Business Assistant: Small Business Management

Career Pathways Certificate

Major Code: 520703

About the Program

The Small Business Management Career Pathways three-term certificate is designed for those individuals who are considering owning and operating their own business. This includes, but not limited to, business majors, students who want to build on skills already learned in the workplace, community members, and students enrolled in other technical programs. Courses included in this pathway can be applied toward completion of the one-year Business Assistant certificate and the Associate of Applied Science in Business Technology degree.

The U.S. Department of Education requires disclosure of specific information about career and technical certificate programs to prospective students. Data includes Standard Occupational Classification (SOC) codes, graduation rates, tuition and fees, typical costs for books and supplies, job placement rates for students completing the programs, and median loan debt incurred by students completing the programs. For more information visit www.roguecc.edu/GainfulEmployment.

The curriculum in RCC courses is derived from a set of identified learning outcomes that are relevant to the discipline. For a list of learning outcomes for this discipline or program, see www.roguecc.edu/Programs/LearningOutcomes.

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 chair'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 chair before being accepted toward core requirements. Students must complete coursework in their major at a "C" or better level before proceeding to advanced coursework. High school College Now credit will be accepted in accordance with the current articulation agreement.

Credits earned in the successful completion of Career Pathways Certificates can be applied to other certificates and degrees in the Career Pathway. For more information, speak to a program advisor and review the roadmap at www.roguecc.edu/Programs/CareerPathways.

Customer Service — Career Pathways Certificate (29 credits)
- Cashier [1]
- Customer service representative [1]

Retail Sales and Service — Career Pathways Certificate (28 credits)
- Counter and rental clerk [1]
- Retail salesperson [1]
- Stock clerk and order filler [1]

Business and Information Specialist — Career Pathways Certificate (31 credits)
- Call center operator [1]
- File clerk [1]
- General office clerk [1]
- Office machine operator [1]
- Receptionist and information clerk [1]

Retail Management — Certificate of Completion (31 credits)
- Assistant manager [1]
- Retail sales supervisor [1]

Small Business Management — Career Pathways Certificate (42 credits)
- Small business manager [1]
- Retail sales supervisor [1]

Business Assistant, Certificate of Completion (50-53 credits), Assistant Manager Specialty Track
- Supervisor [1]
- Retail manager [1]
- Assistant manager [1]

Administrative Support Specialty Track
- Human resources assistant [1]
- Office and Administrative support worker [1]
- Secretary [1]
- Telemarketer [1]

Accounting Assistant Specialty Track
- Accountant/bookkeeper [1]
- Payroll and time keeper clerk [1]

Business Technology, Associate of Applied Science (AAS) (90-94 credits)
- Department manager [1]
- Office manager [1]

[1] For current wage and gainful employment data, see the Jobs & Wages box within the specific program roadmap at www.roguecc.edu/CareerPathways/

Completion Requirements

Students must complete all courses in this program with a grade of "C" or better to receive their pathways 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
BA130	Concepts in Computing I or documented proficiency	0-2
MTH20	Pre-algebra or designated placement test score as shown on current indicator chart	0-4
RD30	College Reading or designated placement test score as shown on current indicator chart	0-4
WR30	Fundamentals of Composition II or designated placement test score as shown on current indicator chart	0-4
Total Prerequisite Credits		**0-14**

Required Core Courses

Course No.	Course Title	Credits
BA101	Introduction to Business [1]	4
BA131	Introduction to Business Computing	4
BA223	Principles of Marketing	3
BA226	Business Law	4
BT101	Human Relations in Organizations	3
BT102	Introduction to Supervision or BA206 Management Fundamentals	3
BT113	Business English I [2]	4
BT114	Business English II [2]	4
BT151	Practical Accounting I	4
BT160	Business Math	4
BT165	Writing a Business Plan	2
BT250	Entrepreneurship	3
TOTAL PROGRAM CREDITS		**42**

(over)

[1] Students who have completed BA101 as a 3 credit course have met this requirement.

[2] Students who have successfully completed the 3-credit versions of BT113 and BT114 have met this requirement.

For more information contact the Business Technology Department:

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Medford 541-245-7527
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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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