## Business Programs

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

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Accounting AAS DEGREE

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

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

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

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

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

Program Requirements

Required Business Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>ACCT 2410 Financial Accounting</td>
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<tr>
<td>BTEC 1421 Business Information Applications 1</td>
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<tr>
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<tr>
<td>Subtotal</td>
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</tr>
</tbody>
</table>

General Education/MnTC Requirements

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

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

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

Program Start Dates
Fall, Spring, Summer

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

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

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

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.

Program Faculty
Jim O’Halloran  james.o’halloran@saintpaul.edu
651.846.1436

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

Program Requirements

Required Business Core

Professional Component

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<td>Subtotal</td>
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Total Program Credits

60

Information is subject to change.
This Program Requirements Guide is not a contract.
## 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 1515 Payroll Processing ................... 3
- 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 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
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
Jim O’Halloran  james.o’halloran@saintpaul.edu
651.846.1436

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

Program Requirements
☑ Check off when completed
Course                                      Cr
☐ ACCT 1410 Introduction to Accounting      2
☐ ACCT 1511 Federal Taxation                4
☐ ACCT 1512 Federal Taxation                4
☐ ACCT 1515 Payroll Processing              3
☐ ACCT 1523 Accounting Computer Applications 3
☐ ACCT 2410 Financial Accounting            4
☐ ACCT 2411 Intermediate Accounting         4
☐ ACCT 2420 Managerial Accounting           4
☐ ACCT 2540 Financial Modeling for Spreadsheets . 4
☐ BTEC 1421 Business Information Applications 1 . 3
Subtotal                                    35
General Education/MnTC Requirements         Cr
 Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ 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 1511 Federal Taxation                  4
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                 4
ACCT 2410 Financial Accounting             4
ACCT 2540 Financial Modeling for Spreadsheets . 4
Total Semester Credits                     12

Third Semester
ACCT 1512 Federal Taxation                 4
ACCT 2411 Intermediate Accounting          4
ACCT 2420 Managerial Accounting            4
Total Semester Credits                     12
Total Program Credits                     38

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745
Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Office Management Professional AAS DEGREE

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

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

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

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

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

**Office Management Professional AAS**

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<thead>
<tr>
<th>BA</th>
<th>Organizational Management and Leadership</th>
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<td>Concordia University, St. Paul</td>
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<td></td>
<td>Individualized Studies</td>
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<td>BAS</td>
<td>Organizational Administration</td>
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<td>Metropolitan State University</td>
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<td>BS</td>
<td>Business Administration</td>
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<td>Saint Mary’s University, Twin Cities Campus</td>
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<tr>
<td>BS</td>
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</tr>
<tr>
<td></td>
<td>Saint Mary’s University, Twin Cities Campus</td>
</tr>
</tbody>
</table>

**Program Faculty**
Alli Vainshtein  
alli.vainshtein@saintpaul.edu  
651.846.1529

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

**Program Requirements**

<table>
<thead>
<tr>
<th>Goal Area</th>
<th>Required Business Core</th>
<th>Cr</th>
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- **Required Technical Courses**

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<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACCT 2410</td>
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<tr>
<td>BTEC 1421</td>
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<td>BUSN 1410</td>
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<td>BUSN 1449</td>
<td>Business Communications</td>
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<td>Customer Service</td>
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<tr>
<td>BUSN 2450</td>
<td>Management Fundamentals</td>
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<td>BUSN 2472</td>
<td>Business Negotiation Skills</td>
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<tr>
<td>HSPM 1440</td>
<td>Event Management &amp; Planning</td>
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</table>

**Subtotal**

651.846.1529

**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.

**Minimum Program Entry Requirements**

- **Reading**: Score of 78+ or grade of “C” or better in READ 0722
- **Writing**: Score of 78+ or grade of “C” or better in ENGL 0922
- **Arithmetic**: Score of 20+
- **Keyboarding Skills**: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
- **Computer Skills**: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

**Assessment Results and Prerequisites**

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

**Accreditation**

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

**Information**

This Program Requirements Guide is not a contract.

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**Program Start Dates**

- Fall, Spring, Summer

**See back of this guide for Course Sequence**

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**Transcript**

**Program Requirements Guide 2019 - 2020**

**Office Management Professional**

**Program Faculty**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</tbody>
</table>

**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**

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- **Arithmetic**: Score of 20+
- **Keyboarding Skills**: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
- **Computer Skills**: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

**Assessment Results and Prerequisites**

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

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**Transcript**

**Program Requirements Guide 2019 - 2020**

**Office Management Professional**

**Program Faculty**

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**Program Requirements**

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**Course Sequence**

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**Minimum Program Entry Requirements**

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- **Writing**: Score of 78+ or grade of “C” or better in ENGL 0922
- **Arithmetic**: Score of 20+
- **Keyboarding Skills**: Minimum of 40 WPM with 3 errors or less or a grade of “C” or better in BTEC 1400.
- **Computer Skills**: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of “C” or better in BTEC 1418.

**Assessment Results and Prerequisites**

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
### 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
Program Overview
The business certificate consists of five business core classes that are required for all business degree majors. After completion, students may decide at that time which business degree program they would like to complete. This certificate provides a basic understanding of business.

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

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

Program Faculty
Alli Vainshtein  alli.vainshtein@saintpaul.edu
651.846.1529

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

Program Requirements
☑ Check off when completed

Course	Cr
☐ 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

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 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.

Information is subject to change.
This Program Requirements Guide is not a contract.
Customer Service Office Support CERTIFICATE

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

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

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

Program Faculty
Alli Vainshtein  alli.vainshtein@saintpaul.edu
651.846.1529

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
☐ BTEC 1410 Advanced Keyboarding ............... 3
☐ BTEC 1421 Business Information Applications 1 . . . 3
☐ BTEC 1423 Business Information Applications 2 . . . 4
☐ BTEC 1530 Communication Technology ............ 4
☐ BTEC 2410 Business Procedures .................. 4
☐ BUSN 1449 Business Communications .......... 3
☐ BUSN 1520 Customer Service ..................... 3
☐ 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
BUSN 1449 Business Communications ............ 3
BTEC 1530 Communication Technology .......... 4
Total Semester Credits ............................... 13

Second Semester
BTEC 1423 Business Information Applications 2 . . . 4
BUSN 1520 Customer Service (spring only) ....... 3
BTEC 2410 Business Procedures .................... 4
BUSN 2465 Business Ethics .......................... 3
Total Semester Credits ............................... 14

Total Program Credits ................................ 27

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

Reading: Score of 78+ or grade of C or better in READ 0722
Writing: Score of 78+ or grade of C or better in ENGL 0922
Arithmetic: Score of 20+

Keyboarding Skills: Minimum of 25 WPM with 3 errors or less or a grade of C or better in BTEC 1400

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

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

Degree option may have a greater requirement than this certificate.

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

386C (7215)
## Business Transfer Pathway AS DEGREE

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

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

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

### Program Faculty
- Evan Barshack  
evan.barshack@saintpaul.edu  
651.846.1355
- Craig Maus  
 craig.maus@saintpaul.edu  
651.846.1531
- Jon Stambaugh  
jon.stambaugh@saintpaul.edu  
651.846.1592

### Program Requirements
**Check off when completed**

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<thead>
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<td><strong>Required Business Core</strong></td>
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### General Education/MnTC Requirements
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
- **Goal 1: Communication**  
  ENGL 1711 Composition 1 – 4 cr  
  ENGL 1712 Composition 2 – 2 cr  
  COMM 17XX – 3 cr
- **Goal 3: Natural Science**  
  BIOL 1725 Environmental Science – 4 cr
- **Goal 4: Mathematical/Logical Reasoning**  
  MATH 1730 College Algebra – 3 cr  
  MATH 1740 Introduction to Statistics – 4 cr
- **Goal 5: History, Social Science and Behavioral Sciences**  
  ECON 1720 Macroeconomics – 3 cr  
  ECON 1730 Microeconomics – 3 cr
- **Goal 6: Humanities and Fine Arts**  
  Select a minimum of 1 additional credits

### Total Program Credits
**60 cr**

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### 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.

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

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

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

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

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

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

### First Semester
- BTEC 1421 Business Info Applications 1 ............ 3
- BUSN 1410 Introduction to Business .............. 3
- BUSN 1449 Business Communications ............. 3
- Goal 1: ENGL 1711 Composition 1 ............... 4
- Goal 4: MATH 1730 College Algebra ............. 3

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

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

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

### Third Semester
- ACCT 2420 Managerial Accounting ............. 4
- BUSN 2470 Legal Environment of Business .......... 3
- Goal 5: ECON 1720 Macroeconomics .......... 3
- Goal 1: COMM 17XX .................................. 3

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

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

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

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

## Transfer Opportunities

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

### Business Transfer Pathway AS
- **BS** Business Administration
  - Bemidji State University
    - BA Individualized Studies
    - BS Business Administration
    - BS Entrepreneurship Innovation
    - BS Finance
    - BS Human Resource Management
    - BS International Business
    - BS Management
    - BS Supply Chain Operations
    - Metropolitan State University
      - BS Finance
      - BS Finance
      - BS International Business
      - BS Management
      - BS Business Administration (online & on-campus)
        - Minnesota State University, Moorhead
      - BS Accounting
      - BS Business Administration
        - Saint Mary's University, Twin Cities Campus
      - BS Management
        - Southwest Minnesota State University
    - BS Human Resources Management
    - BS Management
    - BS Operations Management
      - St. Cloud State University
    - BS Business Administration
      - Winona State University
    - BS Management
      - Winona State University
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
Evan Barshack  evan.barshack@saintpaul.edu
651.846.1355
Jon Stambaugh  jon.stambaugh@saintpaul.edu
651.846.1592

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

Program Requirements
☐ Check off when completed
Course                        Cr
☐ ACCT 2410 Financial Accounting               4
☐ BUSN 1449 Business Communications            3
☐ BUSN 2440 Fundamentals of Nonprofit Management          3
☐ BUSN 2441 Fundraising Techniques             1
☐ BUSN 2442 Grant Writing and Research         1
☐ BUSN 2443 Dynamics of Board Relations        1
☐ BUSN 2444 Volunteer Program Management       1
☐ BUSN 2445 Nonprofit Law and Ethics           1
☐ BUSN 2450 Management Fundamentals            3
☐ BUSN 2465 Business Ethics                    3
☐ BUSN 2472 Business Negotiation Skills        3
☐ BUSN 2473 Project Management                 3

Total Program Credits             27

Program Start Dates
Fall, Spring, Summer

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

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

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

Total Program Credits                    27

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
Degree option may have a greater requirement than this certificate.
Program Requirements Guide 2019 - 2020

Project Management AAS DEGREE

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

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

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

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

Program Faculty
Jon Stambaugh  jon.stambaugh@saintpaul.edu
651.846.1592

Program Requirements
☐ Check off when completed

Required Business Core    Cr

Professional Component
☐ ACCT 2410 Financial Accounting ................. 4
☐ BTEC 1421 Business Info Applications 1 ........ 3
☐ BUSN 1410 Introduction to Business ............. 3
☐ BUSN 1449 Business Communications ........... 3
☐ BUSN 2465 Business Ethics ..................... 3

Required Business Core     16

Course Credits

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

Subtotal ............................................. 27

General Education/MnTC Requirements    Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ........................... 7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
☐ Goal 3 or Goal 4 ................................. 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science, and
Behavior Sciences .................................... 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
☐ Goal 6: Humanities & Fine Arts ................. 3
☐ Goal 1-10 on the Minnesota Transfer Curriculum... 1

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

Program Start Dates
Fall, Spring, Summer

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

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

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

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

See back of this guide for Course Sequence

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

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.

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

saintpaul.edu

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Saint Paul College—A Community & Technical College • 2019–2020 Catalog
## 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

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<th>Course Title</th>
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<td>BTEC 1421</td>
<td>Business Info Applications</td>
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#### Second Semester

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<td>Supply Chain Management (spring only)</td>
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<td>BUSN 2473</td>
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<td>Goal 1: COMM 17XX</td>
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#### Third Semester

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<td>BUSN 2472</td>
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**Total Program Credits**  **60**
Project Management CERTIFICATE

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

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

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

Program Faculty
Jon Stambaugh  jjon.stambaugh@saintpaul.edu  651.846.1592

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

Program Requirements
☐ Check off when completed

Course Cr
☐ BSLM 2450 Procurement Principles and Applications .................................. 3
☐ BTEC 1421 Business Information Applications ............................................. 3
☐ BUSN 1449 Business Communications ......................................................... 3
☐ BUSN 1760 Principles of Finance ................................................................. 4
☐ BUSN 2464 Leading and Coaching Others .................................................... 2
☐ BUSN 2472 Business Negotiation Skills ....................................................... 3
☐ BUSN 2473 Project Management ................................................................. 3

Total Program Credits ................................................. 21

Program Start Dates
Fall, Spring, Summer

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

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

Second Semester
BSLM 2450 Procurement Principles and Applications (spring only) ................................................. 3
BUSN 1760 Principles of Finance ......................................................... 3
BUSN 2464 Leading and Coaching Others (spring only) .................. 2
BUSN 2473 Project Management (spring only) ......................... 3
Total Semester Credits ................................................. 12
Total Program Credits ................................................. 21

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

Reading: Score of 38+
Writing: Score of 38+
Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.
Entrepreneurship CERTIFICATE

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

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

Career Opportunities
Employment opportunities are excellent for starting your own business.

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

Program Faculty
Evan Barshack evan.barshack@saintpaul.edu 651.846.1355
Jon Stambaugh jon.stambaugh@saintpaul.edu 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
Course                      Cr
☐ ACCT 1523 Accounting Computer Applications ............................................ 3
☐ BTEC 1421 Business Information Applications ........................................... 3
☐ BUSN 1492 Social Media and Marketing ..................................................... 3
☐ BUSN 2450 Management Fundamentals ......................................................... 3
☐ BUSN 2455 Essentials of Entrepreneurship & Small Business Management .... 3
☐ BUSN 2470 Legal Environment of Business .................................................. 3
☐ BUSN 2472 Business Negotiation Skills ......................................................... 3
☐ BUSN 2482 Entrepreneurship Capstone ......................................................... 3

Total Program Credits ................................................................. 24

Program Start Dates
Fall, Spring, Summer

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

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

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

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

Reading: Score of 38+
Writing: Score of 38+
Arithmetic: Score of 20+

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

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
This degree is designed for students to continue their education in finance towards a bachelor’s degree at four-year institutions. Students taking this degree would be planning to major in Finance or Accounting. The Finance AS degree prepares students for finance responsibilities. Students learn about the functions of business, including accounting, management, marketing, and human resources. Students study a broad background of finance, business and liberal arts subjects that prepare them for entry-level positions in finance.

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

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

Program Faculty
Jim O’Halloran  james.o’halloran@saintpaul.edu  
651.846.1436

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

Program Requirements
☐ Check off when completed

Required Business Core  Cr

Professional Component
☐ ACCT 2410 Financial Accounting ....................... 4
☐ BTEC 1421 Business Information Applications 1 . . 3
☐ BUSN 1410 Introduction to Business .................. 3
☐ BUSN 1449 Business Communications ................ 3
☐ BUSN 2465 Business Ethics ............................. 3

Required Business Core  ............... 16

Course  Cr
☐ BUSN 1760 Principles of Finance ....................... 4
☐ BUSN 1762 Money and Banking ....................... 4
☐ BUSN 1782 Investments ............................... 3
☐ BUSN 1784 Principles of Risk Mgmt. & Insurance .... 3

Subtotal .......................... 14

General Education/MnTC Requirements  Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ................................. 7
  ENGL 1711 Composition 1 – 4 cr
  COMM 17XX – 3cr
☐ Goal 3: Natural Sciences ............................... 4
  BIOL 1725 Environmental Science - 4 cr
☐ Goal 4: Mathematical/Logical Reasoning ............ 7
  MATH 1730 College Algebra - 3cr
  MATH 1740 Introduction to Statistics - 4 cr
☐ Goal 5: History, Social Science and Behavioral Sciences ................................. 6
  ECON 1720 Macroeconomics – 3 cr
  ECON 1730 Microeconomics – 3 cr
☐ Goal 6: Humanities and Fine Arts ..................... 3
☐ Goals 1-10 of the Minnesota Transfer Curriculum . . 3
  Select a minimum of 3 additional credits

General Education Requirements  ............. 30

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

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

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

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

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

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

Program Start Dates
Fall, Spring, Summer

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

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

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

See back of this guide for Course Sequence

Information is subject to change. This Program Requirements Guide is not a contract.
Finance  AS 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  
Goal 1: ENGL 1711 Composition 1 .................. 4  
Total Semester Credits .............................. 14  

Second Semester
BUSN 1760 Principles of Finance .................... 4  
BUSN 2465 Business Ethics .......................... 3  
Goal 5: ECON 1720 Macroeconomics ................. 3  
Goal 1: COMM 17XX ................................. 3  
Goal 6: Humanities and Fine Arts .................. 3  
Total Semester Credits .............................. 16  

Third Semester
BUSN 1449 Business Communications ............... 3  
BUSN 1782 Investments .............................. 3  
BUSN 1784 Principles of Risk Mgmt. & Insurance .... 3  
Goal 4: MATH 1740 Introduction to Statistics ...... 4  
Total Semester Credits .............................. 13  

Fourth Semester
BUSN 1762 Money and Banking ..................... 4  
Goal 3: BIOL 1725 Environmental Sciences ........ 4  
Goal 4: MATH 1730 College Algebra ................. 3  
Goal 5: ECON 1730 Microeconomics ................. 3  
Goal 1-10 General Education Electives ............. 3  
Total Semester Credits ............................. 17  

Total Program Credits .............................. 60
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 import and export departments of businesses. You will be working with people from foreign countries, handling foreign orders, filling overseas orders, handling customer matters and determining tariff rates for the entry of foreign goods through U.S. Customs. Job titles include: Global Sales/Marketing Assistant, Global Marketing Communication Coordinator, Global Documentation Specialist, Global Customer Service Coordinator, Export-Import Coordinator, Global Banker and Global Transportation Coordinator.

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

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

Program Faculty
Jon Stambaugh  jon.stambaugh@saintpaul.edu
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

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>BSLM 1510 Distribution Management</td>
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<td>BSLM 2420 Supply Chain Management</td>
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<td>BUSN 2472 Business Negotiation</td>
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<tr>
<td>INTL 1400 Introduction to International Business</td>
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<tr>
<td>INTL 1410 International Communications and Cultural Awareness</td>
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<td>INTL 1512 Export Shipping and Compliance</td>
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<td>INTL 2420 U.S. Customs and Importing</td>
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<td>INTL 2530 International Marketing</td>
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Subtotal..................................................28

Goal 6: Humanities and Fine Arts

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<td>Goal 3: Natural Sciences OR</td>
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<td>Goal 4: Mathematical/Logical Reasoning</td>
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<td>Goal 5: History, Social Science, and Behavioral Sciences</td>
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<tr>
<td>ECON 1720 Macroeconomics – 3 cr OR</td>
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<td>ECON 1730 Microeconomics – 3 cr</td>
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<td>Goal 6: Humanities and Fine Arts</td>
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</tbody>
</table>

General Education Requirements Cr

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

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

Course Sequence

See back of this guide for Course Sequence

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

- Reading: Score of 78+ or grade of “C” or better in READ 0722
- Writing: Score of 78+ or grade of “C” or better in ENGL 0922
- Arithmetic: Score of 20+

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

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

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

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

**Total Semester Credits** .................................. 17

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

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

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

**Total Semester Credits** .................................. 15

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

**Total Semester Credits** .................................. 15

**Total Program Credits** ................................. 60
Global Trade Professional CERTIFICATE

Program Overview
This certificate is transferrable 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
Jon Stambaugh  jon.stambaugh@saintpaul.edu 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.

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 Sequence

Course Cr
☐ BSLM 2420 Supply Chain Management ............ 4
☐ INTL 1410 International Communication and Cultural Awareness ........................................... 3
☐ INTL 1512 Export Shipping and Compliance ........ 3
☐ INTL 2420 U. S. Customs and Importing ............ 3
☐ INTL 2530 International Marketing ................. 3

Total Program Credits ................................ 16

Program Start Dates
Fall, Spring

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

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

Second Semester
BSLM 2420 Supply Chain Management (spring only) ...................................................... 4
INTL 1512 Export Shipping and Compliance (spring only) ...................................................... 3
INTL 2420 U. S. Customs and Importing (spring only) ...................................................... 3
Total Semester Credits ........................................ 10
Total Program Credits ........................................ 16

Minimum Program Entry Requirements
Contact Faculty Jon Stambaugh, at 651.846.1592 or jon.stambaugh@saintpaul.edu.

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

Reading: Score of 38+
Writing: Score of 38+
Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.

Information is subject to change. This Program Requirements Guide is not a contract.
Program Requirements Guide 2019 - 2020

Hospitality Management AAS DEGREE

Program Overview
The Hospitality Management curriculum focuses on the management of today’s exciting hospitality and entertainment industries. Students will receive a solid foundation of business practices related to this growing service industry. Courses will examine organizations and careers in lodging, tourism, sports, entertainment, event and meeting management.

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

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

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

Program Outcomes
1. Graduates will demonstrate successful management concepts and practices in Hospitality.
2. Graduates will discover the interrelated nature of Hospitality Travel, Entertainment, Recreation and Tourism.
3. Graduates will develop customer service, service spirit and communication skills.
4. Graduates will demonstrate problem solving skills and integrate new ways of thinking and learning.

Program Faculty
Craig Maus craig.maus@saintpaul.edu
651.846.1531

Program Requirements
☐ Check off when completed

Required Business Core

<table>
<thead>
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<th>Course</th>
<th>Cr</th>
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<tbody>
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<td>BUSN 1441 Consumer Behavior</td>
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<td>BUSN 1446 Sales and Account Management</td>
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<td>BUSN 1480 Business Career Resources</td>
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<td>BUSN 2410 Financial Accounting</td>
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<td>BUSN 1449 Business Communications</td>
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<td>HSPM 2420 Hotel and Lodging Operations</td>
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<td>HSPM 1440 Event Management and Planning</td>
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<td>HSPM 1440 Hospitality Marketing and Sales</td>
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<td>HSPM 1410 Introduction to Hospitality Management</td>
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<td>Subtotal</td>
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</tbody>
</table>

General Education/MnTC Requirements

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

The following courses are not offered every semester.

Fall Semester Only
The following courses are offered fall semester only.
BUSN 1441 Consumer Behavior
HSPM 1410 Introduction to Hospitality Management
HSPM 2420 Hotel and Lodging Operations
HSPM 2440 Hospitality Marketing and Sales

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

All other courses are offered both fall and spring semester.

See back of this guide for Course Sequence

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

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

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.

ACBSP ACCREDITED
Accreditation Council for Business Schools and Programs

Information is subject to change. This Program Requirements Guide is not a contract.
Course Sequence
The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

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

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

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

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

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

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

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

Hospitality Management AAS
BA Individualized Studies
Metropolitan State University
BA Travel and Tourism
Cloud State University
BS Marketing
Saint Mary’s University,
Twin Cities Campus
BS Project Management
Minnesota State University, Moorhead
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. Graduates will have knowledge of the meeting and special event industry.
2. Graduates will develop customer service, human relations and communications skills.
3. Graduates will have knowledge and skills to plan, manage and promote meeting and special events.

Program Faculty
Craig Maus  craig.maus@saintpaul.edu
       651.846.1531

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

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BUSN 2110 Principles of Marketing</td>
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<tr>
<td>BUSN 2450 Management Fundamentals</td>
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<td>BUSN 2455 Essentials of Entrepreneurship &amp; Small Business Management</td>
<td>3</td>
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<td>HSPM 1410 Introduction to Hospitality Management</td>
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</tbody>
</table>

Total Program Credits ........................................ 18

Program Start Dates
Fall, Spring

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

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

Second Semester
BUSN 2110 Principles of Marketing ................................ 3
BUSN 2450 Management Fundamentals ................................ 3
HSPM 1440 Event Management and Planning (spring only) ........................................ 3
Total Semester Credits ........................................ 9
Total Program Credits ........................................ 18

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

Reading: Score of 38+
Writing: Score of 38+
Arithmetic: Score of 20+

Degree option may have a greater requirement than this certificate.

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

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 benefits plans, recruiting, hiring and orienting new employees, writing policies and applying federal, state and local employment laws and regulations.

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

Career Opportunities
Employment opportunities are strong for skilled, capable, and dependable Human Resource program graduates. Human Resource program graduates may be employed in positions such as: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

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

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
☐ ACCT 2410 Financial Accounting 4
☐ BTMC 1421 Business Information Applications 3
☐ BUSN 1410 Introduction to Business 3
☐ BUSN 1449 Business Communications 3
☐ BUSN 2465 Business Ethics 3
☐ Required Business Core 1

Course  Cr
☐ ACCT 1515 Payroll Processing 3
☐ BUSN 1480 Business Career Resources 1
☐ BUSN 2464 Leading and Coaching Others 2
☐ BUSN 2466 Managing Change and Conflict 2
☐ HMRS 1400 Human Resource Management 3
☐ HMRS 1490 Talent Management 3
☐ HMRS 1510 HR Information Systems & Records 3
☐ HMRS 1520 Compensation & Benefits Administration 3
☐ HMRS 2410 Employee/Labor Relations 3
☐ HMRS 2420 Employment Law & HR Policies 3
☐ Subtotal 26

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication 7
☐ ENGL 1711 Composition 1 – 4 cr
☐ 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 Microeconomics – 3 cr OR
☐ ECON 1730 Macroeconomics – 3 cr
☐ Goal 6: Humanities and Fine Arts 3
☐ Goals 1-10 of the Minnesota Transfer Curriculum 2
☐ General Education Requirements 18

Total Program Credits 60

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

Program Start Dates
Fall, Spring, Summer

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

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

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

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

The following courses are not offered every semester:
BUSN 2464 Leading and Coaching Others
BUSN 2466 Managing Change and Conflict
HMRS 1490 Talent Management
HMRS 1510 HR Information Systems & Records
HMRS 1520 Compensation & Benefits Administration
HMRS 2410 Employee/Labor Relations
HMRS 2420 Employment Law & HR Policies

See back of this guide for Course Sequence

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
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
Program Requirements Guide
2019 - 2020

Human Resources CERTIFICATE

Program Overview
This program is designed for an individual who desires to enter the Human Resources field with a general grounding in Human Resources within a short period of time. The certificate program is transferable to the Human Resources AAS program.

Career Opportunities
Employment opportunities are strong for skilled, capable, and dependable Human Resource program graduates.

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

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

Program Faculty
Mindy Travers  mindy.travers@saintpaul.edu
651.846.1526

Program Requirements
☐ Check off when completed

Course Cr
☐ ACCT 1515 Payroll Processing ........................... 3
☐ BUSN 2464 Leading and Coaching Others ............ 2
☐ BUSN 2466 Managing Change and Conflict .......... 2
☐ HMRS 1400 Human Resources Management ............ 3
☐ HMRS 1490 Talent Management .......................... 3
☐ HMRS 1510 HR Information Systems & Records ....... 3
☐ HMRS 1520 Compensation & Benefits Admin. ........ 3
☐ HMRS 2410 Employee/Labor Relations ................. 3
☐ HMRS 2420 Employment Law & HR Policies ........... 3
Subtotal ......................................................... 25

Total Program Credits .......................... 25

Program Start Dates
Fall, Spring

Course Sequence
The following sequence is recommended for a full-time student; however, this sequence is not required. Please be aware that most HMRS courses run once per academic year. Contact Program Faculty with questions.

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

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

Total Program Credits .......................... 25

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Arithmetic: Score of 20+

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

Information is subject to change.
This Program Requirements Guide is not a contract.
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. Graduates will have skills, knowledge and abilities in core business functions including accounting, marketing and management.
2. Graduates will have an understanding of how to market products and services and deliver customer value.
3. Graduates will have knowledge and skills to attract new customers and retain existing customers.
4. Graduates will demonstrate problem solving skills and integrate new ways of thinking and learning.

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

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

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

Program Faculty
Craig Maus  craig.maus@saintpaul.edu
651.846.1531

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

Program Requirements
☐ Check off when completed

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

Course
Cr
☐ BUSN 1441 Consumer Behavior .................. 3
☐ BUSN 1444 Advertising and Promotional Strategies 3
☐ BUSN 1446 Sales and Account Management ....... 3
☐ BUSN 1480 Business Career Resources .......... 1
☐ BUSN 1490 E-Marketing .......................... 3
☐ BUSN 1492 Social Media Marketing ............... 3
☐ BUSN 2110 Principles of Marketing ............... 3
☐ BUSN 2450 Management Fundamentals .......... 3
☐ BUSN 2472 Business Negotiation Skills .......... 3
☐ 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
☐ Goal 1: Communication ......................... 7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
☐ Goal 3 or Goal 4 .................................. 3
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science, and Behavioral Sciences ............... 3
ECON 1720 Macroeconomics – 3 cr OR
ECON 1730 Microeconomics – 3 cr
☐ Goal 6: Humanities and Fine Arts ............. 3
General Education Requirements ............ 16

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

Program Start Dates
Fall, Spring, Summer

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

The following courses are not offered every semester.
Fall Semester Only
The following courses are offered fall semester only.
BUSN 1441 Consumer Behavior
BUSN 1490 E-Marketing

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

All other courses are offered both fall and spring semester.

See back of this guide for Course Sequence

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

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

Accreditation Council for Business Schools and Programs
ACBSP
ACREDITED

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2410 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 1421 Business Info Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2110 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition</td>
<td>4</td>
</tr>
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<td><strong>Total Semester Credits</strong></td>
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</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1444 Advertising and Promotional Strategies (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HSPM 1440 Event Management and Planning (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1446 Sales and Account Management (spring only)</td>
<td>3</td>
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<tr>
<td>Goal 1: COMM 17XX</td>
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<td><strong>Total Semester Credits</strong></td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1441 Consumer Behavior (fall only)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1490 E-Marketing (fall only)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2450 Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>BUSN 1480 Business Career Resources</td>
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<td>BUSN 2465 Business Ethics.</td>
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<tr>
<td>BUSN 2472 Business Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1492 Social Media Marketing (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits**

| 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
Craig Maus  craig.maus@saintpaul.edu
651.846.1531

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

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>BUSN 1441 Consumer Behavior</td>
<td>3</td>
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<tr>
<td>BUSN 1444 Advertising and Promotional Strategies</td>
<td>3</td>
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<td>BUSN 1490 E-Marketing</td>
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<td>BUSN 1492 Social Media Marketing</td>
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</tr>
<tr>
<td>BUSN 2110 Principles of Marketing</td>
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</tr>
<tr>
<td>DGIM 1540 Blogging Applications</td>
<td>2</td>
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</tbody>
</table>

Total Program Credits ........................................ 17

Program Start Dates
Fall, Spring

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

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

Second Semester
BUSN 1444 Advertising and Promotional Strategies  (spring only) .................. 3
BUSN 1492 Social Media Marketing  (spring only) ........... 3
DGIM 1540 Blogging Applications  (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 38+
Writing: Score of 38+
Arithmetic: Score of 20+

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

Degree option may have a greater requirement than this certificate.

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

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

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

Career Opportunities

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

Program Outcomes

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

Program Faculty

Jon Stambaugh  jon.stambaugh@saintpaul.edu
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BSLM 1410 Transportation Management</td>
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<tr>
<td>BSLM 1510 Distribution Management</td>
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<tr>
<td>BSLM 2420 Supply Chain Management</td>
<td>4</td>
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<tr>
<td>BSLM 2450 Procurement Principles and Applications</td>
<td></td>
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<tr>
<td>BUSN 2110 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2472 Business Negotiation Skills</td>
<td>3</td>
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<tr>
<td>INTL 1512 Export Shipping and Compliance</td>
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<tr>
<td>INTL 2420 U.S. Customs and Importing</td>
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<td>Business Elective</td>
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<td><strong>Subtotal</strong></td>
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</tbody>
</table>

General Education/MnTC Requirements

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

☐ Goal 1: Communication: 7
   ENGL 1711 Composition 1 – 4 cr
   COMM 17XX – 3 cr
☐ Goal 3 or Goal 4: 3
☐ Goal 3: Natural Sciences OR
☐ Goal 4: Mathematical/Logical Reasoning
☐ Goal 5: History, Social Science, and Behavioral Sciences: 3
☐ Goal 6: Humanities and Fine Arts: 3
☐ Goals 1-10 of the Minnesota Transfer Curriculum
   Select a minimum of 1 additional credit.: 1

**Total Program Credits** 60

Program Start Dates

Fall, Spring, Summer

Transfer Opportunities

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

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

Supply Chain Logistics AAS

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

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.

Minimum Program Entry Requirements

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

☐ Reading: Score of 78+ or grade of “C” or better in READ 0722
☐ Writing: Score of 78+ or grade of “C” or better in ENGL 0922
☐ Arithmetic: Score of 20+

Assessment Results and Prerequisites:

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

See back of this guide for Course Sequence
Course Sequence

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

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

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

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

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

Total Program Credits ........................................... 60
Supply Chain Logistics CERTIFICATE

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

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

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

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

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

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

Program Faculty
Jon Stambaugh  jon.stambaugh@saintpaul.edu
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 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
☐ BSLM 1410 Transportation Management ........... 3
☐ BSLM 1510 Distribution Management ............ 3
☐ BSLM 2420 Supply Chain Management ........... 3
☐ BSLM 2450 Procurement Principles and Applications ................. 4
☐ BUSN 2110 Principles of Marketing ............ 3
☐ BUSN 2472 Business Negotiation Skills ........ 3

Total Program Credits ............................... 19

Program Start Dates
Fall, Spring

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

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

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

Total Program Credits ................................. 19

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

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

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

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

Faculty approval required for admission.
Degree option may have a greater requirement than this certificate.

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