

# Medical Office Certificate of Achievement



## CATALOG 2022-23

GE Pattern: none  
Total Units: 34 Units  
Program Code: [MDOFF.CERT](#)



## Additional Certificate/Degree Programs

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

### Year 1, Fall

15 Units

Category	Course	Title	GE Area	Unit
Req	ALDH 139	Medical Terminology		3
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3
Req	BET 123M	Machine Transcription-Medical		3
Req	BET 124	Records Management		3
Req	BET 142	Office Technologies & Procedures		3



### Year 1, Winter

3 Units

Category	Course	Title	GE Area	Unit
Req	ALDH 81	Medical Insurance		3



### Year 1, Spring

13 Units

Category	Course	Title	GE Area	Unit
Req	ALDH 80	Pharmacology		3
Req	ALDH 82	Medical Office Procedures		4
Req	BET 68	Proofreading		3
Req	BET 136	Career Applications for Word Processing		3

### Year 1, Summer

3 Units

Category	Course	Title	GE Area	Unit
RE	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 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



**+7,292**  
5-year Job Demand Increase in MDCP Region

**Average Hourly Wage**

**\$22.38**  
MDCP Region

**\$21.97**  
SB County

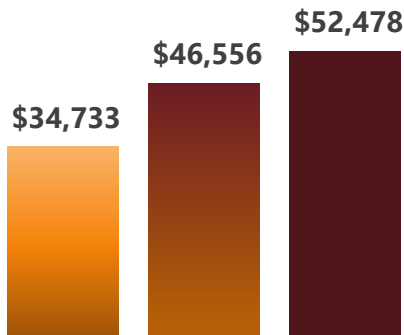
**\$24.43**  
California

**MDCP Regional Labor Market Snapshot**  
**Occupations In Health & Medical Office Occupations**



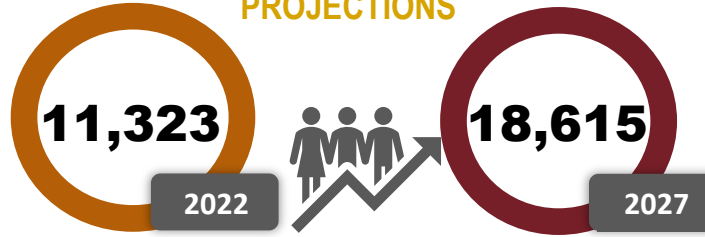
**Salary Guide**

AVERAGE BY EXPERIENCE



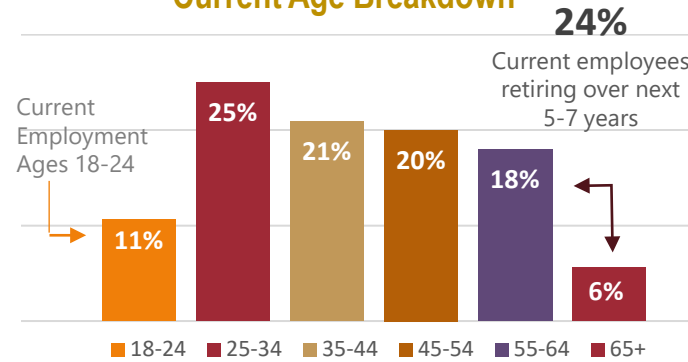
■ Starting ■ Average ■ Experienced

**EMPLOYMENT PROJECTIONS**



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

**Current Age Breakdown**



**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/#MDOFF-CERT>

**LOCAL EMPLOYERS**

**Employer**

- Desert Valley Hospital
- Desert Accounting Service
- Desert Community Bank
- St Mary's Medical Group
- Premier One Realty
- Desert Valley Medical Group
- Saddlerock Reverse Mortgage

**Website**

- <https://www.dvmc.com/>
- <https://www.das1040.com/home>
- <https://dcbk.org/about-us/careers.html>
- <https://www.providence.org/>
- <http://www.vvmls.com/>
- <https://www.desertvalleymedicalgroup.com/>
- <http://saddlerockreverse.com/>



**AVERAGE WAGE INFORMATION PER JOBS IN REGION**

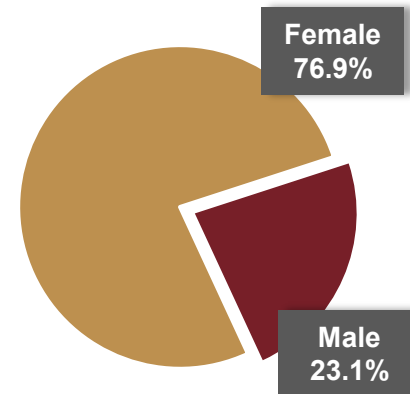
Occupation	Average Hourly Wage			
	HD	SBC	California	HD Average Salary
^Medical Secretaries and Administrative Assistants (HS)	\$22.30	\$21.99	\$23.74	\$46,400
Data Entry Keyers (HS)	\$19.27	\$18.96	\$20.77	\$40,100
^Financial Clerks (HS)	\$23.70	\$23.23	\$25.55	\$49,300
^Information and Record Clerks (HS)	\$21.21	\$21.01	\$22.71	\$44,100
^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	\$23.71	\$26.25	\$50,400
Medical Transcriptionists	\$15.99	\$15.76	\$18.47	\$33,300
Human Resource Specialists (B)	\$36.02	\$35.02	\$40.54	\$74,900

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**



Serving the High Desert Region