

Business Assistant

Certificate of Completion

2009-10 Academic Year
Major Code: 520201A

About the Program

The Business Assistant one-year certificate program is designed to prepare students for entry-level positions in bookkeeping and small business fields (Accounting Assistant Specialty) or administrative fields (Administrative Support Specialty).

Entry Requirements

Students are required to take a placement test to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill levels as determined by placement test scores. Students are also required to complete any prerequisites listed. In addition, students may also be required to enroll in classes that would increase their employability and success.

Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies and the Business Technology Department head's approval. In order to ensure that coursework is current, program courses over 10 years old must be reviewed and approved by the appropriate department head before being accepted toward core requirements. Students must complete coursework in their major at a "C" or better level before proceeding to advanced coursework. Each "2+2" Early College Credit student must meet with the Business Technology Department head to determine placement.

Graduation Requirements

Students completing all courses in this program with a grade of "C" or better will earn a Business Assistant certificate. Certain prerequisite courses are graded on a pass/no pass basis only. A grade of "P" for these courses indicates a student earned a "C" or better grade.

Prerequisites

Course No.	Course Title	Credits
BT90	Computer Essentials for Business (or documented proficiency)	0-2
BT100	10-key Skill Building (or demonstrated proficiency)	0-1
BT120	Computer Typing (or demonstrated skill at 25 wpm)	0-2
MTH20	Pre-algebra (or designated placement test score as shown on current indicator chart)	4
RD30	College Reading II (or designated placement test score as shown on current indicator chart)	4
WR30	Fundamentals of Composition II (or designated placement test score as shown on current indicator chart)	4

Required Core Courses

Course No.	Course Title	Credits
BA109	Ready, Set, Work: Techniques for Landing a Job	2
BA131	Introduction to Business Computing	4
BA214	Business Communications	4
BA218	Personal Finance	3
BA280	Cooperative Work Experience/Business	3
BT101	Human Relations in Organizations	3
BT113	Business English I	3
BT114	Business English II	3
BT151	Practical Accounting I	4
BT160	Business Math	4
CS125ss	Spreadsheet Applications	3
CS125ww	Word Processing Applications (Word)	3
LIB127	Introduction to Library Research Methods	1
TOTAL REQUIRED CORE CREDITS		40

Students enrolled in the Business Assistant program must select one of the following specialties:

Accounting Assistant Specialty Track

Course No.	Course Title	Credits
BA177	Payroll and Tax	3
BA228	Computer Accounting Applications	2
BT161	Practical Accounting II	4
BT171	Practical Accounting III	4
		13

Administrative Support Specialty Track

Course No.	Course Title	Credits
BA240	Filing and Records Management	3
BT115	Editing and Proofreading	3
—	Approved program elective	6-8
		12-14
TOTAL PROGRAM CREDITS		52-54

Approved Program Electives

(6-8 credits minimum required for Administrative Support Specialty)

Course No.	Course Title	Credits
BA101	Introduction to Business	3
BA199	Special Studies in Business	variable
BA206	Management Fundamentals	3
BA211	Financial Accounting	4
BA213	Managerial Accounting	4
BA223	Principles of Marketing	3
BA226	Business Law I	4
BA233	Internet Marketing	3
BA280	Cooperative Work Experience/Business	variable
BT102	Introduction to Supervision	3
BT105	Business Ethics	3
BT106	Advertising	3
BT121	Introduction to E-commerce	3
BT165	Writing a Business Plan	2
BT178	Customer Service	3
BT204	Project Management	4
BT250	Entrepreneurship	3
—	Any CS125 applications class (except those taken to fulfill core or specialty requirements)	1-4
ECON115	Introduction to Economics	3
M0100	Medical Terminology: Introduction	3
—	Any foreign language	4

For more information contact the Business Technology Department:

Grants Pass	(541) 956-7066
Medford	(541) 245-7527
Toll free in Oregon	(800) 411-6508, Ext. 7066 or Ext. 7527
Web address	www.roguecc.edu
TTY	(541) 956-7338 or (541) 245-7587

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

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