

# 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.







4200 Farm Hill Blvd
Redwood City, CA 94061
For more information
Phone: 650-306-3401
E-mail: cancareercenter@smccd.edu



## **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	due to	Openings due to Replacements	Expected Yearly Job Openings
General & Operations Managers	250,900	246,000	0	7,270	7,270

#### **State and National Trends**

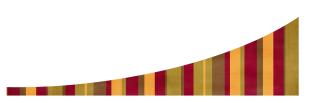
ı	Current Monthly Wage Data (2011) from the Bureau of Labor					
١	<u>Statistics</u>					
1	SOC (Standard Occupational Classification) Occupation Titles					
	SOC Occupation	Entry Pay	Average Pay	Top Pay		
ı	General & Operations Managers	\$3,965	\$9,541	\$15,600 & up		

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

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

# **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



<sup>\*</sup>Information provided by Eureka.org