



South Central Coast

Meta Major **BUSINESS**



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

High Impact Skills

● COMMON SKILLS

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

● HARD SKILLS

- Accounting
- Auditing
- Selling Techniques
- Accounts Payable
- Financial Statements
- Merchandising
- Accounts Receivable
- Bookkeeping
- Customer Relationship
- Generally Accepted Accounting Principles

Education Pathways



- AVG. UNITS REQUIRED +

Certificate (6-18 Units)

- Accounting
- Business Management
- Bookkeeping
- Computer Business Office Technology
- Entrepreneurship
- Marketing
- Retail Management
- Small Business Management

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

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

Bachelor Degree (120+Units)

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

Top Occupations



- AVG. STARTING ANNUAL SALARY +

Middle Skills Jobs

- Administrative Assistant \$34,000
- Sales Representative \$27,000
- Customer Service Representative \$23,000

Associate Degree Jobs

- Bookkeeping, Accounting & Auditing Clerk \$24,000

Bachelor Degree & Beyond Jobs

- Industrial Production Manager \$53,000
- General Manager \$44,000
- Sales Manager \$43,000
- Accountant & Auditor \$41,000
- Credit Counselor \$35,000
- Statistical Assistant \$35,000