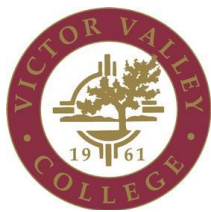


Office Services Certificate



CATALOG 2021-22

GE Pattern: none
Total Units: 12 Units
Program Code: [OFFSVS.CERT](#)

Potential Career Options

(click the link)

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Year 1, Fall

Total: 12.0

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0
Req	BET 124	Records Management (offered fall only)		3.0
RE	BET 142	Office Technologies & Procedures		3.0
RE	Any	Choose one: BET 68, 74, 107, 112, 118, 122, 123T, 131, 136, 137, or 143. Not all courses are offered in fall semester.		3.0

STUDENT SUCCESS TEAM SUPPORT

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