



Pine Technical &  
Community College

# Business Administration

## • Diploma • Certificate

Expand career opportunities by earning the Business Essentials certificate offered through Pine Technical and Community College. The curriculum develops strong general business acumen. Acquired skills can be leveraged to grow workplace opportunities within an existing organization or through entrepreneurial pursuits.

In addition to expanding career opportunities, the diploma seamlessly transfers into Pine's Business Administration diploma, Management Information Systems diploma, Management Information Systems AAS, and the Business Transfer Pathway AS program.

## Recommended Course Sequence for Completion in 1 Year • 2023-2024

### BUSINESS ESSENTIALS CERTIFICATE

#### Fall Semester 2023

|   |           |
|---|-----------|
| ENGL 1276 College Composition .....             | 4         |
| *BUSN 1120 Business Computer Applications ..... | 3         |
| Technical Electives (choose three).....         | 9         |
| *BUSN 1110 Introduction to Business (3)         |           |
| *BUSN 1130 Human Relations in Business (3)      |           |
| *BUSN 1140 Business Information Systems (3)     |           |
| <b>Total Credits</b> .....                      | <b>16</b> |

**Business Essentials Certificate Earned!**

### Career Outlook

According to the Bureau of Labor Statistics (BLS), employment in business and financial operations occupations is projected to grow 5 percent from 2019 to 2029, faster than the average for all occupations, adding about 476,200 new jobs. BLS research also shows that earning an associate degree can increase your annual income by an average of \$6,864 above the earning potential of a high school graduate.

[www.pine.edu/apply](http://www.pine.edu/apply)

320.629.5100 • 800.521.7463

### BUSINESS ADMINISTRATION DIPLOMA

#### Fall Semester 2023

|   |           |
|---|-----------|
| *BUSN 1120 Business Computer Applications ..... | 3         |
| *BUSN 2210 Legal Environment of Business .....  | 3         |
| *BUSN 2220 Principles of Marketing.....         | 3         |
| ENGL 1276 College Composition .....             | 4         |
| Technical Electives (choose one) .....          | 3         |
| *BUSN 1110 Introduction to Business (3)         |           |
| *BUSN 1130 Human Relations in Business (3)      |           |
| *BUSN 1140 Business Information Systems (3)     |           |
| <b>Total Credits</b> .....                      | <b>16</b> |

#### Spring Semester 2024

|  |           |
|--|-----------|
| *ACCP 2110 Financial Accounting .....          | 4         |
| *BUSN 2230 Principles of Management .....      | 3         |
| COMM 1100 Introduction to Communications ..... | 3         |
| Technical Elective (choose two).....           | 6         |
| *BUSN 1110 Introduction to Business (3)        |           |
| *BUSN 1130 Human Relations in Business (3)     |           |
| *BUSN 1140 Business Information Systems (3)    |           |
| BUSN 1150 Data Analytics for Business (3)      |           |
| <b>Total Credits</b> .....                     | <b>16</b> |

**TOTAL DIPLOMA CREDITS** ..... **32**

**Business Administration Diploma Earned!**

\*Check with our Transfer Specialist to determine if any knowledge or skills learned outside of the classroom may qualify for Credit for Prior Learning (CPL) college credit.