

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 Faculty

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651.846.1436

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 2410 Financial Accounting 4
- BTEC 1421 Business Information Applications 1 . . . 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- ACCT 1410 Introduction to Accounting 2
- ACCT 1511 Federal Taxation 1 4
- ACCT 1512 Federal Taxation 2 4
- ACCT 1515 Payroll Processing 3
- ACCT 1523 Accounting Computer Applications . . . 3
- 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
COMM 17XX – 3 cr
 - Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and Behavioral Sciences 3
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 Faculty with questions.

Transfer Opportunities

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

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

Accounting AAS

- BA Individualized Studies
Metropolitan State University
- BBA Accounting
Concordia University, St. Paul
- BBA Finance
Concordia University, St. Paul
- BS Accounting
Saint Mary's University-Twin Cities Campus
- BS Applied Management
Dunwoody College of Technology
- BS Business Management
Herzing University

See back of this guide for Course Sequences

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+ or grade of "C" or better in MATH 0745

Assessment Results and Prerequisites:

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

002A (7041)



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Information is subject to change.
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Accounting AAS DEGREE *(continued)*

Full-Time Course Sequence

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

First Semester

ACCT 1410 Introduction to Accounting	2
ACCT 1515 Payroll Processing	3
ACCT 1523 Accounting Computer Applications	3
BUSN 1410 Introduction to Business	3
Goal 1: COMM 17XX	3
Total Semester Credits.	14

Second Semester

ACCT 2410 Financial Accounting	4
BTEC 1421 Business Information Applications 1	3
BUSN 1449 Business Communications	3
BUSN 2465 Business Ethics	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits.	16

Third Semester

ACCT 1511 Federal Taxation 1	4
ACCT 2420 Managerial Accounting	4
Goal 1: ENGL 1711 Composition 1	4
Goal 6: Humanities and Fine Arts	3
Total Semester Credits.	15

Fourth Semester

ACCT 1512 Federal Taxation 2	4
ACCT 2411 Intermediate Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning	3
Total Semester Credits.	15

Total Program Credits60

Part-Time Course Sequence

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

First Semester

ACCT 1410 Introduction to Accounting	2
ACCT 1515 Payroll Processing	3
ACCT 1523 Accounting Computer Applications	3
BUSN 1410 Introduction to Business	3
Total Semester Credits.	11

Second Semester

ACCT 2410 Financial Accounting	4
BUSN 1449 Business Communications	3
Goal 1: COMM 17XX	3
Total Semester Credits.	10

Third Semester

ACCT 1511 Federal Taxation 1	4
BUSN 2465 Business Ethics	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits.	10

Fourth Semester

ACCT 2420 Managerial Accounting	4
Goal 1: ENGL 1711 Composition 1	4
Goal 6: Humanities and Fine Arts	3
Total Semester Credits.	11

Fifth Semester

ACCT 1512 Federal Taxation 2	4
ACCT 2411 Intermediate Accounting	4
Total Semester Credits.	8

Sixth Semester

ACCT 2540 Financial Modeling for Spreadsheets	4
BTEC 1421 Business Information Applications 1	3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning	3
Total Semester Credits.	10

Total Program Credits60

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 and database management. 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 Faculty

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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 1410 Introduction to Accounting	2
<input type="checkbox"/> ACCT 1511 Federal Taxation 1	4
<input type="checkbox"/> ACCT 1512 Federal Taxation 2	4
<input type="checkbox"/> ACCT 1515 Payroll Processing	3
<input type="checkbox"/> ACCT 1523 Accounting Computer Applications	3
<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> ACCT 2411 Intermediate Accounting	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
Subtotal	35

General Education/MnTC Requirements

General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
<input type="checkbox"/> Goal 1: Communication	3
COMM 17XX – 3 cr	
General Education Requirements	3

Total Program Credits 38

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 Faculty with questions.

First Semester

ACCT 1410 Introduction to Accounting	2
ACCT 1515 Payroll Processing	3
ACCT 1523 Accounting Computer Applications	3
BTEC 1421 Business Information Applications 1	3
Goal 1: COMM 17XX	3
Total Semester Credits	14

Second Semester

ACCT 1511 Federal Taxation 1	4
ACCT 2410 Financial Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
Total Semester Credits	12

Third Semester

ACCT 1512 Federal Taxation 2	4
ACCT 2411 Intermediate Accounting	4
ACCT 2420 Managerial Accounting	4
Total Semester Credits	12

Total Program Credits 38

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+ or grade of "C" or better in MATH 0745

Assessment Results and Prerequisites:

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

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

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

Office Management Professional AAS

- | | |
|-----|--|
| BA | Organizational Management and Leadership
Concordia University, St. Paul |
| BA | Individualized Studies
Metropolitan State University |
| BAS | Organizational Administration
Metropolitan State University |
| BS | Business Administration
Saint Mary's University-Twin Cities Campus |
| BS | Business
Saint Mary's University-Twin Cities Campus |

Program Faculty

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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.

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 2410 Financial Accounting 1 4
 - BTEC 1421 Business Information Applications 1 . . . 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 1449 Business Communications. 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Required Technical Courses Cr

- BTEC 1410 Advanced Keyboarding Applications . . 3
- BTEC 1423 Business Information Applications 2 . . 4
- BTEC 2410 Business Procedures 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
COMM 17XX – 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 Faculty with questions.

See back of this guide for Course Sequence

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.

384A (7217)



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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 Faculty with questions.

First Semester

ACCT 2410 Financial Accounting	4
BTEC 1421 Business Info Applications 1	3
BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
BUSN 2465 Business Ethics	3
Total Semester Credits	16

Second Semester

BTEC 1410 Advanced Keyboarding Applications	3
BTEC 1423 Business Information Applications 2	4
Goal 1: ENGL 1711 Composition 1	4
Goal 1: COMM 17XX	3
Total Semester Credits	14

Third Semester

BUSN 1520 Customer Service	3
BUSN 2450 Management Fundamentals	3
BUSN 2472 Business Negotiation Skills	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	4
Total Semester Credits	14

Fourth Semester

BTEC 2410 Business Procedures	4
BTEC 2506 Business Information Applications 3 (spring only)	4
HSPM 1440 Event Management & Planning (spring only)	3
Goal 5: 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 Faculty

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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 2410 Financial Accounting	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3

Total Program Credits16

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 2410 Financial Accounting	4
BTEC 1421 Business Information Applications 1	3
BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
BUSN 2465 Business Ethics	3

Total Program Credits16

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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.

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 communication, problem solving techniques, and professional behavior.

Program Faculty

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Class Options

This program can be completed by using a combination of day, evening, and online classes. Part-time and full-time options are available.

Program Requirements

Check off when completed

Required Courses	Cr
<input type="checkbox"/> BTEC 1410 Advanced Keyboarding	3
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BTEC 1423 Business Information Applications 2	4
<input type="checkbox"/> BTEC 1530 Communication Technology	4
<input type="checkbox"/> BTEC 2410 Business Procedures	4
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 1520 Customer Service	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
Subtotal	27
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 Faculty for questions.

First Semester

BTEC 1410 Advanced Keyboarding	3
BTEC 1421 Business Information Applications 1	3
BUSN 1449 Business Communications	3
BUSN 1520 Customer Service	3
Total Semester Credits	13

Second Semester

BTEC 1423 Business Information Applications 2	4
BTEC 1530 Communication Technology (spring only)	4
BTEC 2410 Business Procedures	4
BUSN 2465 Business Ethics	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 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 25 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.

386C (7215)

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Business Transfer Pathway 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. Bachelor degree majors include Management, Marketing, Accounting, Human Resources, and International Business. The Business Transfer Pathway 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. This program is also available completely online.

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

Business Transfer Pathway AS

- BA Individualized Studies
- BS Business Administration
- BS Management
Metropolitan State University
- BS Accounting
- BS Business Administration
Saint Mary's University-Twin Cities Campus
- BS Business Administration
Bemidji State University
- BS Business Administration
(online & on-campus)
Minnesota State University, Moorhead

*Information is subject to change.
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- BS Management
(Human Resource or Business emphasis)
Minnesota State University, Mankato
- BS Management
St. Cloud State University
- BS Management (General Management,
Human Resource Management, Supply
Chain Management concentrations)
Southwest Minnesota State University

Program Faculty

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- Susan Senger susan.senger@saintpaul.edu
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- Anna Ouattara anna.ouattara@saintpaul.edu
651.846.1717

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.

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 2410 Financial Accounting 4
 - BTEC 1421 Business Information Applications 1 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 1449 Business Communications 3
 - BUSN 2465 Business Ethics 3
 - Required Business Core 16**

Course Cr

- ACCT 2420 Managerial Accounting 4
- BUSN 1480 Business Career Resources 1
- BUSN 2110 Principles of Marketing 3
- BUSN 2450 Management Fundamentals 3
- BUSN 2470 Legal Environment of Business 3
- Subtotal 14**

General Education/MnTC Requirements Cr

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

- Goal 1: Communication 9
 - ENGL 1711 Composition 1 – 4 cr
 - ENGL 1712 Composition 2 – 2 cr
 - COMM 17XX – 3cr
- Goal 3: Natural Science 4
 - BIOL 1725 Environmental Science 4 cr
- Goal 4: Mathematical/Logical Reasoning 7
 - MATH 1730 College Algebra 3
 - MATH 1740 Introduction to Statistics. 4
- Goal 5: History, Social Science and Behavioral Sciences 6
 - ECON 1720 Macroeconomics – 3 cr
 - ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts 3
- Goals 1-10 of the Minnesota Transfer Curriculum 1
- Select a minimum of 1 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 Faculty with questions.

First Semester

- BTEC 1421 Business Info Applications 1 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications 3
- Goal 1: ENGL 1711 Composition 1 4
- Goal 4: MATH 1730 College Algebra 3
- Total Semester Credits 16**

Second Semester

- ACCT 2410 Financial Accounting 4
- BUSN 2110 Principles of Marketing 3
- BUSN 2465 Business Ethics. 3
- Goal 4: MATH 1740 Introduction to Statistics 4
- Total Semester Credits 14**

Third Semester

- ACCT 2420 Managerial Accounting 4
- BUSN 2450 Management Fundamentals 3
- BUSN 2470 Legal Environment of Business 3
- Goal 5: ECON 1720 Macroeconomics 3
- Goal 1: COMM 17XX 3
- Total Semester Credits 16**

Fourth Semester

- Goal 1: ENGL 1712 Composition 2. 2
- Goal 3: BIOL 1725 Environmental Science 4
- BUSN 1480 Business Career Resources 1
- Goal 5: ECON 1730 Microeconomics. 3
- Goal 6: Humanities and Fine Arts 3
- Mn Transfer Curriculum 1
- Total Semester Credits 14**
- 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.

Accreditation Council for Business Schools and Programs

Minimum Program Entry Requirements

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

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

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

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

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

TPBU

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 Faculty

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 2410 Financial Accounting	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 Faculty with questions.

First Semester

ACCT 2410 Financial Accounting	4
BUSN 1449 Business Communications	3
BUSN 2440 Fundamentals of Nonprofit Management (fall only)	3
BUSN 2444 Volunteer Program Management (fall only)	1
BUSN 2445 Nonprofit Law and Ethics (fall only)	1
Total Semester Credits	12

Second Semester

BUSN 2441 Fundraising Techniques (spring only)	1
BUSN 2442 Grant Writing and Research (spring only)	1
BUSN 2443 Dynamics of Board Relations (spring only)	1
BUSN 2450 Management Fundamentals	3
BUSN 2465 Business Ethics	3
BUSN 2472 Business Negotiation Skills	3
BUSN 2473 Project Management (spring only)	3
Total Semester Credits	15

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+

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 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 institutions for the baccalaureate degree programs listed below.

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

Project Management AAS

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

Program Faculty

- Susan Senger susan.senger@saintpaul.edu
651.846.1519
- Anna Ouattara anna.ouattara@saintpaul.edu
651.846.1717

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 2410 Financial Accounting. 4
- BTEC 1421 Business Info Applications 1 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications. 3
- BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Credits

- BSLM 2420 Supply Chain Management. 4
- BSLM 2450 Procurement Principles and Applications. 3
- BUSN 1760 Principles of Finance 4
- BUSN 2410 Critical Thinking for Business Decision Making. 2
- BUSN 2450 Management Fundamentals. 3
- BUSN 2464 Leading and Coaching Others 2
- BUSN 2472 Business Negotiation Skills 3
- BUSN 2473 Project Management 3
- HMRS 1400 Human Resource Management 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
- COMM 17XX – 3 cr
- Goal 3 or Goal 4 3
- Goal 3: Natural Sciences OR
- Goal 4: Mathematical /Logical Reasoning
- Goal 5: History, Social Science, and Behavior Sciences. 3
- ECON 1720 Macroeconomics – 3 cr OR
- ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities & Fine Arts 3
- Goal 1-10 on the Minnesota Transfer Curriculum. . . 1
- General Education Requirements 17**

Total Program Credits 60



Accreditation Council for Business Schools and 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.

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

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 Faculty each semester.

First Semester

- ACCT 2410 Financial Accounting 4
- BTEC 1421 Business Info Applications 1. 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications. 3
- Goal 1: ENGL 1711 Composition 1. 4
- Total Semester Credits. 17**

Second Semester

- BSLM 2420 Supply Chain Management (spring only). 4
- BSLM 2450 Procurement Principles and Applications (spring only). 3
- BUSN 2450 Management Fundamentals 3
- BUSN 2473 Project Management (spring only). 3
- Goal 1: COMM 17XX 3
- Total Semester Credits. 16**

Third Semester

- BUSN 2465 Business Ethics. 3
- BUSN 2472 Business Negotiation Skills 3
- Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics. 3
- HMRS 1400 Human Resource Management. 3
- Total Semester Credits. 12**

Fourth Semester

- BUSN 1760 Principles of Finance 4
- BUSN 2410 Critical Thinking for Business Decision Making (spring only) 2
- BUSN 2464 Leading and Coaching (spring only) 2
- Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning 3
- Goal 6: Humanities & Fine Arts. 3
- Mn Transfer Curriculum. 1
- 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+

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)

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 Faculty

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, online and Saturday courses. Part-time and full-time options are available.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BSLM 2450 Procurement Principles and Applications	3
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<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

Total Program Credits21

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

BTEC 1421 Business Information Applications	3
BUSN 1449 Business Communications	3
BUSN 2472 Business Negotiation Skills	3
Total Semester Credits	9

Second Semester

BSLM 2450 Procurement Principles and Applications (spring only)	3
BUSN 1760 Principles of Finance	4
BUSN 2464 Leading and Coaching Others (spring only)	2
BUSN 2473 Project Management (spring only)	3
Total Semester Credits	12

Total Program Credits21

Minimum Program Entry Requirements

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

Reading: Score of 38+

Writing: 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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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 Faculty

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.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1523 Accounting Computer Applications	3
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1492 Social Media and Marketing	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
<input type="checkbox"/> BUSN 2470 Legal Environment of Business	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN 2482 Entrepreneurship Capstone	3
Total Program Credits	24

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 Faculty with questions.

First Semester

BTEC 1421 Business Information Applications 1	3
BUSN 2455 Essentials of Entrepreneurship & Small Business Management (fall only)	3
BUSN 2470 Legal Environment of Business	3
BUSN 2472 Business Negotiation Skills	3
Total Semester Credits	12

Second Semester

ACCT 1523 Accounting Computer Applications	3
BUSN 1492 Social Media and Marketing (spring only)	3
BUSN 2450 Management Fundamentals	3
BUSN 2482 Entrepreneurship Capstone (spring only)	3
Total Semester Credits	12
Total Program Credits	24

Minimum Program Entry Requirements

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

Reading: Score of 38+

Writing: 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.

253C (7171)

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

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

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

Finance AS

- BA Accounting (Cohort)
Concordia University, St. Paul
- BA Business Management (Traditional)
Concordia University, St. Paul
- BA Individualized Studies
Metropolitan State University
- BS Accounting
Saint Mary's University-Twin Cities Campus
- BS Business (Cohort)
Concordia University, St. Paul
- BS Business Administration
Saint Mary's University-Twin Cities Campus
- BS Finance
Metropolitan State University
- BS Finance (Traditional)
Concordia University, St. Paul

Program Faculty

- Kendal Loewen kendal.loewen@saintpaul.edu
651.846.1528
- Jim O'Halloran james.o'halloran@saintpaul.edu
651.846.1436

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.

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 2410 Financial Accounting 4
 - BTEC 1421 Business Information Applications 1 . . . 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 1449 Business Communications 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
 - COMM 17XX – 3cr
 - Goal 3: Natural Sciences 4
 - BIOL 1725 Environmental Science - 4 cr
 - Goal 4: Mathematical/Logical Reasoning 7
 - MATH 1730 College Algebra - 3cr
 - MATH 1740 Introduction to Statistics - 4 cr
 - Goal 5: History, Social Science and Behavioral Sciences 6
 - ECON 1720 Macroeconomics – 3 cr
 - ECON 1730 Microeconomics – 3 cr
 - Goal 6: Humanities and Fine Arts 3
 - Goals 1-10 of the Minnesota Transfer Curriculum . . 3
 - Select a minimum of 3 additional credits
 - General Education Requirements 30**

Total Program Credits 60



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Accreditation Council for Business Schools and Programs

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 Faculty with questions.

First Semester

- ACCT 2410 Financial Accounting 4
- BTEC 1421 Business Info Applications 1 3
- BUSN 1410 Introduction to Business 3
- Goal 1: ENGL 1711 Composition 1 4
- Total Semester Credits 14**

Second Semester

- BUSN 1760 Principles of Finance 4
- BUSN 2465 Business Ethics 3
- Goal 5: ECON 1720 Macroeconomics 3
- Goal 1: COMM 17XX 3
- Goal 6: Humanities and Fine Arts 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 4: MATH 1740 Introduction to Statistics 4
- Total Semester Credits 13**

Fourth Semester

- BUSN 1762 Money and Banking 4
- Goal 3: BIOL 1725 Environmental Sciences 4
- Goal 4: MATH 1730 College Algebra 3
- Goal 5: ECON 1730 Microeconomics 3
- Goal 1-10 General Education Electives 3
- 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+ on Reading Comprehension or grade of "C" or better in ENGL 0922

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

Assessment Results and Prerequisites:

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

362S (7/209)

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 Faculty

Susan Senger susan.senger@saintpaul.edu
651.846.1519
Anna Ouattara anna.ouattara@saintpaul.edu
651.846.1717

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.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 2410 Financial Accounting 1 4
- BTEC 1421 Business Information Applications 1 . . . 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications 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 2472 Business Negotiation 3
- 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
- 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
COMM 17XX – 3 cr
- Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences 3
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 Faculty with questions.

Transfer Opportunities

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

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

Global Trade Specialist AAS

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

See back of this guide for Course Sequence

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)



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

Accreditation Council for Business Schools and Programs

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 Faculty with questions.

First Semester

ACCT 2410 Financial Accounting 1	4
BTEC 1421 Business Info Applications 1.	3
BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
Goal 1: ENGL 1711 Composition 1.	4
Total Semester Credits.	17

Second Semester

BSLM 2420 Supply Chain Management (spring only)	4
INTL 1400 Introduction to International Business (spring only)	3
INTL 1512 Export Shipping and Compliance (spring only)	3
Goal 1: COMM 17XX	3
Total Semester Credits.	13

Third Semester

BSLM 1410 Transportation Management (fall only)	3
BSLM 1510 Distribution Management (fall only)	3
BUSN 2465 Business Ethics.	3
INTL 1410 International Communications and Cultural Awareness (fall only).	3
INTL 2530 International Marketing (fall only)	3
Total Semester Credits.	15

Fourth Semester

BUSN 2472 Business Negotiation Skills	3
INTL 2420 U.S. Customs and Importing (spring only)	3
Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics.	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits.	15

Total Program Credits60

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 Faculty

Susan Senger susan.senger@saintpaul.edu
651.846.1519
Anna Ouattara anna.ouattara@saintpaul.edu
651.846.1717

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.

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 Faculty 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 Faculty with questions.

First Semester

INTL 1410 International Communication and Cultural Awareness (fall only)	3
INTL 2530 International Marketing (fall only)	3
Total Semester Credits	6

Second Semester

BSLM 2420 Supply Chain Management (spring only)	4
INTL 1512 Export Shipping and Compliance (spring only)	3
INTL 2420 U. S. Customs and Importing (spring only)	3
Total Semester Credits	10

Total Program Credits 16

Minimum Program Entry Requirements

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

Anna Ouattara at 651.846.1717 or anna.ouattara@saintpaul.edu

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

Reading: Score of 38+

Writing: 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 and careers in lodging, tourism, sports, entertainment, event and meeting management.

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.

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.

The hospitality industry provides ample opportunity for students to gain management experience. In a very short number of years after graduation, a student could be a manager of a multi-million dollar business/hospitality operation. The skills, experience and abilities gained in hospitality are transferable to other businesses and industries. With a Hospitality Management AAS degree students differentiate themselves from other candidates when applying for positions.

Program Outcomes

1. Graduates will demonstrate successful management concepts and practices in Hospitality.
2. Graduates will describe the interrelated nature of Hospitality Travel, Entertainment, Recreation and Tourism.
3. Graduates will develop customer service, service spirit and communication 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 institutions for the baccalaureate degree programs listed below.

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

Hospitality Management AAS

- BA Individualized Studies
Metropolitan State University
- BA Travel and Tourism
St. Cloud State University
- BS Marketing
Saint Mary's University-Twin Cities Campus
- BS Project Management
Minnesota State University Moorhead

Program Faculty

Craig Maus craig.maus@saintpaul.edu
651.846.1531

Program Requirements

Check off when completed

Required Business Core Cr

- Professional Component**
- ACCT 2410 Financial Accounting. 4
 - BTEC 1421 Business Information Applications 1 . . . 3
 - BUSN 1410 Introduction to Business 3
 - BUSN 1449 Business Communications. 3
 - BUSN 2465 Business Ethics 3
- Required Business Core 16**

Course Cr

- BUSN 1441 Consumer Behavior. 3
 - BUSN 1446 Sales and Account Management 3
 - BUSN 1480 Business Career Resources 1
 - BUSN 2110 Principles of Marketing 3
 - 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
COMM 17XX – 3 cr
 - Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science, and Behavioral Sciences 3
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



Accreditation Council for Business Schools and 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.

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

Program Start Dates

Fall, Spring, Summer

Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty 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 1410 Introduction to Hospitality Management
HSPM 2420 Hotel and Lodging Operations
HSPM 2440 Hospitality Marketing and Sales

Spring Semester Only

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

All other courses are offered both fall and spring semester.

See back of this guide for Course Sequence

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)

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 Faculty with questions.

First Semester

ACCT 2410 Financial Accounting	4
BTEC 1421 Business Info Applications 1	3
BUSN 1410 Introduction to Business	3
HSPM 1410 Introduction to Hospitality Management (fall only)	3
Goal 1: ENGL 1711 Composition 1	4
Total Semester Credits	17

Second Semester

BUSN 1480 Business Career Resources	1
BUSN 2110 Principles of Marketing	3
BUSN 2450 Management Fundamentals	3
HSPM 1440 Event Management and Planning (spring only)	3
Goal 1: COMM 17XX	3
Total Semester Credits	13

Third Semester

BUSN 1441 Consumer Behavior (fall only)	3
BUSN 2472 Business Negotiation Skills	3
HSPM 2420 Hotel and Lodging Operations (fall only)	3
HSPM 2440 Hospitality Marketing and Sales (fall only)	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits	15

Fourth Semester

BUSN 1446 Sales and Account Management (spring only)	3
BUSN 1449 Business Communications	3
BUSN 2465 Business Ethics	3
Mn Transfer Curriculum	6
Total Semester Credits	15

Total Program Credits60

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.

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 Faculty

Craig Maus craig.maus@saintpaul.edu
651.846.1531

Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and Web-enhanced courses. Part-time and full-time options are available.

Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BUSN 2110 Principles of Marketing	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 Faculty with questions.

First Semester

BUSN 2455 Essentials of Entrepreneurship & Small Business Management	3
HSPM 1410 Introduction to Hospitality Management (fall only)	3
HSPM 2440 Hospitality Marketing and Sales (fall only)	3
Total Semester Credits.	9

Second Semester

BUSN 2110 Principles of Marketing	3
BUSN 2450 Management Fundamentals	3
HSPM 1440 Event Management and Planning (spring only)	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+
Writing: 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 of 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 strong 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.



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Accreditation Council for Business Schools and Programs

Program Faculty

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.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component	
<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
Required Business Core	16

Course Cr

<input type="checkbox"/> ACCT 1515 Payroll Processing	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 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
Subtotal	26

General Education/MnTC Requirements Cr

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
<input type="checkbox"/> Goal 5: History, Social Science, and Behavioral Sciences	3
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	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 Faculty with questions.

The following courses are not offered every semester:

BUSN 2464 Leading and Coaching Others
BUSN 2466 Managing Change and Conflict
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 a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

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

Human Resources AAS

BA	Business	Bethel University
BA	Individualized Studies	Metropolitan State University
BS	Applied Organizational Studies	Minnesota State University, Mankato
BS	Human Resource Management	Saint Mary's University-Twin Cities Campus
BS	Project Management	Minnesota State University Moorhead

See back of this guide for Course Sequence

*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.

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. Please be aware that most HMRS courses run once per academic year. Contact Program Faculty with questions.

First Semester

BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
BTEC 1421 Business Info Applications 1	3
HMRS 1400 Human Resource Management	3
Goal 1: ENGL 1711 Composition 1	4
Total Semester Credits	16

Second Semester

ACCT 1515 Payroll Processing	3
BUSN 1480 Business Career Resources	1
BUSN 2464 Leading and Coaching Others (spring only)	2
BUSN 2466 Managing Conflict & Change (spring only)	2
HMRS 1490 Talent Management (spring only)	3
Goal 1: COMM 17XX	3
Total Semester Credits	14

Third Semester

BUSN 2465 Business Ethics	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
HMRS 1510 HR Information Systems & Records (fall only)	3
HMRS 1520 Compensation & Benefits Administration (fall only)	3
HMRS 2410 Employee/Labor Relations (fall only)	3
Total Semester Credits	15

Fourth Semester

ACCT 2410 Financial Accounting	4
HMRS 2420 Employment Law & HR Policies (spring only)	3
Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning	3
Goal 6: Humanities and Fine Arts	3
Mn Transfer Curriculum	2
Total Semester Credits	15

Total Program Credits60

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

Career Opportunities

Employment opportunities are strong 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, Staffing Coordinator, 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 entry level employment in the field of human resources (in a variety of positions).

Program Faculty

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"/> ACCT 1515 Payroll Processing	3
<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 1520 Compensation & Benefits Admin.	3
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations	3
<input type="checkbox"/> HMRS 2420 Employment Law & HR Policies	3
Subtotal.	25
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. Please be aware that most HMRS courses run once per academic year. Contact Program Faculty with questions.

First Semester

HMRS 1400 Human Resource Management	3
HMRS 1510 HR Information Systems & Records (fall only)	3
HMRS 1520 Compensation & Benefits Administration (fall only)	3
HMRS 2410 Employee/Labor Relations (fall only)	3
Total Semester Credits.	12

Second Semester

ACCT 1515 Payroll Processing	3
BUSN 2464 Leading and Coaching Others (spring only)	2
BUSN 2466 Managing Conflict & Change (spring only)	2
HMRS 1490 Talent Management (spring only)	3
HMRS 2420 Employment Law & HR Policies (spring only)	3
Total Semester Credits.	13

Total Program Credits 25

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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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% 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 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 institutions for the baccalaureate degree programs listed below.

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

Marketing AAS

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

Program Faculty

Craig Maus craig.maus@saintpaul.edu
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.

Program Requirements

Check off when completed

Required Business Core	Cr
Professional Component	
<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
Required Business Core	16

Course	Cr
<input type="checkbox"/> BUSN 1441 Consumer Behavior	3
<input type="checkbox"/> BUSN 1444 Advertising and Promotional Strategies	3
<input type="checkbox"/> BUSN 1446 Sales and Account Management	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> BUSN 1490 E-Marketing	3
<input type="checkbox"/> BUSN 1492 Social Media Marketing	3
<input type="checkbox"/> BUSN 2110 Principles of Marketing	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> HSPM 1440 Event Management and Planning	3
Subtotal	28

General Education/MnTC Requirements

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

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
COMM 17XX – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
<input type="checkbox"/> Goal 5: History, Social Science, and Behavioral Sciences	3
ECON 1720 Macroeconomics – 3 cr OR	
ECON 1730 Microeconomics – 3 cr	
<input type="checkbox"/> 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 Faculty 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
BUSN 1490 E-Marketing

Spring Semester Only

The following courses are offered spring semester only.
BUSN 1444 Advertising and Promotion Strategies
BUSN 1446 Sales and Account Management
BUSN 1492 Social Media Marketing
HSPM 1440 Event Management and Planning

All other courses are offered both fall and spring semester.

See back of this guide for Course Sequence

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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Accreditation Council for Business Schools and Programs

Marketing AAS DEGREE *(continued)*

Course Sequence

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

First Semester

ACCT 2410 Financial Accounting	4
BTEC 1421 Business Info Applications 1.	3
BUSN 1410 Introduction to Business	3
BUSN 2110 Principles of Marketing	3
Goal 1: ENGL 1711 Composition 1.	4
Total Semester Credits.	17

Second Semester

BUSN 1444 Advertising and Promotional Strategies (spring only)	3
BUSN 1449 Business Communications	3
HSPM 1440 Event Management and Planning (spring only)	3
BUSN 1446 Sales and Account Management (spring only)	3
Goal 1: COMM 17XX	3
Total Semester Credits.	15

Third Semester

BUSN 1441 Consumer Behavior (fall only)	3
BUSN 1490 E-Marketing (fall only)	3
BUSN 2450 Management Fundamentals	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Total Semester Credits.	12

Fourth Semester

BUSN 1480 Business Career Resources	1
BUSN 2465 Business Ethics.	3
BUSN 2472 Business Negotiation Skills	3
BUSN 1492 Social Media Marketing (spring only)	3
Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits.	16

Total Program Credits	60
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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 Faculty

Craig Maus craig.maus@saintpaul.edu
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.

Program Requirements

Check off when completed

Course	Cr
<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"/> BUSN 2110 Principles of Marketing	3
<input type="checkbox"/> DGIM 1540 Blogging Applications	2
Total Program Credits	17

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

BUSN 1441 Consumer Behavior (fall only)	3
BUSN 1490 E-Marketing (fall only)	3
BUSN 2110 Principles of Marketing	3
Total Semester Credits	9

Second Semester

BUSN 1444 Advertising and Promotional Strategies (spring only)	3
BUSN 1492 Social Media Marketing (spring only)	3
DGIM 1540 Blogging Applications	2
Total Semester Credits	8

Total Program Credits 17

Minimum Program Entry Requirements

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

Reading: Score of 38+

Writing: 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

*Information is subject to change.
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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.

Program Faculty

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651.846.1717

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.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 2410 Financial Accounting 4
- BTEC 1421 Business Information Applications 1 . . . 3
- BUSN 1410 Introduction to Business 3
- BUSN 1449 Business Communications 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 2110 Principles of Marketing 3
- BUSN 2472 Business Negotiation Skills 3
- INTL 1512 Export Shipping and Compliance 3
- INTL 2420 U. S. Customs and Importing 3
- Business Elective 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 – 4 cr
COMM 17XX – 3 cr
- Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences 3
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 Faculty with questions.

Transfer Opportunities

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

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

Supply Chain Logistics AAS

- BA Individualized Studies
Metropolitan State University
- BA Marketing & Innovative Management
Concordia University, St. Paul
- BS Business Administration Saint Mary's
University-Twin Cities Campus
- BS Global Supply Chain Management
Minnesota State University Moorhead
- BS Marketing Saint Mary's
University-Twin Cities Campus
- BS Supply Chain and Operation Management
Metropolitan State University

See back of this guide for Course Sequence

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.

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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.

Accreditation Council for Business Schools and Programs

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

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 Faculty with questions.

First Semester

ACCT 2410 Financial Accounting 1 4
 BTEC 1421 Business Info Applications 1. 3
 BUSN 1410 Introduction to Business 3
 BUSN 1449 Business Communications 3
 Goal 1: ENGL 1711 Composition 1. 4
Total Semester Credits 17

Second Semester

BSLM 2420 Supply Chain Management
 (spring only) 4
 BSLM 2450 Procurement Principles and Applications
 (spring only) 3
 BUSN 2472 Business Negotiation Skills 3
 INTL 1512 Export Shipping and Compliance
 (spring only) 3
 Goal 1: COMM 17XX 3
Total Semester Credits 16

Third Semester

BSLM 1410 Transportation Management
 (fall only) 3
 BSLM 1510 Distribution Management
 (fall only) 3
 BUSN 2110 Principles of Marketing 3
 BUSN 2465 Business Ethics 3
 Goal 5: ECON 1720 Macroeconomics OR
 ECON 1730 Microeconomics. 3
Total Semester Credits 15

Fourth Semester

INTL 2420 U. S. Customs and Importing
 (spring only) 3
 Business Elective 2
 Goal 3 or 4: Natural Sciences OR
 Mathematical/Logical Reasoning 3
 Goal 6: Humanities and Fine Arts. 3
 Mn Transfer Curriculum. 1
Total Semester Credits 12

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 Faculty 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.

Program Faculty

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Anna Ouattara anna.ouattara@saintpaul.edu
651.846.1717

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.

Program Faculty 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 Faculty 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 2110 Principles of Marketing	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3

Total Program Credits 19

Program Start Dates

Fall, Spring

Course Sequence

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

First Semester

BSLM 1410 Transportation Management (fall only)	3
BSLM 1510 Distribution Management (fall only)	3
BUSN 2472 Business Negotiation Skills	3
Total Semester Credits	9

Second Semester

BSLM 2420 Supply Chain Management (spring only)	4
BSLM 2450 Procurement Principles and Applications (spring only)	3
BUSN 2110 Principles of Marketing	3
Total Semester Credits	10

Total Program 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

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

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).

Faculty approval required for admission.

Degree option may have a greater requirement than this certificate.

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