

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.

Accounting

| | |
|--|-------|
| Accounting AAS Degree (60 Credits) | 31-32 |
| Accounting Technician Diploma (38 Credits) | 33 |
| Accounting Certificate (18 Credits) | 34 |

Business

| | |
|---|-------|
| Business Transfer Pathway AS Degree (60 Credits) | 35-36 |
| Nonprofit Certificate (27 Credits) | 37 |

Entrepreneurship

| | |
|---|----|
| Entrepreneurship Certificate (24 Credits) | 38 |
|---|----|

Finance

| | |
|----------------------------------|----|
| Finance AS Degree (60 Credits) | 39 |
| Finance Certificate (16 credits) | 40 |

Global Trade

| | |
|--|-------|
| Global Trade Specialist AAS Degree (60 Credits) | 41-42 |
| Global Trade Professional Certificate (16 Credits) | 43 |

Hospitality Management

| | |
|--|----|
| Hospitality Management Certificate (24 Credits) | 44 |
| Event and Meeting Management Certificate (18 Credits) | 45 |

Human Resource Management

| | |
|--|-------|
| Human Resources AAS Degree (60 Credits) | 46-47 |
| Human Resources Certificate (24 Credits) | 48 |

Management

| | |
|------------------------------------|----|
| Management AAS Degree (60 Credits) | 49 |
|------------------------------------|----|

Marketing

| | |
|---|-------|
| Marketing AAS Degree (60 Credits) | 50-51 |
| Social Media Marketing Certificate (17 Credits) | 52 |

Office Management Professional

| | |
|---|----|
| Office Management Professional AAS Degree (60 Credits) | 53 |
| Business Certificate (16 Credits) | 54 |
| Customer Service Office Support Certificate (27 credits) | 55 |

Project Management

| | |
|---|-------|
| Project Management AAS Degree (60 Credits) | 56-57 |
| Project Management Certificate (25 Credits) | 58 |

Supply Chain Logistics

| | |
|---|-------|
| Supply Chain Logistics AAS Degree (60 Credits) | 59-60 |
| Supply Chain Logistics Certificate (19 Credits) | 61 |

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. Complete accounting processing according to GAAP both manually and using accounting software.
2. Analyze the effects of basic income and payroll tax rules on individuals and entities.
3. Demonstrate proficiency in using computer software including spreadsheet, account and tax to solve complex business issues.
4. Analyze business issues applying accounting and finance theory and ethics.



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Accreditation Council for Business Schools and Programs

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

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

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 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 2411 Intermediate Accounting | 4 |
| <input type="checkbox"/> ACCT 2420 Managerial Accounting | 4 |
| <input type="checkbox"/> 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

| | |
|---|-----------|
| <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

Transfer Opportunities

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

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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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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 Credits **60**

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 Credits **60**

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 and evening 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

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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Accounting CERTIFICATE

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.

This program targets Finance and Business students with an interest in accounting and a desire to add an Accounting Certificate to their resume and enhance their career path and potential. Finance students pursuing an AS degree from Saint Paul College can obtain this Certificate by taking four additional courses.

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 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. Complete accounting processing according to GAAP both manually and using accounting software.
2. Analyze the effects of basic income and payroll tax rules on individuals and entities.
3. Demonstrate proficiency in using computer software including spreadsheet, account and tax to solve complex business issues.

Program Faculty

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Part-time/Full-time Options

Courses offered day, evening, and online.
Students may attend full-time or part-time.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- ACCT 1511 Federal Taxation 1 4
- ACCT 1515 Payroll Processing 3
- ACCT 1523 Accounting Computer Applications . . . 3
- ACCT 2410 Financial Accounting 4
- ACCT 2540 Financial Modeling for Spreadsheets . . 4
- Subtotal 18**

Total Program Credits 18

Program Start Dates

Fall, Spring, Summer

Full-Time Course Sequence

The course sequence listed on this guide is recommended; however, this sequence is not required. Contact Program Faculty with questions.

First Semester

- ACCT 2410 Financial Accounting 4
- ACCT 1511 Federal Taxation 1 4
- Total Semester Credits 8**

Second Semester

- ACCT 1515 Payroll Processing 3
- ACCT 1523 Accounting Computer Applications 3
- ACCT 2540 Financial Modeling for Spreadsheets . . . 4
- Total Semester Credits 10**

Total Program Credits 18



Accreditation Council for Business Schools and Programs

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Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 250+

Assessment Results and Prerequisites:

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

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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. Apply accounting or finance concepts and principles in making business decisions
2. Create business documents using computer application programs.
3. Explain the major functional areas of the business organization including management, marketing, finance, information technology, human resources, and accounting.
4. Integrate management principles in relationship to finance, human resources, products, services and information.
5. Recommend practical solutions for business problems.

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 2420 Managerial Accounting | 4 |
| <input type="checkbox"/> BUSN 1480 Business Career Resources | 1 |
| <input type="checkbox"/> BUSN 2110 Principles of Marketing | 3 |
| <input type="checkbox"/> BUSN 2450 Management Fundamentals | 3 |
| <input type="checkbox"/> 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

| | |
|--|-----------|
| <input type="checkbox"/> Goal 1: Communication | 9 |
| ENGL 1711 Composition 1 – 4 cr | |
| ENGL 1712 Composition 2 – 2 cr | |
| COMM 17XX – 3cr | |
| <input type="checkbox"/> Goal 3: Natural Science | 4 |
| BIOL 1725 Environmental Science – 4 cr | |
| <input type="checkbox"/> Goal 4: Mathematical/Logical Reasoning. | 7 |
| MATH 1730 College Algebra | 3 |
| MATH 1740 Introduction to Statistics | 4 |
| <input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences | 6 |
| ECON 1720 Macroeconomics – 3 cr | |
| 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 | 1 |
| Select a minimum of 1 additional credits | |
| General Education Requirements | 30 |

Total Program Credits 60

Program Faculty

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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.

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



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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Adv. Algebra & Functions: Score of 250+ or grade of "C" or better in MATH 0920

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

TPBU

Business Transfer Pathway AS DEGREE *(continued)*

Program Start Dates

Fall, Spring, Summer

Course Sequence

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 1: COMM 17XX | 3 |
| Goal 5: ECON 1720 Macroeconomics | 3 |
| Total Semester Credits | 16 |

Fourth Semester

| | |
|---|-----------|
| BUSN 1480 Business Career Resources | 1 |
| Goal 1: ENGL 1712 Composition 2 | 2 |
| Goal 3: BIOL 1725 Environmental Science | 4 |
| 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 |

Transfer Opportunities

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

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.

Program Faculty

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Part-time/Full-time Options

Some day, evening, 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 1475 Project Management 1 | 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 |
| 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 1475 Project Management 1 | 3 |
| 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 |
| 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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Entrepreneurship CERTIFICATE

Program Overview

Small businesses drive the economy, account for two-thirds of new jobs, and drive innovation and competition. Many people dream of owning their own business for financial and professional independence as well as the pride of ownership. The entrepreneurship certificate provides the knowledge and fundamental skills necessary for those interesting in owning their own business. Learn how to use your skills and knowledge of your industry to help make the dream of owning your own business one step closer to reality by gaining the knowledge to successfully evaluate business concepts. Students will learn the marketing and promotion of small businesses, sales, project management; the tools necessary to launch and maintain their own business with an innovative focus and entrepreneurial spirit.

Career Opportunities

Employment opportunities are excellent for starting your own business.

Program Outcomes

1. Describe the functions of small business in society including the major concepts related to business ownership and the factors that influence them.
2. Apply accounting data entries in generally accepted formats.
3. Examine the entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
4. Distinguish the characteristics of a successful entrepreneur.
5. Design a business plan that includes a concept statement and a business model.

Program Faculty

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Kimberley Turner-Rush
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651.846.1644

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

| Course | Cr |
|--|----|
| <input type="checkbox"/> ACCT 1523 Accounting Computer Applications . . . | 3 |
| <input type="checkbox"/> BUSN 1444 Advertising and Promotion | 3 |
| <input type="checkbox"/> BUSN 1446 Sales and Account Management | 3 |
| <input type="checkbox"/> BUSN 1475 Project Management 1 | 3 |
| <input type="checkbox"/> BUSN 1492 Social Media 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 |

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

| | |
|---|-----------|
| ACCT 1523 Accounting Computer Applications | 3 |
| BUSN 2450 Management Fundamentals | 3 |
| BUSN 2455 Essentials of Entrepreneurship & Small Business Management (fall only) | 3 |
| BUSN 2470 Legal Environment of Business | 3 |
| Total Semester Credits | 12 |

Second Semester

| | |
|---|-----------|
| BUSN 1444 Advertising and Promotion (spring only) | 3 |
| BUSN 1446 Sales and Account Management (spring only) | 3 |
| BUSN 1475 Project Management 1 | 3 |
| BUSN 1492 Social Media Marketing (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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 200+

Assessment Results and Prerequisites:

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

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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. Students will communicate effectively in a business environment.
2. Students will analyze financial statements
3. Students will utilize the time value of money concepts for security valuation and capital budgeting.
4. Students will identify the functions of financial markets and institutions.
5. Students will apply ethics in business practices.

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Adv. Algebra & Functions: Score of 250+ or grade of "C" or better in MATH 0920

Assessment Results and Prerequisites:

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

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Program Faculty

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Alli Esther
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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 1760 Principles of Finance | 4 |
| <input type="checkbox"/> BUSN 1762 Money and Banking | 4 |
| <input type="checkbox"/> BUSN 1782 Investments. | 3 |
| <input type="checkbox"/> 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

| | |
|--|-----------|
| <input type="checkbox"/> Goal 1: Communication | 7 |
| ENGL 1711 Composition 1 – 4 cr | |
| COMM 17XX – 3 cr | |
| <input type="checkbox"/> Goal 3: Natural Sciences | 4 |
| BIOL 1725 Environmental Science - 4 cr | |
| <input type="checkbox"/> Goal 4: Mathematical/Logical Reasoning. | 7 |
| MATH 1730 College Algebra - 3cr | |
| MATH 1740 Introduction to Statistics - 4 cr | |
| <input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences | 6 |
| ECON 1720 Macroeconomics – 3 cr | |
| 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 | 3 |
| Select a minimum of 3 additional credits | |
| General Education Requirements | 30 |

Total Program Credits 60

Program Start Dates

Fall, Spring, Summer

Transfer Opportunities

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

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 1: COMM 17XX | 3 |
| Goal 5: ECON 1720 Macroeconomics | 3 |
| Goal 6: Humanities and Fine Arts | 3 |
| Total Semester Credits. | 16 |

Third Semester

| | |
|--|-----------|
| BUSN 1449 Business Communications | 3 |
| Goal 1-10 General Education Electives. | 3 |
| Goal 4: MATH 1740 Introduction to Statistics | 4 |
| Goal 5: ECON 1730 Microeconomics. | 3 |
| Total Semester Credits. | 13 |

Fourth Semester

| | |
|---|-----------|
| BUSN 1762 Money and Banking (spring only) | 4 |
| BUSN 1782 Investments (spring only) | 3 |
| BUSN 1784 Principles of Risk Management & Insurance (spring only) | 3 |
| Goal 3: BIOL 1725 Environmental Sciences | 4 |
| Goal 4: MATH 1730 College Algebra | 3 |
| Total Semester Credits. | 17 |

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

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Finance CERTIFICATE

Program Overview

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

This program is targeted at accounting and business students who have an interest in finance and would like to add a certificate in finance to their resume to enhance their career path and potential. This certificate program covers the fundamental areas of family and personal financial planning, basic financial theory and issues related to banking and the financial industry. Basic financial theory includes the time value of money concepts and the theory of pricing various types of financial instruments.

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

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

Program Outcomes

1. Graduates will communicate effectively and identify finance career options.
2. Graduates will be able to apply finance theory to their personal financial situation.
3. Graduates will be able to apply finance theory to financial decisions within the banking and financial industries.
4. Graduates will develop characteristics and finance intelligence that will allow them to make prudent financial decisions in whatever function they occupy within an organization.



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Accreditation Council for Business Schools and Programs

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Program Faculty

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Alli Esther
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651.846.1529

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component

- BUSN 1480 Career Resources 1
- ACCT 2410 Financial Accounting. 4
- BUSN 1760 Principles of Finance. 4
- BUSN 1762 Money and Banking 4
- BUSN 1782 Investments. 3
- Required Business Core. 16**

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

- BUSN 1760 Principles of Finance 4
- ACCT 2410 Financial Accounting 4
- Total Semester Credits. 8**

Second Semester

- BUSN 1480 Career Resources. 1
- BUSN 1762 Money and Banking
(spring only) 4
- BUSN 1782 Investments (spring only). 3
- Total Semester Credits. 8**

Total Program Credits 16

Minimum Program Entry Requirements

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

Reading: Score of 225+

Writing: Score of 200+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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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. Analyze international business situations in keeping with professional standards and recommend appropriate courses of action.
2. Identify custom clearing processes to bring goods into the US and the methods of entry into foreign markets.
3. Prepare export and import documentation and follow procedures to support the movement of products and services in the organization's global supply chain.
4. Evaluate the impact of statutory and regulatory compliance on an organization's integrative trade initiatives.
5. Apply basic concepts and terminology needed to independently perform basic logistics and trade operations services.



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Accreditation Council for Business Schools and Programs

Program Faculty

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Jon Stambaugh
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651.846.1592

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 1 | 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 1400 Introduction to International Business | 3 |
| <input type="checkbox"/> BUSN 1420 Transportation Management | 3 |
| <input type="checkbox"/> BUSN 1430 International Communications and Cultural Awareness | 3 |
| <input type="checkbox"/> BUSN 1512 Export Shipping and Compliance | 3 |
| <input type="checkbox"/> BUSN 1530 Distribution Management | 3 |
| <input type="checkbox"/> BUSN 2420 U.S. Customs and Importing | 3 |
| <input type="checkbox"/> BUSN 2472 Business Negotiation | 3 |
| <input type="checkbox"/> BUSN 2520 Supply Chain Management | 4 |
| <input type="checkbox"/> BUSN 2530 International Marketing | 3 |
| Subtotal | 28 |

| 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 | 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

Transfer Opportunities

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

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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

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 |
| BUSN 1410 Introduction to Business | 3 |
| BTEC 1421 Business Info Applications 1 | 3 |
| BUSN 1449 Business Communications | 3 |
| Goal 1: ENGL 1711 Composition 1 | 4 |
| Total Semester Credits | 17 |

Second Semester

| | |
|--|-----------|
| BUSN 1400 Introduction to International Business (spring only) | 3 |
| BUSN 1512 Export Shipping and Compliance (spring only) | 3 |
| BUSN 2520 Supply Chain Management (spring only) | 4 |
| Goal 1: COMM 17XX | 3 |
| Total Semester Credits | 13 |

Third Semester

| | |
|---|-----------|
| BUSN 1420 Transportation Management (fall only) | 3 |
| BUSN 1430 International Communications and Cultural Awareness (fall only) | 3 |
| BUSN 1530 Distribution Management (fall only) | 3 |
| BUSN 2465 Business Ethics | 3 |
| BUSN 2530 International Marketing (fall only) | 3 |
| Total Semester Credits | 15 |

Fourth Semester

| | |
|---|-----------|
| BUSN 2420 U.S. Customs and Importing (spring only) | 3 |
| BUSN 2472 Business Negotiation Skills | 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 Credits | 60 |
|------------------------------|-----------|

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.

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.

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"/> BUSN 1430 International Communication and Cultural Awareness | 3 |
| <input type="checkbox"/> BUSN 1512 Export Shipping and Compliance | 3 |
| <input type="checkbox"/> BUSN 2420 U. S. Customs and Importing | 3 |
| <input type="checkbox"/> BUSN 2520 Supply Chain Management | 4 |
| <input type="checkbox"/> BUSN 2530 International Marketing | 3 |
| Total Program Credits | 16 |

*Information is subject to change.
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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 1430 International Communication and Cultural Awareness (fall only) | 3 |
| BUSN 2530 International Marketing (fall only) | 3 |
| Total Semester Credits | 6 |

Second Semester

| | |
|--|-----------|
| BUSN 1512 Export Shipping and Compliance (spring only) | 3 |
| BUSN 2420 U. S. Customs and Importing (spring only) | 3 |
| BUSN 2520 Supply Chain Management (spring only) | 4 |
| Total Semester Credits | 10 |

Total Program Credits 16

Minimum Program Entry Requirements

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

Reading: Score of 225+

Writing: Score of 225+

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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Hospitality Management CERTIFICATE

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 U.S. Bureau of Labor Statistics the job Outlook projects a job growth for Hospitality Managers 9-15% thru 2030. MN Deed projects Employment growth in Leisure and Hospitality of 4.8%.

Employment opportunities including hotel/lodging operations, restaurant, and catering management, travel and tourism, sports, recreation and entertainment management, gaming, and casino operations, meeting, conference, and special event management.

Skills and abilities developed in this certificate include communication, leadership, decision making, problem solving, team, interpersonal and innovation.

The hospitality industry provides ample opportunity for students to gain valuable management experience that is transferable to other businesses and industries.

Program Outcomes

1. Apply management principles to create effective and efficient practice in managing a hospitality team.
2. Resolve personal and service conflicts using best resolution and recovery practices.
3. Identify the interrelated nature of hospitality including lodging, food and beverage, travel, recreation, and entertainment.

Program Faculty

Craig Maus
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 651.846.1531

Program Requirements

Check off when completed

| Course | Cr |
|---|-----------|
| <input type="checkbox"/> BUSN 1446 Sales and Account Management | 3 |
| <input type="checkbox"/> BUSN 1530 Distribution Management | 3 |
| <input type="checkbox"/> BUSN 2110 Principles of Marketing | 3 |
| <input type="checkbox"/> BUSN 2450 Management Fundamentals | 3 |
| <input type="checkbox"/> HMRS 2430 Performance Management and Coaching | 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 2420 Hotel and Lodging Operations | 3 |
| Subtotal | 24 |
| Total Program Credits | 24 |

Program Start Dates

Fall, Spring, Summer

The following courses are not offered every semester.

Fall Semester Only

The following courses are offered fall semester only.

HSPM 1410 Introduction to Hospitality Management
 HSPM 2420 Hotel and Lodging Operations

Spring Semester Only

The following courses are offered spring semester only.

HSPM 1440 Event Management and Planning
 BUSN 1446 Sales and Account Management

All other courses are offered both fall and spring semester.

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

| | |
|---|-----------|
| BUSN 2110 Principles of Marketing. | 3 |
| BUSN 2450 Management Fundamentals. | 3 |
| HSPM 1410 Introduction to Hospitality Management (fall only). | 3 |
| HSPM 2420 Hotel and Lodging Operations (fall only) | 3 |
| Total Semester Credits | 12 |

Second Semester

| | |
|---|-----------|
| BUSN 1446 Sales and Account Management (spring only) | 3 |
| BUSN 1530 Distribution Management. | 3 |
| HMRS 2430 Performance Management and Coaching | 3 |
| HSPM 1440 Event Management and Planning (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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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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.
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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 unique 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.

According to the U.S. Bureau of Labor Statistics, the occupational outlook for meeting, convention and event planners is projected to grow 11% from 2016 – 2026.

Program Outcomes

1. Design an event plan utilizing event and planning tools such as checklists, banquet event orders, event software and production schedule.
2. Organize project needs regarding scope, resources, cost, schedules, procurement and risks.
3. Create and manage an event plan meeting the event's objectives and providing a positive experience for attendees and other stakeholders.

Program Faculty

Craig Maus
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 651.846.1531

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

| Course | Cr |
|---|----|
| <input type="checkbox"/> BUSN 1475 Project Management 1 | 3 |
| <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 |

Total Program Credits 18

Program Start Dates

Fall, Spring

The following courses are not offered every semester.

Fall Semester Only

The following courses are offered fall semester only.

HSPM 1410 Introduction to Hospitality Management

Spring Semester Only

The following courses are offered spring semester only.

HSPM 1440 Event Management and Planning

All other courses are offered both fall and spring semester.

Course Sequence

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

First Semester

| | |
|--|----------|
| BUSN 1475 Project Management 1 | 3 |
| BUSN 2455 Essentials of Entrepreneurship & Small Business Management (fall only) | 3 |
| HSPM 1410 Introduction to Hospitality Management (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

Minimum Program Entry Requirements

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

Reading: Score of 225+

Writing: Score of 225+

Arithmetic: Score of 225+

Degree option may have a greater requirement than this certificate.

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*Information is subject to change.
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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. Execute Human Resources initiatives as a business partner to help accomplish HR goals.
2. Demonstrate behaviors that effectively build and manage professional relationships.
3. Apply business acumen to make effective decisions.
4. Demonstrate personal and professional integrity, acting as an ethical agent who promotes core values and accountability.
5. Demonstrate interpersonal skills that consider diverse backgrounds and promote an inclusive workplace.



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.

Program Faculty

Mindy Travers
mindy.travers@saintpaul.edu
651.846.1526

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 | |
| <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 | 12 |

CourseCr

| | |
|--|-----------|
| <input type="checkbox"/> ACCT 1410 Intro to Accounting | 2 |
| <input type="checkbox"/> ACCT 1515 Payroll Processing | 3 |
| <input type="checkbox"/> HMRS 1400 Human Resource Management | 3 |
| <input type="checkbox"/> HMRS 1410 Talent Development | 3 |
| <input type="checkbox"/> HMRS 1420 Digital HR | 3 |
| <input type="checkbox"/> HMRS 1430 Total Rewards | 3 |
| <input type="checkbox"/> HMRS 2410 Employee/Labor Relations | 3 |
| <input type="checkbox"/> HMRS 2420 Employment Law & HR Policies | 3 |
| <input type="checkbox"/> HMRS 2430 Performance Management and Coaching | 3 |
| <input type="checkbox"/> HMRS 2440 Talent Acquisition | 3 |
| <input type="checkbox"/> HMRS 2600 Human Resources Capstone | 3 |
| Subtotal | 32 |

General Education/MnTC RequirementsCr

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

Transfer Opportunities

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

The following courses are not offered every semester:

- HMRS 1410 Talent Development (spring only)
- HMRS 1420 Digital HR (fall only)
- HMRS 1430 Total Rewards (fall only)
- HMRS 2410 Employee/Labor Relations (fall only)
- HMRS 2420 Employment Law & HR Policies (spring only)
- HMRS 2430 Performance Management and Coaching (spring only)
- HMRS 2440 Talent Acquisition (fall only)

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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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

| | |
|---|-----------|
| BTEC 1421 Business Information Applications 1 | 3 |
| BUSN 1410 Introduction to Business | 3 |
| HMRS 1400 Human Resource Management. | 3 |
| HMRS 2410 Employee/Labor Relations (fall only). | 3 |
| HMRS 2440 Talent Acquisition (fall only) | 3 |
| Total Semester Credits. | 15 |

Second Semester

| | |
|---|-----------|
| HMRS 1410 Talent Development (spring only) | 3 |
| HMRS 2420 Employment Law & HR Policies (spring only) | 3 |
| HMRS 2430 Performance Management and Coaching (spring only) | 3 |
| Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics | 3 |
| Goal 1: COMM 17XX | 3 |
| Total Semester Credits. | 15 |

Third Semester

| | |
|--|-----------|
| ACCT 1410 Intro to Accounting | 2 |
| BUSN 2465 Business Ethics. | 3 |
| HMRS 1420 Digital HR (fall only). | 3 |
| HMRS 1430 Total Rewards (fall only). | 3 |
| Goal 1: ENGL 1711 Composition 1. | 4 |
| Total Semester Credits. | 15 |

Fourth Semester

| | |
|---|-----------|
| ACCT 1515 Payroll Processing | 3 |
| BUSN 1449 Business Communications | 3 |
| HMRS 2600 Human Resources Capstone | 3 |
| Goal 3 or Goal 4: Natural Sciences OR Mathematical/Logical Reasoning | 3 |
| Goal 6: Humanities & Fine Arts. | 3 |
| Total Semester Credits. | 15 |

| | |
|--|-----------|
| Total Program Credits | 60 |
|--|-----------|

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
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651.846.1526

Program Requirements

Check off when completed

| Course | Cr |
|--|-----------|
| <input type="checkbox"/> HMRS 1400 Human Resource Management | 3 |
| <input type="checkbox"/> HMRS 1410 Talent Development (spring only) | 3 |
| <input type="checkbox"/> HMRS 1420 Digital HR (fall only) | 3 |
| <input type="checkbox"/> HMRS 1430 Total Rewards (fall only) | 3 |
| <input type="checkbox"/> HMRS 2410 Employee/Labor Relations (fall only) | 3 |
| <input type="checkbox"/> HMRS 2420 Employment Law & HR Policies (spring only) | 3 |
| <input type="checkbox"/> HMRS 2430 Performance Management and Coaching (spring only) | 3 |
| <input type="checkbox"/> HMRS 2440 Talent Acquisition (fall only) | 3 |
| Subtotal | 24 |
| Total Program Credits | 24 |

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 2410 Employee/Labor Relations (fall only) | 3 |
| HMRS 1420 Digital HR (fall only) | 3 |
| HMRS 1430 Total Rewards (fall only) | 3 |
| HMRS 2440 Talent Acquisition (fall only) | 3 |
| Total Semester Credits | 12 |

Second Semester

| | |
|---|-----------|
| HMRS 1400 Human Resource Management | 3 |
| HMRS 1410 Talent Development (spring only) | 3 |
| HMRS 2420 Employment Law & HR Policies (spring only) | 3 |
| HMRS 2430 Performance Management and Coaching (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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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Management AAS DEGREE

Program Overview

This program provides students with a diversified education and background for positions in management and business.

Employers need employees who can be promoted and succeed in a manager's role. Practices and concepts will be explored including communication, leadership, planning, organizing, accounting and human resources.

Career Opportunities

According to BLS, MN Deed, Wall Street Journal and other publications there will be an increasing job growth through 2029 for Front line/First Line Managers in a variety of industries and settings.

Program Outcomes

1. Apply management principles to effectively lead a team in serving internal or external customers
2. Apply conceptual, critical, creative thinking skills to resolve business management problems and opportunities.
3. Exhibit communication skills in expressing ideas, information and proposals.
4. Analyze the principles of accounting, finance and economics to make effective management decisions.
5. Describe management issues in supervision, human resources and motivation.
6. Describe successful customer service and relationship management skills
7. Analyze digital, online and technology tools to connect and communicate with staff, internal and external; customers.
8. Identify characteristics in decision making that are ethical and socially responsible.

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 200+

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

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Program Faculty

Craig Maus
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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

- HMRS 1400 Human Resource Management 3
- HSPM 1410 Introduction to Hospitality Management 3
- BUSN 1520 Customer Service 3
- BUSN 1530 Distribution Management 3
- BUSN 2110 Principles of Marketing 3
- BUSN 2450 Management Fundamentals 3
- BUSN 2459 Family and Personal Finance 4
- BUSN 2472 Business Negotiation Skills 3
- BUSN 1475 Project Management 1 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

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Program Start Dates

Fall, Spring, Summer

Transfer Opportunities

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

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

- HSPM 1410 Introduction to Hospitality Management (fall only) 3
- BTEC 1421 Business Info Applications 1 3
- BUSN 1410 Introduction to Business 3
- BUSN 2450 Management Fundamentals 3
- Goal 1: ENGL 1711 Composition 1 4
- Total Semester Credits 16**

Second Semester

- BUSN 2110 Principles of Marketing 3
- HMRS 1400 Human Resource Management 3
- BUSN 1449 Business Communications 3
- Goal 5: ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics 3
- Goal 1: COMM 17XX 3
- Total Semester Credits 15**

Third Semester

- Goal 3 or Goal 4 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
- ACCT 2410 Financial Accounting 4
- BUSN 1475 Project Management 1 3
- BUSN 1530 Distribution Management (fall only) 3
- Total Semester Credits 13**

Fourth Semester

- BUSN 1520 Customer Service (spring only) 3
- BUSN 2459 Family & Personal Finance (spring only) . . 4
- BUSN 2465 Business Ethics 3
- BUSN 2472 Business Negotiation Skills 3
- Goal 6: Humanities and Fine Arts 3
- Total Semester Credits 16**
- Total Program Credits 60**



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Accreditation Council for Business Schools and Programs

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, sales, and customer service positions are projected to grow 5% from 2016-2026.

Program Outcomes

1. Identify and communicate successful customer service practices.
2. Identify the value of long-term customer relationship and practices to create value for customers.
3. Demonstrate Personal Sales Techniques in traditional and nontraditional sales situations.
4. Evaluate market information through market research to make effective decisions.
5. Create specific promotional and communication strategies for products, services, ideas and images.
6. Analyze and select best digital, online and technology tools to connect and communicate with customers.

Transfer Opportunities

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

Program Faculty

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Kimberley Turner-Rush

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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 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 |
| General Education Requirements | 16 |

Total Program Credits 60



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Accreditation Council for Business Schools and Programs

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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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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Marketing AAS DEGREE *(continued)*

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program 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 1446 Sales and Account Management (spring only) | 3 |
| BUSN 1449 Business Communications | 3 |
| HSPM 1440 Event Management and Planning (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 1492 Social Media Marketing (spring only) | 3 |
| BUSN 2465 Business Ethics. | 3 |
| BUSN 2472 Business Negotiation Skills | 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 |
|--|-----------|

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 marketing specialist, marketing research analyst, and customer service representative.

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

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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

| 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 Credits17

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 (spring only) | 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 225+

Writing: Score of 225+

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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*Information is subject to change.
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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. Use technology to complete administrative tasks.
2. Perform administrative office procedures.
3. Assess internal and external customer needs.
4. Evaluate activities of staff, information, and facilities.

Transfer Opportunities

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

Program Faculty

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Kimberley Slaker

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*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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

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

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

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements.

Certain MATH, READ, and ENGL courses have additional prerequisites.

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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.

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
- BUSN 1520 Customer Service (spring only) 3
- Goal 1: COMM 17XX 3
- Goal 5: ECON 1720 Macroeconomics OR
ECON 1730 Microeconomics 3
- Total Semester Credits 16**

Third Semester

- BUSN 2450 Management Fundamentals 3
- BUSN 2472 Business Negotiation Skills 3
- Goal 1: ENGL 1711 Composition 1 4
- 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 6: Humanities & Fine Arts 3
- Total Semester Credits 14**

Total Program Credits 60



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Accreditation Council for Business Schools and Programs

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. Explain the major functional areas of the business organization including management, marketing, finance, information technology, human resources, and accounting.
2. Recommend practical solutions for business problems.
3. Apply accounting or finance concepts and principles in making business decisions.
4. Create business documents using computer application programs.

Program Faculty

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Part-time/Full-time Options

Classes are offered day, evening, 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 Credits 16

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

| | |
|---|---|
| ACCT 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 Credits 16

Minimum Program Entry Requirements

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

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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*Information is subject to change.
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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. Assess internal and external customer needs.
2. Evaluate activities of staff, information and facilities.
3. Perform administrative office procedures.

Program Faculty

Kimberley Slaker
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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 |
| 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 |
| BTEC 1530 Communication Technology (spring only) | 4 |
| BUSN 1449 Business Communications | 3 |
| Total Semester Credits | 13 |

Second Semester

| | |
|---|-----------|
| BTEC 1423 Business Information Applications 2 | 4 |
| BTEC 2410 Business Procedures | 4 |
| BUSN 1520 Customer Service (spring only) | 3 |
| 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

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.

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*Information is subject to change.
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Project Management AAS DEGREE

Program Overview

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

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

Career Opportunities

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

Program Outcomes

1. Describe the fundamentals of PMBOK (Project Management Body of Knowledge), process groups and tools in projects to meet the needs of global, regional and local businesses.
2. Prioritize project needs regarding scope, resources, cost, schedules, procurement and risks.
3. Integrate the fundamentals of effective communication, team management and leadership skills with a project team and stakeholder.
4. Apply project management standards in organizations.
5. Assess appropriate legal and ethical standards for managing projects.



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Accreditation Council for Business Schools and Programs

Program Faculty

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651.846.1592

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 Info 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 |

| | |
|---------------|----------------|
| <u>Course</u> | <u>Credits</u> |
|---------------|----------------|

| | |
|---|-----------|
| <input type="checkbox"/> BUSN 1475 Project Management 1 | 3 |
| <input type="checkbox"/> BUSN 1480 Business Career Resources | 1 |
| <input type="checkbox"/> BUSN 1760 Principles of Finance. | 4 |
| <input type="checkbox"/> BUSN 2410 Critical Thinking for Business Decision Making | 2 |
| <input type="checkbox"/> BUSN 2450 Management Fundamentals. | 3 |
| <input type="checkbox"/> BUSN 2451 Procurement Principles and Applications. | 3 |
| <input type="checkbox"/> BUSN 2472 Business Negotiation Skills | 3 |
| <input type="checkbox"/> BUSN 2475 Project Management 2 | 3 |
| <input type="checkbox"/> HMRS 1400 Human Resource Management | 3 |
| <input type="checkbox"/> HMRS 2430 Performance Management and Coaching | 3 |
| Subtotal. | 28 |

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 Behavior Sciences. | 3 |
| ECON 1720 Macroeconomics – 3 cr OR | |
| ECON 1730 Microeconomics – 3 cr | |
| <input type="checkbox"/> Goal 6: Humanities & Fine Arts | 3 |
| General Education Requirements | 16 |

Total Program Credits 60

*Information is subject to change.
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Program Start Dates

Fall, Spring, Summer

Transfer Opportunities

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

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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Project Management AAS DEGREE *(continued)*

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

| | |
|--|-----------|
| BUSN 1475 Project Management 1 | 3 |
| BUSN 1480 Business Career Resources | 1 |
| BUSN 2450 Management Fundamentals | 3 |
| BUSN 2451 Procurement Principles and Applications (spring only) | 3 |
| Goal 1: COMM 17XX | 3 |
| Total Semester Credits | 13 |

Third Semester

| | |
|---|-----------|
| BUSN 2465 Business Ethics | 3 |
| BUSN 2472 Business Negotiation Skills | 3 |
| HMRS 1400 Human Resource Management | 3 |
| Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics | 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 2475 Project Management 2 (spring only) | 3 |
| HMRS 2430 Performance Management and Coaching (spring only) | 3 |
| Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning | 3 |
| Goal 6: Humanities & Fine Arts | 3 |
| Total Semester Credits | 18 |

| | |
|--|-----------|
| Total Program Credits | 60 |
|--|-----------|

Project Management CERTIFICATE

Program Overview

Project Management 1s 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. Describe the fundamentals of PMBOK (Project Management Body of Knowledge), process groups and tools in projects to meet the needs of global, regional and local businesses.
2. Integrate the fundamentals of effective communication, team management and leadership skills with a project team and stakeholder.
3. Apply project management standards in organizations.

Program Faculty

Jon Stambaugh
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 651.846.1592

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

| Course | Cr |
|---|----|
| <input type="checkbox"/> BTEC 1421 Business Information Applications 1 | 3 |
| <input type="checkbox"/> BUSN 1449 Business Communications | 3 |
| <input type="checkbox"/> BUSN 1475 Project Management 1 | 3 |
| <input type="checkbox"/> BUSN 1760 Principles of Finance | 4 |
| <input type="checkbox"/> BUSN 2451 Procurement Principles and Applications | 3 |
| <input type="checkbox"/> BUSN 2472 Business Negotiation Skills | 3 |
| <input type="checkbox"/> BUSN 2475 Project Management 2 | 3 |
| <input type="checkbox"/> HMRS 2430 Performance Management and Coaching | 3 |

Total Program Credits 25

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

| | |
|---|-----------|
| BTEC 1421 Business Information Applications | 3 |
| BUSN 1449 Business Communications | 3 |
| BUSN 2472 Business Negotiation Skills | 3 |
| BUSN 1475 Project Management 1 | 3 |
| Total Semester Credits | 12 |

Second Semester

| | |
|--|-----------|
| BUSN 2451 Procurement Principles and Applications (spring only) | 3 |
| BUSN 1760 Principles of Finance | 4 |
| BUSN 2475 Project Management 2 (spring only) | 3 |
| HMRS 2430 Performance Management and Coaching (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 225+

Writing: Score of 225+

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

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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. Apply logistics and purchasing concepts to improve supply chain operations.
2. Analyze and improve supply chain processes.
3. Align the management of a supply chain with corporate goals and strategies.
4. Apply logistics to transportation and warehousing processes.
5. Apply fundamental supply chain management concepts to evaluate an effective supply chain.



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Accreditation Council for Business Schools and Programs

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Program Faculty

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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 1420 Transportation Management 3
- BUSN 1512 Export Shipping and Compliance 3
- BUSN 1530 Distribution Management 3
- BUSN 2110 Principles of Marketing 3
- BUSN 2420 U. S. Customs and Importing 3
- BUSN 2451 Procurement Principles and Applications 3
- BUSN 2472 Business Negotiation Skills 3
- BUSN 2520 Supply Chain Management 4
- 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

Transfer Opportunities

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

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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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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

| | |
|--|-----------|
| BUSN 1512 Export Shipping and Compliance (spring only) | 3 |
| BUSN 2451 Procurement Principles and Applications (spring only) | 3 |
| BUSN 2472 Business Negotiation Skills | 3 |
| BUSN 2520 Supply Chain Management (spring only) | 4 |
| Goal 1: COMM 17XX | 3 |
| Total Semester Credits | 16 |

Third Semester

| | |
|---|-----------|
| BUSN 1420 Transportation Management (fall only) | 3 |
| BUSN 1530 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

| | |
|--|-----------|
| BUSN 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 Credits60

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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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 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"/> BUSN 1420 Transportation Management | 3 |
| <input type="checkbox"/> BUSN 1530 Distribution Management. | 3 |
| <input type="checkbox"/> BUSN 2110 Principles of Marketing | 3 |
| <input type="checkbox"/> BUSN 2451 Procurement Principles and Applications. | 3 |
| <input type="checkbox"/> BUSN 2472 Business Negotiation Skills | 3 |
| <input type="checkbox"/> BUSN 2520 Supply Chain Management. | 4 |

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

| | |
|---|----------|
| BUSN 1420 Transportation Management (fall only) | 3 |
| BUSN 1530 Distribution Management (fall only) | 3 |
| BUSN 2472 Business Negotiation Skills | 3 |
| Total Semester Credits | 9 |

Second Semester

| | |
|---|-----------|
| BUSN 2110 Principles of Marketing | 3 |
| BUSN 2451 Procurement Principles and Applications (spring only) | 3 |
| BUSN 2520 Supply Chain Management (spring only) | 4 |
| 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 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Arithmetic: Score of 225+ 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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