## 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting AAS Degree (60 Credits)</td>
<td>32-33</td>
</tr>
<tr>
<td>Accounting Technician Diploma (38 Credits)</td>
<td>34</td>
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<tr>
<td><strong>Business</strong></td>
<td></td>
</tr>
<tr>
<td>Business Transfer Pathway AS Degree (60 Credits)</td>
<td>35-36</td>
</tr>
<tr>
<td>Nonprofit Certificate (27 Credits)</td>
<td>37</td>
</tr>
<tr>
<td><strong>Entrepreneurship</strong></td>
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<tr>
<td>Entrepreneurship Certificate (24 Credits)</td>
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</tr>
<tr>
<td><strong>Finance</strong></td>
<td></td>
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<tr>
<td>Finance AS Degree (60 Credits)</td>
<td>39-40</td>
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<tr>
<td>Finance Certificate (16 credits)</td>
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<tr>
<td><strong>Global Trade</strong></td>
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<tr>
<td>Global Trade Specialist AAS Degree (60 Credits)</td>
<td>42-43</td>
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<tr>
<td>Global Trade Professional Certificate (16 Credits)</td>
<td>44</td>
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<tr>
<td><strong>Hospitality Management</strong></td>
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<tr>
<td>Hospitality Management AAS Degree (60 Credits)</td>
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<tr>
<td>Event and Meeting Management Certificate (18 Credits)</td>
<td>47</td>
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<tr>
<td><strong>Human Resource Management</strong></td>
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<tr>
<td>Human Resources AAS Degree (60 Credits)</td>
<td>48-49</td>
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<tr>
<td>Human Resources Certificate (24 Credits)</td>
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<tr>
<td><strong>Management</strong></td>
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<tr>
<td>Management AAS Degree (60 Credits)</td>
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<tr>
<td><strong>Marketing</strong></td>
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<tr>
<td>Marketing AAS Degree (60 Credits)</td>
<td>53-53</td>
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<tr>
<td>Social Media Marketing Certificate (17 Credits)</td>
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<tr>
<td><strong>Office Management Professional</strong></td>
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<tr>
<td>Office Management Professional AAS Degree (60 Credits)</td>
<td>55-56</td>
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<tr>
<td>Business Certificate (16 Credits)</td>
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<tr>
<td>Customer Service Office Support Certificate (27 credits)</td>
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<tr>
<td><strong>Project Management</strong></td>
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<tr>
<td>Project Management AAS Degree (60 Credits)</td>
<td>59-60</td>
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<tr>
<td>Project Management Certificate (25 Credits)</td>
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<tr>
<td><strong>Supply Chain Logistics</strong></td>
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<tr>
<td>Supply Chain Logistics AAS Degree (60 Credits)</td>
<td>62-63</td>
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<tr>
<td>Supply Chain Logistics Certificate (19 Credits)</td>
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</table>
Program Overview
An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include performing such activities as recording receipts and disbursements, and preparing state and federal reports. The accountant may prepare reports and statements on a computer or manually.

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

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

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

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

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

Alli Vainshtein
alli.vainshtein@saintpaul.edu
651.846.1529

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

Program Requirements
☐ Check off when completed

Required Business Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>ACCT 1410 Introduction to Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 1511 Federal Taxation 1</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1512 Federal Taxation 2</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1515 Payroll Processing</td>
<td>3</td>
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<tr>
<td>ACCT 1523 Accounting Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2411 Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2420 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2540 Financial Modeling for Spreadsheets</td>
<td>4</td>
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</table>

Subtotal: 28

General Education/MnTC Requirements

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

<table>
<thead>
<tr>
<th>Goal</th>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>Goal 1: Communication</td>
<td>ENGL 1711 Composition 1 – 4 cr</td>
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<tr>
<td>Goal 3: Natural Sciences OR</td>
<td>ECON 1720 Macroeconomics – 3 cr OR</td>
<td></td>
</tr>
<tr>
<td>Goal 4: Mathematical/Logical Reasoning</td>
<td>ECON 1730 Microeconomics – 3 cr</td>
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</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

General Education Requirements: 16

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.

Accounting AAS
BA  Individualized Studies
   Metropolitan State University
BA  Business
   Bethel University
BS  Accounting
   Saint Mary’s University,
   Twin Cities Campus
BS  Business Management
   Herzing University

See back of this guide for Course Sequence

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

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

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

Arithmetic: Score of 250+

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

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3/23/21
Accounting AAS DEGREE (continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alli Vainshtein
alli.vainshtein@saintpaul.edu
651.846.1529

Part-time/Full-time Options

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

Program Requirements

☐ Check off when completed

Course | Cr
--- | ---
ACCT 1410 Introduction to Accounting | 2
ACCT 1511 Federal Taxation 1 | 4
ACCT 1512 Federal Taxation 2 | 4
ACCT 1515 Payroll Processing | 3
ACCT 1523 Accounting Computer Applications | 3
ACCT 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 1 | 4
ACCT 1512 Federal Taxation 2 | 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
Subtotal | 14

Second Semester
ACCT 2540 Federal Taxation for Spreadsheets | 4
Total Semester Credits | 12

Third Semester
ACCT 1511 Federal Taxation 2 | 4
ACCT 2411 Intermediate Accounting | 4
ACCT 2540 Managerial Accounting | 4
Subtotal | 12

Total Program Credits | 38

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 250+

Assessment Results and Prerequisites:

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

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

☐ Check off when completed

Required Business Core Cr
☐ ACCT 2410 Financial Accounting ..................... 4
☐ BUSN 1410 Introduction to Business ................ 3
☐ BUSN 1449 Business Communications ............ 3
☐ BUSN 2465 Business Ethics ......................... 3
Required Business Core ......................... 16

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

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ......................... 9
☐ ENGL 1711 Composition 1 – 4 cr
☐ ENGL 1712 Composition 2 – 2 cr
☐ COMM 17XX – 3cr
☐ Goal 3: Natural Science ......................... 4
☐ BIOL 1725 Environmental Science – 4 cr
☐ Goal 4: Mathematical/Logical Reasoning .......... 7
☐ MATH 1730 College Algebra ..................... 3
☐ MATH 1740 Introduction to Statistics .......... 4
☐ Goal 5: History, Social Science and Behavioral Sciences .................. 6
☐ ECON 1720 Macroeconomics – 3 cr
☐ ECON 1730 Microeconomics – 3 cr
☐ Goal 6: Humanities and Fine Arts ................. 3
☐ Goals 1-10 of the Minnesota Transfer Curriculum .................. 1
Select a minimum of 1 additional credits
General Education Requirements .................. 30

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

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Adv. Algebra & Functions: Score of 250+ or grade of “C” or better in MATH 0920

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

Program Faculty
Evan Barshack
evan.barshack@saintpaul.edu
651.846.1355
Craig Maus
craig.maus@saintpaul.edu
651.846.1531
Promeet Jaswant Singh
promeet.jaswantsingh@saintpaul.edu
651.846.1519
Jon Stambaugh
jon.stambaugh@saintpaul.edu
651.846.1592
Kimberley Turner-Rush
kimberley.turner-rush@saintpaul.edu
651.846.1614

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

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

Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>BTEC 1421 Business Info Applications</td>
<td>3</td>
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<tr>
<td>BUSN 1410 Introduction to Business</td>
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</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition</td>
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<tr>
<td>Goal 4: MATH 1730 College Algebra</td>
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<td><strong>Total Semester Credits</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ACCT 2410 Financial Accounting</td>
<td>4</td>
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<tr>
<td>BUSN 2110 Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BUSN 2465 Business Ethics</td>
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<td>Goal 4: MATH 1740 Introduction to Statistics</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>ACCT 2420 Managerial Accounting</td>
<td>4</td>
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<td>BUSN 2450 Management Fundamentals</td>
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<td>BUSN 2470 Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: ECON 1720 Macroeconomics</td>
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<td><strong>Total Semester Credits</strong></td>
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<tr>
<th>Fourth Semester</th>
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<tr>
<td>BUSN 1480 Business Career Resources</td>
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<tr>
<td>Goal 1: ENGL 1712 Composition</td>
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<td>Goal 3: BIOL 1725 Environmental Science</td>
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<td>Goal 5: ECON 1730 Microeconomics</td>
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<td>Goal 6: Humanities and Fine Arts</td>
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<td><strong>Total Semester Credits</strong></td>
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**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 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
### 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

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evan Barshack</td>
<td><a href="mailto:evan.barshack@saintpaul.edu">evan.barshack@saintpaul.edu</a></td>
<td>651.846.1355</td>
</tr>
<tr>
<td>Jon Stambaugh</td>
<td><a href="mailto:jon.stambaugh@saintpaul.edu">jon.stambaugh@saintpaul.edu</a></td>
<td>651.846.1592</td>
</tr>
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### Part-time/Full-time Options

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

### Program Requirements

<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>□ BUSN 1449 Business Communications</td>
<td>3</td>
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<td>□ BUSN 1475 Project Management</td>
<td>3</td>
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<tr>
<td>□ BUSN 2440 Fundamentals of Nonprofit</td>
<td>3</td>
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<tr>
<td>Management</td>
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<tr>
<td>□ BUSN 2441 Fundraising Techniques</td>
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<td>□ BUSN 2442 Grant Writing and Research</td>
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<td>□ BUSN 2443 Dynamics of Board Relations</td>
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<td>□ BUSN 2444 Volunteer Program Management</td>
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<tr>
<td>□ BUSN 2445 Nonprofit Law and Ethics</td>
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<tr>
<td>□ BUSN 2450 Management Fundamentals</td>
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<td>□ BUSN 2465 Business Ethics</td>
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<tr>
<td>□ BUSN 2472 Business Negotiation Skills</td>
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### Total Program Credits

27

### Program Start Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Fall, Spring, Summer</td>
<td>ACCT 2410 Financial Accounting</td>
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<tr>
<td></td>
<td>BUSN 1449 Business Communications</td>
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<tr>
<td></td>
<td>BUSN 1475 Project Management</td>
</tr>
<tr>
<td></td>
<td>BUSN 2440 Fundamentals of Nonprofit Management</td>
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<td></td>
<td>BUSN 2441 Fundraising Techniques</td>
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<td>BUSN 2442 Grant Writing and Research</td>
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<td>BUSN 2443 Dynamics of Board Relations</td>
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<td></td>
<td>BUSN 2444 Volunteer Program Management</td>
</tr>
<tr>
<td></td>
<td>BUSN 2445 Nonprofit Law and Ethics</td>
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<tr>
<td></td>
<td>BUSN 2450 Management Fundamentals</td>
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<td></td>
<td>BUSN 2465 Business Ethics</td>
</tr>
<tr>
<td></td>
<td>BUSN 2472 Business Negotiation Skills</td>
</tr>
<tr>
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<td>BUSN 2442 Grant Writing and Research</td>
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<td></td>
<td>BUSN 2443 Dynamics of Board Relations</td>
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<td>BUSN 2445 Nonprofit Law and Ethics</td>
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<td>BUSN 2444 Volunteer Program Management</td>
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<td></td>
<td>BUSN 2450 Management Fundamentals</td>
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<td>BUSN 2465 Business Ethics</td>
</tr>
<tr>
<td></td>
<td>BUSN 2472 Business Negotiation Skills</td>
</tr>
</tbody>
</table>

### Minimum Program Entry Requirements

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

**Writing:** Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900

**Arithmetic:** Score of 225+

Assessment Results and Prerequisites:

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

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

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

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

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

Program Faculty
Jon Stambaugh
jon.stambaugh@saintpaul.edu
651.846.1592
Kimberley Turner-Rush
kimberley.turner-rush@saintpaul.edu
651.846.1644

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

Program Requirements
☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ACCT 1523 Accounting Computer Applications</td>
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<tr>
<td>□ BUSN 1444 Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 1446 Sales and Account Management</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 1475 Project Management 1</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 1492 Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 2450 Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>□ BUSN 2455 Essentials of Entrepreneurship</td>
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<tr>
<td>&amp; Small Business Management</td>
<td></td>
</tr>
<tr>
<td>□ BUSN 2470 Legal Environment of Business</td>
<td>3</td>
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</tbody>
</table>

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

Program Start Dates
Fall, Spring, Summer

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

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

Second Semester
BUSN 1444 Advertising and Promotion (spring only) .......... 3
BUSN 1446 Sales and Account Management (spring only) ....... 3
BUSN 1475 Project Management 1 (fall only) .................. 3
BUSN 1492 Social Media Marketing (spring only) ............. 3
Total Semester Credits ........................................... 12

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

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 200+

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

253C
3/23/21
Program Requirements Guide 2021-2022

Finance AS DEGREE

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

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

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

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

Alii Vainshtein
aliivainshtein@saintpaul.edu
651.846.1529

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
☐ 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

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication ................................. 7
☐ ENGL 1711 Composition 1 – 4 cr
☐ COMM 173X – 3 cr
☐ 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

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 Individualized Studies
Metropolitan State University
BS Accounting
Saint Mary's University, Twin Cities Campus
BS Business Administration
Saint Mary's University, Twin Cities Campus
BS Finance
Metropolitan State University

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

- Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
- Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
- Adv. Algebra & Functions: Score of 250+ or grade of “C” or better in MATH 0920

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

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 Individualized Studies
Metropolitan State University
BS Accounting
Saint Mary's University, Twin Cities Campus
BS Business Administration
Saint Mary's University, Twin Cities Campus
BS Finance
Metropolitan State University

See back of this guide for Course Sequence

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

Accreditation Council for Business Schools and Programs

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

3/23/21
## 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 1</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
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</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 1760 Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: ECON 1720 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities and Fine Arts</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUSN 1449 Business Communications</td>
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<tr>
<td>Goal 1-10 General Education Electives</td>
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<tr>
<td>Goal 4: MATH 1740 Introduction to Statistics</td>
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<tr>
<td>Goal 5: ECON 1730 Microeconomics</td>
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<td><strong>Total Semester Credits</strong></td>
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### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 1762 Money and Banking (spring only)</td>
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<tr>
<td>BUSN 1782 Investments (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1784 Principles of Risk Management &amp; Insurance (spring only)</td>
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<tr>
<td>Goal 3: BIOL 1725 Environmental Sciences</td>
<td>4</td>
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<tr>
<td>Goal 4: MATH 1730 College Algebra</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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</table>

**Total Program Credits** 60
Program Overview
The Finance Certificate program is designed for students who have a desire to learn or enhance specific finance skills. These skills include summarizing and analyzing specific financial data, personal finance and money and banking. The graduate will help prepare spreadsheet analysis, database entries and provide other application software support.

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

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

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

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

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

Program Requirements
☐ Check off when completed

Required Business Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr</th>
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<tr>
<td>BUSN 1480</td>
<td>Career Resources</td>
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<td>ACCT 2410</td>
<td>Financial Accounting</td>
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<tr>
<td>BUSN 1760</td>
<td>Principles of Finance</td>
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<td>BUSN 1762</td>
<td>Money and Banking</td>
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<tr>
<td>BUSN 1782</td>
<td>Investments</td>
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</tbody>
</table>

Total Program Credits: 16

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

Accreditation Council for Business Schools and Programs
Information is subject to change. This Program Requirements Guide is not a contract.

Program Start Dates
Fall, Spring, Summer

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

First Semester
BUSN 1760 Principles of Finance: 4
ACCT 2410 Financial Accounting: 4
Total Semester Credits: 8

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

Total Program Credits: 16

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

Reading: Score of 225+
Writing: Score of 200+

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

Degree option may have a greater requirement than this certificate.
Program Overview

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

Career Opportunities

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

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

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

Program Outcomes

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

Program Faculty

Promeet Jaswant Singh
promeejjaswant.singh@saintpaul.edu
651.846.1519

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>BUSN 1400 Introduction to International Business</td>
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<tr>
<td>BUSN 1420 Transportation Management</td>
<td>3</td>
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<tr>
<td>BUSN 1430 International Communications and Cultural Awareness</td>
<td>3</td>
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<tr>
<td>BUSN 1512 Export Shipping and Compliance</td>
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<tr>
<td>BUSN 1530 Distribution Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2420 U.S. Customs and Importing</td>
<td>3</td>
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<tr>
<td>BUSN 2472 Business Negotiation</td>
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<tr>
<td>BUSN 2520 Supply Chain Management</td>
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<tr>
<td>BUSN 2530 International Marketing</td>
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</tbody>
</table>

Subtotal | 28

ACSBP ACCREDITED

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

Program Start Dates

Fall, Spring, Summer

Transfer Opportunities

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

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

Global Trade Specialist AAS

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

Minimum Program Entry Requirements

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

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

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

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

See back of this guide for Course Sequence

Information is subject to change. This Program Requirements Guide is not a contract.
Global Trade Specialist  AAS DEGREE (continued)

Course Sequence

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

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

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

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

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

Total Program Credits ...................... 60
Program Requirements Guide 2021-2022

Global Trade Professional CERTIFICATE

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

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

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

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

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

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

Program Faculty
Promeet Jaswant Singh  
promeet.jaswantsingh@saintpaul.edu  
651.846.1519

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

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

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

Program Requirements
☐ Check off when completed

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

Program Faculty approval is required.

Course  Cr  
☐ BUSN 1430 International Communication and Cultural Awareness  .......... 3  
☐ BUSN 1512 Export Shipping and Compliance  .......... 3  
☐ BUSN 2420 U. S. Customs and Importing  .......... 3  
☐ BUSN 2520 Supply Chain Management  .......... 4  
☐ BUSN 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
BUSN 1430 International Communication and Cultural Awareness (fall only)  .......... 3  
BUSN 2530 International Marketing (fall only)  .......... 3

Total Semester Credits  .......... 6

Second Semester
BUSN 1512 Export Shipping and Compliance  
(spring only)  .......... 3  
BUSN 2420 U. S. Customs and Importing  
(spring only)  .......... 3  
BUSN 2520 Supply Chain Management  
(spring only)  .......... 4

Total Semester Credits  .......... 10

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

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

Reading: Score of 225+
Writing: Score of 225+
Arithmetic: Score of 225+

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

Degree option may have a greater requirement than this certificate.

This Program Requirements Guide is not a contract.
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. Apply management principles to create effective and efficient practice in managing a Hospitality Team.
2. Identify the interrelated nature of hospitality including lodging, food and beverage, travel, recreation and entertainment.
3. Identify and communicate exceptional customer service practices, relationship management and Hospitality Spirit.
4. Create an Event Plan Utilizing Event and Planning tools such as Checklists, BEO’s, Event Software and Production Schedule
5. Describe the relationship of Hotel Franchising, Ownership and Management Contracts.
6. Resolve personal and service conflicts using best resolution and recovery practices.

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

Program Requirements
☐ Check off when completed

Required Business Core Cr

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

required Business Core ................. 16

Course Cr
☐ BUSN 1441 Consumer Behavior ............. 3
☐ BUSN 1446 Sales and Account Management ..... 3
☐ BUSN 1480 Business Career Resources ........ 1
☐ BUSN 2110 Principles of Marketing ............ 3
☐ BUSN 2450 Management Fundamentals ........ 3
☐ BUSN 2472 Business Negotiation Skills ........ 3
☐ HSPM 1410 Introduction to Hospitality Management .......... 3
☐ HSPM 1440 Event Management and Planning ... 3
☐ HSPM 2420 Hotel and Lodging Operations ...... 3
☐ HSPM 2440 Hospitality Marketing and Sales .... 3

Subtotal ................................ 28

General Education/MnTC Requirements Cr

Refer to the Minnesota Transfer Curriculum Course
List for each Goal Area
☐ Goal 1: Communication ............................. 7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
☐ Goal 2 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

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 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.

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

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

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

Arithmetic: Score of 225+

Assessment Results and Prerequisites:
Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
## 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
- **BS** Marketing
  - Saint Mary’s University,
    Twin Cities Campus
- **BS** Project Management
  - Minnesota State University, Moorhead

Program Requirements Guide 2021-2022

Hospitality Management AAS DEGREE (continued)
Program Requirements Guide 2021-2022

Event and Meeting Management CERTIFICATE

Program Overview
The Event and Meeting Management curriculum focuses on the management of special events planning, organizing activities and timelines, operational effectiveness and customer satisfaction. Students will receive a solid foundation of business practices related to this growing service industry.

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

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

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

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

Program Outcomes
1. 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 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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<tbody>
<tr>
<td>BUSN 2110 Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BUSN 2450 Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2455 Essentials of Entrepreneurship &amp; Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>HSPM 1410 Introduction to Hospitality Management</td>
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</tr>
<tr>
<td>HSPM 1440 Event Management and Planning</td>
<td>3</td>
</tr>
<tr>
<td>HSPM 2440 Hospitality Marketing and Sales</td>
<td></td>
</tr>
</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 (fall only) .................................. 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:

Reading: Score of 225+
Writing: Score of 225+
Arithmetic: Score of 225+

Degree option may have a greater requirement than this certificate.

Information is subject to change.
This Program Requirements Guide is not a contract.
Human Resources AAS DEGREE

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1410 Intro to Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 1515 Payroll Processing</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
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<tr>
<td>Required Business Core</td>
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</tr>
<tr>
<td>Subtotal</td>
<td>32</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

- Goal 1: Communication
- Goal 2: Composition
- Goal 3: Natural Sciences OR
- Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences
- Goal 6: Humanities and Fine Arts

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.

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

The following courses are not offered every semester:
HMRS 1410 Talent Development (spring only)
HMRS 1420 Digital HR (fall only)
HMRS 1430 Total Rewards (fall only)
HMRS 2410 Employee/Labor Relations (fall only)
HMRS 2420 Employment Law & HR Policies (spring only)
HMRS 2430 Performance Management and Coaching (spring only)
HMRS 2440 Talent Acquisition (fall only)

See back of this guide for Course Sequence

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

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

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

Arithmetic: Score of 225+

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

**Human Resources  AAS DEGREE (continued)**

#### Course Sequence

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications 1</td>
<td>3</td>
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<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 1400 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2410 Employee/Labor Relations (fall only)</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2440 Talent Acquisition (fall only)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HMRS 1410 Talent Development (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2420 Employment Law &amp; HR Policies (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2430 Performance Management and Coaching (spring only)</td>
<td>3</td>
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<td>Goal 5: ECON 1720 Macroeconomics OR</td>
<td>3</td>
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<tr>
<td>ECON 1730 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1410 Intro to Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
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<tr>
<td>HMRS 1420 Digital HR (fall only)</td>
<td>3</td>
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<tr>
<td>HMRS 1430 Total Rewards (fall only)</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition 1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1515 Payroll Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2600 Human Resources Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Goal 3 or Goal 4: Natural Sciences OR</td>
<td>3</td>
</tr>
<tr>
<td>Mathematical/Logical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits**

**60**
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
☐ HMRS 1400 Human Resource Management  ....... 3
☐ HMRS 1410 Talent Development (spring only) ....... 3
☐ HMRS 1420 Digital HR (fall only) ................. 3
☐ HMRS 1430 Total Rewards (fall only) ............. 3
☐ HMRS 2410 Employee/Labor Relations (fall only) ........................................ 3
☐ HMRS 2420 Employment Law & HR Policies (spring only)  .......................... 3
☐ HMRS 2430 Performance Management and Coaching (spring only) .............. 3
☐ HMRS 2440 Talent Acquisition (fall only) .......... 3
Subtotal ........................................... 24

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

Program Start Dates
Fall, Spring

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

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

Second Semester
HMRS 1400 Human Resource Management .............................................. 3
HMRS 1410 Talent Development (spring only) .......................................... 3
HMRS 2420 Employment Law & HR Policies (spring only) .................................. 3
HMRS 2430 Performance Management and Coaching (spring only) ...................... 3
Total Semester Credits .................................................. 12

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Arithmetic: Score of 225+

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

Degree option may have a greater requirement than this certificate.

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

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

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

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

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

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 200+

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS 1400 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1520 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2450 Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1475 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 1400 Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal: 16

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
- COMM 17XX – 3 cr

Goal 2: Natural Sciences OR
- Goal 2: Natural Sciences OR
- Goal 4: Natural Sciences OR

Goal 5: History, Social Science, and Behavioral Sciences
- ECON 1720 Microeconomics – 3 cr OR
- ECON 1730 Microeconomics – 3 cr

Goal 6: Humanities and Fine Arts

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.

Management AAS
BA Individualized Studies Metropolitan State University

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
HMRS 1400 Human Resource Management 3
BUSN 2110 Principles of Marketing 3
HMRS 1449 Business Communications 3
BUSN 1449 Business Communications 3
Goal 1: ENGL 1711 Composition 1 4
Total Semester Credits: 16

Second Semester
BUSN 1475 Project Management 3
HMRS 1400 Human Resource Management 3
BUSN 1449 Business Communications 3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics 3
Goal 1: COMM 17XX 3
Total Semester Credits: 15

Third Semester
BUSN 1520 Customer Service (spring only) 3
BUSN 2459 Family & Personal Finance (spring only) 3
BUSN 1530 Distribution Management (fall only) 3
Total Semester Credits: 13

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

Total Program Credits: 60

Accreditation Council for Business Schools and Programs

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

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.

Management AAS
BA Individualized Studies Metropolitan State University

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
HMRS 1400 Human Resource Management 3
BUSN 2110 Principles of Marketing 3
HMRS 1449 Business Communications 3
BUSN 1449 Business Communications 3
Goal 1: ENGL 1711 Composition 1 4
Total Semester Credits: 16

Second Semester
BUSN 1475 Project Management 3
HMRS 1400 Human Resource Management 3
BUSN 1449 Business Communications 3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics 3
Goal 1: COMM 17XX 3
Total Semester Credits: 15

Third Semester
BUSN 1520 Customer Service (spring only) 3
BUSN 2459 Family & Personal Finance (spring only) 3
BUSN 1530 Distribution Management (fall only) 3
Total Semester Credits: 13

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

Total Program Credits: 60

Accreditation Council for Business Schools and Programs

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

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.

Management AAS
BA Individualized Studies Metropolitan State University

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
HMRS 1400 Human Resource Management 3
BUSN 2110 Principles of Marketing 3
HMRS 1449 Business Communications 3
BUSN 1449 Business Communications 3
Goal 1: ENGL 1711 Composition 1 4
Total Semester Credits: 16

Second Semester
BUSN 1475 Project Management 3
HMRS 1400 Human Resource Management 3
BUSN 1449 Business Communications 3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics 3
Goal 1: COMM 17XX 3
Total Semester Credits: 15

Third Semester
BUSN 1520 Customer Service (spring only) 3
BUSN 2459 Family & Personal Finance (spring only) 3
BUSN 1530 Distribution Management (fall only) 3
Total Semester Credits: 13

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

Total Program Credits: 60

Accreditation Council for Business Schools and Programs

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

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

Career Opportunities
According to the U.S. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, marketing, sales, and customer service positions are projected to grow 5% from 2016-2026.

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

Transfer Opportunities
Saint Paul College has 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
BA Business
Bethel 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

<table>
<thead>
<tr>
<th>Course</th>
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<td>BUSN 2110 Principles of Marketing</td>
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<td>BUSN 2450 Management Fundamentals</td>
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General Education/MnTC Requirements

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</table>

Total Program Credits | 60 |

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

Program Start Dates
Fall, Spring, Summer

Course Sequence
The course sequence listed on the back 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.

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 225+

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

Accreditation Council for Business Schools and Programs

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

302A

3/23/21
## Course Sequence

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

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

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

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

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

**Total Program Credits** ........................................ 60
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, and online courses. Part-time and full-time options are available.

Program Requirements

- Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
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<td>BUSN 1441 Consumer Behavior</td>
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<td>BUSN 1444 Advertising and Promotional Strategies</td>
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<tr>
<td>BUSN 1490 E-Marketing</td>
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<td>BUSN 1492 Social Media Marketing</td>
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<td>BUSN 2110 Principles of Marketing</td>
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<td>DGIM 1540 Blogging Applications</td>
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</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 225+
- Writing: Score of 225+
- Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

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

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

Program Outcomes
1. Use technology to complete administrative tasks.
2. Perform administrative office procedures.
3. Assess internal and external customer needs.
4. Evaluate activities of staff, information, and facilities.

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

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

Office Management Professional AAS
BA Individualized Studies Metropolitan State University
BS Business Administration Saint Mary’s University, Twin Cities Campus

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
☐ Check off when completed

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>
<td>3</td>
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<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSN 1449 Business Communications</td>
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<td>BUSN 2465 Business Ethics</td>
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Subtotal

General Education/MnTC Requirements

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<tr>
<th>Course</th>
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<td>ECON 1730 Microeconomics</td>
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<td>BUSN 1520 Customer Service</td>
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<td>BUSN 2472 Business Negotiation Skills</td>
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<tr>
<td>HSPM 1440 Event Management &amp; Planning</td>
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</tbody>
</table>

Subtotal

Total Program Credits

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

Program Faculty with questions.

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.

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

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

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

Arithmetic: Score of 225+

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

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

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

Accreditation Council for Business Schools and Programs
ACBSP ACCREDITED

Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.
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 Requirements Guide 2021-2022

Business CERTIFICATE

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

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

Program Outcomes
1. Explain the major functional areas of the business organization including management, marketing, finance, information technology, human resources, and accounting.
3. Apply accounting or finance concepts and principles in making business decisions.
4. Create business documents using computer application programs.

Program Faculty
Evan Barshack
evan.barshack@saintpaul.edu
651.846.1355
Craig Maus
craig.maus@saintpaul.edu
651.846.1531
Promeet Jaswant Singh
promeet.jaswantsingh@saintpaul.edu
651.846.1519
Jon Stambaugh
jon.stambaugh@saintpaul.edu
651.846.1592
Kimberley Turner-Rush
kimberley.turner-rush@saintpaul.edu
651.846.1614

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

Program Requirements
☐ Check off when completed

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<th>Course</th>
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<tr>
<td>ACCT 2410 Financial Accounting</td>
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<td>BUSN 2465 Business Ethics</td>
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Total Program Credits ......................... 16

Program Start Dates
Fall, Spring, Summer

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

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

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

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

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 225+

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

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

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

Program Outcomes
1. Assess internal and external customer needs.
2. Evaluate activities of staff, information and facilities.
3. Perform administrative office procedures.

Program Faculty
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
BTEC 1530 Communication Technology (spring only) 4
BUSN 1449 Business Communications .......... 3
Total Semester Credits .............................. 13

Second Semester
BTEC 1423 Business Information Applications 2 .... 4
BTEC 2410 Business Procedures .................... 4
BUSN 1520 Customer Service (spring only) ....... 3
BUSN 2465 Business Ethics ......................... 3
Total Semester Credits .............................. 14
Total Program Credits ............................... 27

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

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

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

Arithmetic: Score of 225+

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

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

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

Degree option may have a greater requirement than this certificate.

Information is subject to change.
This Program Requirements Guide is not a contract.
Program Overview
Project Managers oversee the planning, implementing, quality control, and status reporting for a given project. Projects exist in all industries including construction, information technology, healthcare and business. Project Managers are needed to manage teams, plan, coordinate, and budget projects from initiation to completion. If you are skilled in a specific industry there are opportunities to use your technical expertise to lead industry-related projects. Construction, IT, Healthcare and Real Estate Project Managers are in especially high demand. Projects can vary greatly in size, specialty and complexity, creating opportunities for Project Managers with varying expertise and experience.

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

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

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

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

Program Requirements
☐ Check off when completed

Required Business Core

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<tr>
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<td>Applications</td>
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General Education/MnTC Requirements

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<th>Course</th>
<th>Cr</th>
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<tr>
<td>Goal 3: Natural Sciences OR</td>
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</tr>
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<td>Goal 4: Mathematical /Logical Reasoning</td>
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<td>Goal 5: History, Social Science, and</td>
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<td>Behavior Sciences</td>
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<td>Goal 6: Humanities &amp; Fine Arts</td>
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<tr>
<td>General Education Requirements</td>
<td>16</td>
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</tbody>
</table>

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.

Program Management AAS
BA Individualized Studies
Metropolitan State University
BS Business Administration
Saint Mary's University, Twin Cities Campus

See back of this guide for Course Sequence

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

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

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

Arithmetic: Score of 225+

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

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

<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 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: ENGL 1711 Composition I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1475 Project Management I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1480 Business Career Resources</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 2450 Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2451 Procurement Principles</td>
<td></td>
</tr>
<tr>
<td>and Applications (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>Goal 1: COMM 17XX</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2472 Business Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 1400 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Goal 5: ECON 1720 Macroeconomics OR</td>
<td></td>
</tr>
<tr>
<td>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>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1760 Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2410 Critical Thinking for Business Decision Making (spring only)</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 2475 Project Management II (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2430 Performance Management</td>
<td></td>
</tr>
<tr>
<td>and Coaching (spring only)</td>
<td>3</td>
</tr>
<tr>
<td>Goal 3 or 4: Natural Sciences OR</td>
<td></td>
</tr>
<tr>
<td>Mathematical/Logical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Goal 6: Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits**          | **60**  |
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. Describe the fundamentals of PMBOK (Project Management Body of Knowledge), process groups and tools in projects to meet the needs of global, regional and local businesses.
2. Integrate the fundamentals of effective communication, team management and leadership skills with a project team and stakeholder.
3. Apply project management standards in organizations.

Program Faculty

Jon Stambaugh
jon.stambaugh@saintpaul.edu
651.846.1592

Part-time/Full-time Options

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

Program Requirements

☐ Check off when completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1475 Project Management 1</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1760 Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2451 Procurement Principles and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2472 Business Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2475 Project Management 2</td>
<td>3</td>
</tr>
<tr>
<td>HMRS 2430 Performance Management and Coaching</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Program Start Dates

Fall, Spring, Summer

Course Sequence

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

First Semester

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

Second Semester

BUSN 2451 Procurement Principles and Applications (spring only) ........ 3
BUSN 1760 Principles of Finance .............................................................. 3
BUSN 2475 Project Management 2 (spring only) ..................................... 3
HMRS 2430 Performance Management and Coaching (spring only) ........ 3
Total Semester Credits ........................................................................ 13

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

Minimum Program Entry Requirements

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

Reading: Score of 225+

Writing: Score of 225+

Arithmetic: Score of 225+

Assessment Results and Prerequisites:

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

Degree option may have a greater requirement than this certificate.

251C

Information is subject to change. This Program Requirements Guide is not a contract.
Supply Chain Logistics AAS DEGREE

Program Overview
Logistics management is concerned with the procurement, movement, storage and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users. This program provides students the opportunity to understand modern supply chain management. Supply Chain management demands a multidisciplinary and cross-functional approach to business that transcends the traditional functional boundaries and management disciplines that characterize many organizations.

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

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

Program Faculty
Promeet Jaswant Singh
promeet.jaswantSingh@saintpaul.edu
651.846.1519
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 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

Professional Component
Required Business Core 16
☐ BUSN 1420 Transportation Management .... 3
☐ BUSN 1512 Export Shipping and Compliance .... 3
☐ BUSN 1530 Distribution Management .... 3
☐ BUSN 2110 Principles of Marketing .... 3
☐ BUSN 2420 U.S. Customs and Importing .... 3
☐ BUSN 2451 Procurement Principles and Applications .... 3
☐ BUSN 2472 Business Negotiation Skills .... 3
☐ BUSN 2520 Supply Chain Management .... 4
☐ Business Elective .... 2
Subtotal .... 27

General Education/MnTC Requirements Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication .... 7
☐ ENGL 1711 Composition 1 – 4 cr
☐ COMM 17XX – 3 cr
☐ Goal 2 or Goal 4 .... 3
☐ Goal 3: Natural Sciences OR
☐ ECON 1720 Macroeconomics – 3 cr OR
☐ ECON 1730 Microeconomics – 3 cr
☐ 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
General Education Requirements .... 17
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
BS Business Administration
Saint Mary’s University, Twin Cities Campus
BS Global Supply Chain Management
Minnesota State University, Moorhead
BS Marketing
Saint Mary’s University, Twin Cities Campus
BS Supply Chain and Operation Management
Metropolitan State University

See back of this guide for Course Sequence

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:
Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 225+
Assessment Results and Prerequisites: Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
## Supply Chain Logistics  AAS DEGREE (continued)

### Course Sequence

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

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

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

#### Third Semester
- **BUSN 1420** Transportation Management  
  (fall only) ............................................. 3
- **BUSN 1530** Distribution Management  
  (fall only) ............................................. 3
- **BUSN 2110** Principles of Marketing .................... 3
- **BUSN 2465** Business Ethics  ......................... 3
- Goal 5: **ECON 1720** Macroeconomics OR  
  **ECON 1730** Microeconomics ......................... 3
- **Total Semester Credits** .............................. 15

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

**Total Program Credits** ................................. 60
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
Promeet Jaswant Singh
promeet.jaswantsingh@saintpaul.edu
651.846.1519
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, 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                      Credits
BUSN 1420 Transportation Management          3
BUSN 1530 Distribution Management          3
BUSN 2110 Principles of Marketing          3
BUSN 2451 Procurement Principles and Applications 3
BUSN 2472 Business Negotiation Skills 3
BUSN 2520 Supply Chain Management          4

Total Program Credits                         19

Program Start Dates
Fall, Spring

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

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

Second Semester
BUSN 2110 Principles of Marketing  3
BUSN 2451 Procurement Principles and Applications (spring only) 3
BUSN 2520 Supply Chain Management  (spring only) 4
Total Semester Credits ................... 10
Total Program Credits  ................... 19

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

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

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

Arithmetic: Score of 225+
Requires additional education and/or experience in the field in addition to assessment requirements.

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

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

Degree option may have a greater requirement than this certificate.