



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.

COLLEGE CATALOG 2025-26

Recommended Course Sequence for Completion in 1 Year

BUSINESS ESSENTIALS CERTIFICATE

Fall Semester

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)	
BUSN 1150 Data Analytics for Business (3)	
Total Credits	16

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.

BUSINESS ADMINISTRATION DIPLOMA

Fall Semester

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)	
BUSN 1150 Data Analytics for Business (3)	
Total Credits	16

Spring Semester

ACCP 2110 Financial Accounting	4
BUSN 2230 Principles of Management	3
COMM 1100 Introduction to Communications	3
Technical Electives (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)	
Total Credits	16

TOTAL DIPLOMA CREDITS **32**

Business Administration Diploma Earned!

pine.edu/apply

320.629.5100 • 800.521.7463



Pine Technical & Community College

Get the Credit You Deserve!

What is Credit for Prior Learning (CPL)?

Pine Technical & Community College (PTCC) values learning that happens outside of the classroom. Many students enrolling at PTCC bring with them a wealth of knowledge and real-world experiences that can be turned into college credit.

Ways students can gain Credit for Prior Learning:

- Job skills and work experience
- Employer training programs
- Volunteer or community services
- Self-study
- Military education and occupations
- Industry certifications
- High school articulate college credit
- Standardized exams

Earning Credit for Prior Learning is Easy

1. Visit the CPL website at mycpl.minnstate.edu to see a full list of eligible courses, requirements, and assessment methods to determine if CPL is right for you.
2. Reach out to records@pine.edu to discuss CPL opportunities, payment (if required), and assessment information.

New to PTCC? Visit Campus!

- Take a campus tour
- Learn about scholarships
- Meet the admissions team
- Tour housing and The REC

Book an appointment to explore PTCC!

Sign up to visit in person, or virtually, to learn more about PTCC programs, admissions requirements, housing options, and more.



pine.edu/visit