

Business Assistant: Business and Information Specialist**Career Pathways Certificate**

Holland code family: Organizers

www.roguecc.edu/Counseling/HollandCodes/test**About the Program**

The Business and Information Specialist Career Pathway three-term certificate prepares students for entry-level office positions requiring “soft skills” in dealing with clients, customers, vendors and the public, as well as filing, records management, computer applications, and basic written communication duties. 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.

Program Learning Outcomes

The curriculum in RCC courses is derived from a set of identified learning outcomes that are relevant to the discipline. Program learning outcomes for business programs are:

Business Ethics: Demonstrate knowledge of ethical, legal, and socially responsible business behavior, while maintaining high levels of personal and professional integrity in today’s rapidly changing multi-cultural, team-oriented business environment.

Communication/Information Literacy: Develop and deliver professional oral and written communications (using technology) that are appropriate to the topic, audience, and situation.

Critical Evaluation/Decision Making: Demonstrate critical thinking and problem solving skills by identifying, understanding, and applying basic theories, terminology, and practices related to each functional area of business.

Interpersonal Skills: Develop the interpersonal (“soft”) skills necessary to build and maintain effective working relationships with internal and external business stakeholders.

Entry Requirements

Students are required to complete the Placement Process 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 level as determined through the Placement Process. 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 adviser and review the roadmap at www.roguecc.edu/Programs/CareerPathways.

Customer Service — Career Pathways Certificate (29 credits)

- Cashier¹
- Customer service representative¹

Retail Sales and Service — Career Pathways Certificate (32 credits)

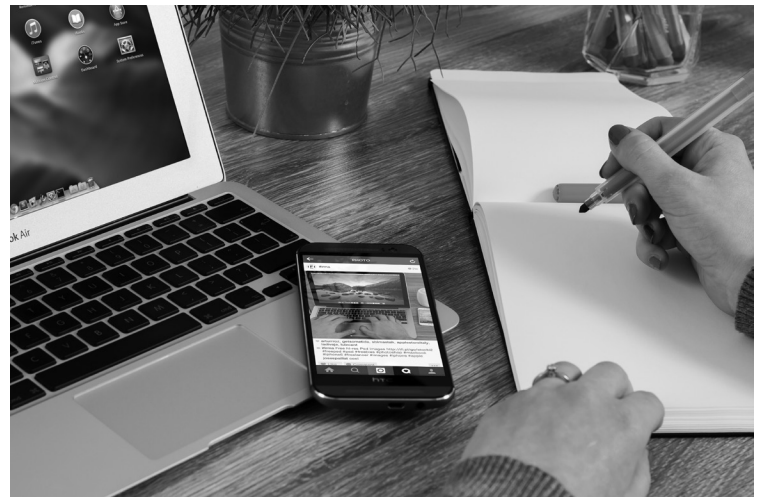
- Counter and rental clerk¹
- Retail salesperson¹
- Stock clerk and order filler¹

Business and Information Specialist — Career Pathways Certificate (31 credits)

- Call center operator¹
- File clerk¹
- General office clerk¹
- Office machine operator¹
- Receptionist and information clerk¹

Small Business Management — Career Pathways Certificate (40 credits)

- Small business manager¹
- Retail sales supervisor¹

**Business Assistant, Certificate of Completion (50-53 credits)
Assistant Manager Specialty Track**

- Supervisor¹
- Retail manager¹
- Assistant manager¹

Administrative Support Specialty Track

- Human resources assistant¹
- Office and Administrative support worker¹
- Secretary¹
- Telemarketer¹

Accounting Assistant Specialty Track

- Accountant/bookkeeper¹
- Payroll and time keeper clerk¹

Business Technology, Associate of Applied Science (AAS) (91-95 credits)

- Department manager¹
- Office manager¹

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 the equivalent of a “C” or better grade.

Prerequisites

Course No.	Course Title	Credits
CS/CIS	Approved 3-4 credit Computer Science or Computer Information Science class, CS120/CIS120 or above, or documented computer proficiency within the past ten years.	0-4
MTH20	Pre-algebra or designated placement test score	0-4
RD90/WR90	College Reading/Fundamentals of Composition or WR91 Fundamentals of Academic Literacy (WR91 substitutes for both RD90 and WR90) or designated placement test score	0-8

Total Prerequisite Credits **0-16**

Required Core Courses

Course No.	Course Title	Credits
BA131	Introduction to Business Computing	4
BA285	Advanced Business Applications: Excel ¹	4
BT101	Human Relations in Organizations	3

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BT111	Conflict Management	2
BT113	Business English I ²	4
BT114	Business English II ²	4
BT160	Business Math	4
BT178	Customer Service	3
CIS125WW	Word Processing Applications	2

TOTAL PROGRAM CREDITS 31

¹ Students who have successfully completed the 3-credit version of CIS125ss Spreadsheet Applications will have met the requirement, but will need at least 31 applicable business credits to receive this certificate.

² Students who have successfully completed the 3-credit versions of BT113 and BT114 will have met the requirements, but will need at least 31 applicable business credits to receive this certificate.

For more information contact the Business Technology Department:

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 Medford 541-245-7527
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 TTY Oregon Telecom Relay Service, 711

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

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.rogucecc.edu/nondiscrimination.

