## Message from the Dean

On behalf of the Pitt Community College Business Division and its faculty and staff, I would like to personally welcome you to our division. The faculty of the Business Division bring real world expertise into the classroom and look forward to assisting you as you pursue your selected program of study.

The programs offered by the Business Division are intended to prepare students for employment in several different industries including administrative and healthcare office technologies, business, entrepreneurship, marketing, and computer technologies. Our programs emphasize a strong work ethic, innovative thinking, and a global mindset as well as the technical skills needed to excel in today's business environment.

The Business Division is excited for you to attend Pitt Community College. We will support and encourage you during your time with us. We will also do our best to prepare you for today's fast-paced business world.

Sincerely,
Katherine Clyde, Dean
Business Division

PITT Community College

## Contact Information

Business Division
252.493.7307

## Business Division Programs

### *Administrative and Healthcare Technologies Department*

- *Healthcare Business Informatics*
- *Healthcare Management Technology: General*
- *Healthcare Management Technology: Entrepreneurship*
- *Healthcare Management Technology: Long-Term Care*
- *Medical Office Administration: General*
- *Medical Office Administration: Medical Auditor*
- *Medical Office Administration: Medical Billing and Coding*
- *Medical Office Administration: Patient Services Representative*
- *Office Administration: General*
- *Office Administration: Finance*
- *Office Administration: Legal Office*

### *Business Administration Department*

- *Accounting and Finance: Accounting*
- *Accounting and Finance: Financial Services*
- *Business Administration: General Business Administration*
- *Business Administration: Human Resources Management*

### *Computer Technologies Department*

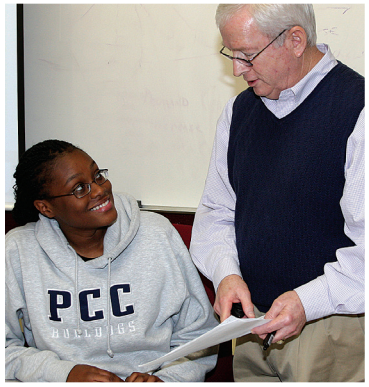
- *IT: Computer Programming and Development*
- *IT: Network Management*
- *IT: Cyber Security*
- *IT: Support and Services*
- *IT: Web Administration and Design*
- *Simulation and Game Development*

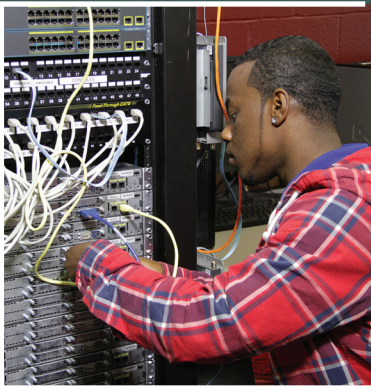
### *Entrepreneurship, Marketing, and Economics Department*

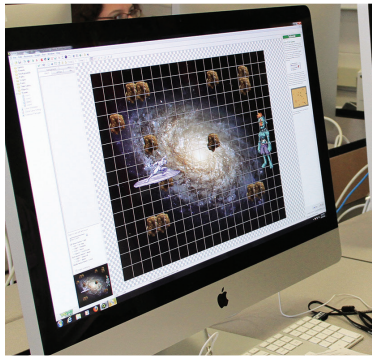
- *Entrepreneurship*
- *Business Administration: Marketing*

PITT Community College

# BUSINESS DIVISION





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## Administrative and Healthcare Technologies (AHT) Department

The AHT department's goal is to prepare students for the demands of a computerized office in a general, medical, legal, financial, and dental setting.

Some topics include medical, legal, and dental terminology, office software applications, medical coding and billing, medical auditing, long-term care administration, entrepreneurship, office and medical legal issues, professional development, and many more.

Possible jobs include:

- **Administrative Assistant in general, finance, legal, medical, or dental office**
- **Appointment Scheduler**
- **Medical Auditor**
- **Medical Coding Specialist**
- **Patient Access Representative**

## Business Administration (BA) Department

The BA department's goal is to provide students with a foundation in overall general business functions and processes including specialty areas of accounting and human resources management.

Some topics in this area include management principles, critical thinking skills, economics, decision-making techniques, computer applications, legal aspects of business and much more.

Possible jobs include:

- **Financial Service Technician**
- **Accounting Technician**
- **HR Generalist/Specialist**
- **Benefit Administrator**
- **General Business Management**

## Entrepreneurship, Marketing, and Economics (EME) Department

The EME department's goal is to provide students with the training and skill set to succeed in a dynamic market by promoting an entrepreneurial way of thinking that values opportunity, creativity, and agility.

Some topics in this area include methods of funding a start-up business plan development, skills needed for being innovative, creative, and thinking outside of the box, principles of supply and demand, implementation of advertising plans, social media marketing and much more.

Possible jobs include:

- **Self-employed business owner**
- **Advertising**
- **Entry-level Management**
- **Business Consultant**
- **Marketing Management**

## Computer Technologies (CT) Department

The CT department's goal is to prepare graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems.

Some topics in this area include technical issues related to information support and services, interactive media, network systems, programming and software development, information security, and other emerging technologies based on the selected area of study.

Possible jobs include:

- **Network Administrator**
- **Web Developer**
- **Systems Security Analyst**
- **Help Desk Technician**
- **Computer Programmer/Analyst**
- **Game Programmer/Level Designer**

# BUSINESS DIVISION

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