

Office Services Certificate of Preparation



CATALOG 2022-23

GE Pattern: none
Total Units: 19 Units
Program Code: [OFFSVS.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*

Year 1, Semester 1

10 Units

Category	Course	Title	GE Area	Unit
Req	BET 101	Beginning Keyboarding/Typing		1
Req	BET 124	Records Management		3
RE	Any	Choose two: BET 68, 74, 107, 123T, 142, 136, 131, 137, 118, 122, or 143. Not all courses are offered in every semester.		6



Year 1, Semester 2

9 Units

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3
Req	BET 112	Spreadsheet: Excel for Windows A/B/C		3
RE	Any	Choose one: BET 68, 74, 107, 123T, 142, 136, 131, 137, 118, 122, or 143. Not all courses are offered in every semester.		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



+7,083
5-year Job Demand Increase in MDCP Region

Average Hourly Wage

\$26.71
MDCP Region

\$26.18
SB County

\$29.73
California

MDCP Regional Labor Market Snapshot
Occupations In Business & Management Occupations



CONTINUING EDUCATION AND TRAINING

Program

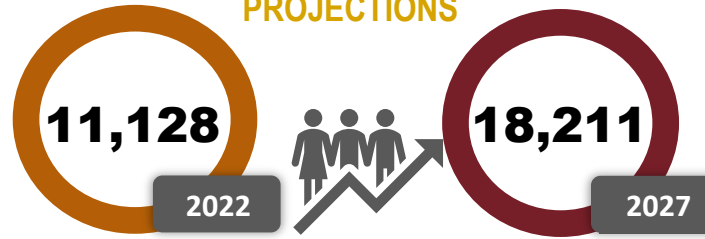
- AS Business Administration
- AS Business Education Technologies
- BA Administration Management
- BA Accounting
- MS Business Analytics
- MBA Business Administration
- MS Business Analytics

College

- Victor Valley CC
- Victor Valley CC
- Cal State San Bernardino
- Cal State San Bernardino
- Cal State San Bernardino
- Cal Poly Pomona
- UC Riverside

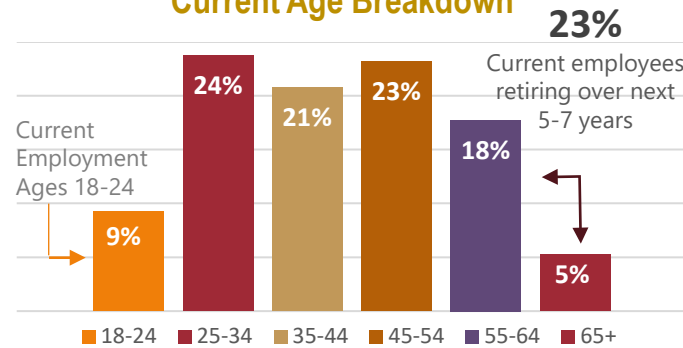
For additional information on VVC's Agriculture Degree:
<https://catalog.vvc.edu/degrees-certificates/business-education-technologies/#OFFSVS-CERT>

EMPLOYMENT PROJECTIONS



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

Current Age Breakdown



LOCAL EMPLOYERS

Employer

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

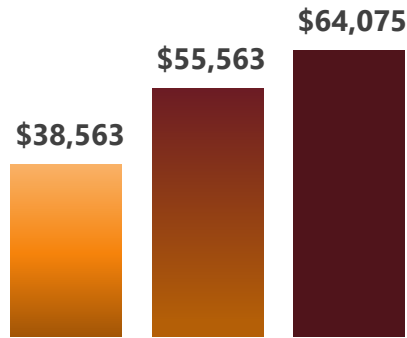
Website

- <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/>



Salary Guide

AVERAGE BY EXPERIENCE



Starting Average Experienced

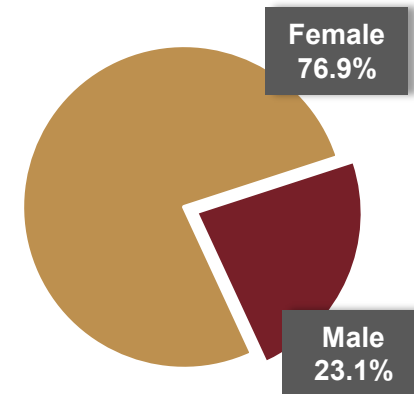
AVERAGE WAGE INFORMATION PER JOBS IN REGION

Occupation	Average Hourly Wage			HD Average Salary
	HD	SBC	California	
^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	\$23.71	\$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	\$43.24	\$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



Serving the High Desert Region