

Administrative Assistant Certificate of Achievement



CATALOG 2022-23

GE Pattern: none
Total Units: 25 Units
Program Code: [ADMINAST.CERT](#)



Additional Certificate/Degree Programs

*Business, AS * Business Administration, AS-T * Business Administration, AS * Management Certificate * Business Education Technology, AS * Office Services Certificate * Spreadsheet Processor Certificate * Word Processor Certificate * Office Services Certificate * Computer Systems I and II*

Year 1

Semester 1

10 Units

| Category | Course | Title | GE Area | Unit |
|----------|---------|----------------------------------|---------|------|
| Req | BET 101 | Beginning Keyboarding/Typing | | 1 |
| Req | BET 100 | Introduction to Computers | | 3 |
| Req | BET 107 | Internet A/B/C | | 3 |
| Req | BET 142 | Office Technologies & Procedures | | 3 |



Winter

3 Units

| Category | Course | Title | GE Area | Unit |
|----------|---------|--|---------|------|
| Req | BET 104 | Beginning Word Processing/Typing for Windows ABC | | 3 |



Semester 2

9 Units

| Category | Course | Title | GE Area | Unit |
|----------|---------|---|---------|------|
| Req | BET 136 | Career Applications for Word Processing | | 3 |
| RE | BET 122 | Intermediate Keyboard/Typing | | 3 |
| RE | BET 77 | Speed and Accuracy Development | | 3 |

Year 2

Semester 1

3 Units

| Category | Course | Title | GE Area | Unit |
|----------|---------|--------------------------------------|---------|------|
| Req | BET 112 | Spreadsheet: Excel for Windows A/B/C | | 3 |

Category Key

| | | | | | |
|-----|---------------------------|---|-----------|--------------------------|--|
| (a) | Articulated Credit | A course taught at the high school that teaches the same content as the community college allowing the high school student to receive college credit. | 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 requirements. |
| | Elec | Elective | | RE | Restricted Electives |
| | | A degree - applicable course that is part of a degree road map to ensure that there is a total of at least 60 units, which is a requirement for an AS degree. | | | 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. |
| | Req | Required Core | | | A course that is required for this degree |

Must Receive a grade of C or better in all courses to receive a certificate



+3,706
5-year Job Demand
Increase in
MDCP Region

**Average Hourly
Wage**

\$43.03
MDCP Region

\$41.63
SB County

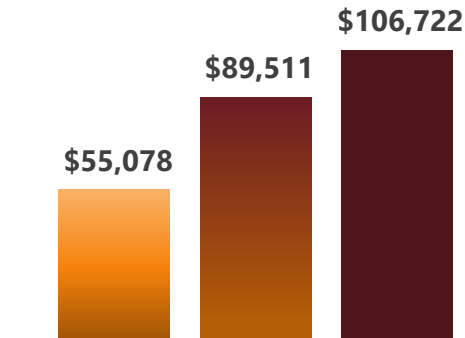
\$48.71
California

**MDCP
Regional Labor Market
Snapshot**
**Occupations
In Business
Management
Occupations**



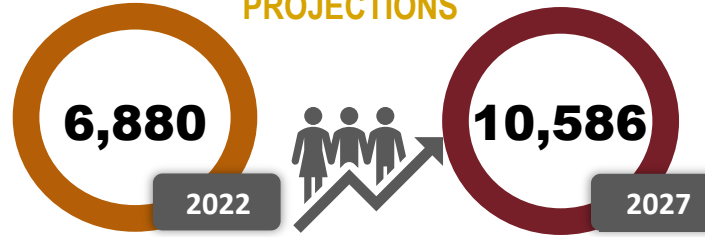
Salary Guide

AVERAGE BY EXPERIENCE



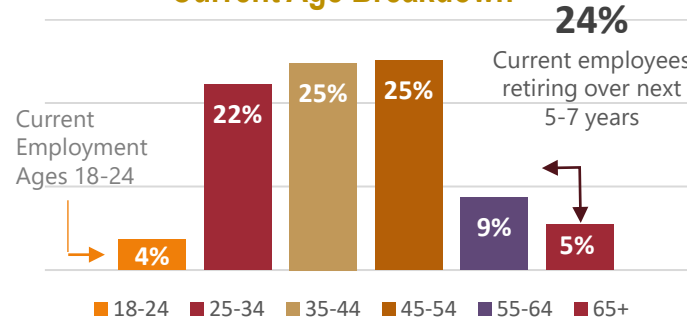
■ Starting ■ Average ■ Experienced

**EMPLOYMENT
PROJECTIONS**



5-year demand includes new jobs, transfers, and retirements

Current Age Breakdown



24%
Current employees
retiring over next
5-7 years

AVERAGE WAGE INFORMATION PER JOBS IN REGION

Occupation

- Executive Secretaries and Administrative Assistants (HS)
- ^Bookkeeping, Accounting, and Auditing Clerks (PSC)
- ^Accountants and Auditors (B)
- ^General Operations Managers (B)
- ^Human Resource Specialists (B)
- ^Management Analysts (B)
- Market Analysts and Marketing Specialists (B)
- ^Project Management and Business Operations Specialists (B)
- Purchasing Managers (B)

| | Average Hourly Wage | | | |
|---|---------------------|---------|------------|-------------------|
| | HD | SBC | California | HD Average Salary |
| Executive Secretaries and Administrative Assistants (HS) | \$34.63 | \$34.44 | \$37.69 | \$72,000 |
| ^Bookkeeping, Accounting, and Auditing Clerks (PSC) | \$24.23 | \$23.71 | \$26.25 | \$50,400 |
| ^Accountants and Auditors (B) | \$41.41 | \$40.23 | \$46.30 | \$86,100 |
| ^General Operations Managers (B) | \$58.12 | \$55.49 | \$65.61 | \$120,900 |
| ^Human Resource Specialists (B) | \$36.02 | \$35.02 | \$40.54 | \$74,900 |
| ^Management Analysts (B) | \$46.57 | \$44.18 | \$52.87 | \$96,900 |
| Market Analysts and Marketing Specialists (B) | \$35.22 | \$34.01 | \$43.24 | \$73,300 |
| ^Project Management and Business Operations Specialists (B) | \$47.54 | \$46.11 | \$53.95 | \$98,900 |
| Purchasing Managers (B) | \$63.55 | \$61.47 | \$71.95 | \$132,200 |

Average hourly wage based on listed occupations
(HS = High School Diploma; PSC = Postsecondary Certificate; A = Associates Degree; B = Bachelor's Degree;
M = Master's Degree; D = Professional or Doctorate Degree)

HD Average wages based on listed occupations
^High Demand Occupation



CONTINUING EDUCATION AND TRAINING

| Program | College |
|-----------------------------|--------------------------|
| AS Business Administration | Victor Valley CC |
| BA Business Administration | Cal State San Bernardino |
| BA Business Administration | Azusa Pacific University |
| BA Business Administration | University of La Verne |
| MS Business Analytics | Cal State San Bernardino |
| MBA Business Administration | Cal Poly Pomona |
| MS Business Analytics | UC Riverside |

For additional information on VVC's Agriculture Degree:
<https://catalog.vvc.edu/degrees-certificates/business-education-technologies/#ADMINAST-CERT>

LOCAL EMPLOYERS

- Employer**
- Culture Plug
 - Desert Accounting Service
 - Desert Community Bank
 - NewsPlus
 - Premier One Realty
 - Raymond James
 - Saddlerock Reverse Mortgage

- Website**
- <https://www.cultureplug.com/>
 - <https://www.das1040.com/home>
 - <https://dcbk.org/about-us/careers.html>
 - <https://4newsplus.com/>
 - <http://www.vvmls.com/>
 - <https://www.raymondjames.com/careers>
 - <http://saddlerockreverse.com/>



**Current Gender
Breakdown**

