



Business Technology

Associate of Applied Science Degree

About the Program

The Business Technology two-year degree provides an opportunity for students to learn about the business enterprises in society as well as prepare for various careers. This degree provides for flexibility in selecting elective classes while allowing students to investigate a wide range of areas within the business field. Students who want a general business foundation will be well served by the Business Technology AAS degree. There are also two program options should students want to pursue a specialized focus area.

For students who desire employment as bookkeepers, accounting assistants and billing clerks, the Accounting Option provides advanced study in practical accounting using both manual and computerized accounting systems.

Students who plan to supervise other workers, start their own business enterprises, or work in the sales, advertising or e-commerce sectors, will find the Management and Marketing Option well suited to those career goals.

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 head before being accepted toward core requirements. College Now credit will be accepted in accordance with the current articulation agreement.

Credits earned in the successful completion of this program can be applied to other certificates and degrees in the Career Pathway. For more information, speak to a program advisor.

Graduation Requirements

To graduate, students must complete all courses in this program with a grade of "C" or better. 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	Credit
MTH20	Pre-algebra or designated placement 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 score	0-8

Total Prerequisite Credits

0-12

Required Courses for Base Program and Program Options

Course No.	Course Title	Credit
BA101	Introduction to Business	4
BA109	Ready, Set, Work: Techniques for Landing a Job	2



BA131	Introduction to Business Computing	4
BA211	Financial Accounting I	4
BA212	Financial Accounting II ¹	4
BA214	Business Communications	4
BA218	Personal Finance	3
BA223	Principles of Marketing	3
BA226	Business Law	4
BA243	Social Media Marketing	3
BA280	Cooperative Work Experience/Business or BT265 Writing a Business Plan (Capstone)	3
BA285	Advanced Business Applications: Excel	4
BT101	Human Relations in Organizations	3
BT105	Business Ethics	3
BT111	Conflict Management	2
BT113	Business English I	4
BT114	Business English II	4
BT160	Business Math	4
BT178	Customer Service	3
CIS125WW	Word Processing Applications (Word)	3
COMM111	Fundamentals of Public Speaking or COMM100 Basic Communication or COMM115 Intercultural Communication or COMM218 Interpersonal Communication or COMM225 Small Group Communication and Problem-solving	3-4
ECON115	Introduction to Economics	3
HE112	Emergency First Aid or HE250 Personal Health or HE252 First Aid/CPR or HE261 CPR/Basic Life Support Provider or HPE295 Health and Fitness for Life	1-3
LIB127	Introduction to Academic Research	1
	Approved program electives ²	14-15

TOTAL BUSINESS TECHNOLOGY PROGRAM CREDITS

90-94

Required Courses – Accounting Option

Course No.	Course Title	Credit
BA177	Payroll and Tax Procedures	3
BA213	Managerial Accounting	4
BA228	Computer Accounting Applications	2
	Approved program electives	5-6
		14-15

TOTAL BUSINESS TECHNOLOGY ACCOUNTING OPTION CREDITS

90-94

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Required Courses – Management & Marketing Option

Course No.	Course Title	Credit
BA206	Management Fundamentals	3
BT102	Introduction to Supervision	3
BT106	Advertising	3
BT121	Digital Marketing and e-Commerce	4
	Approved program electives	1-3
		14-16

TOTAL BUSINESS TECHNOLOGY MANAGEMENT & MARKETING OPTION CREDITS **90-95**

Approved Program Electives

(Select 1-15 credits from courses not otherwise required within the base program or option area.)

Course No.	Course Title	Credit
BA177	Payroll and Tax Procedures	3
BA199	Special Studies in Business	variable
BA206	Management Fundamentals	3
BA213	Managerial Accounting	4
BA224	Human Resource Management	3
BA228	Computer Accounting Applications	2
BA238	The Art of Selling	3
BA249	Retail Management	3
BA280	Cooperative Work Experience/Business	1-9
BT102	Introduction to Supervision	3
BT106	Advertising	3
BT121	Digital Marketing and e-Commerce	4
BT250	Entrepreneurship	3
—	Any CIS125 applications course (except those taken to fulfill core requirements)	1-6
ECON201	Introduction to Microeconomics	4
ECON202	Introduction to Macroeconomics	4
WR110	Understanding English Grammar	2
WR227	Technical Writing	4
—	Any world language	4-12

1 Students who completed BA211 at RCC prior to July 1, 2017, will have met this requirement

2 Not required for students completing the Accounting or Management and Marketing options. They will complete 1-6 elective credits and the option area coursework listed.

For more information contact the Business Department:

Grants Pass	541-956-7066
Medford	541-245-7527
Toll free in Oregon	800-411-6508, Ext. 7066 or Ext. 7527
email	rwcbusiness@rogucecc.edu or rvcbusiness@rogucecc.edu
Web address	www.rogucecc.edu/business
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.

