

# BUSINESS, INFORMATION TECHNOLOGY, PUBLIC SERVICE AND COMMERCIAL ART DIVISION

The Business, Information Technology, and Public Service Division covers a wide range of programs, including Business Administration, Administrative Office Technology, Computer Technology, Commercial Art, Criminal Justice, Early Care and Education, Funeral Service Education, and Human Services. Most programs have articulation agreements with four-year colleges and universities.

The Business and Administrative Office Technology Departments equip their graduates with the necessary skills to meet the challenges that confront them in the business world.

The Computer Technology Department provides new students and those who are already working in industry the skills necessary to enter positions in the areas of programming, networking, and cybersecurity.

The Commercial Art program provides students training and hands-on experience in photography, graphic arts, and advertising media so that they may operate a freelance business or find employment with advertising agencies, printing firms, in-house marketing departments, and other organizations that require their talents.

Students majoring in Criminal Justice receive training in all aspects of American justice, including law enforcement, corrections, and legal systems. Students may be new to the field or those who are already employed but who want to increase their skills and knowledge.

Early Care and Education majors receive a combination of classroom instruction and supervised, hands-on experience which prepares them for direct entry into the workforce or for transfer to a four-year institution.

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

Students in the Human Services program learn to provide a variety of services to individuals with a focus on prevention, remediation of problems, and a commitment to improving the overall quality of life for the populations they serve.

## Approved Business electives

Any class with the prefixes BUS, ACC, MGT, ECO, BAF, MKT, as well as SPC 205 (<https://catalog.ptc.edu/search/?P=SPC%20205>) Public Speaking, will be acceptable as Business electives.

Some courses with a prefix of AOT, CPT, or IST must be less than 8 years old in order to count toward a certificate, diploma, or degree program.

AHS 171, AHS 172, and AHS 173 must be less than 2 years old in order to count toward a certificate, diploma, or degree program.

## 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, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-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/>)
  - 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-and-gaming-development-certificate/>)



- 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, A.A.S. (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/computer-technology-curricula/computer-technology-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/>)
  - Police Pre-Academy Training Certificate (<https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/criminal-justice-curricula/police-preacademy-certificate/>)
- 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 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+/>)