



## CATALOG 2022-23

GE Pattern: [VVC GE](#)  
Total Units: 60 Units  
Program Code: [BET.AS](#)



### 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 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	

## Year 1

### Semester 1

15 Units

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0
Req	BET 142	Office Technologies & Procedures		3.0
GE	*ENGL 101.0	English Composition and Reading	IVA	4.0
GE	CMST 106	Interpersonal Communication	IVB	3.0
Elec	Any	Any course numbered 50 or above		2.0

\*Fulfills VVC GE Category IVA and Information Competency requirement.



### Semester 2

15 Units

Category	Course	Title	GE Area	Unit
Req	BET 136	Career Applications for Word Processing		3.0
RE	Any	Choose one: BET 68, 74, 122, 131, or 143		3.0
GE	#Any		IIA	3.0
GE	Any		V	3.0
GE	#Any		III	3.0

#Choose at least one course that also fulfills the Global Citizenship requirement.

## Year 2

### Semester 1

15 Units

Category	Course	Title	GE Area	Unit
Req	BET 124	Records Management		3.0
RE	BET 112	Spreadsheet: Excel for Windows A/B/C		3.0
GE	Any		I	3.0
GE	Any	Any course numbered 50 or above.		6.0



### Semester 2

15 Units

Category	Course	Title	GE Area	Unit
GE	Any		IIB	3.0
GE	Any	HLTH 102 or any APE, KIN, KIND (or TA courses cross-listed with KIND)course	Kin	1.0
Elec	Any	Any course(s) numbered 50 or above.		11.0



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

**Average Hourly Wage**

**\$43.03**  
MDCP Region

**\$41.63**  
SB County

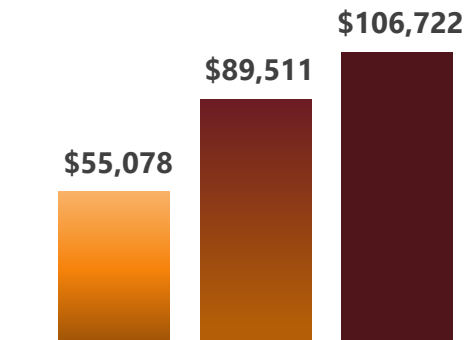
**\$48.71**  
California

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



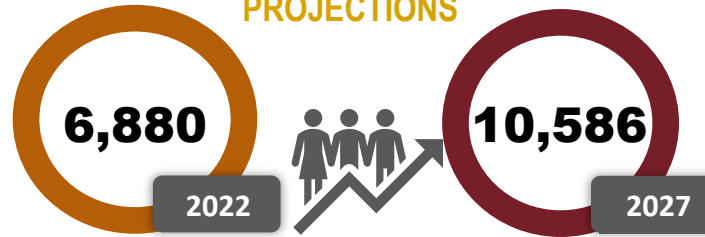
**Salary Guide**

AVERAGE BY EXPERIENCE



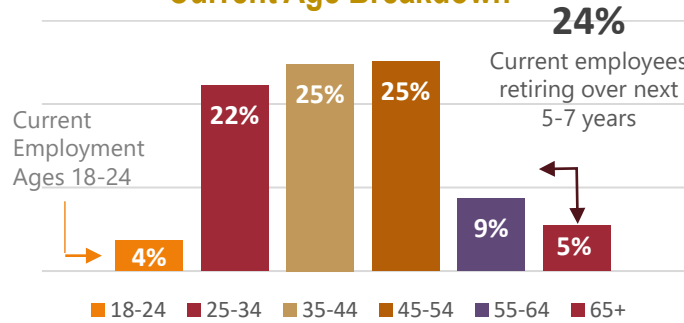
■ Starting ■ Average ■ Experienced

**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**

Occupation	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-education-technologies/#BET-AS>

**LOCAL EMPLOYERS**

**Employer**

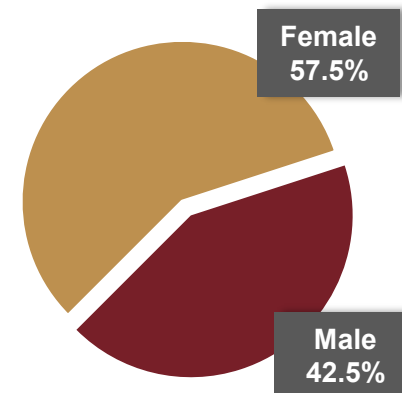
- Culture Plug
- Desert Accounting Service
- Desert Community Bank
- NewsPlus
- Premier One Realty
- Raymond James
- Saddlerock Reverse Mortgage

**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**



Serving the High Desert Region