

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:

- CSL107 Spreadsheets (3 CR)
- BA 223 Principles of Marketing (3 CR)
- BA 218 Personal Finance

CAREER PATHWAY CERTIFICATE BUSINESS PROFESSIONAL

Length of Training: Approximately 9 Months (15+ Credits)

Classes:

- BA 101 Introduction to Business (4 CR)
- CSL107 Spreadsheets (3 CR)
- BA 223 Principles Of Marketing (3 CR)
- BA 218 Personal Finance (2 CR)

- BA 206 Management Fundamentals (3 CR) or BA 250 Small Business Management (3 CR) or BA 224 Human Resource Management (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

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.