



Pine Technical & Community College

BUSINESS ADMINISTRATION

Build the knowledge and confidence to succeed in today's business environment. PTCC's Business Administration program provides a strong foundation in business operations, communication, leadership, technology, and decision-making skills valued across industries. Beginning with the Business Essentials Certificate and continuing through the Business Administration Diploma, students develop practical skills that support career advancement within organizations or entrepreneurial pursuits. These stackable credentials allow students to enter the workforce quickly while creating clear pathways to continue into PTCC's Business Transfer Pathway or other advanced business and technology programs.



COLLEGE CATALOG 2026-27



16 Credits
Earns a Certificate

+



32 Credits
Earns a Diploma



\$220 per Credit
on Average



18:1 Student/Instructor
Ratio on Average

Program Delivery Mode: On-Campus Plus

Business Administration Certificate

(16 credits)

General Education Courses

ENGL 1276 College Composition4

Technical Education Courses

BUSN 1120 Business Computer Applications3

Technical Education Electives (choose three)

BUSN 1110 Introduction to Business (3 credits)

BUSN 1130 Human Relations in Business (3 credits)

BUSN 1140 Business Information Systems (3 credits)

BUSN 1150 Data Analytics for Business (3 credits).....9

Total Credits 16

Business Administration Diploma

(16 additional credits)

General Education Courses

COMM 1100 Introduction to Communication.....3

Technical Education Courses

ACCP 2110 Financial Accounting4

BUSN 2210 Legal Environment of Business3

BUSN 2220 Principles of Marketing.....3

BUSN 2230 Principles of Management3

Total Credits 32

Recommended Course Sequence for Completion in 1 Year

First Fall

| | |
|--|---|
| BUSN 1120 Business Computer Applications | 3 |
| BUSN 2220 Principles of Marketing..... | 3 |
| ENGL 1276 College Composition | 4 |
| BUSN 2210 Legal Environment of Business..... | 3 |

Technical Electives (choose one)

| | |
|--|---|
| BUSN 1110 Introduction to Business or | |
| BUSN 1130 Human Relations in Business or | |
| BUSN 1140 Business Information Systems | 3 |

Total Credits 16

Business Essentials Certificate Earned!

First Spring

| | |
|--|---|
| ACCP 2110 Financial Accounting | 4 |
| BUSN 2230 Principles of Management | 3 |
| COMM 1100 Introduction to Communications | 3 |

Technical Electives (choose one)

| | |
|--|---|
| BUSN 1110 Introduction to Business or | |
| BUSN 1130 Human Relations in Business or | |
| BUSN 1140 Business Information Systems or | |
| BUSN 1150 Data Analytics for Business..... | 6 |

Total Credits 16

Business Administration Diploma Earned!

TOTAL DEGREE CREDITS 32

Career Outlook

Possible Job Titles

- Operations Manager
- Business Manager
- General Manager



6.8%

MN Projected
Growth % (2022-2032)



\$97,140

MN Median Annual
Wage (\$) (approx.)

*Data from ONET & MN DEED

Get the Credit You Deserve!

What is Credit for Prior Learning (CPL)?

PTCC awards college credit for knowledge gained outside the classroom, including work and life experience.

You may qualify through:

- Job skills/work experience
- Employer training
- Military education
- Industry certifications
- Volunteer service
- Self-study
- High school articulated credit
- Standardized exams

Getting Started is Easy:

- Visit mycpl.minnstate.edu to view eligible courses and requirements.
- Contact records@pine.edu for guidance on options, assessments, and any applicable fees.

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.

www.pine.edu/visit



Apply Today!

www.pine.edu/apply

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