

RCC CAREER PATHWAYS Business Assistant

Oregon Skill Set: Business and Management



Track completed courses through [myROGUE](#)'s degree audit system

GETTING STARTED

[Start Now](#) [High School to College Planner](#) [About this Career](#) [Learning Outcomes](#) [College NOW](#)

FOR MORE INFORMATION

Contact the [Business Technology](#) Department:

- **Grants Pass:** 541-956-7066
rwcbusiness@roquecc.edu
- **Medford:** 541-245-7527
rwcbusiness@roquecc.edu
- Oregon Telecom Service: 7-1-1

RCC CAREER PATHWAYS CERTIFICATE

- | | | | |
|--|---|---|--|
| Business and Information Specialist
(31 credits) | Customer Service
(29 credits) | Retail Sales and Service
(32 credits) | Small Business Management
(40 credits) |
|--|---|---|--|

JOBS & WAGES

- [Call Center Operator](#)
- Receptionist & Information Clerks:**
[General Office Clerk](#), [Receptionists](#)
- Customer Service:** [Representative](#) or [Cashier](#)
- Retail Sales & Service:**
[Retail Salesperson](#), [Retail Clerk](#), [Stock Clerk](#)

RCC CERTIFICATE OF COMPLETION

Business Assistant
Assistant Manager/ Administrative Support/
Accounting Assistant specialty tracks
(50-53 credits)

JOBS & WAGES

- Secretaries & Administrative Assistants:**
- [Secretary](#)
- [Human Resources Assistant](#)
- [Office and Administrative Support](#)
- [Telemarketer](#)

RCC ASSOCIATE DEGREE

Business Associate of Science Oregon Transfer (ASOT) Degree
(90-108 credits)

RCC A ASSOCIATE DEGREE

Business Technology: Management and Marketing Option
Associate of Applied Science (AAS) Degree
(91-95 credits)
Some credits may transfer

RCC A ASSOCIATE DEGREE

Business Transfer to Southern Oregon University
Associate of Science (AS) Degree
(90 credits)

JOBS & WAGES

- [Advanced Secretary](#)
- [Office or Department Manager](#)
- [Lodging Manager](#)

RELATED BACHELOR DEGREE OPTIONS

Programs are available for educational advancement. **Some credits may transfer.**
General transfer information:

- [RCC's Transfer Center](#)
- [Career Options](#)
- [Oregon Colleges & Universities- Map: PDF; Web](#)

ARTICULATED BACHELOR DEGREE TRANSFER OPTIONS

Bachelor of Art or Science (BA/BS) **Business Administration** with options in Accounting, Management, Marketing, or Hospitality/Tourism

JOBS & WAGES

- Business & Financial Managers** in:
- [Administrative Services](#)
- [Human Resources](#)
- [Marketing](#)
- [Medical & Health Services](#)
- [Public Relations](#)
- [Sales](#)
- [Market Research Analyst](#)

RELATED GRADUATE DEGREE OPTIONS

- **Business Administration:** [OSU](#), [PSU](#), [SOU](#), [SOU Online](#)
- **Oregon Executive MBA:** UO

JOBS & WAGES

- [Chief Executive/Financial Manager](#)
- [College Instructor](#)

PLEASE SEND COMMENTS OR CORRECTIONS TO [ROADMAP HELPDESK](#)

www.roquecc.edu Grants Pass: 541-956-7500 Medford: 541-245-7500

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