Business Administration professionals are specialists in charge of keeping businesses of all types running smoothly. Though their areas of expertise may vary, these executives act as supervisors over others to ensure that budgets are enforced, operations are efficient, and organizational goals are met.

**KEY FINDINGS**

- General and operations managers oversee operations that are too diverse and general to be classified into one area of management or administration – and therefore must be well-versed in multiple industry settings and varied aspects of business management.
- Work requirements vary by industry of management, but all managers often require a time investment of on-the-job work experience to be prepared for leadership.
- Organizational and interpersonal skills intersect often in management work.

**MOST IMPORTANT TASKS AND DUTIES**

1. Oversee activities directly related to making products or providing services.
2. Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
3. Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
4. Manage staff, preparing work schedules and assigning specific duties.
5. Direct and coordinate organization’s financial and budget activities to fund operations, maximize investments, and increase efficiency.

**KEY TRAITS**

- Self Control
- Active Listening
- Critical Thinking
- Dependability
- Communication
- Oral Comprehension
- Organizational Talent
- Integrity
- Written Expression
- Planning
- Leadership
- Monitoring
- Written Comprehension
- Attention to Detail
- People Skills
- Initiative

**EDUCATIONAL LEVEL BY TYPE**

- Associate’s: 33%
- Bachelor’s: 27%
- Some College: 16%
- Other: 18%

**EMPLOYMENT OVERVIEW**

<table>
<thead>
<tr>
<th>Location</th>
<th>Chief Executive Officers</th>
<th>General and Operations Managers</th>
<th>Sales Managers</th>
<th>Financial Managers</th>
<th>Training and Dev. Managers</th>
<th>First-Line Supervisors of Management and Sales Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange County</td>
<td>$153,396</td>
<td>$131,396</td>
<td>$176,341</td>
<td>$147,781</td>
<td>$166,445</td>
<td>$77,455</td>
</tr>
<tr>
<td>Projected growth</td>
<td>17.0%</td>
<td>10.0%</td>
<td>10.57%</td>
<td>9.10%</td>
<td>19.20%</td>
<td>5.80%</td>
</tr>
<tr>
<td>California</td>
<td>$151,295</td>
<td>$128,195</td>
<td>$173,312</td>
<td>$142,985</td>
<td>$164,915</td>
<td>$75,666</td>
</tr>
<tr>
<td>Projected growth</td>
<td>4.3%</td>
<td>6.38%</td>
<td>7.58%</td>
<td>9.51%</td>
<td>15.45%</td>
<td>13.94%</td>
</tr>
<tr>
<td>United States</td>
<td>$145,410</td>
<td>$116,090</td>
<td>$131,530</td>
<td>$120,860</td>
<td>$157,770</td>
<td>$61,900</td>
</tr>
<tr>
<td>Projected growth</td>
<td>5.7%</td>
<td>12.20%</td>
<td>8.80%</td>
<td>8.90%</td>
<td>11.20%</td>
<td>-0.00%</td>
</tr>
</tbody>
</table>

*Bright Outlook: occupations are expected to grow rapidly in the next decade will have large numbers of job openings or are oversetting occupations according to the U.S. Department of Labor.

**TOP SKILL SETS**

- Administration and Management
- Customer and Personal Service
- Personal and Human Resources
- Economics and Accounting
- Mathematics

**RELATED COURSEWORK**

- Business Administration Certificate Program
- Human Resources Management Certificate Program
- Essentials of Management
- Business Ethics and Workplace Politics
- Organizational Leadership and Communication Certificate Program