



South Central Coast

Meta Major **BUSINESS**

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

High Impact Skills

COMMON SKILLS

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

HARD SKILLS

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



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