

# Bookkeeping I Certificate



## CATALOG 2022-23

GE Pattern: none  
Total Units: 16 Units  
Program Code: [BOOK.CERT](#)



## Additional Certificate/Degree Programs

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

### Year 1, Semester 1

9 Units

Category	Course	Title	GE Area	Unit
Req	BADM 50	Applied Accounting I		3
Req	BADM 51	Applied Accounting II		3
Req	BADM 142	Business Mathematics		3

### Year 1, Semester 2

7 Units

Category	Course	Title	GE Area	Unit
Req	BADM 100	Introduction to Business Organizations		3
Req	BADM 106	Accounting Software Applications Part A		2
Req	BADM 107	Accounting Software Applications Part B		2

## Category Key

(a)	<b>Articulated Credit</b>	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.	<b>GE</b>	<b>General Education</b>	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirements.
	<b>Elec</b>	<b>Elective</b>		<b>RE</b>	<b>Restricted Electives</b>
		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.
	<b>Req</b>	<b>Required Core</b>			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

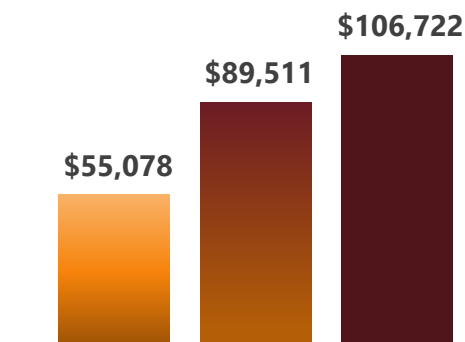
**\$48.71**  
California

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



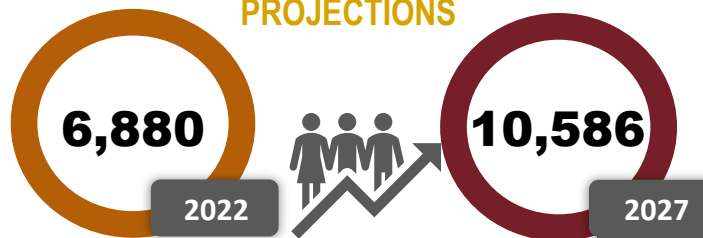
**Salary Guide**

AVERAGE BY EXPERIENCE



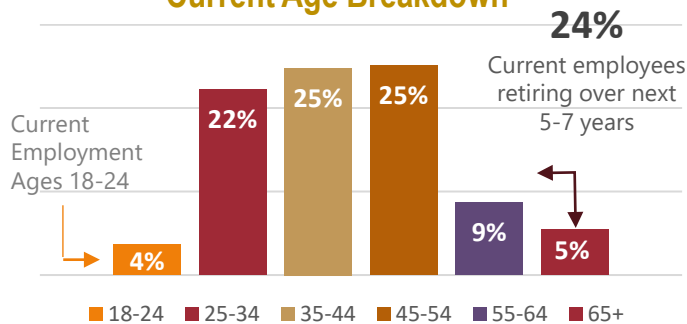
■ Starting ■ Average ■ Experienced

**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	Average Hourly Wage			
	HD	SBC	California	HD Average Salary
Executive Secretaries and Administrative Assistants (HS)	\$34.63	\$34.44	\$37.69	\$72,000
<sup>^</sup> Bookkeeping, Accounting, and Auditing Clerks (PSC)	\$24.23	\$23.71	\$26.25	\$50,400
<sup>^</sup> Accountants and Auditors (B)	\$41.41	\$40.23	\$46.30	\$86,100
<sup>^</sup> General Operations Managers (B)	\$58.12	\$55.49	\$65.61	\$120,900
<sup>^</sup> Human Resource Specialists (B)	\$36.02	\$35.02	\$40.54	\$74,900
<sup>^</sup> 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
<sup>^</sup> 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  
<sup>^</sup>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

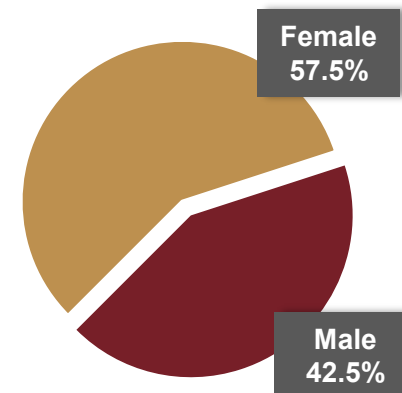
For additional information on VVC's Agriculture Degree: <https://catalog.vvc.edu/degrees-certificates/business-administration/#BOOK-CERT>

**LOCAL EMPLOYERS**

Employer	Website
Culture Plug	<a href="https://www.cultureplug.com/">https://www.cultureplug.com/</a>
Desert Accounting Service	<a href="https://www.das1040.com/home">https://www.das1040.com/home</a>
Desert Community Bank	<a href="https://dcbk.org/about-us/careers.html">https://dcbk.org/about-us/careers.html</a>
NewsPlus	<a href="https://4newsplus.com/">https://4newsplus.com/</a>
Premier One Realty	<a href="http://www.vvmls.com/">http://www.vvmls.com/</a>
Raymond James	<a href="https://www.raymondjames.com/careers">https://www.raymondjames.com/careers</a>
Saddlerock Reverse Mortgage	<a href="http://saddlerockreverse.com/">http://saddlerockreverse.com/</a>



**Current Gender Breakdown**



Serving the High Desert Region