

Business Curriculum

Steve Fennell, Business Department Chair | 864-941-8645 | fennell.s@ptc.edu



Why Business?

In today's global business environment, opportunities are limitless for those with the right mix of leadership, organizational and teambuilding skills. If you're a good communicator who enjoys solving problems, a career in business might be right for you.

Probably no other occupational area encompasses the diverse range of activities found in the business world. Accounting and management are just a few of the many

areas that a business major at Piedmont Tech will prepare you to pursue. By carefully selecting appropriate electives, Piedmont Technical College's business students can tailor their education to a specific area of business, or cross-train in multiple disciplines for a fuller understanding.

Transfer opportunities—through both our general transfer curriculum or specific agreements—exist for those who'd like to continue their studies with a bachelor's degree.

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Business

What will I do on the job?

Depending on the career path you choose, you could perform an extremely wide variety of job functions—from clerical work to management.

For example, those with an Accounting concentration could classify and verify numerical data, developing and maintaining financial records following guidelines established by the company. In small organizations, you may do some general office work. In large organizations, you might specialize in one type of activity, such as payroll or accounts payable.

For those with a talent for entrepreneurship, opportunities truly are limitless.

What skills will I use on the job?

Depending on your career path, some of your responsibilities could require you to:

- Analyze financial activities of establishments or departments and provide input into budget planning and preparation processes.
- Compute figures such as balances, totals and commissions.
- Consult with managers and other personnel to resolve problems in areas such as equipment performance, output quality and work schedules.
- Coordinate activities with other supervisory personnel and with other work units or departments.
- Evaluate employees job performance and conformance to regulations and recommend appropriate personnel action.
- Participate in the work of subordinates to facilitate productivity or to overcome difficult aspects of work.

How much can I earn?

Your earnings will vary by the career path you choose. Find below some sample entry-level salary ranges:

Office Manager:

S.C. Earnings Range: \$25,700 - \$60,900 **S.C. Average:** \$38,900

Payroll Clerk:

S.C. Earnings Range: \$20,900 - \$30,200 **S.C. Average:** \$27,200

* Based on employment statistics from South Carolina Wage Information and the Bureau of Labor Statistics. Visit our Web site for more information.

Who will hire me?

Because of the wide variety of careers available to business majors, opportunities for employment are good. You could find employment with any company that needs office workers. And if you choose to further your studies after you complete your associate degree, opportunities for advancement are excellent.

Some recent graduates have found work at: Capsugel, Carolina Employees Credit Union, Ceramtec, Circle Diner, City of Greenwood, Commissioners of Public Works, Eaton Electric, Elliot Davis & Co., Fuji Film, Greenwood Packing Plant, McCormick County Government, Milliken & Co., Packaging Corporation of America, Palmetto Pediatric Therapy Inc. and many more.

Associate Degrees:

- A.A.S., Major in Business
- A.A.S., Major in Business - Accounting Concentration
- A.A.S., Major in Business - Business Transfer Concentration
- A.A.S., Major in Business - Management Concentration
- A.A.S., Major in Business - Office Management Concentration

Certificates:

- Accounting Certificate
- Entrepreneurship Certificate

For more information about the Business Department, including course requirements and salary ranges, visit our Web site.

