Data Typist
Certificate of Preparation

RAMPath: Business, Office Services & Law
(760) 245-4271
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RAMPath Counselor
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CATALOG 2022-23
GE Pattern: none
Total Units: 12 Units
Program Code: DT.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 * Administrative Assistant Certificate * Computer Systems I and II*

This curriculum is designed to prepare students for entry-level positions as a data entry operator. Duties for this position include general clerical tasks, data entry, and word processing. Students must receive a grade of C or better in all courses to receive a certificate.

Year 1, Fall — 12 Units

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3
Req	BET 124	Records Management (offered fall only)		3
RE	BET 77	Speed and Accuracy Development		3
RE	BET 143	Business English (offered fall only)		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	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.	RE	Restricted Electives	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			

+7,129
5-year Job Demand Increase in **MDCP Region**

MDCP Regional Labor Market Snapshot

Occupations In Business & Management Occupations

Average Hourly Wage

$25.89 MDCP Region

$25.38 SB County

$28.73 California

EMPLOYMENT PROJECTIONS

11,228 2022

18,356 2027
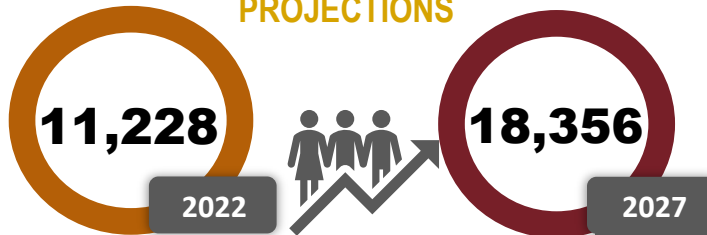
5-year demand includes new jobs, transfers, and retirements

Current Age Breakdown

24% Current employees retiring over next 5-7 years

Current Employment Ages 18-24

- 11% (18-24)
- 25% (25-34)
- 21% (35-44)
- 20% (45-54)
- 18% (55-64)
- 6% (65+)

■ 18-24　■ 25-34　■ 35-44　■ 45-54　■ 55-64　■ 65+

CONTINUING EDUCATION AND TRAINING

Program	College
AS Business Administration	Victor Valley CC
AS Business Education Technologies	Victor Valley CC
BA Administration Management	Cal State San Bernardino
BA Accounting	Cal State San Bernardino
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:
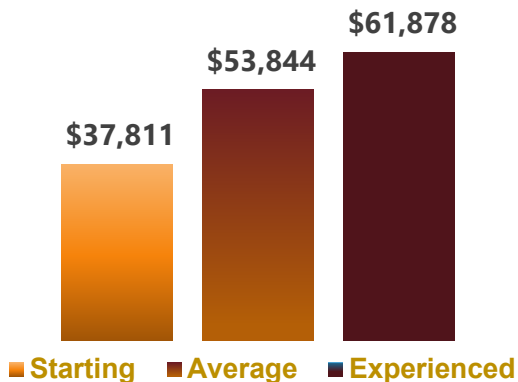https://catalog.vvc.edu/degrees-certificates/business-education-technologies/#DT-CERT
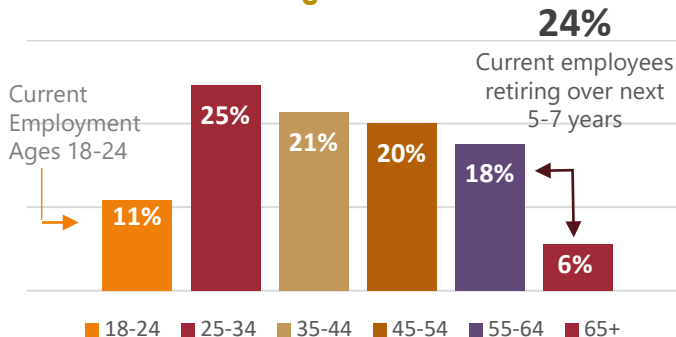
LOCAL EMPLOYERS

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

Salary Guide
AVERAGE BY EXPERIENCE

- $37,811
- $53,844
- $61,878

■ Starting　■ Average　■ Experienced

AVERAGE WAGE INFORMATION PER JOBS IN REGION

Occupation	Average Hourly Wage			HD Average Salary
	HD	**SBC**	**California**	
Data Entry Keyers (HS)	$19.27	$18.96	$20.77	$40,100
^Financial Clerks (HS)	$23.70	$23.23	$25.55	$49,300
^Information and Record Clerks (HS)	$21.21	$21.01	$22.71	$44,100
Executive Secretaries and Administrative Assistants (HS)	$34.63	$34.44	$37.69	$72,000
^General Office Clerks (HS)	$21.04	$20.60	$22.51	$43,800
^Receptionists and Information Clerks (HS)	$17.66	$17.42	$19.33	$36,700
^Bookkeeping, Accounting, and Auditing Clerks (PSC)	$24.23	$23.17	$26.25	$50,400
Human Resource Specialists (B)	$36.02	$35.02	$40.54	$74,900
Market Analysts and Marketing Specialists (B)	$35.22	$34.01	$48.24	$73,300

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

Current Gender Breakdown

Female 75.2%

Male 24.8%

MDCP CAREER PATHWAYS
Serving the High Desert Region

Employment and wage data Source: CHMURA JobsEQ 2022 Q3 MDCP Region (HD) - San Bernardino County (SBC), and California