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COLLEGE YOUR WAY

BUSINESS, MANAGEMENT AND ADMINISTRATION



**Career
Education**
COLLEGE YOUR WAY



California
Community
Colleges
CAREER EDUCATION



BUSINESS, MANAGEMENT AND ADMINISTRATION

You like working with numbers. You think strategically and enjoy leading others. You want a good-paying job without having to move away from your community. Business, Management and Administration could be your fit.

Find your future at **finditbeit.org**. Explore career programs offered at colleges throughout the region and take a 6-question quiz to match your interests to programs that prepare you for well-paying jobs close to home.

For information about career programs in Business, Management and Administration, contact



BUSINESS, MANAGEMENT AND ADMINISTRATION HIGHLIGHTS

- Business, Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.¹
- Workers in this sector with less than a bachelor's degree can earn more than the national median wage, including bookkeepers, claims adjusters and insurance underwriters.²

JOBS IN THIS CLUSTER¹

Spa Managers

Median annual salary: \$37,266*

Computer Operators

Median annual salary: \$45,064

Executive Secretaries and Executive Administrative Assistants

Median annual salary: \$55,162

Hydroelectric Production Managers

Median annual salary: \$78,527

**Median annual salary varies by region.*

TYPICAL EMPLOYERS IN THIS CLUSTER³

Hotels and resorts
Computer systems design and related companies
Colleges and universities
Power generation facilities

SOURCES:

1. California Community Colleges Career Coach
2. Association for Career and Technical Education, Sector Sheet September 2018
3. California Employment Development Department Occupational Profile.