

Business Programs

The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

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Accounting AAS DEGREE

Program Overview

An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include performing such activities as recording receipts and disbursements, and preparing state and federal reports. The accountant may prepare reports and statements on a computer or manually.

Excellent reading skills and a combination of interest and ability to concentrate on detail, an analytical mind, good judgment and absolute integrity are necessary for success in the field of accounting.

Career Opportunities

With more and more emphasis being placed on computer usage for accounting careers, opportunities for employment in this field are excellent. Rate of advancement may be swift and the rewards generous.

The accounting profession offers a vast arena of employment potential. Typical places of employment include accounting departments in governmental agencies, financial institutions, private business and industry, and public accounting firms. Other job titles may be tax accountant, cost accountant, staff accountant, government accountant, auditor or junior accountant. The financial accounting technician positions are found in the areas of public accounting, private accounting, non-profit accounting, auditing, taxation, cost accounting and managerial positions.

Program Outcomes

1. Graduates will possess the knowledge and skills for immediate employment in related business support areas.
2. Graduates will be proficient in computer software and its application to financial accounting, taxation, and financial analysis.
3. Graduates will have knowledge of financial accounting theory and financial statement analysis.
4. Graduates will have completed general education requirements for employment and personal roles.
5. Graduates will serve their employers and clients in all phases of accounting, including financial accounting, managerial accounting and tax accounting.
6. Graduates will have critical thinking skills.

Program Advisors

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Part-time/Full-time Options

Some day, evening, and Saturday class availability. Students may attend full-time or part-time.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 1411 Principles of Accounting 1 4
- BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems. 3
- BUSN 1449 Business Communications. 3
- BUSN 1410 Introduction to Business. 3
- BUSN 2465 Business Ethics. 3
- Required Business Core. 16**

Course Cr

- ACCT 1412 Principles of Accounting 2 4
- ACCT 1511 Federal Taxation 1. 4
- ACCT 1512 Federal Taxation 2. 4
- ACCT 1521 Accounting Computer Applications. . . 4
- ACCT 2411 Intermediate Accounting 4
- ACCT 2420 Managerial Accounting. 4
- ACCT 2540 Financial Modeling for Spreadsheets . . 4
- Subtotal. 28**

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 or Goal 4. 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts. 3
- General Education Requirements 16**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

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. Contact Program Advisor with questions.

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.

Accounting AAS

- BBA Accounting
Concordia University
- BBA Finance
Concordia University
- BS Accounting
Saint Mary's University-Twin Cities Campus
- BS Applied Management
Dunwoody College of Technology
- BS Business Management
Herzing University

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 52+

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.

002A (7041)



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

Accounting AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
MnTC Curriculum	3
Total Semester Credits	16

Second Semester

ACCT 1412 Principles of Accounting 2	4
ACCT 1521 Accounting Computer Applications	4
BUSN 2465 Business Ethics	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	14

Third Semester

ACCT 1511 Federal Taxation 1	4
ACCT 2411 Intermediate Accounting	4
Mn Transfer Curriculum	7
Total Semester Credits	15

Fourth Semester

ACCT 1512 Federal Taxation 2	4
ACCT 2420 Managerial Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
MnTC Curriculum	3
Total Semester Credits	15

Total Program Credits	60
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Accounting Technician DIPLOMA

Program Overview

The Accounting Technician monitors and controls various types of electronic data processing equipment used to process accounting data. Applications would include automated general ledger and other accounting subsystems, spreadsheet applications, database management, and the use of graphics. The Accounting Technician may also assist in the planning and implementation of automated accounting systems.

Excellent reading skills and a combination of interest and ability to concentrate on detail, an analytical mind, good judgment and absolute integrity are necessary for success in the field of accounting.

Career Opportunities

With more and more emphasis being placed on computer usage for accounting careers, opportunities for employment in this field are excellent. Rate of advancement may be swift and the rewards generous.

The Accounting profession offers a vast arena of employment potential. Typical places of employment include accounting departments in governmental agencies, financial institutions, private business and industry, and public accounting firms. Other job titles may be tax accountant, cost accountant, staff accountant, government accountant, auditor or junior accountant. The financial accounting technician positions are found in the areas of public accounting, private accounting, non-profit accounting, auditing, taxation, cost accounting and managerial positions.

Program Outcomes

1. Graduates will possess the knowledge and skills for immediate employment in related business support areas.
2. Graduates will be proficient in computer software and its application to financial accounting, taxation, and financial analysis.
3. Graduates will have knowledge of financial accounting theory and financial statement analysis.
4. Graduates will serve their employers and clients in all phases of accounting, including financial accounting, managerial accounting and tax accounting.

Program Advisors

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Part-time/Full-time Options

Some day, evening, and Saturday class availability. Students may attend full-time or part-time.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1411 Principles of Accounting 1	4
<input type="checkbox"/> ACCT 1412 Principles of Accounting 2	4
<input type="checkbox"/> ACCT 1511 Federal Taxation 1	4
<input type="checkbox"/> ACCT 1512 Federal Taxation 2	4
<input type="checkbox"/> ACCT 1521 Accounting Computer Applications	4
<input type="checkbox"/> ACCT 2420 Managerial Accounting	4
<input type="checkbox"/> ACCT 2540 Financial Modeling for Spreadsheets	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> SPCH XXXX (Goal 1 only)	3
Subtotal	35
<input type="checkbox"/> Business Elective	4
Total Program Credits	39

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
ACCT 1511 Federal Taxation 1	4
BTEC 1421 Business Information Applications 1	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	14

Second Semester

ACCT 1412 Principles of Accounting 2	4
ACCT 1512 Federal Taxation 2	4
Business Elective	4
Total Semester Credits	12

Third Semester

ACCT 1521 Accounting Computer Applications	4
ACCT 2420 Managerial Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
BUSN 1480 Business Career Resources	1
Total Semester Credits	13

Total Semester Credits 39

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 0921

Arithmetic: Score of 52+

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.

003D (7002)

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Office Management Professional AAS DEGREE

Program Overview

This program will provide training for an office management professional position. Students will be trained in Microsoft Office software Excel, Word, PowerPoint Access, and Outlook. Customer service skills for internal and external customers will be emphasized. Students will learn communication, customer service, teamwork, conflict resolution, negotiation skills and problem solving skills. Events planning and project management skills will also be introduced.

Career Opportunities

1. Office Management Professional
2. Administrative Assistant
3. Customer Service Representative
4. Office Manager

Program Outcomes

1. Graduates will obtain the knowledge to plan, direct, and coordinate supportive services of an organization.
2. Graduates will have working knowledge of business information applications.
3. Graduates will have the skills to manage staff, information, and facilities.

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.

Office Management Professional AAS

- BA Organizational Management and Leadership
Concordia University
- BAS Organizational Administration
Metropolitan State University
- BS Business Administration
Saint Mary's University-Twin Cities Campus

Program Advisor

Alli Vainshtein alli.vainshtein@saintpaul.edu
651.846.1529

Part-time/Full-time Options

This program can be completed by using a combination of day, evening and online courses. Part-time and full-time options are available. Costs will vary depending on the type of enrollment.

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Info Systems 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 1449 Business Communications 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- BTEC 1410 Advanced Keyboarding Applications . . 3
- BTEC 1423 Business Information Applications 2 . . 4
- BTEC 1530 Communication Technology 4
- BTEC 2506 Business Information Applications 3 . . 4
- BUSN 1520 Customer Service 3
- BUSN 2450 Management Fundamentals 3
- BUSN 2472 Business Negotiation Skills 3
- HSPM 1440 Event Management & Planning 3
- Subtotal 27**

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 or Goal 4 4
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
 - Goal 6: Humanities and Fine Arts. 3
 - General Education Requirements 17**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

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. Contact Program Advisor with questions.

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 20+

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

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

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

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Office Management Professional AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
BUSN 2465 Business Ethics	3
Total Semester Credits	16

Second Semester

BTEC 1423 Business Information Applications 2	4
BTEC 1410 Advanced Keyboarding Applications	3
ENGL 1711 Composition 1	4
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	14

Third Semester

BTEC 2506 Business Information Applications 3	4
BUSN 2472 Business Negotiation Skills	3
HSPM 1440 Event Management & Planning	3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning	4
Total Semester Credits	14

Fourth Semester

BTEC 1530 Communication Technology	4
BUSN 1520 Customer Service	3
BUSN 2450 Management Fundamentals	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Goal 6: Humanities & Fine Arts	3
Total Semester Credits	16

Total Program Credits	60
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Business CERTIFICATE

Program Overview

The business certificate consists of five business core classes that are required for all business degree majors. After completion, students may decide at that time which business degree program they would like to complete. This certificate provides a basic understanding of business.

Career Opportunities

There are many opportunities in the business area based on the individual's strengths and interests. Employment for entry level positions is expected to grow in the service and professional business industries. Students completing the Business Certificate can provide support for businesses.

Program Outcomes

1. Graduates will possess the basic knowledge and skills for entry level employment in related business support areas.
2. Graduates will be proficient in Microsoft Office applications.
3. Graduates will have understanding of core business practices.
4. Graduates will be knowledgeable in the use of business administration skills.

Program Advisors

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Part-time/Full-time Options

Classes are offered day, evening, weekend and online. Students may attend full-time or part-time.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1411 Principles of Accounting 1	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 2470 Legal Environment of Business	3

Total Program Credits 16

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student. Students can complete this certificate in one semester. All courses are offered fall, spring and summer semester.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Information Applications 1	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
BUSN 2470 Legal Environment of Business	3

Total Program Credits 16

*Information is subject to change.
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Minimum Program Entry Requirements

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

Reading: Score of 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.

331C (7166)

Customer Service Office Support CERTIFICATE

Program Overview

This program provides entry level training for a customer service position. Students will learn how to resolve conflict, develop listening skills, interpersonal and problem solving skills. The program covers Microsoft Office software: Excel, Word, PowerPoint, Access, and Outlook. Students will also learn communication, teamwork, and other business professional skills.

Career Opportunities

1. Customer Service Representative
2. Account Representative
3. Bank Teller

Program Outcomes

1. Graduates will possess the basic knowledge and skills required for entry level customer service roles.
2. Graduates will reflect professional standards, ethics, and social responsibility.
3. Graduates will develop skills in effective communications, problem solving techniques and professional behavior.

Program Advisors

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651.846.5129

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and online classes. Part-time and full-time options are available. Costs will vary depending on the type of enrollment.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BTEC 1423 Business Information Applications 2	4
<input type="checkbox"/> BUSN 1520 Customer Service	3
<input type="checkbox"/> BTEC 1401 Skillbuilding for Keyboarding	2
<input type="checkbox"/> BUSN 1480 Career Resources	1
<input type="checkbox"/> BTEC 2410 Business Procedures	4
<input type="checkbox"/> BUSN 2465 Business Ethics	3
<input type="checkbox"/> BTEC 1530 Communication Technology	4
Total Program Credits	27

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full time student; however, this sequence is not required. Contact Program Advisor for questions.

First Semester

BTEC1421 Business Information Applications 1	3
BUSN1449 Business Communications	3
BTEC1401 Skillbuilding for Keyboarding	2
BTEC1530 Communication Technology	4
BUSN2465 Business Ethics	3
Total Semester Credits	15

Second Semester

BTEC1423 Business Information Applications 2	4
BUSN1480 Career Resources	1
BUSN1520 Customer Service	3
BTEC2410 Business Procedures	4
Total Semester Credits	12

Total Program Credits 27

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+

Keyboarding Skills: Minimum of 25WPM 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.

Degree option may have a greater requirement than this certificate.

386C (7215)

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Business Applications Specialist CERTIFICATE

Program Overview

Business Applications Specialists utilize a wide range of business systems and software applications such as: electronic mail, the Internet, word processing, Excel worksheets, Access database management, PowerPoint presentation graphics, planning and scheduling, desktop publishing, and business Web site development.

Graduates in this program will have excellent technical software support skills. Professionals in this field enjoy working with computers and software, show a strong interest in emerging technology, and have a strong desire to work as part of a team.

The Business Applications specialist certificate is a short-term, concentrated format that is recommended for experienced business staff who are looking for advancement or enhancement within their current organization, or students wanting to quickly enter the business market with strong computer software skills.

Students may complete courses in the Business Applications Specialist Certificate online. To be successful in an online course, students must have easy access to the Internet, ability to work independently, be self-disciplined and self-motivated and have good time management skills.

Career Opportunities

Employment opportunities will continue to grow in this business software support area. The Business Applications Specialist program is designed to provide students with advanced Microsoft Office software skills. Graduates will possess the necessary skills to be employed in a variety of business support positions such as: Administrative Assistants, Executive Assistants, Virtual Coordinators, Software User Support Specialists, Office Systems Specialists, Assistant Managers, Project Assistants, Office Coordinators, and Desktop Publishing Specialists.

Program Outcomes

1. Graduates will possess the knowledge and skills for immediate employment in related professional software support areas.
2. Graduates will have successfully mastered the general education program requirements for work and life roles.
3. Graduates will be prepared for the Microsoft Office certification in Word, Excel, Access and PowerPoint.

Program Advisor

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651.846.1529

Class Options

Some day, evening, online, and Saturday class availability. Students may attend full-time or part-time.

Program Requirements

- Check off when completed

Students may complete courses in the Business Applications Specialist Certificate online. To be successful in an online course, students must have easy access to the Internet, ability to work independently, be self-disciplined and self-motivated and have good time management skills.

Required Business Core Cr

Professional Component	
<input type="checkbox"/> BTEC 1421 Business Information Applications 1 . . .	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
Required Business Core	6

Course Cr

<input type="checkbox"/> BTEC 1423 Business Information Applications 2 . .	4
<input type="checkbox"/> BTEC 1530 Communication Technology	4
<input type="checkbox"/> BTEC 2506 Business Information Applications 3 . .	4
<input type="checkbox"/> BTEC 2550 Emerging Business Technologies	4
Subtotal	16

General Education/MnTC Requirements Cr

<input type="checkbox"/> SPCH 1720 Interpersonal Communications is recommended.	
General Education Requirements	3

Total Program Credits 25

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BTEC 1421 Business Information Applications 1	3
BUSN 1449 Business Communications	3
SPCH 1720 Interpersonal Communications (recommended)	3
Total Semester Credits	9

Second Semester

BTEC 1423 Business Information Applications 2	4
BTEC 1530 Communication Technology	4
Total Semester Credits	8

Third Semester

BTEC 2506 Business Information Applications 3	4
BTEC 2550 Emerging Business Technologies	4
Total Semester Credits	8

Total Program Credits 25

Minimum Program Entry Requirements

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

Reading: Score of 38+

Arithmetic: Score of 20+

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.

Degree option may have a greater requirement than this certificate.

283C (7146)

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Business Management AS DEGREE

Program Overview

This degree is designed for students to continue their education in business towards a bachelor's degree at four-year institutions. Some bachelor degree majors include Management, Marketing, Accounting, Human Resources, and International Business. This program is also available completely online. The Business Management AS degree prepares students for general management responsibilities. Students learn about the functions of business, including accounting, management, marketing, and human resources. Students study a broad background of business and liberal arts subjects that prepare them for entry-level positions in business.

Career Opportunities

Employment opportunities are very good for skilled, capable, and dependable business professionals. Employers are looking for business professionals with excellent communication skills, organizational skills, human relation skills and enthusiasm for the job and organization. Graduates should continue their education towards a bachelor's degree or begin work in a variety of settings. Graduates can explore opportunities that match their interests and education in a variety of industries.

Program Outcomes

1. Graduates will have the skills, knowledge, and abilities, in core business functions.
2. Graduates will have a basic understanding of the ethics that impact the business environment.
3. Graduates will be prepared to transfer to another college or university to complete a bachelors program.
4. Graduates will have successfully mastered the general education requirements for work and life roles.

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.

Business Management AS

- BS Business Administration
Metropolitan State University
- BS Business Administration
Saint Mary's University-Twin Cities Campus
- BS Business Administration
Minnesota State University, Moorhead
- BS Accounting
Saint Mary's University-Twin Cities Campus

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

Program Advisors

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- Anna Ouattara anna.ouattara@saintpaul.edu
- Mindy Travers mindy.travers@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday and online 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

Required Business Core

- | | |
|---|-----------|
| <input type="checkbox"/> ACCT 1411 Principles of Accounting 1 | 4 |
| <input type="checkbox"/> BUSN 1449 Business Communications | 3 |
| <input type="checkbox"/> BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems | 3 |
| <input type="checkbox"/> BUSN 1410 Introduction to Business | 3 |
| <input type="checkbox"/> BUSN 2465 Business Ethics | 3 |
| Required Business Core | 16 |

Course

- | | |
|--|-----------|
| <input type="checkbox"/> ACCT 1412 Principles of Accounting 2 | 4 |
| <input type="checkbox"/> BUSN 1440 Marketing Principles | 3 |
| <input type="checkbox"/> BUSN 1480 Business Career Resources | 1 |
| <input type="checkbox"/> BUSN 2450 Management Fundamentals | 3 |
| <input type="checkbox"/> Business Management elective | 3 |
| <i>Choose 3 credits from the following electives:</i> | |
| <input type="checkbox"/> BUSN 2470 Legal Environment of Business | 3 |
| <input type="checkbox"/> BUSN 2473 Project Management | 3 |
| <input type="checkbox"/> BUSN 2591 Business Management
Internship | 3 |
| <input type="checkbox"/> HMRS 1400 Human Resources
Management | 3 |
| Subtotal | 14 |

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) – 3cr | |
| <input type="checkbox"/> Goal 3 or Goal 4 | 3 |
| Goal 3: Natural Sciences
Goal 4: Mathematical/Logical Reasoning
MATH 17XX OR
BIOL 1725 Environmental Science (recommended) | |
| <input type="checkbox"/> Goal 5: History, Social Science and
Behavioral Sciences | 3 |
| ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr | |
| <input type="checkbox"/> Goal 6: Humanities and Fine Arts | 3 |
| <input type="checkbox"/> Goals 1-10 of the Minnesota Transfer Curriculum | 14 |
| Select a minimum of 14 additional credits | |
| General Education Requirements | 30 |

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. Contact Program Advisor with questions.

First Semester

- | | |
|--|-----------|
| ACCT 1411 Principles of Accounting 1 | 4 |
| BTEC 1421 Business Info Applications 1 OR
CSCI 2410 Mgmt Info Systems | 3 |
| BUSN 1410 Introduction to Business | 3 |
| ENGL 1711 Composition I | 4 |
| Total Semester Credits | 14 |

Second Semester

- | | |
|---|-----------|
| ACCT 1412 Principles of Accounting 2 | 4 |
| BUSN 2465 Business Ethics | 3 |
| ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics | 3 |
| Humanities and Fine Arts (Goal 6) | 3 |
| SPCH XXXX (Goal 1 only) | 3 |
| Total Semester Credits | 16 |

Third Semester

- | | |
|---|-----------|
| BUSN 1449 Business Communications | 3 |
| BUSN 1440 Marketing Principles | 3 |
| BUSN 2450 Management Fundamentals | 3 |
| BUSN 1480 Business Careers Resources | 1 |
| MATH 17XX OR BIOL 1725 Environmental Science
(recommended) | 4 |
| Total Semester Credits | 14 |

Fourth Semester

- | | |
|-------------------------------|-----------|
| Business Management elective | 3 |
| Mn Transfer Curriculum | 13 |
| Total Semester Credits | 16 |

Total Program Credits 60



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

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 and ENGL 0922

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.

233S (7100)

Nonprofit CERTIFICATE

Program Overview

The Nonprofit Certificate program is designed for students who are currently working in the nonprofit sector or for those who desire an introductory perspective on the unique issues facing a nonprofit organization. This certificate program consists of 12 courses geared to provide the essential information of nonprofit business. These courses are delivered in a timely manner designed to fit your busy work and family schedules. Students will examine the fundamental principles of nonprofit, the roles and responsibilities of a nonprofit board of directors and the management team, the essential aspects of fundraising, and the fundamentals of the budgeting process.

Nonprofit organizations face new challenges: government funding cutbacks, growing numbers of clients, and the expanding need to acquire and manage financial resources. Nonprofit organizations must find ways to meet these challenges.

Enrolling in this certificate program will provide you with knowledge designed to empower the nonprofit organization employee with the skills necessary to succeed. For those who work in, or desire to work in, a nonprofit organization or business environment, this is the program for you!

Program Outcomes

1. Graduates will examine the fundamental principles of the nonprofit organization, as well as roles and responsibilities of nonprofit board of directors, volunteers, and the management team.
2. Graduates will develop practical and managerial skills necessary to plan operational success.
3. Graduates will understand financial and accounting terms.
4. Graduates will develop the skills of the marketing process.
5. Graduates will learn the basics of employment law, compliance and regulatory requirements.
6. Graduates will examine the foundational aspects of fundraising and grant writing and how to maximize those opportunities.
7. Graduates will develop a successful leadership style.
8. Graduates will gain confidence and improve communication skills.
9. Graduates will explore the process of negotiating and evaluate negotiation styles.

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

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519

Part-time/Full-time Options

Some day, evening, Saturday and online class availability. Students may attend full-time or part-time.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1411 Principles of Accounting 1	4
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 2440 Fundamentals of Nonprofit Management	3
<input type="checkbox"/> BUSN 2441 Fundraising Techniques	1
<input type="checkbox"/> BUSN 2442 Grant Writing and Research	1
<input type="checkbox"/> BUSN 2443 Dynamics of Board Relations	1
<input type="checkbox"/> BUSN 2444 Volunteer Program Management	1
<input type="checkbox"/> BUSN 2445 Nonprofit Law and Ethics	1
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN 2473 Project Management	3
Total Program Credits	27

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BUSN 1449 Business Communications	3
BUSN 2440 Fundamentals of Nonprofit Management	3
BUSN 2441 Fundraising Techniques	1
BUSN 2442 Grant Writing and Research	1
BUSN 2443 Dynamics of Board Relations	1
Total Semester Credits	13

Second Semester

BUSN 2444 Volunteer Program Management	1
BUSN 2445 Nonprofit Law and Ethics	1
BUSN 2450 Management Fundamentals	3
BUSN 2465 Business Ethics	3
BUSN 2472 Business Negotiation Skills	3
BUSN 2473 Project Management	3
Total Semester Credits	14

Total Program Credits 27

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.

304C (7156)

Project Management CERTIFICATE

Program Overview

Project management is used throughout business to make sure an organization achieves its objectives. A project management certificate prepares students with the tools, skills, and knowledge necessary to initiate, plan, and implement projects successfully. Project planning topics include various types of business projects with special focus on information technology projects to help provide an overview of project management. Techniques such as work breakdown structures, network diagrams, critical path method, earned value analysis, various financial analysis templates and others are covered in the courses.

Career Opportunities

Employment opportunities are very good for skilled, capable, and dependable business professionals. Employers are looking for business professionals with excellent communication skills, organizational skills, human relation skills and enthusiasm for the job and organization. Graduates may choose to continue their education towards a bachelor's degree or begin work in a variety of settings. Graduates can explore opportunities that match their interests and education in a variety of industries.

Program Outcomes

1. Graduates will have the skills, knowledge, and abilities in project management.
2. Graduates will have a basic understanding of project planning.
3. Graduates will have the skills and knowledge necessary to initiate, plan, and implement projects successfully.

Program Advisor

Kendal Loewen kendal.loewen@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, online 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"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 1760 Principles of Finance	4
<input type="checkbox"/> BUSN 2464 Leading and Coaching Others	2
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN 2473 Project Management	3
<input type="checkbox"/> BSLM 2450 Procurement Principles and Applications	3
<input type="checkbox"/> CSCI 2410 Management Information Systems	3
Total Program Credits	21

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 1449 Business Communications	3
BUSN 1760 Principles of Finance	4
BUSN 2464 Leading and Coaching Others	2
BUSN 2472 Business Negotiation Skills	3
Total Semester Credits	12

Second Semester

BUSN 2473 Project Management	3
BSLM 2450 Procurement Principles and Applications	3
CSCI 2410 Management Information Systems	3
Total Semester Credits	9

Total Program Credits 21

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.

251C (7152)

*Information is subject to change.
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Project Management AAS DEGREE

Program Overview

Project Managers oversee the planning, implementing, quality control, and status reporting for a given project. Projects exist in all industries including construction, information technology, healthcare and business. Project Managers are needed to manage teams, plan, coordinate, and budget projects from initiation to completion. If you are skilled in a specific industry there are opportunities to use your technical expertise to lead industry-related projects. Construction, IT, Healthcare and Real Estate Project Managers are in especially high demand. Projects can vary greatly in size, specialty and complexity, creating opportunities for Project Managers with varying expertise and experience.

This program provides students with the skills and knowledge to effectively initiate, plan, and implement projects. In addition, the program provides a transferrable skill set in the areas of management, human resources, finance, negotiation, decision making, and leadership.

Career Opportunities

Employment opportunities are very good for skilled, capable, and dependable business professionals. Graduates may choose to continue their education towards a bachelor's degree or begin work in a variety of settings. Possible roles might include: Project Manager, Cost Estimator, Project Coordinator, Project Scheduler, or Assistant Project Manager.

Program Outcomes

1. Graduates will define project management concepts including project, program and portfolio management and its application in today's business world.
2. Graduates will have knowledge in various approaches for selecting projects and programs.
3. Graduates will have knowledge and skills in customer service and demonstrate good oral and written presentation skills.
4. Graduates will apply project management concepts by working on a team project as a project manager or active team member.
5. Graduates will understand the importance of sound business and project management principles.

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.

Project Management AAS

- BS Project Management
Minnesota State University-Moorhead
- BS Business Administration
Saint Mary's University-Twin Cities Campus

Program Advisors

Kendal Loewen kendal.loewen@saintpaul.edu
Susan Senger susan.senger@saintpaul.edu

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BTEC 1421 Business Info Applications 1 OR
CSCI 2410 Management Information Systems. 3
 - BUSN 1449 Business Communications. 3
 - BUSN 1410 Introduction to Business. 3
 - BUSN 2465 Business Ethics 3
- Required Business Core 16**

Program Courses Credits

- BUSN 2473 Project Management 3
 - BUSN 2450 Management Fundamentals. 3
 - BSLM 2420 Supply Chain Management. 4
 - BSLM 2450 Procurement Principles and Applications. 3
 - BUSN 2464 Leading and Coaching Others 2
 - BUSN 2472 Business Negotiation Skills 3
 - BUSN 1760 Principles of Finance 4
 - HMRS 1400 Human Resource Management 3
 - BUSN 2410 Critical Thinking for Business Decision Making. 2
- Subtotal. 27**

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 – 4cr
SPCH XXXX (Goal 1 only) – 3cr
 - Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical /Logical Reasoning
 - Goal 5: History, Social Science, and Behavior Sciences. 3
ECON1720 Macroeconomics OR
ECON1730 Microeconomics
 - Goal 6: Humanities & Fine Arts 3
 - Goal 1-10 on the Minnesota Transfer Curriculum. . . 1
- General Education Requirements 17**

Total Program Credits 60



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Program Start Dates

Fall, Spring, Summer

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

- ACCT 1411 Principles of Accounting 1. 4
- BTEC 1421 Business Info Applications 1 OR
CSCI 2410 Management Info Systems. 3
- BUSN 1449 Business Communications. 3
- BUSN 1410 Introduction to Business 3
- ENGL 1711 Composition 1 4
- Total Semester Credits. 17**

Second Semester

- BUSN 2473 Project Management. 3
- BUSN 2450 Management Fundamentals 3
- BSLM 2420 Supply Chain Management. 4
- BSLM 2450 Procurement Principles and Applications. . . 3
- SPCH XXXX (Goal 1 only) 3
- Total Semester Credits. 16**

Third Semester

- BUSN2464 Leading and Coaching 2
- BUSN 2465 Business Ethics. 3
- BUSN1760 Principles of Finance. 4
- ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics. 3
- Total Semester Credits. 12**

Fourth Semester

- BUSN 2472 Business Negotiation Skills 3
- BUSN 2410 Critical Thinking for Business Decision Making 2
- HMRS1400 Human Resource Management 3
- Mn Transfer Curriculum. 7
- 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 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+; Visit the Transfer Center to determine if transfer programs require college-level math

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.

251A (7207)

Entrepreneurship AAS DEGREE

Program Overview

Many people dream of owning their own business for financial and professional independence as well as the pride of ownership. A degree in Entrepreneurship can help make that dream become a reality, by providing students with the skills and knowledge necessary to launch a successful business. In this degree program students will learn how to develop, maintain and grow their own business; explore entrepreneurial concepts and processes that apply to both start-up and well-established enterprises, with an innovative focus and an entrepreneurial spirit. Students will analyze how an organization contributes to society and how entrepreneurship and commercial activities affect the environment. They will also explore topics such as market opportunity, product development, intellectual property and commercialization.

Entrepreneurship and small business plays a key role in the U.S. economy by providing jobs to a large segment of the workforce. Completing this degree will help the small business entrepreneur maximize the skills and abilities necessary to do business in our challenging environment.

Career Opportunities

Employment opportunities are excellent for starting your own business.

Program Outcomes

1. Graduates will have skills, knowledge and abilities in core business functions, including accounting, marketing and management.
2. Graduates will have an understanding of how to start and market an entrepreneur/small business operation.
3. Graduates will be prepared to manage, market, and enhance an entrepreneurship/small business operation.
4. Graduates will successfully complete a business plan for their new business.
5. Graduates will have critical thinking skills.



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

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday, and online 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

Required Business Core Cr

Professional Component

- ACCT 1411 Principles of Accounting 1 4
- BUSN 1449 Business Communications 3
- BTEC 1421 Business Information Applications 1 OR CSCI 2410 Management Information Systems 3
- BUSN 1410 Introduction to Business 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- BUSN 1440 Marketing Principles 3
- BUSN 1480 Business Career Resources 1
- BUSN 2450 Management Fundamentals 3
- BUSN 2455 Essentials of Entrepreneurship & Small Business Management 3
- BUSN 2460 Entrepreneurship Resources 2
- BUSN 2464 Leading and Coaching Others OR BUSN 2466 Managing Change and Conflict 2
- BUSN 2472 Business Negotiation Skills 3
- BUSN 2482 Entrepreneurship Capstone 3
- DGIM 1443 Graphical Web Design 1 2
- HMRS 2410 Employee/Labor Relations 3
- Elective credits with advisor approval 3
- Subtotal 28**

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 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts 3
- General Education Requirements 16**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

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. Contact Program Advisor with questions.

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.

Entrepreneurship AAS

- BS Applied Organizational Studies
Minnesota State University-Mankato
- BS Business Administration
Saint Mary's University-Twin Cities Campus

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 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

252A (7119)

Entrepreneurship AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
ENGL 1711 Composition I	4
Total Semester Credits	17

Second Semester

BUSN 1440 Marketing Principles	3
BUSN 1480 Business Career Resources	1
BUSN 2450 Management Fundamentals	3
BUSN 2465 Business Ethics	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	13

Third Semester

BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
BUSN 2460 Entrepreneurship Resources	2
BUSN 2464 Leading and Coaching Others OR BUSN 2466 Managing Change and Conflict	2
BUSN 2472 Business Negotiation Skills	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	13

Fourth Semester

BUSN 2482 Entrepreneurship Capstone	3
DGIM 1443 Graphical Web Design 1	2
HMRS 2410 Employee/Labor Relations	3
Elective credits with advisor approval	3
Mn Transfer Curriculum	6
Total Semester Credits	17

Total Program Credits	60
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Entrepreneurship CERTIFICATE

Program Overview

Many people dream of owning their own business for financial and professional independence as well as the pride of ownership. A certificate in Entrepreneurship can help make that dream become a reality, by providing students with the skills and knowledge necessary to launch a successful business. In this certificate program students will learn how to develop, maintain and grow their own business; explore entrepreneurial concepts and processes that apply to both start-up and well-established enterprises, with an innovative focus and an entrepreneurial spirit. Students will analyze how an organization contributes to society and how entrepreneurship and commercial activities affect the environment. They will also explore topics such as market opportunity, product development, intellectual property and commercialization.

Entrepreneurship and small business plays a key role in the U.S. economy by providing jobs to a large segment of the workforce. Completing this certificate will help the small business entrepreneur maximize the skills and abilities necessary to do business in our challenging environment.

Career Opportunities

Employment opportunities are excellent for starting your own business.

Program Outcomes

1. Graduates will have skills, knowledge and abilities in core business functions, including accounting, marketing and management.
2. Graduates will have an understanding of how to start and market an entrepreneur/small business operation.
3. Graduates will be prepared to manage, market, and enhance an entrepreneurship/ small business operation.
4. Graduates will successfully complete a business plan for their new business.

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday, and online 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"/> BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
<input type="checkbox"/> BUSN 2460 Entrepreneurship Resources	2
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN 2482 Entrepreneurship Capstone	3
<input type="checkbox"/> DGIM 1443 Graphical Web Design 1	2
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations	3

Total Program Credits 16

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
BUSN 2460 Entrepreneurship Resources	2
BUSN 2472 Business Negotiation Skills	3
BUSN 2482 Entrepreneurship Capstone	3
DGIM 1443 Graphical Web Design 1	2
HMRS 2410 Employee/Labor Relations	3

Total Program Credits 16

Minimum Program Entry Requirements

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

Reading: Score of 38+

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.

253C (7171)

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

Music Business AAS DEGREE

Program Overview

The Music Business AAS Degree is an innovative curriculum designed to prepare students for today's music industry. The degree has a business entrepreneur emphasis and is designed for both the performing musician and the business student. The program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related course and experiences.

Career Opportunities

Typical career paths include musician, manager or agent, songwriter, and publisher. Since the industry has radically changed over the last decade and has largely become a field in which Do-It-Yourself skills have become essential survival tools, much of the curriculum is focused on the self-sufficiency of the student, and the ability to access all available means of production and promotion with superb technical skills, and relevant industry knowledge. The entertainment industry is one of the largest industries worldwide. Next to the film industry, the music industry represents the largest component of the entertainment industry. Publishing, marketing, musical instrument sales, record companies, copyrights, management, music production, evolving Internet opportunities and other components of the music industry are explored in the new program. Wherever music is created or heard, there exists employment opportunities.

Program Outcomes

1. Graduates will have knowledge and skills in music production, internet opportunities and marketing.
2. Graduates will have knowledge and skills in digital sound and video.
3. Graduates will be prepared for positions in marketing, management, music production, web site design, and blogging techniques.
4. Graduates will have knowledge and skills to provide foresight of potential opportunities in the management of the music business.

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.

Music Business AAS

- BA Individualized Studies
Metropolitan State University
- BS Marketing
Saint Mary's University-Twin Cities Campus
- BS Business Administration
Saint Mary's University-Twin Cities Campus

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

Program Advisor

Craig Maus craig.maus@saintpaul.edu

Part-time/Full-time Options

Some day, evening, and Saturday class availability. Students may attend full-time or part-time.

Recommended Equipment

Digital Camera, USB Drive, Adobe Software

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 1411 Principles of Accounting 1 4
- BUSN 1449 Business Communications 3
- BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Mgmt Info Systems 3
- BUSN 1410 Introduction to Business 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- BUSN 1770 The Business of Music. 3
- BUSN 1780 Business Trends in Music. 3
- BUSN 2455 Entrepreneurship and
Small Business Management 3
- BUSN 2460 Entrepreneurship Resources. 2
- BUSN 2482 Entrepreneurship Capstone 3
- DGIM 1443 Graphical Web Design 1. 2
- DGIM 1444 Graphical Web Design 2. 2
- DGIM 1540 Blogging Applications 2
- DGIM 2586 Digital Sound 2
- DGIM 2587 Digital Video 1 2
- DGIM 2588 Digital Video 2 2
- Any 2 Credit DGIM Elective 2
- Subtotal. 28**

General Education/MnTC Requirements Cr

- Must complete at least 16 credits from the Minnesota Transfer Curriculum-MnTC
- Goal 1: Communication 7
ENGL 1711 Composition 1 – 4 cr
SPCH XXXX (Goal 1 only) – 3 cr
 - Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and
Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
 - Goal 6: Humanities and Fine Arts. 3
Students are strongly encouraged to consider
MUSC 1740 Music Appreciation and/or
MUSC 1750 Jazz History
 - General Education Requirements 16**

Total Program Credits 60



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Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

- ACCT 1411 Principles of Accounting 1 4
- BTEC 1421 Business Info Applications 1 OR
CSCI 2410 Mgmt Info Systems 3
- BUSN 1449 Business Communications 3
- BUSN 1410 Introduction to Business 3
- ENGL 1711 Composition 1 4
- Total Semester Credits. 17**

Second Semester

- BUSN 1770 The Business of Music 3
- BUSN 1780 Business Trends in Music 3
- BUSN 2455 Entrepreneurship and Small
Business Management. 3
- BUSN 2460 Entrepreneurship Resources 2
- MUSC 1740 Music Appreciation OR
MUSC 1750 Jazz History (recommended). . . 3
- Total Semester Credits. 14**

Third Semester

- BUSN 2465 Business Ethics. 3
- DGIM 1443 Graphical Web Design 1 2
- DGIM 1444 Graphical Web Design 2 2
- DGIM 1540 Blogging Applications. 2
- DGIM 2586 Digital Sound. 2
- DGIM 2587 Digital Video 1. 2
- SPCH XXXX (Goal 1 only) 3
- Total Semester Credits. 16**

Fourth Semester

- BUSN 2482 Entrepreneurship Capstone. 3
- DGIM 2588 Digital Video 2. 2
- Any 2 Credit DGIM Elective 2
- ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics 3
- Mn Transfer Curriculum. 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.

335A (7182)

Finance AS DEGREE

Program Overview

This degree is designed for students to continue their education in finance towards a bachelor's degree at four-year institutions. Students taking this degree would be planning to major in Finance or Accounting. The Finance AS degree prepares students for finance responsibilities. Students learn about the functions of business, including accounting, management, marketing, and human resources. Students study a broad background of finance, business and liberal arts subjects that prepare them for entry-level positions in finance.

Career Opportunities

Employment opportunities are very good for skilled, capable, and dependable finance professionals. Employers are looking for business professionals with excellent communication skills, organizational skills, human relation skills and enthusiasm for the job and organization. Graduates should continue their education towards a bachelor's degree or begin work in a variety of settings. Graduates can explore opportunities that match their interests and education in a variety of industries.

Program Outcomes

1. Graduates will have the skills, knowledge, and abilities in core business functions.
2. Graduates will have a basic understanding of the ethics that impact the business environment.
3. Graduates will be prepared to transfer to another college or university to complete a bachelors program.
4. Graduates will have successfully mastered the general education requirements for work and life roles.

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.

Finance AS

- BA Accounting (Cohort)
Concordia University
- BS Business (Cohort)
Concordia University
- BA Business Management (Traditional)
Concordia University
- BS Finance (Traditional)
Concordia University
- BS Accounting
Saint Mary's University-Twin Cities Campus
- BS Business Administration
Saint Mary's University-Twin Cities Campus
- BS Finance
Metropolitan State University

Program Advisors

Kendal Loewen kendal.loewen@saintpaul.edu
Jim O'Halloran james.o'halloran@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday and online 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

Required Business Core Cr

Professional Component

- ACCT 1411 Principles of Accounting 1 4
- BUSN 1449 Business Communications 3
- BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems 3
- BUSN 1410 Introduction to Business 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- BUSN 1760 Principles of Finance 4
- BUSN 1762 Money and Banking 4
- BUSN 1782 Investments 3
- BUSN 1784 Principles of Risk Mgmt. & Insurance . . 3
- Subtotal 14**

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) – 3cr
- Goal 3 or Goal 4 4
Goal 3: Natural Sciences
Goal 4: Mathematical/Logical Reasoning
MATH 1740 Introduction to Statistics – 4 cr OR
BIOL 1725 Environmental Science – 4 cr
- Goal 5: History, Social Science and Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts 3
- Goals 1-10 of the Minnesota Transfer Curriculum . . 13
Select a minimum of 13 additional credits
- General Education Requirements 30**

Total Program Credits 60



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

- ACCT 1411 Principles of Accounting 1 4
- BTEC 1421 Business Info Applications 1 OR
CSCI 2410 Mgmt Info Systems 3
- BUSN 1410 Introduction to Business 3
- ENGL 1711 Composition I 4
- Total Semester Credits 14**

Second Semester

- BUSN 1760 Principles of Finance 4
- BUSN 2465 Business Ethics 3
- ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics 3
- Humanities and Fine Arts (Goal 6) 3
- SPCH XXXX (Goal 1 only) 3
- Total Semester Credits 16**

Third Semester

- BUSN 1449 Business Communications 3
- BUSN 1782 Investments 3
- BUSN 1784 Principles of Risk Mgmt. & Insurance . . 3
- Goal 3 or Goal 4 4
- Total Semester Credits 13**

Fourth Semester

- BUSN 1762 Money and Banking 4
- Mn Transfer Curriculum 13
- Total Semester Credits 17**

Total Program Credits 60

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

Minimum Program Entry Requirements

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

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

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

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.

362S (7209)

Finance CERTIFICATE

Program Overview

The Finance Certificate program is designed for students who have a desire to learn or enhance specific finance skills. These skills include summarizing and analyzing specific financial data, personal finance and money and banking. The graduate will help prepare spreadsheet analysis, database entries and provide other application software support.

This program is targeted at accounting and business students who have an interest in finance and would like to add a certificate in finance to their resume to enhance their career path and potential. Accounting students pursuing an AAS degree from Saint Paul College can obtain this Certificate by taking three additional courses. This certificate program covers the fundamental areas of family and personal financial planning, basic financial theory and issues related to banking and the financial industry. Basic financial theory includes the time value of money concepts and the theory of pricing various types of financial instruments.

Business managers in all different roles face financial challenges in today's complex business environment. Enrolling in this certificate program will give students the financial tools they need to become better rounded financial managers and also will allow professionals in any field to improve their performance by understanding the financial functions within their area and company.

Excellent reading skills and a combination of interest and ability to concentrate on detail, an analytical mind, good judgment and absolute integrity are necessary for success in the field of finance.

Program Outcomes

1. Graduates will have a self-awareness of business and personal finance theory and learn how to apply this theory to real-world personal and business financial issues.
2. Graduates will be equipped with a solid foundation in finance theory.
3. Graduates will be able to apply finance theory to their personal financial situation.
4. Graduates will be able to apply finance theory to financial decisions within the banking and financial industries.
5. Graduates will develop characteristics and finance intelligence that will allow them to make prudent financial decisions in whatever function they occupy within an organization.
6. Graduates will have a working knowledge of finance consistent with ethical, legal and regulatory expectations.
7. Graduates will have a competitive advantage in job and career development.

Program Advisors

Kendal Loewen kendal.loewen@saintpaul.edu
 Jim O'Halloran james.o'halloran@saintpaul.edu

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1411 Principles of Accounting 1	4
<input type="checkbox"/> ACCT 1412 Principles of Accounting 2	4
<input type="checkbox"/> ACCT 2420 Managerial Accounting	4
<input type="checkbox"/> ACCT 2540 Financial Modeling for Spreadsheets	4
<input type="checkbox"/> BUSN 1760 Principles of Finance	4
<input type="checkbox"/> BUSN 1762 Money and Banking	4
<input type="checkbox"/> BUSN 2459 Family and Personal Financial Planning	4
Total Program Credits	28

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BUSN 1760 Principles of Finance	4
Total Semester Credits	8

Second Semester

ACCT 1412 Principles of Accounting 2	4
BUSN 1762 Money and Banking	4
Total Semester Credits	8

Third Semester

ACCT 2420 Managerial Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
BUSN 2459 Family and Personal Financial Planning	4
Total Semester Credits	12

Total Program Credits 28

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.

362C

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

Global Trade Specialist AAS DEGREE

Program Overview

The global trade area is especially suited for persons who are self-reliant, imaginative, adaptable, and who possess an interest in working with people from other cultures.

Career Opportunities

More than four million people in the United States work in jobs related to global trade. In Minnesota, many businesses engage in global trade, with a dramatic increase in trade activity expected within five years.

A career in global trade offers you the opportunity to work in the global marketplace. The Global Trade Specialist Program will provide you with knowledge and skills that will prepare you for employment in the export and import departments of businesses. You will be working with people from foreign countries, handling foreign orders, filling overseas orders, handling customer matters and determining tariff rates for the entry of foreign goods through U.S. Customs. Job titles include: Global Sales/Marketing Assistant, Global Marketing Communication Coordinator, Global Documentation Specialist, Global Customer Service Coordinator, Export-Import Coordinator, Global Banker and Global Transportation Coordinator.

This program also provides an excellent foundation for individuals wanting to be entrepreneurs in the import/export business. The import/export field is growing! You can grow with it.

Program Outcomes

1. Graduates will have knowledge and skills in domestic and global transportation management and logistics.
2. Graduates will have knowledge of U.S. Custom regulations and classifications.
3. Graduates will demonstrate the ability to successfully perform as Global Trade Specialists via internships.
4. Graduates will be prepared for employment as Global Trade Specialists.
5. Graduates will have knowledge and skills in customer service.
6. Graduates will have critical thinking skills.

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday and online 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

Required Business Core Cr

Professional Component

- ACCT 1411 Principles of Accounting 1 4
- BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems 3
- BUSN 1449 Business Communications 3
- BUSN 1410 Introduction to Business 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- BSLM 1410 Transportation Management. 3
- BSLM 1510 Distribution Management. 3
- BSLM 2420 Supply Chain Management. 4
- BUSN 1480 Business Career Resources 1
- INTL 1400 Introduction to International Business . . 3
- INTL 1410 International Communications and
Cultural Awareness 3
- INTL 1512 Export Shipping and Compliance. 3
- INTL 2420 U.S. Customs and Importing. 3
- INTL 2530 International Marketing 3
- Business Electives 2
Select 2 credits with advisor approval
- Subtotal. 28**

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 or Goal 4. 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and
Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts. 3
- General Education Requirements 16**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

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. Contact Program Advisor with questions.

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.

Global Trade Specialist AAS

- BAS International Commerce
Metropolitan State University
- BS Applied Organizational Studies
Minnesota State University-Mankato
- BS Business Administration
Saint Mary's University-Twin Cities Campus

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The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Information is subject to change.
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Minimum Program Entry Requirements

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

Reading: Score of 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.

333A (7175)

Global Trade Specialist AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
ENGL 1711 Composition 1	4
Total Semester Credits	17

Second Semester

BSLM 1410 Transportation Management	3
BSLM 1510 Distribution Management	3
BSLM 2420 Supply Chain Management	4
INTL 1400 Introduction to International Business	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	16

Third Semester

BUSN 1480 Business Career Resources	1
BUSN 2465 Business Ethics	3
INTL 1410 International Communications and Cultural Awareness	3
INTL 1512 Export Shipping and Compliance	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	13

Fourth Semester

INTL 2420 U.S. Customs and Importing	3
INTL 2530 International Marketing	3
Business Elective	2
Mn Transfer Curriculum	6
Total Semester Credits	14

Total Program Credits	60
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Global Trade Professional CERTIFICATE

Program Overview

This certificate is transferable to the Global Trade Specialist AAS program.

This certificate program is designed for an individual who is currently working in the Global Trade/Logistics field, or has a prior degree. It is not for entry level to the global trade field, but is designed as an add-on certificate to enhance and build on prior knowledge.

Career Opportunities

More than four million people in the United States work in jobs related to global trade. In Minnesota, many businesses engage in global trade, with a dramatic increase in trade activity expected within five years.

A career in global trade offers you the opportunity to work in the global marketplace. The Global Trade Specialist Program will provide you with knowledge and skills that will prepare you for employment in the export and import departments of businesses. You will be working with people from foreign countries, handling foreign orders, filling overseas orders, handling customer matters and determining tariff rates for the entry of foreign goods through U.S. Customs. Job titles include: Global Sales/Marketing Assistant, Global Marketing Communication Coordinator, Global Documentation Specialist, Global Customer Service Coordinator, Export-Import Coordinator, Global Banker and Global Transportation Coordinator.

This program also provides an excellent foundation for individuals wanting to be entrepreneurs in the import/export business. The import/export field is growing! You can grow with it.

Program Outcomes

1. Graduates will have knowledge and skills in domestic and global transportation management and logistics.
2. Graduates will have knowledge of U.S. Custom regulations and classifications.
3. Graduates will demonstrate the ability to successfully perform as Global Trade Specialists via internships.
4. Graduates will be prepared for employment as Global Trade Specialists.
5. Graduates will have knowledge and skills in customer service.

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

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519

Part-time/Full-time Options

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

Admission Requirements

Applicants are required to have a high school diploma or equivalent.

The global trade area is especially suited for persons who are self-reliant, imaginative, adaptable, and who possess an interest in working with people from other cultures.

Program Requirements

Check off when completed

This certificate program is designed for an individual who is currently working in the International Trade/Logistics field, or has a prior degree. It is not for entry level to the international trade field, but is designed as an add-on certificate to enhance and build on prior knowledge.

Program Advisor approval is required.

Course	Cr
<input type="checkbox"/> BSLM 2420 Supply Chain Management	4
<input type="checkbox"/> INTL 1410 International Communication and Cultural Awareness	3
<input type="checkbox"/> INTL 1512 Export Shipping and Compliance	3
<input type="checkbox"/> INTL 2420 U. S. Customs and Importing	3
<input type="checkbox"/> INTL 2530 International Marketing	3

Total Program Credits 16

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BSLM 2420 Supply Chain Management	4
INTL 1410 International Communication and Cultural Awareness	3
Total Semester Credits	7

Second Semester

INTL 1512 Export Shipping and Compliance	3
INTL 2420 U. S. Customs and Importing	3
INTL 2530 International Marketing	3
Total Semester Credits	9

Total Program Credits 16

Minimum Program Entry Requirements

Advisor approval required.

Contact Faculty Advisor, Susan Senger, at 651.846.1519 or susan.senger@saintpaul.edu

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.

333C (7174)

Hospitality Management AAS DEGREE

Program Overview

The Hospitality Management curriculum focuses on the management of today's exciting hospitality and entertainment industries. Students will receive a solid foundation of business practices related to this growing service industry. Courses will examine organizations in lodging, tourism, sports, entertainment, food and beverage operations.

Career Opportunities

According to the Minnesota Department of Revenue and the Minnesota Department of Employment and Economic Development, there are 245,000 full and part-time jobs, and 4.3 billion dollars in wages in the Leisure and Hospitality sector.

There are a wide variety of employment opportunities including hotel/lodging operations, restaurant and catering management, travel and tourism, sports, recreation and facilities management, gaming and casino operations, meeting, convention and special event management.

Program Outcomes

1. Graduates will understand broad hospitality, food and entertainment concepts.
2. Graduates will have knowledge of the hotel, travel and tourism industry.
3. Graduates will develop strong customer service, human relations and communications skills.
4. Graduates will demonstrate problem-solving skills and integrate new ways of thinking and learning.

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.

Hospitality Management AAS

- BA Individualized Studies
Metropolitan State University
- BA Travel and Tourism
Saint Cloud State University
- BS Marketing
Saint Mary's University-Twin Cities Campus

Program Advisor

Craig Maus craig.maus@saintpaul.edu
651.846.1531

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems. 3
 - BUSN 1449 Business Communications. 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- BUSN 1440 Marketing Principles 3
- BUSN 1441 Consumer Behavior. 3
- BUSN 1446 Sales and Account Management 3
- BUSN 1480 Business Career Resources 1
- BUSN 2450 Management Fundamentals. 3
- BUSN 2472 Business Negotiation Skills 3
- HSPM 1410 Introduction to Hospitality
Management 3
- HSPM 1440 Event Management and Planning 3
- HSPM 2420 Hotel and Lodging Operations 3
- HSPM 2440 Hospitality Marketing and Sales. 3
- Subtotal. 28**

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 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and
Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
 - Goal 6: Humanities and Fine Arts 3
 - General Education Requirements 16**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

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. Contact Program Advisor with questions.

The following courses are not offered every semester.

Fall Semester Only

The following courses are offered fall semester only.
HSPM 1410 Introduction to Hospitality Management
HSPM 2440 Hospitality Marketing and Sales
BUSN 1441 Consumer Behavior

Spring Semester Only

The following courses are offered spring semester only.
HSPM 1440 Event Management and Planning
HSPM 2420 Hotel and Lodging Operations
BUSN 1446 Sales and Account Management

All other courses are offered both fall and spring semester.

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 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.

300A (7130)



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

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

Hospitality Management AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
HSPM 1410 Introduction to Hospitality Management	3
BUSN 1410 Introduction to Business	3
ENGL 1711 Composition 1	4
Total Semester Credits	17

Second Semester

BUSN 1440 Marketing Principles	3
BUSN 1441 Consumer Behavior	3
BUSN 1446 Sales and Account Management	3
BUSN 2450 Management Fundamentals	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	15

Third Semester

BUSN 1449 Business Communications	3
BUSN 1480 Business Career Resources	1
BUSN 2465 Business Ethics	3
BUSN 2472 Business Negotiation Skills	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	13

Fourth Semester

HSPM 1440 Event Management and Planning	3
HSPM 2420 Hotel and Lodging Operations	3
HSPM 2440 Hospitality Marketing and Sales	3
Mn Transfer Curriculum	6
Total Semester Credits	15

Total Program Credits60

Restaurant Management CERTIFICATE

Program Overview

The Restaurant Management curriculum introduces students to the management of today's exciting hospitality and entertainment industries with a focus on restaurant management. Students will receive a solid foundation in business practice related to the growing food and beverage industry. Courses will examine areas of food service operations including supervision, management and labor, and cost control.

Career Opportunities

According to the Minnesota Department of Revenue and the Minnesota Department of Employment and Economic Development, there are 245,000 full and part-time jobs and 4.3 billion dollars in wages in the Leisure and Hospitality sector. There are a wide variety of employment opportunities in restaurant and catering management. Restaurants are listed by MN DEED as one of the industries adding the most jobs in 2012-2022.

Program Outcomes

1. Graduates will demonstrate safe food preparation and sanitation training.
2. Graduates will demonstrate effective communication skills in interactions with staff and guests.
3. Graduates will have knowledge of wine terminology and describe various wine classifications.
4. Graduates will describe how food and beverages contribute to the success of special events.

Program Advisor

Craig Maus craig.maus@saintpaul.edu
651.846.1531

Part-time/Full-time Options

These programs can be completed by using a combination of day, evening, and Web-enhanced 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"/> ACCT 1411 Principles of Accounting 1	4
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> CULA 1455 Food Safety and Sanitation	2
<input type="checkbox"/> CULA 1565 Principles of Culinary Leadership	2
<input type="checkbox"/> CULA 1600 Professional Introduction to Wine	2
<input type="checkbox"/> CULA 2230 Food/Beverage/Labor Cost Control	3
<input type="checkbox"/> HMRS 1490 Talent Management	3
<input type="checkbox"/> HSPM 2440 Hospitality Marketing and Sales	3
<input type="checkbox"/> HSPM 1440 Event Management and Planning	3

Total Program Credits 25

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 2450 Management Fundamentals	3
CULA 1455 Food Safety and Sanitation	2
CULA 1565 Principles of Culinary Leadership	2
CULA 1600 Professional Introduction to Wine	2
HSPM 2440 Hospitality Marketing and Sales	3
Total Semester Credits	12

Second Semester

ACCT 1411 Principles of Accounting 1	4
CULA 2230 Food/Beverage/Labor Cost Control	3
HMRS 1490 Talent Management	3
HSPM 1440 Event Management and Planning	3
Total Semester Credits	13

Total Program Credits 25

*Information is subject to change.
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Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements in addition to having acquired previous technical computer skills:

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

Arithmetic: Score of 20+

Degree option may have a greater requirement than this certificate.

286C (7148)

Event and Meeting Management CERTIFICATE

Program Overview

The Event and Meeting Management curriculum focuses on the management of special events planning, organizing activities and timelines, operational effectiveness and customer satisfaction. Students will receive a solid foundation of business practices related to this growing service industry. Courses will examine organizations in lodging, tourism, and entertainment, food and beverage operations.

This certificate is intended for those seeking to expand their career paths with the skills necessary to plan efficient and effective events and meetings.

Career Opportunities

According to the Minnesota Department of Revenue and the Minnesota Department of Employment and Economic Development, there are 245,000 full and part-time jobs, and 4.3 billion dollars in wages in the Leisure and Hospitality sector.

There are a wide variety of employment opportunities including hotel/ lodging operations, restaurant and catering management, travel and tourism, sports, recreation and facilities management, gaming and casino operations, meeting, convention and special event management.

Program Outcomes

1. Graduates will have knowledge of the meeting and special event industry.
2. Graduates will develop customer service, human relations and communications skills.
3. Graduates will have knowledge and skills to plan, manage and promote meeting and special events.

Program Advisor

Craig Maus craig.maus@saintpaul.edu
651.846.1531

Part-time/Full-time Options

These programs can be completed by using a combination of day, evening, and Web-enhanced 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"/> BUSN 1440 Marketing Principles	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
<input type="checkbox"/> HSPM 1410 Introduction to Hospitality Management	3
<input type="checkbox"/> HSPM 1440 Event Management and Planning	3
<input type="checkbox"/> HSPM 2440 Hospitality Marketing and Sales	3
Total Program Credits	18

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 1440 Marketing Principles	3
HSPM 1410 Introduction to Hospitality Management	3
HSPM 2440 Hospitality Marketing and Sales	3
Total Semester Credits	9

Second Semester

BUSN 2450 Management Fundamentals	3
BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
HSPM 1440 Event Management and Planning	3
Total Semester Credits	9

Total Program Credits 18

*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 in addition to having acquired previous technical computer skills:
Reading: Score of 38+
Arithmetic: Score of 20+
Degree option may have a greater requirement than this certificate.
332C (7173)

Human Resources AAS DEGREE

Program Overview

The Human Resources Associate in Applied Science Degree is intended for students who desire immediate employment upon graduation, or who plan to transfer to another institution of higher education.

The human resource professional plays a strategic role in the success of the organization. A human resource professional needs to be competent in human resource knowledge, able to facilitate change, have personal credibility which includes trust and confidentiality and the understanding of how a business operates. Specific duties may involve facilitating employee communication, managing human resource record keeping, administering employee compensation and benefit plans, recruiting, hiring and orienting new employees, writing policies and applying federal, state and local employment laws and regulations.

Qualifications include excellent communication and human relation skills, computer skills, flexibility and the ability to work under pressure.

Career Opportunities

Employment opportunities are excellent for skilled, capable, and dependable Human Resource program graduates.

Human Resource program graduates may be employed in positions such as: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

Program Outcomes

1. Graduates will have the skills, knowledge and abilities in core human resource functions (e.g., HRIS, record keeping, compensation/benefits administration and staffing procedures).
2. Graduates will have the skills, knowledge, and abilities to identify and deal with employee relation issues and to communicate effectively in a work environment.
3. Graduates will have the skills, knowledge, and abilities in applicable federal, state, and local employment regulations and a working knowledge of basic employment laws.
4. Graduates will be prepared for employment in the field of human resources (in a variety of positions).
5. Graduates will have successfully mastered the general education requirements for work and life roles.



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Program Advisor

Mindy Travers mindy.travers@saintpaul.edu
651.846.1526

Approved Provider of Courses for Recertification

The Human Resource Certification Institute has recognized Saint Paul College as an approved provider of educational courses for recertification of the PHR or SPHR certification.

The Human Resources Program at Saint Paul College is the only program of its kind in the Metro Area.

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

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BTEC 1421 Business Information Applications 1 OR CSCI 2410 Management Information Systems 3
 - BUSN 1449 Business Communications 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- BUSN 1480 Business Career Resources 1
- BUSN 2450 Management Fundamentals 3
- BUSN 2464 Leading and Coaching Others 2
- BUSN 2466 Managing Change and Conflict 2
- HMRS 1400 Human Resource Management 3
- HMRS 1490 Talent Management 3
- HMRS 1510 HR Information Systems & Records 3
- HMRS 1520 Compensation & Benefits Administration 3
- HMRS 2410 Employee/Labor Relations 3
- HMRS 2420 Employment Law & HR Policies 3
- Subtotal 26**

General Education/MnTC Requirements Cr

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

- Goal 1: Communication 7
 - ENGL 1711 Composition 1 – 4 cr
 - SPCH XXXX (Goal 1 only) – 3 cr
- Goal 3 or Goal 4 3
 - Goal 3: Natural Sciences OR
 - Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences 3
 - ECON 1720 Macroeconomics – 3 cr OR
 - ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts 3
- Goals 1-10 of the Minnesota Transfer Curriculum 2
- General Education Requirements 18**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Course Sequence

The course sequence listed on the back side of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

The following courses are not offered every semester:

- HMRS 1490 Talent Management
- HMRS 1510 HR Information Systems & Records
- HMRS 1520 Compensation & Benefits Administration
- HMRS 2410 Employee/Labor Relations
- HMRS 2420 Employment Law & HR Policies

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.

Human Resources AAS

- BS Applied Organizational Studies
Minnesota State University, Mankato
- BS Human Resource Management
Saint Mary's University-Twin Cities Campus

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 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.

015A (7027)

Human Resources AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
ENGL 1711 Composition 1	4
Total Semester Credits	17

Second Semester

BUSN 2450 Management Fundamentals	3
BUSN 2464 Leading and Coaching Others	2
HMRS 1400 Human Resource Management	3
HMRS 1490 Talent Management	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	14

Third Semester

HMRS 1510 HR Information Systems & Records	3
HMRS 1520 Compensation & Benefits Administration	3
BUSN 1480 Business Career Resources	1
BUSN 2466 Managing Change and Conflict	2
BUSN 2465 Business Ethics	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	15

Fourth Semester

HMRS 2410 Employee/Labor Relations	3
HMRS 2420 Employment Law & HR Policies	3
Mn Transfer Curriculum	8
Total Semester Credits	14

Total Program Credits	60
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Human Resources Specialist CERTIFICATE

Program Overview

This program is designed for an individual who desires to enter the Human Resources field with a general grounding in Human Resources within a short period of time. The HR Specialist certificate is for an individual who has a background in computer and office skills. The certificate program is transferable to the Human Resources AAS program.

Career Opportunities

Employment opportunities are excellent for skilled, capable, and dependable Human Resource program graduates.

Human Resource program graduates may be employed in positions such as: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

Program Outcomes

1. Graduates will have the skills, knowledge, and abilities in core human resource functions (e.g., HRIS, Record Keeping, Compensation/Benefits Administration, and staffing procedures).
2. Graduates will have the skills, knowledge, and abilities to identify and deal with employee relation issues and to communicate effectively in a work environment.
3. Graduates will have the skills, knowledge, and abilities in applicable federal, state, and local employment regulations and a working knowledge of basic employment laws.
4. Graduates will be prepared for employment in the field of human resources (in a variety of positions).
5. Graduates will have successfully mastered the general education requirements for work and life roles.

Program Advisor

Mindy Travers mindy.travers@saintpaul.edu
651.846.1526

Approved Provider of Courses for Recertification

The Human Resource Certification Institute has recognized Saint Paul College as an approved provider of educational courses for recertification of the PHR or SPHR certification. The Human Resource Program at Saint Paul College is the only program of its kind in the Metro Area.

Additional Application Requirements

Interested applicants should submit transcripts from all colleges previously attended as part of the application process.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> BUSN 2464 Leading and Coaching Others	2
<input type="checkbox"/> BUSN 2466 Managing Change and Conflict	2
<input type="checkbox"/> HMRS 1400 Human Resources Management	3
<input type="checkbox"/> HMRS 1490 Talent Management	3
<input type="checkbox"/> HMRS 1510 HR Information Systems & Records	3
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations	3
<input type="checkbox"/> HMRS 2420 Employment Law & HR Policies	3
Subtotal	23
<input type="checkbox"/> Business Elective	3
<i>Choose 3 credits from the following:</i>	
<input type="checkbox"/> BUSN 2463 Organizational Leadership and Decision Making	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
<input type="checkbox"/> BUSN 2471 Strategic Planning	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN XXXX Business Management Elective	3
<input type="checkbox"/> HMRS 2591 Human Resources Internship	3
<input type="checkbox"/> General Education Requirements	3
<i>Choose a SPCH XXXX course, 1000 level or higher, OR ENGL 1711 or higher</i>	
Total Program Credits	29

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 1410 Introduction to Business	3
BUSN 1480 Business Career Resources	1
HMRS 1400 Human Resources Management	3
HMRS 1490 Talent Management	3
HMRS 1510 HR Information Systems & Records	3
SPCH XXXX or ENGL 1711	3
Total Semester Credits	16

Second Semester

BUSN 2464 Leading and Coaching Others	2
BUSN 2466 Managing Change and Conflict	2
HMRS 2410 Employee/Labor Relations	3
HMRS 2420 Employment Law & HR Policies	3
Business Elective	3
Total Semester Credits	13

Total Program Credits **29**

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.

014C (7026)

*Information is subject to change.
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Human Resources Professional CERTIFICATE

Program Overview

This certificate is designed for an individual who is currently working in the Human Resource field or has management background dealing with HR issues. This program contains courses that can be completed online and others that are completed in a traditional classroom. The program schedule is designed to support working students. This certificate program is transferable to the Human Resources AAS degree.

Career Opportunities

Employment opportunities are excellent for skilled, capable, and dependable Human Resource program graduates.

Human Resource program graduates may be employed in positions such as: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

Program Outcomes

1. Graduates will have the skills, knowledge, and abilities in core human resource functions (e.g., HRIS, Record Keeping, Compensation/Benefits Administration, and staffing procedures).
2. Graduates will have the skills, knowledge, and abilities to identify and deal with employee relations issues and to communicate effectively in a work environment.
3. Graduates will have the skills, knowledge, and abilities in applicable federal, state, and local employment regulations and a working knowledge of basic employment laws.
4. Graduates will be prepared for employment in the field of human resources (in a variety of positions).
5. Graduates will have successfully mastered the general education requirements for work and life roles.

Program Advisor

Mindy Travers mindy.travers@saintpaul.edu
651.846.1526

Approved Provider of Courses for Recertification

The Human Resource Certification Institute has recognized Saint Paul College as an approved provider of educational courses for recertification of the PHR or SPHR certification. The Human Resource Program at Saint Paul College is the only program of its kind in the Metro Area.

Additional Application Requirements

Interested applicants should submit transcripts from all colleges previously attended as part of the application process.

Program Advisor approval required for admission.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> HMRS 1400 Human Resource Management	3
<input type="checkbox"/> HMRS 1490 Talent Management	3
<input type="checkbox"/> HMRS 1510 HR Information Systems & Records	3
<input type="checkbox"/> HMRS 1520 Compensation & Benefits Administration	3
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations	3
<input type="checkbox"/> HMRS 2420 Employment Law & HR Policies	3
Total Program Credits	18

Program Start Dates

Fall, Spring

Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

HMRS 1400 Human Resource Management	3
HMRS 1490 Talent Management	3
HMRS 1510 HR Information Systems & Records	3
Total Semester Credits	9

Second Semester

HMRS 1520 Compensation & Benefits Administration	3
HMRS 2410 Employee/Labor Relations	3
HMRS 2420 Employment Law & HR Policies	3
Total Semester Credits	9

Total Program Credits 18

Minimum Program Entry Requirements

Program advisor approval is needed prior to entrance into this program.

This certificate program is transferable to the Human Resources AAS Degree.

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.

218C (7176)

*Information is subject to change.
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Marketing AAS DEGREE

Program Overview

This program provides students with the fundamentals of marketing and business management. Practices and concepts will be explored relating to sales, promotions, public relations, retail sales and event planning. Students will develop marketing and communication plans that create value and develop long term customer relationships.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, marketing and sales positions are projected to grow 10-12% from 2012-2022.

Program Outcomes

1. Graduates will have skills, knowledge and abilities in core business functions including accounting, marketing and management.
2. Graduates will have an understanding of how to market products and services and deliver customer value.
3. Graduates will have knowledge and skills to attract new customers and retain existing customers.
4. Graduates will have successfully mastered the general education required for work and life roles.

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.

Marketing AAS

- BS Marketing
Saint Mary's University-Twin Cities Campus
- BS Sales & Marketing
Saint Mary's University-Twin Cities Campus

Program Advisor

Craig Maus craig.maus@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday, and online 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

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BUSN 1449 Business Communications 3
 - BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- BUSN 1440 Marketing Principles 3
- BUSN 1441 Consumer Behavior 3
- BUSN 1444 Advertising and
Promotional Strategies 3
- BUSN 1446 Sales and Account Management 3
- HSPM 2440 Hospitality Marketing and Sales 3
- HSPM 1440 Event Management and Planning 3
- INTL 2530 International Marketing 3
- BUSN 2450 Management Fundamentals 3
- BUSN 2472 Business Negotiation Skills 3
- BUSN 1480 Business Career Resources 1
- Subtotal 28**

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 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
 - Goal 6: Humanities and Fine Arts 3
 - General Education Requirements 16**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Course Sequence

The course sequence listed on the back side of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

The following courses are not offered every semester.

Fall Semester Only

The following courses are offered fall semester only.
BUSN 1441 Consumer Behavior
HSPM 2440 Hospitality Marketing and Sales

Spring Semester Only

The following courses are offered spring semester only.
BUSN 1444 Advertising and Promotion Strategies
BUSN 1446 Sales and Account Management
HSPM 1440 Event Management and Planning

All other courses are offered both fall and spring semester.

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 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.

302A (7157)



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Marketing AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 14
 BTEC 1421 Business Info Applications 1 OR
 CSCI 2410 Mgmt Info Systems3
 BUSN 1440 Marketing Principles3
 BUSN 1410 Introduction to Business3
 ENGL 1711 Composition 14
Total Semester Credits.17

Second Semester

BUSN 1449 Business Communications3
 BUSN 1441 Consumer Behavior3
 BUSN 1444 Advertising and Promotional Strategies . .3
 HSPM 1440 Event Management and Planning3
 SPCH XXXX (Goal 1 only)3
Total Semester Credits.15

Third Semester

BUSN 1446 Sales and Account Management.3
 BUSN 2450 Management Fundamentals3
 HSPM 2440 Hospitality Marketing and Sales3
 INTL 2530 International Marketing3
 ECON 1720 Macroeconomics OR
 ECON 1730 Microeconomics3
Total Semester Credits.15

Fourth Semester

BUSN 1480 Business Career Resources1
 BUSN 2465 Business Ethics3
 BUSN 2472 Business Negotiation Skills3
 Mn Transfer Curriculum6
Total Semester Credits.13

Total Program Credits60

Social Media Marketing CERTIFICATE

Program Overview

Facebook, Twitter, YouTube and other social media platforms are opportunities for organizations to inform, communicate and connect with customers. Social media provides both a listening and outreach tool for promoting organizations, products, services and ideas. This program provides a foundation of social media and Internet marketing. Students will learn and analyze techniques, tactics and tools used to engage customers and deliver superior value. Jobs and careers in this fast changing field of marketing will be explored.

Career Opportunities

All organizations, including for-profit business or non-profit organizations, have the need for communicating with customers and stakeholders. This program is designed for those who want to expand their knowledge and skills of social media and internet marketing strategies. Many employers require some education or experience in marketing even for “non-marketing” positions. Employment opportunities are excellent for marketers who can engage, delight and develop meaningful relationships with customers. Opportunities and positions include social media marketing specialist, marketing coordinator and web marketing analyst.

Program Outcomes

1. Develop an understanding of social media and e-marketing and the fundamental shifts on how organizations communicate with its customers.
2. Students will have skills and abilities to analyze internet marketing and communications strategies to serve and deliver value that attract new customers and develop relationships with existing customers.
3. Create e-marketing and social media marketing plans that are integrated with an organization’s overall marketing strategy and goals.

Program Advisor

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651.846.1531

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday and online 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"/> BUSN 1440 Marketing Principles	3
<input type="checkbox"/> BUSN 1441 Consumer Behavior	3
<input type="checkbox"/> BUSN 1444 Advertising and Promotional Strategies	3
<input type="checkbox"/> BUSN 1490 E-Marketing	3
<input type="checkbox"/> BUSN 1492 Social Media Marketing	3
<input type="checkbox"/> DGIM 1540 Blogging Applications	2

Total Program Credits 17

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BUSN 1440 Marketing Principles	3
BUSN 1441 Consumer Behavior	3
BUSN 1444 Advertising and Promotional Strategies	3
BUSN 1490 E-Marketing	3
BUSN 1492 Social Media Marketing	3
DGIM 1540 Blogging Applications	2

Total Program Credits 17

*Information is subject to change.
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Minimum Program Entry Requirements

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

Reading: Score of 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.

338C

Supply Chain Logistics AAS DEGREE

Program Overview

Logistics management is concerned with the procurement, movement, storage and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users.

This program provides students the opportunity to understand modern supply chain management. Supply Chain management demands a multidisciplinary and cross-functional approach to business that transcends the traditional functional boundaries and management disciplines that characterize many organizations.

Career Opportunities

Supply Chain Logistics offers a wide variety of employment opportunities. Some of these are purchasing and supplier management, manufacturing logistics, inventory management, transport management, distribution, warehousing management, customer service management, information management and logistics and supply chain strategy. Because of the wide range of jobs open to graduates, prospective students are asked to consult with the program instructor for specific job forecasts.

Program Outcomes

1. Graduates will have knowledge and skills in distribution, transportation management, logistics, and purchasing.
2. Graduates will have knowledge and skills in customer service.
3. Graduates will be prepared for positions in transportation, distribution, and supply chain management.
4. Graduates will have knowledge and skills to provide foresight of potential opportunities in the management of supply chain.
5. Graduates will have critical thinking skills.



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

Program Advisor

Susan Senger susan.senger@saintpaul.edu
651.846.1519
Anna Ouattara anna.ouattara@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, Saturday and online 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

Required Business Core Cr

- Professional Component**
- ACCT 1411 Principles of Accounting 1 4
 - BTEC 1421 Business Information Applications 1 OR
CSCI 2410 Management Information Systems 3
 - BUSN 1449 Business Communications 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- BSLM 1410 Transportation Management 3
- BSLM 1510 Distribution Management 3
- BSLM 2420 Supply Chain Management 4
- BSLM 2450 Procurement Principles and
Applications 3
- BUSN 1440 Marketing Principles 3
- BUSN 1480 Business Career Resources 1
- BUSN 2472 Business Negotiation Skills 3
- INTL 1512 Export Shipping and Compliance 3
- INTL 2420 U. S. Customs and Importing 3
- Business Elective 1
- Subtotal 27**

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 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and
Behavioral Sciences 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts 3
- Goals 1-10 of the Minnesota Transfer Curriculum
Select a minimum of 1 additional credit. 1
- General Education Requirements 17**

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Course Sequence

The course sequence listed on the back side of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

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.

Supply Chain Logistics AAS

- BA Marketing & Innovative Management
Concordia University
- BS Marketing
Saint Mary's University-Twin Cities Campus
- BS Business Administration
Saint Mary's University-Twin Cities Campus

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 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.

314A (7159)

Supply Chain Logistics AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a fulltime student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

ACCT 1411 Principles of Accounting 1	4
BTEC 1421 Business Info Applications 1 OR CSCI 2410 Mgmt Info Systems	3
BUSN 1449 Business Communications	3
BUSN 1410 Introduction to Business	3
ENGL 1711 Composition 1	4
Total Semester Credits	17

Second Semester

BSLM 1410 Transportation Management	3
BSLM 1510 Distribution Management	3
BSLM 2420 Supply Chain Management	4
BSLM 2450 Procurement Principles and Applications	3
SPCH XXXX (Goal 1 only)	3
Total Semester Credits	16

Third Semester

BUSN 1440 Marketing Principles	3
BUSN 1480 Business Career Resources	1
BUSN 2465 Business Ethics	3
INTL 1512 Export Shipping and Compliance	3
ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	13

Fourth Semester

BUSN 2472 Business Negotiation Skills	3
Business Elective	1
INTL 2420 U. S. Customs and Importing	3
Mn Transfer Curriculum	7
Total Semester Credits	14
Total Program Credits	60

Supply Chain Logistics CERTIFICATE

Program Overview

In order to be admitted to the Supply Chain Logistics certificate program, the student must have previous related work experience or a business degree (minimum – AAS). Program advisor approval is required for admission. This certificate is not designed for entry level to the logistics field, but as an add-on certificate to enhance and build on prior knowledge.

Logistics management is concerned with the procurement, movement, storage and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users.

This program provides students the opportunity of understanding modern supply chain management. Supply chain management demands a multidisciplinary and cross-functional approach to business which transcends the traditional functional boundaries and management disciplines that characterize many organizations.

This certificate program is transferable to the Supply Chain Logistics AAS Degree.

Career Opportunities

Supply Chain Logistics offers a wide variety of employment opportunities. Some of these are purchasing and supplier management, manufacturing logistics, inventory management, transport management, distribution, warehousing management, customer service management, information management and logistics and supply chain strategy. Because of the wide range of jobs open to graduates, prospective students are asked to consult with the program instructor for specific job forecasts.

Program Outcomes

1. Graduates will have knowledge and skills in distribution planning, transportation management, and logistics.
2. Graduates will have knowledge and skills in customer service.
3. Graduates will be prepared for positions in transportation, distribution, and supply chain management.
4. Graduates will have knowledge and skills to provide foresight of potential opportunities in the management of the supply chain.

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

Program Advisor

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651.846.1519

Part-time/Full-time Options

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

Program advisor approval required for admission

This certificate is not designed for entry level to the logistics field, but as an add-on certificate to enhance and build on prior knowledge.

Program Requirements

- Check off when completed

The student must have related work experience or a business degree (minimum – AAS) to be admitted to the Supply Chain Logistics Certificate.

Program Advisor approval required for admission.

Course	Cr
<input type="checkbox"/> BSLM 1410 Transportation Management	3
<input type="checkbox"/> BSLM 1510 Distribution Management	3
<input type="checkbox"/> BSLM 2420 Supply Chain Management	4
<input type="checkbox"/> BSLM 2450 Procurement Principles and Applications	3
<input type="checkbox"/> BUSN 1440 Marketing Principles	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
Total Credits	19

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Advisor with questions.

First Semester

BSLM 1410 Transportation Management	3
BSLM 1510 Distribution Management	3
BSLM 2420 Supply Chain Management	4
BSLM 2450 Procurement Principles and Applications	3
BUSN 1440 Marketing Principles	3
BUSN 2472 Business Negotiation Skills	3

Total Credits 19

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+

Requires additional education and/or experience in the field in addition to assessment requirements.

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.

In order to be admitted to the Supply Chain Logistics program, the student must have related work experience or a business degree (minimum – AAS Degree).

Advisor approval required for admission.

Degree option may have a greater requirement than this certificate.

315C (7186)