



## Make An Appointment Today!

Cañada Career Center is here to help you with your career and educational goals. Come in or call to make an appointment 650-306-3401.

*Other tools that can help in your search include:*

### Eureka.org

The premier career and educational information website.

### Assist.org

Is a student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another.

### Careervoyages.gov

Web site of the U.S. Dept. of ED  
 Online.onetcenter.org  
 Occupational informational network

### CareerZone.org/budget/index

Research the lifestyle you want to have and how much it will cost you.



## Cañada College Career Center

4200 Farm Hill Blvd  
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 For more information  
 Phone: 650-306-3401  
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## What Can I Do With A Business Administration Degree?



## Cañada College Career Center

## Personal Characteristics

Your Personal characteristics will aid you in being successful. These abilities may be natural and can be improved by using them.

### Above average ability to:

- Use intelligence to understand the techniques and problems of management
- Use verbal skill to communicate
- Use numerical skill to prepare budgets

### Average ability to:

- Use a variety of skills moving from one task to another
- Work with accuracy
- Use clerical ability
- Perceive pertinent detail in various formats as well as see how objects fit together to form a whole

### Ability to:

- Use leadership skill and give direction to others
- Make decisions based on data and experience
- Have successful contacts with different people
- Work well with people
- Influence others
- Use negotiation skills
- Make judgments using knowledge or experience

### An interest in:

- Coordinating data and resources

## Major or Programs of Study

- Accounting
- Banking and Finance
- Construction Trades
- Economics
- Health Care Administration
- Hotel and Motel Management
- International Business
- Management and Information Systems
- Marketing and Sales
- Public Administration

## State and National Wages

Current Monthly Wage Data (2011) from [California Labor Market Information \(LMI\)](#)

LMI Occupation	Entry/Low Pay	Average Pay	Top Pay
General & Operations Managers	\$6,312	\$10,827	\$13,864 & up

Current Employment Projections to 2018 from [California Labor Market Information \(LMI\)](#)

LMI Occupation	Estimated Jobs 2008	Expected Jobs 2018	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
General & Operations Managers	250,900	246,000	0	7,270	7,270

## State and National Trends

Current Monthly Wage Data (2011) from the [Bureau of Labor Statistics](#)

SOC (Standard Occupational Classification) Occupation Titles

SOC Occupation	Entry Pay	Average Pay	Top Pay
General & Operations Managers	\$3,965	\$9,541	\$15,600 & up

Current Employment Projections to 2020 from the [Bureau of Labor Statistics](#)

SOC (Standard Occupational Classification) Occupation Titles

SOC Occupation	Estimated Jobs 2010	Expected Jobs 2020	Openings due to Growth	Openings due to Replacements	Expected Job Openings per Year
General & Operations Managers	1,767,100	1,848,600	81,500	328,600	41,010

*\*Some statements of income may reflect on a bachelor's degree or higher education.*

*\*Information provided by Eureka.org*

## Related Career Occupation

- Accountants
- Advertising Directors
- Business Executives and Managers
- Business Planners
- Business Programmers
- Business Services Managers
- Business Services Salespeople
- Buyers and Purchasing Agents
- Contract Administrators
- Employee Development Specialists
- Employment Interviewers
- Financial Analysts
- Financial Planners
- Foreign Service Officers
- Health Service Administrators
- Home Based Workers
- Human Resources Managers
- Image Consultants
- Information Resource Managers
- Job Analysts
- Labor Relations Specialists
- Law Office Managers
- Management Consultants
- Personal Consultants
- Personnel Agency Managers
- Policy Analysts
- Property Managers
- Public Administrators
- Recruiters
- Team Leaders