Los Angeles/Orange County

Meta Major **BUSINESS**

WestEd
WestEd.org

For more information on this resource, contact postsecondarypathways@WestEd.org

High Impact Skills

COMMON SKILLS

- Customer Service
- Communications
- Sales
- Management
- Microsoft Excel
- Detail Oriented
- Operations
- Problem Solving
- Leadership
- Research
- Written Communication

HARD SKILLS

- Accounting
- Auditing
- Financial Statements
- Accounts Payable
- Accounts Receivable
- Generally Accepted
- Accounting Principles
- General Ledger
- Selling Techniques
- Forecasting
- Budgeting
- Billing

Education Pathways

AVG. UNITS REQUIRED

Certificate (6–18 Units)

- Accounting
- Administrative Assistant
- Business Administration
- Business Management
- Computer ize Accounting Systems
- Entrepreneurship
- Marketing
- Retail Management
- Small Business Management

Associate Degree/Associate Degree for Transfer*(60 Units)

- Accounting
- Business
- Business Administration*
- Management
- Marketing
- Small Business Management

Bachelor Degree (120+Units)

- Accounting
- Business Administration
- Entrepreneurship
- Finance
- Human Resource Management
- Management
- Marketing

Top Occupations

AVG. STARTING ANNUAL SALARY

Middle Skills Jobs

- Sales Representative *$25,000*
- Customer Service Representative *$24,000*

Associate Degree Jobs

- Bookkeeping, Accounting & Auditing Clerk *$25,000*

Bachelor Degree & Beyond Jobs

- Financial Analyst *$50,000*
- General Manager *$48,000*
- Accountant & Auditor *$44,000*

Source/s: American Community Survey, California Community College Chancellor's Office LaunchBoard CC Pipeline, Emsi. All data pulled spring 2020