

BUSINESS, INFORMATION TECHNOLOGY, PUBLIC SERVICE AND COMMERCIAL ART DIVISION

The Business, Information Technology, Public Service and Commercial Art Division incorporates the following curricula: Business Administration, Computer Technology, Administrative Office Technology, Commercial Art, Criminal Justice, Early Care and Education, Funeral Service Education and Human Services. The first four disciplines are fast-paced and technology-dependent.

Advertising and marketing classes traditionally offered in the Business Department can now be enhanced by interaction with the design class in Commercial Art; students taking word processing classes taught in the Administrative Office Technology Department can benefit from desktop publishing classes in the Commercial Art Department as well. Courses in the Entrepreneurship certificate offered in the Business Department can better prepare students in any department who plan to open their own businesses. This new concept eliminates duplication of resources, better utilizes computer labs and consolidates software applications. Technology is constantly changing; job descriptions are constantly changing. The Business Department equips its graduates with the necessary skills to meet the challenges that confront them in the business world and provides highly trained employees to meet ever-changing standards of employers.

The Business Department also offers a certificate in Human Resource Management (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-quickskills-curricula/human-resource-management-certificate/#requirementstext>).

The Computer Technology Department also offers a certificate in CompTIA (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-quickskills-curricula/comptia-certificate/#requirementstext>).

As the only program in South Carolina, and one of only a handful of public college programs in mortuary science in the United States, Piedmont Technical College's ABFSE-accredited Funeral Service Education program will prepare students for a rewarding career in the funeral service industry.

Students in the human services program are taught to provide a variety of services to individuals with a focus on prevention, remediation of problems, and maintaining a commitment to improving the overall quality of life of the populations served.

Students interested in a career in Public Service may choose majors in Criminal Justice, Early Care and Education, Funeral Service Education and Human Services. Students majoring in Criminal Justice receive training in all aspects of American justice to include law enforcement, correctional and legal systems. Early Care and Education majors receive a combination of classroom instruction and supervised, hands-on

experience that will prepare them for direct entry into the workforce or to transfer to a four-year institution.

Approved Business electives

Any class with the prefixes BUS, ACC, MGT, ECO, BAF, MKT, as well as SPC 205 Public Speaking, will be acceptable as Business electives.

Programs and Credentials

- Administrative Office Technology Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/>)
 - Administrative Office Technology, Accounting Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-accounting-concentration-aas/>)
 - Administrative Office Technology, Legal Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-legal-concentration-aas/>)
 - Administrative Office Technology, Medical Coding/Billing Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-medical-codingbilling-concentration-aas/>)
 - Administrative Office Technology, Medical Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-medical-concentration-aas/>)
- Customer Service and Support, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/customer-service-support-certificate/>)
- MOS Certification, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/mos-certification-certificate/>)
- Office Technician, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/office-technician-certificate/>)
- Business Quickskills Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-quickskills-curricula/>)
 - CompTIA, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-quickskills-curricula/comptia-certificate/>)
 - Human Resource Management, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-quickskills-curricula/human-resource-management-certificate/>)



- Business Technologies Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/>)
 - Accounting, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/accounting-certificate/>)
 - Business Administration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/business-administration-aas/>)
 - Business Administration, Accounting Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/business-administration-accounting-concentration-aas/>)
 - Business Administration, Management Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/business-administration-management-concentration-aas/>)
 - Business Administration, Office Management Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/business-administration-office-management-concentration-aas/>)
 - Entrepreneurship, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/business-technologies-curricula/entrepreneurship-certificate/>)
- Commercial Art Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/>)
 - Advertising Design, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/advertising-design-certificate/>)
 - Digital Rendering and Gaming Development, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/digital-rendering-gaming-development-certificate/>)
 - General Technology, Concentration in Advertising Design with Secondary Specialty in Photography, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/general-technology-concentration-advertising-design-secondary-specialty-photography-aas/>)
 - General Technology, Concentration in Digital Rendering and Gaming with Secondary Specialty in Advertising Design or Photography, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/general-technology-concentration-digital-rendering-gaming-second-specialty-advertising-design-photography-aas/>)
 - General Technology, Concentration in Photography with Secondary Specialty in Advertising Design, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/general-technology-concentration-photography-secondary-specialty-advertising-design-aas/>)
- Photography, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/commercial-art-curricula/photography-certificate/>)
- Computer Technology Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/>)
 - Certified IT Professional, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/certified-professional-certificate/>)
 - Computer Technology, Cybersecurity Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/computer-technology-cybersecurity-concentration-aas/>)
 - Computer Technology, Network Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/computer-technology-network-concentration-aas/>)
 - Computer Technology, Programming Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/computer-technology-programming-concentration-aas/>)
 - Cybersecurity, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/cybersecurity-certificate/>)
 - PC Technician, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/pc-technician-certificate/>)
- Criminal Justice Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/criminal-justice-curricula/>)
 - Criminal Justice, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/criminal-justice-curricula/criminal-justice-aas/>)
- Early Care and Education Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/early-care-education-curricula/>)
 - Early Care and Education, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/early-care-education-curricula/early-care-education-aas/>)
 - Early Care and Education, Infant/Toddler Care Concentration, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/early-care-education-curricula/early-care-education-infant-toddler-care-concentration-aas/>)



- Early Childhood Development, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/early-care-education-curricula/early-childhood-development-certificate/>)
- Infant/Toddler, Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/early-care-education-curricula/infant-toddler-certificate/>)
- Funeral Service Education Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/funeral-service-education-curricula/>)
 - Embalmer's Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/funeral-service-education-curricula/embalmers-certificate/>)
 - Funeral Director's Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/funeral-service-education-curricula/funeral-directors-certificate/>)
 - Funeral Service, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/funeral-service-education-curricula/funeral-service-aas/>)
- Human Services Curricula (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/human-services-curricula/>)
 - Human Services, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/human-services-curricula/human-services-aas+/>)