> PRNS 2410 Psycho/Social Nursing	.2
<input type="checkbox"/> PRNS 1435 Foundations of Nursing	.4
<input type="checkbox"/> PRNS 1521 Nursing Care of Adults 1	.4
<input type="checkbox"/> PRNS 1481 Clinical 1	.3
<input type="checkbox"/> Evidence of current CPR certification must be presented prior to taking PRNS 1482 Clinical 2.	
<input type="checkbox"/> PRNS 1482 Clinical 2	.3
<input type="checkbox"/> PRNS 1483 Clinical 3	.3
<input type="checkbox"/> PRNS 1524 Nursing Care of Adults 2	.3
<input type="checkbox"/> PRNS 1530 Maternal/Child Health	.3
<input type="checkbox"/> PRNS 2491 Transition to Practice	.2
PRNS Core Credits	.29
Health Core Credits	.1
General Education Requirements	.10
Total Program Credits	40

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester	
HLTH 1410 Medical Terminology	1
BIOL 1730 Human Body Systems	3
ENGL 1711 Composition 1 (Fulfills Gen. Ed. Requirement - Goal 1)	4
PSYC 1720 Psychology throughout the Lifespan (Fulfills Gen. Ed. Requirement – Goal 5)	3
Pre-Nursing Credits	11
Second Semester	
Practical Nursing Courses	
PRNS 1425 Essentials of Clinical Pharmacology	2
PRNS 1435 Foundations of Nursing	4
PRNS 1481 Clinical 1	3
PRNS 1521 Nursing Care of Adults 1	4
PRNS 2410 Psycho/Social Nursing	2
Evidence of current CPR certification must be presented prior to taking PRNS 1482 Clinical 2.	
PRNS Core Credits	15
Third Semester	
Practical Nursing Courses	
PRNS 1482 Clinical 2	3
PRNS 1483 Clinical 3	3
PRNS 1524 Nursing Care of Adults 2	3
PRNS 1530 Maternal/Child Health	3
PRNS 2491 Transition to Practice	2
PRNS Core Credits	14
Total Program Credits	40

Public Health AS DEGREE

Program Overview

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

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

Program Advisor

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

Program Requirements

Check off when completed

Core required Courses	Cr
<input type="checkbox"/> PUBH 1700 Personal & Community Health	3
<input type="checkbox"/> PUBH 1710 Consumer Health	3
<input type="checkbox"/> PUBH 2700 Public Health Overview	3
<input type="checkbox"/> PUBH 2710 Public Health Education	3
<input type="checkbox"/> PUBH 2720 Global Health	3
<input type="checkbox"/> PUBH 2770 Public Health Practicum	2

Choose 1 course for your focus area	Cr
<input type="checkbox"/> PUBH 2730 Public Health Administration	3
<input type="checkbox"/> PUBH 2740 Environmental Health	3
<input type="checkbox"/> PUBH 2750 Public Health Advocacy & Leadership in Action	3

Subtotal 20

MnTC Requirement Courses Cr

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

<input type="checkbox"/> Goal 1: Communication	12
ENGL 1711 Composition 1 - 4cr	
ENGL 1712 Composition 2 - 2cr	
SPCH 1710 Fundamentals of Public Speaking - 3cr	
SPCH 1730 Intercultural Communications - 3cr	
<input type="checkbox"/> Goal 3 Natural Science	16
BIOL 1740 General Biology - 5 cr	
BIOL 1760 Nutrition - 3 cr	
BIOL 2721 Anatomy & Physiology 1 - 4 cr	
BIOL 2722 Anatomy & Physiology 2 OR	
CHEM 1711 Principles of Chemistry - 4cr	
<input type="checkbox"/> Goal 4: Mathematical/Logical Reasoning	4
MATH 1740 Statistics - 4 cr	
<input type="checkbox"/> Goal 5: History, Social Science, and Behavioral Sciences	8
PSYC 1710 General Psychology - 4cr	
SOC 1710 Intro to Sociology - 4cr	

General Education Requirements 40

Total Program Credits 60

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

Transfer Opportunities

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

Public Health AS Degree

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

Program Start Dates

Fall, Spring, Summer

Additional Requirements

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

Continued on next page

Minimum Program Entry Requirements

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

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

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

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

Assessment Results and Prerequisites:

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

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Public Health AS DEGREE *(continued)*

Course Sequence

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits	60
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Respiratory Therapist AAS DEGREE

Program Overview

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

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

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

Career Opportunities

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

Program Faculty

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

Full-Time Only


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

Textbook and Supply Costs

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

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

Commission on Accreditation for Respiratory Care
 1248 Harwood Road
 Bedford, TX 76021-4244
 Phone: 817.283.2835



Transfer Opportunities

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

Respiratory Therapist AAS

- BS Pulmonary Science
Concordia University
- BAH Applied Health
University of Minnesota, Crookston
- BAS Healthcare Leadership & Administration
Winona State University
- BS Healthcare and Human Service Management
Saint Mary's University-Twin Cities Campus
- BA Individualized Studies
Metropolitan State University
- BA Health Care Administration
Concordia University, St. Paul

Application Process

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

- Completion of the following required General Education courses:
 BIOL 1740 General Biology 1: The Living Cell
 ENGL 1711 English Composition
- Documented readiness for, or completion of, the following required General Education course:
 CHEM 1711 Principles of Chemistry 1
 Prerequisite for Chemistry 1 is MATH 1520 Intermediate Algebra or appropriate assessment score.
- GPA of 3.0 or above
- Meet with Respiratory Therapist Clinical Director or Program Director prior to application deadline.

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

The Application to Respiratory Therapist Major form is available on the Respiratory Therapist Program Web page www.saintpaul.edu/RespTher

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

Minimum Program Entry Requirements

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

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

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

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

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

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Respiratory Therapist AAS DEGREE *(continued)*

Program Requirements

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

Check off when completed

Program Prerequisite

HLTH 1410 Medical Terminology (1cr)

Preliminary courses and requirements:

Pre-Application to Respiratory Therapist Courses Cr

The following two (2) General Education courses must be completed prior to submitting your Application to Respiratory Therapist Major form.

- BIOL 1740 General Biology 1: The Living Cell (MnTC Goal 4) 5
- ENGL 1711 Composition 1 (MnTC Goal 1) 4
- General Education Requirements Subtotal 9**

Preliminary Courses Cr

The following courses must be completed before you will be allowed to register for the remaining Core RESP courses.

- CHEM 1711 Principles of Chemistry I (Goal 3) 4
Prerequisite for Chemistry I is MATH 1520 Intermediate Algebra or appropriate assessment score.
- BIOL 1730 Human Body Systems. 3
- SPCH 1720 Interpersonal Communication. 3
- General Education Requirements Subtotal 10**

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

RESP Core Courses Cr

- RESP 1411 Respiratory Care Essentials 2
- RESP 1412 Respiratory Care Essentials Lab 1
- RESP 1510 Cardiopulmonary Pathophysiology 1. 3
- RESP 1521 Respiratory Care Therapeutics. 4
- RESP 1522 Respiratory Care Therapeutics Lab 1
- RESP 1540 Respiratory Care Pharmacology. 2
- RESP 1591 Respiratory Care Clinical 1. 2
- RESP 1592 Respiratory Care Clinical 2. 3
- RESP 1593 Respiratory Care Clinical 3. 4
- RESP 1597 Respiratory Care Clinical 4. 5
- RESP 1598 Respiratory Care Clinical 5. 5
- RESP 2411 Mechanical Ventilation 3
- RESP 2412 Mechanical Ventilation Lab 1
- RESP 2420 Cardiopulmonary Pathophysiology 2. 1
- RESP 2430 Neonatal/Pediatric Respiratory Care 2
- RESP 2440 Management of the Critically Ill Patient 4
- RESP 2450 Cardiopulmonary Diagnostics 1
- RESP 2470 Registry Review 3
- RESP 2510 Survey of Human Disease 2
- RESP 2572 Advanced Clinical Life Support Simulation Training 4
- RESP Core Credits Subtotal. 53**

General Education/MnTC Requirements Cr

Must complete at least 25 total credits from the Minnesota Transfer Curriculum-MnTC. Below are the final two required MnTC courses.

- Goal 5: History, Social Science and Behavioral Sciences 3
- Goal 6: Humanities and Fine Arts
PHIL 1722 Health Care Ethics 3
- General Education Requirements Subtotal 6**

General Education Requirements Total 25

RESP Core Courses Total 53

Total Program Credits 78

Program Start Dates

Fall

Course Sequence

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

Program Major Begins

First Semester Fall (RESP Core Courses – Year 1)

- RESP 1411 Respiratory Care Essentials. 2
- RESP 1412 Respiratory Care Essentials Lab 1
- History, Social Science, Behavioral Sciences (Goal 5) . . . 3
- PHIL 1722 Health Care Ethics (Goal 6) 3
- Total Semester Credits. 9**

Second Semester Spring

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

Third Semester Summer

(Program Major – Year 1)

- RESP 1592 Respiratory Care Clinical 2 3
- RESP 2411 Mechanical Ventilation 3
- RESP 2412 Mechanical Ventilation Lab. 1
- RESP 2420 Cardiopulmonary Pathophysiology 2. 1
- Total Summer Term Credits 8**

Fourth Semester Fall

(RESP Core Courses – Year 2)

- RESP 1593 Respiratory Care Clinical 3 4
- RESP 2430 Neonatal/Pediatric Respiratory Care 2
- RESP 2440 Management of the Critically Ill Patient. . . . 4
- RESP 2510 Survey of Human Disease. 2
- Total Semester Credits. 12**

Fifth Semester Spring

(RESP Core Courses – Year 2)

- RESP 1597 Respiratory Care Clinical 4 5
- RESP 2450 Cardiopulmonary Diagnostics. 1
- RESP 2470 Registry Review. 3
- RESP 2572 Advanced Clinical Life Support
Simulation Training 4
- Total Semester Credits. 13**

Sixth Semester Summer

(RESP Core Courses – Year 2)

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

Total Program Credits 78

Clinical Sports Massage AAS DEGREE

Program Overview

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

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

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

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

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

Transfer Opportunities

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

Clinical Sports Massage AAS

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

Program Requirements

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

Check off when completed

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

General Education/MnTC Requirements Cr

- Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
- Goal 1: Communication7
ENGL 1711 Composition 1 – 4 cr
SPCH XXXX (Goal 1 only) – 3 cr
 - Goal 3: Natural Sciences3
BIOL 1760 Nutrition – 3 cr (recommended)
 - Goal 5: History, Social Science and Behavioral Sciences3
PSYC 1750 Introduction to Health Psychology – 3 cr (recommended)
 - Goal 6: Humanities and Fine Arts.3
- General Education Requirements 16**

Total Program Credits 66

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Total Program Credits 66

Minimum Program Entry Requirements

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

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

Writing: Score of 78+ or grade of "C" or better in ENGL 0922

Arithmetic: Score of 20+

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

316A (7088)

Massage Therapy CERTIFICATE

Program Overview

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

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

Career Opportunities

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

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

Program Faculty

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

Day and Evening Classes

Day and evening options are available to complete the program.

Textbook and Supply Costs

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

Program Requirements

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

Check off when completed

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

Program Start Dates

Fall, Spring

Course Sequence

First Semester

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

Second Semester

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

Total Program Credits 30

Transfer Opportunities

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

Massage Therapy Certificate

BA Kinesiology
Concordia University

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

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

Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.

197C (7085)

Clinical Sports Massage CERTIFICATE

Program Overview

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

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

Day Classes Only

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

Textbook and Supply Costs

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

Program Requirements

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

Check off when completed

Course	Cr
<input type="checkbox"/> HLTH 1422 Wellness Coaching	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
<input type="checkbox"/> MASS 1423 Advanced Clinical Sports Massage Techniques	5
<input type="checkbox"/> MASS 1490 Internship	5

Total Program Credits 23

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

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

Second Semester

HLTH 1422 Wellness Coaching	4
MASS 1490 Internship	5
Total Semester Credits	9

Total Program Credits 23

Minimum Program Entry Requirements

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

Degree option may have a greater requirement than this certificate.

319C (7168)

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

Personal Trainer AAS DEGREE

Program Overview

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

Career Opportunities

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

Program Outcomes

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

Transfer Opportunities

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

Personal Trainer AAS

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

Program Faculty

Jeremy Sartain jeremy.sartain@saintpaul.edu

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

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

Program Requirements

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

Check off when completed

Course	Cr
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1422 Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> PTRN 1410 Personal Training 1	5
<input type="checkbox"/> PTRN 1420 Personal Training 2	5
<input type="checkbox"/> PTRN 1430 Functional Exercise Physiology	3
<input type="checkbox"/> PTRN 1490 Personal Training Internship	5
Subtotal	44

General Education/MnTC Requirements

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

Total Program Credits 60

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

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

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

Second Semester

HLTH 1425 Clinical Applications in Kinesiology	3
HLTH 1485 Therapeutic Exercise	5
PTRN 1420 Personal Training 2	5
Total Semester Credits	13

Third Semester

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

Fourth Semester

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

Total Program Credits 60

Minimum Program Entry Requirements

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

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

Writing: Score of 78+ or grade of "C" or better in ENGL 0922

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

275A (7139)

Personal Trainer DIPLOMA

Program Overview

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

Jeremy Sartain jeremy.sartain@saintpaul.edu

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

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

Program Requirements

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

Check off when completed

Course	Cr
<input type="checkbox"/> HLTH 1418 Somatic Practitioner: Business & Ethics	2
<input type="checkbox"/> HLTH 1421 Anatomy & Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1422 Wellness Coaching	4
<input type="checkbox"/> HLTH 1425 Clinical Applications in Kinesiology	3
<input type="checkbox"/> HLTH 1465 Functional Holistic Nutrition	4
<input type="checkbox"/> HLTH 1485 Therapeutic Exercise	5
<input type="checkbox"/> HLTH 1900 Pathology for the Somatic Practitioner	4
<input type="checkbox"/> PTRN 1410 Personal Training 1	5
<input type="checkbox"/> PTRN 1420 Personal Training 2	5
<input type="checkbox"/> PTRN 1430 Functional Exercise Physiology	3
<input type="checkbox"/> PTRN 1490 Personal Training Internship	5
Subtotal	44

General Education Requirements	Cr
<input type="checkbox"/> SPCH 17XX (Goal 1 only)	3
<input type="checkbox"/> PSYC 1750 Introduction to Health Psychology (recommended)	3
General Education Requirements	6

Total Program Credits 50

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

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

Second Semester

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

Third Semester

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

Total Program Credits 50

Transfer Opportunities

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

Personal Trainer Diploma

BA Kinesiology
Concordia University

Minimum Program Entry Requirements

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

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

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this diploma.

274D (7138)

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

Personal Trainer CERTIFICATE

Program Overview

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

Career Opportunities

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

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

Licensing or certification exams are independent of graduation requirements.

Program Outcomes

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

Program Faculty

Jeremy Sartain jeremy.sartain@saintpaul.edu

Day and Evening Classes

Classes may be offered day and evening.

Textbook and Supply Costs

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

Program Requirements

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

Check off when completed

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

Total Program Credits 30

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

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

Second Semester

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

Total Program Credits 30

Minimum Program Entry Requirements

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

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

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

274C

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

Registered Yoga Teacher CERTIFICATE

Program Overview

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

Career Opportunities

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

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

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

Program Outcomes

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

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

Program Faculty

Jeremy Sartain jeremy.sartain@saintpaul.edu

Equipment Needed

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

Program Length

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

Part-time Options

For part-time options, discuss with program faculty.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> HLTH 1421 Anatomy and Physiology for the Somatic Practitioner	4
<input type="checkbox"/> HLTH 1454 Yoga Postures/Asanas	3
<input type="checkbox"/> HLTH 1458 Relaxation Techniques	3
<input type="checkbox"/> HLTH 1459 Yoga Asana/Teaching Methodology	3
<input type="checkbox"/> HLTH 1541 Yoga History/Philosophy	3

Total Program Credits 16

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Students must take HLTH 1454 before taking HLTH 1459.

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

This is a Yoga Alliance Accredited Program.



Minimum Program Entry Requirements

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

Reading: Score of 38+

Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

373C