

Word Processor Certificate of Preparation



CATALOG 2022-23

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

This curriculum is designed to prepare students for entry-level secretarial positions. This course introduces students to Word for Windows. Students will develop a working knowledge of this current software package to prepare documents. 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 104 | Beginning Word Processing/Typing for Windows ABC | | 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

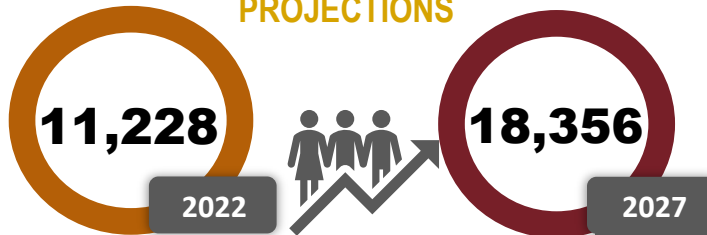
\$28.73
California



MDCP Regional Labor Market Snapshot

Occupations In Business & Management Occupations

EMPLOYMENT PROJECTIONS



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

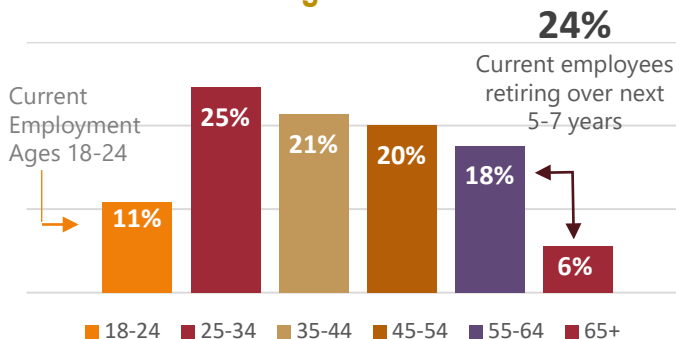


CONTINUING EDUCATION AND TRAINING

| 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/#WDPROC-CERT>

Current Age Breakdown



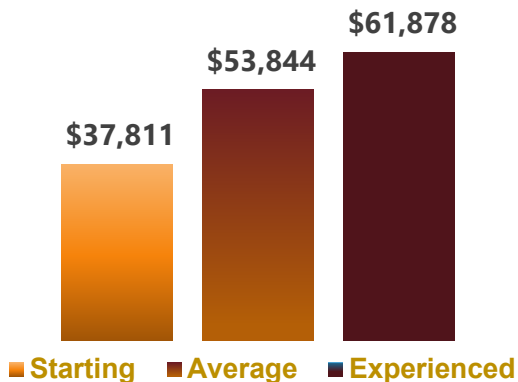
LOCAL EMPLOYERS

- 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



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

