

College Credit

Red River Technology Center students may be eligible to receive college credit for selected full-time programs through Prior Learning Assessments (PLA's) with participating institutions of higher learning. Contact the RRTC Counselor at 580-255-2903, ext. 230, for more information.

Career Clusters

Choose from one of 13 full-time classes for high school and/or adult students within the 8 Career Clusters:

Transportation, Distribution & Logistics

Automotive Collision
Automotive Service

Science, Technology, Engineering & Math

Biomedical Science Academy (high school only)
Pre-Engineering Academy (high school only)
Electronics

Business, Management & Administration / Finance

Business Information Technology Education

Architecture & Construction

Residential Heating & Air Conditioning

Human Services

Cosmetology (high school only)

Manufacturing

Computer-Aided Drafting
CNC Machining
Welding and Metal Fabrication

Health Science

Health Careers Certification
Practical Nursing (adults only)

Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, veteran status or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For special accommodations, contact the counselor at 580-255-2903, ext. 230. Visit www.rrtc.edu for graduation rates, median student debt and more information. DRUG FREE WORKPLACE

Red River
TECHNOLOGY CENTER
3300 W. Bois D'Arc • PO Box 1807
Duncan, OK 73533

BUSINESS INFORMATION TECHNOLOGY EDUCATION



Red River
TECHNOLOGY CENTER

3300 West Bois D'Arc • PO Box 1807
Duncan, OK 73534
www.rrtc.edu

BUSINESS INFORMATION TECHNOLOGY EDUCATION



The Business Management and Administration career cluster encompasses planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. The Finance career cluster encompasses careers that record, classify, summarize, analyze, and communicate a business's financial information and/or business transactions for use in business decision making.

Career opportunities are available in every sector of the economy in both career clusters. Red River Technology Center's Business Information Technology Education (BITE) course currently offers two career majors related to these two career clusters.

All students take foundation courses of Fundamentals of Technology and Fundamentals of Administrative Technology. Students that have previously completed training in operating systems, word processing or spreadsheet applications may receive advanced standing.

Local Program Offerings

- Administrative Assistant
- Accounts Payable/Receivable Clerk

How can the BITE career pathway help if you plan to attend college?

Through Red River Technology Center's Cooperative Agreement program with Murray State College, students may bank college credit while enrolled in the BITE career pathway. Depending on the career major, students may bank over 30 credit hours - which is equivalent to one full year in college. Students participating in the program can get a jump-start on their college careers!

Skills learned in the BITE career pathway can assist the students in their college career. Many college classes require students to know word processing and presentation applications. These applications are taught in the individual career majors. Students majoring in a business or accounting field will already have the necessary foundation of skills before stepping foot on a college campus. This foundation of knowledge greatly eases the transition into the college environment.

Finally, with the cost of higher education and today's economy, many students may have to supplement financial aid with outside employment. Students who have completed technical training are more likely to land employment in business offices that typically pay higher wages than other part-time "college" jobs.

What former students have to say...



"RRTC allowed me to gain the knowledge and confidence needed to re-enter the job market at an age where I was more focused on future retirement than finding a new career. The BITE program not only taught me the essential and advanced computer skills needed in today's job market, but also the basic business management tools needed to grow and excel within the trade that I will be entering. I look forward to starting a new career in the banking industry. My instructors were understanding, patient, and knowledgeable."

- Lori Garnett, BITE Class of 2016



"BITE has shown me what I really EXCEL at, pun intended. No but seriously, BITE has introduced me to so many new concepts. Not only has it prepared me for a future in accounting, but also provided me with other valuable knowledge. You take so many things away from the BITE program, things that can help you in everyday life." - Skyler Bastow, BITE Class of 2016

Where do BITE students go to work if they don't go to college?

Former students have gone to work at CPA offices, banks, doctor's offices, hospitals, billing companies, insurance offices and customer service call centers, just to name a few.

What other activities does the BITE career pathway offer?

Students enrolled are eligible to participate in the Business Professionals of America (BPA) student organization. BPA activities include leadership training, volunteerism, and community projects. BPA students have the opportunity to compete at the state convention in technical skills learned in their career pathway. Past state competition winners have advanced to national competition.