

RCC CAREER PATHWAYS

Business Assistant: Business and Information Specialist (BIS)

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
rvcbusiness@roquecc.edu
- **Medford:** 541-245-7527
rvcbusiness@roquecc.edu
- **Oregon Telecom Service:** 7-1-1

RCC CAREER PATHWAYS CERTIFICATE

Business & Information Specialist (31 credits)	Customer Service (29 credits)	Retail Sales & Service (32 credits)	Small Business Management (40 credits)
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JOBS & WAGES

[Receptionist & Information Clerk:](#) Office Clerk, Receptionist, Office Machine Operator

[Customer Service](#)

[Retail Sales and Service:](#) Retail Salesperson, Counter or Rental Clerk, Stock Clerk

RCC CERTIFICATE OF COMPLETION

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

JOBS & WAGES

- [Secretary & Administrative Assistant](#)
- [Human Resources Assistant](#)
- [Office & Administrative Support](#)

RCC ASSOCIATE DEGREE

[Business Management: Entrepreneurship/SBM](#)
Transfer to OT
Associate of Science (AS) Degree
(98-101 credits)

RCC ASSOCIATE DEGREE

[Business Technology](#)
Accounting or Management/Marketing Options
Associate of Applied Science (AAS) Degree
(90-95 credits)

RCC ASSOCIATE DEGREE

[Business Transfer to SOU](#)
Associate of Science (AS) Degree
(90 credits)

RCC ASSOCIATE DEGREE

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

JOBS & WAGES

- [Administrative Assistant](#)
- [Office or Department Manager](#)
- [Lodging Manager](#)
- [Sales Representative](#)

ARTICULATED BACHELOR DEGREE

Apply AS credits to Bachelor of Science (BS) in [Management: Entrepreneurship/Innovation](#) at OT

ARTICULATED BACHELOR DEGREE

Apply AS credits to a Bachelor of Arts or Science (BA/BS) in [Business Administration](#) with options in Management, Marketing, or Hospitality & Tourism at SOU

RELATED BACHELOR DEGREES

There are opportunities for educational advancement. Research Bachelor Degrees like [Business Administration](#) at OSU. Get general transfer information: [RCC's Transfer Center](#), [Career Options](#), [Oregon Colleges & Universities-Map](#): [PDF](#); [Web](#)

JOBS & WAGES

[Business & Financial](#)
Entrepreneurs and Managers in: [Administrative Services](#), [Advertising](#), [Human Resources](#), [Marketing](#), [Medical & Health Services](#), [Public Relations](#), [Purchasing](#), [Management Analyst](#), and [Market Research Analyst](#)

RELATED GRADUATE DEGREE OPTIONS

Master's in:

- [Business Administration:](#) Oregon State University (OSU), Portland State University (PSU)
- [Business Administration:](#) SOU
- [Oregon Executive MBA:](#) University of Oregon (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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