



Business Assistant

Certificate of Completion

About the Program

The Business Assistant four-term certificate program is designed to prepare students for entry-level positions in bookkeeping and small business fields (Accounting Assistant Specialty), administrative fields (Administrative Support Specialty), or supervisory management fields (Assistant Manager Specialty).

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. 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

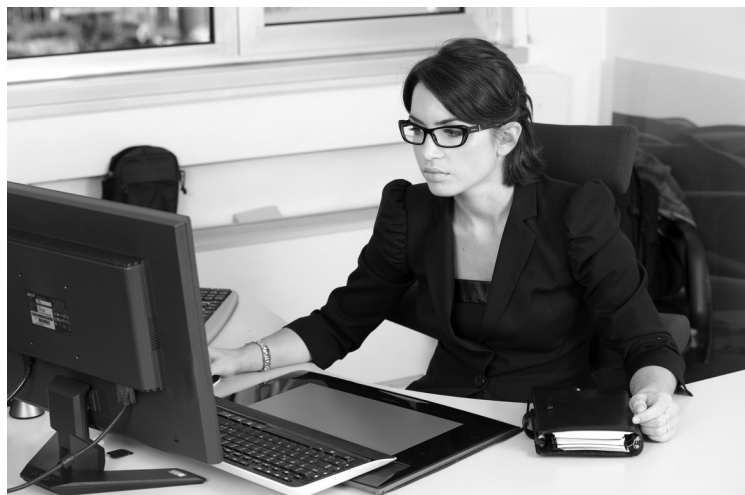
Students completing all courses in this program with a grade of "C" or better will earn a Business Assistant certificate. Certain prerequisite courses are graded on a pass/no pass basis only. A grade of "P" for these courses indicates a student earned the equivalent of a "C" or better grade.

Prerequisites

Course No.	Course Title	Credits
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 Core Courses

Course No.	Course Title	Credits
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
BA218	Personal Finance	3
BT101	Human Relations in Organizations	3
BT113	Business English I ¹	4
BT114	Business English II ¹	4
BT160	Business Math	4



BT178	Customer Service	3
CIS125WW	Word Processing Applications (Word)	3
LIB127	Introduction to Academic Research	1

Total Required Core Credits **39**

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
BA212	Financial Accounting II ²	4
BA213	Managerial Accounting	4
BA228	Computer Accounting Applications	2
		13

Administrative Support Specialty Track

Course No.	Course Title	Credits
BA214	Business Communications	4
BT105	Business Ethics	3
BT111	Conflict Management	2
—	Approved program electives	2-4
		11-13

Assistant Manager Specialty Track

Course No.	Course Title	Credits
BA206	Management Fundamentals	3
BA226	Business Law	4
BT102	Introduction to Supervision	3
—	Approved program electives	2-4
		12-14

TOTAL PROGRAM CREDITS **50-53**

Approved Program Electives

(2-4 credits required for Administrative Support Specialty and for the Assistant Manager Specialty)

Course No.	Course Title	Credits
BA199	Special Studies in Business	variable
BA206	Management Fundamentals	3
BA212	Financial Accounting II ²	4
BA213	Managerial Accounting	4
BA223	Principles of Marketing	3
BA224	Human Resource Management	3
BA226	Business Law	4
BA228	Computer Accounting	2

BA238	The Art of Selling	3
BA243	Social Media Marketing	3
BA249	Retail Management	3
BA285	Advanced Business Applications: Excel	4
BT102	Introduction to Supervision	3
BT105	Business Ethics	3
BT106	Advertising	3
BT111	Conflict Management	2
BT121	Digital Marketing and e-Commerce	4
BT250	Entrepreneurship	3
—	Any CIS125 application class not taken to fulfill core or specialty requirements	1-4
ECON115	Introduction to Economics	3
WR110	Understanding English Grammar	2
—	Any world language	4

¹ Students who have successfully completed the 3-credit versions of BT113 and BT114 will have met the requirements, but will need at least 50-54 applicable business credits to receive this certificate.

² Students who completed BA211 at RCC prior to July 1, 2017, will have met this requirement.

For more information contact the Business Technology Department:

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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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