

Spreadsheet Processor Certificate of Preparation



CATALOG 2022-23

GE Pattern: none
Total Units: 3 Units
Program Code: SPPROC.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 * Word Processor Certificate * Administrative Assistant Certificate * Computer Systems I and II*

This curriculum is designed to prepare students for entry-level office/bookkeeping positions. This course offers spreadsheet operations for creating, editing, formatting, and enhancing charts in worksheets. Students learn to manage workbooks and prepare them for the web. Students plan, create, and then filter lists using Excel's database. Students must receive a grade of C or better in all courses to receive a certificate.

Year 1, Semester 1

3 Units

Category	Course	Title	GE Area	Unit
Req	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 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



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

Average Hourly Wage

\$25.89
MDCP Region

\$25.38
SB County

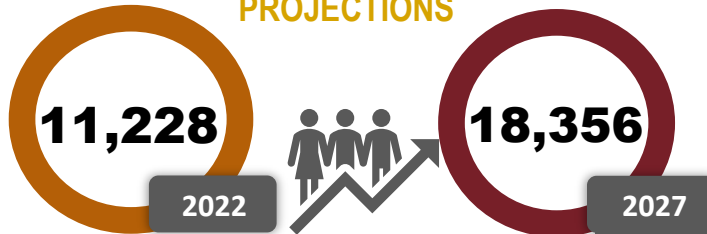
\$28.73
California

MDCP Regional Labor Market Snapshot

Occupations In Business & Management Occupations



EMPLOYMENT PROJECTIONS



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

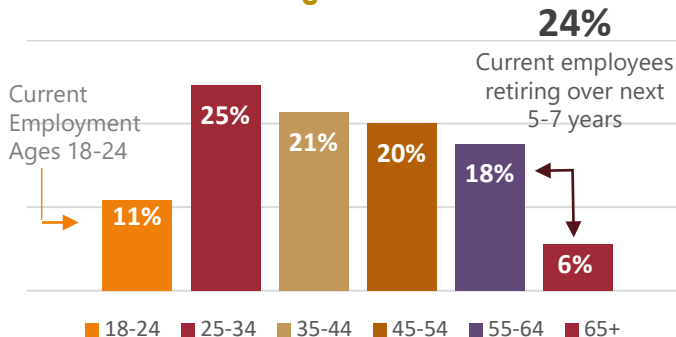


CONTINUING EDUCATION AND TRAINING

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/#SPPROC-CERT>

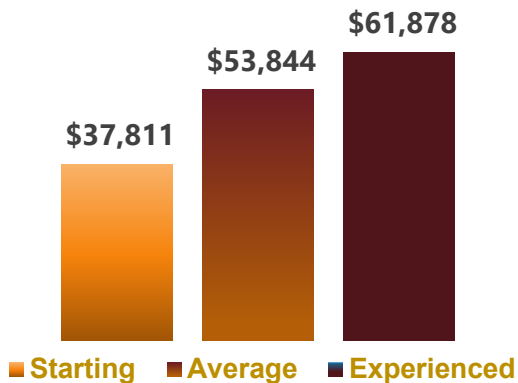
Current Age Breakdown



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



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

