

CLATSOPCC CAREER PATHWAYS

BUSINESS PROFESSIONAL

Oregon Skill Set: Business & Management

www.clatsopcc.edu

STARTING OPTIONS

General Education Diploma / Adult Basic Education Courses / High School Diploma / College Now

College Now / High School Articulation Courses:

- MIC145 Intro to Integrated Software (3 CR)
- CS131 Intro to Computer Info Systems (4 CR)
 - CSL107 Spreadsheets (3 CR)

CAREER PATHWAY CERTIFICATE BUSINESS PROFESSIONAL

Length of Training: Approximately 9 Months (17+ Credits)

Classes:

- MIC145 Intro to Integrated Software (3 CR)
- CS131 Intro to Computer Info Systems (4 CR)
- CSL107 Spreadsheets (3 CR)
- MTH65 Math for Applied Science (4 CR)
or MTH95 Intermediate Algebra (4 CR)
- PHL102 Ethics (3 CR)

POSSIBLE CAREER OPTIONS INCLUDE:

- [Office Clerk](#)
- [Executive Secretary](#)
- [Administrative Assistant](#)
- [Medical Secretary](#)
- [Receptionist/Information Clerk](#)
- [Information Clerk](#)
- [Office Support Worker](#)
- [Administrative Support Worker](#)
- [Human Resources Assistant](#)
- [Court, Municipal or License Clerk](#)
- [Customer Service Representative](#)

ONE YEAR CERTIFICATE BUSINESS PROFESSIONAL

Length of Training: Approximately 12 Months (46+ Credits)

ADDITIONAL DEGREE OPTIONS

- [AAS Degree – Business Management](#)
 - [AAS Degree – Accounting Technician](#)
- Length of Training: Approximately 24+ Months (90+ Credits)

ADDITIONAL CAREER OPTIONS:

- [Supervisor/Manager of Office & Administrative Support Workers](#)
- [Legal Secretary](#)

ARTICULATED BACHELOR DEGREE OPTIONS

Clatsop Community College (CCC) and Eastern Oregon University (EOU) offer a joint program that permits students to earn an Associate of Science-Oregon Transfer (ASOT) degree from CCC and a Bachelor of Business Administration degree from EOU while remaining on the CCC campus.

RELATED BACHELOR DEGREE OPTIONS

There are opportunities for educational advancement. Some credits may transfer.

- [OSU \(Oregon State University\) Transfer Course Search \(CCC courses that transfer to OSU\)](#)
- [Map of Post-Secondary schools in Oregon](#)

Additional education and experience can enhance career placement and advancement opportunities.