



## 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.



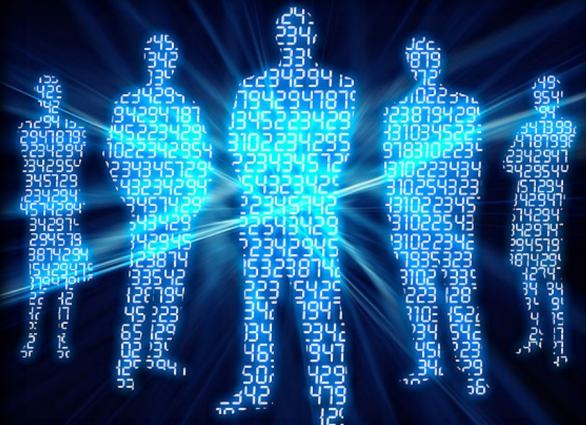
## Canada College Career Center

4200 Farm Hill Blvd  
Redwood City, CA 94061

For more information  
Phone: 650-306-3401

E-mail: [cancareercenter@smccd.edu](mailto:cancareercenter@smccd.edu)

## What Can I Do With a Computer Business Office Technology Office 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:

- speak and write effectively
- use intelligence to catch on to things

### Average ability to:

- numerical ability
- analyze and solve problems
- express or exchange ideas by means of spoken or written words

### Ability to:

- Establish and maintain cooperative working relationships with others
- Think clearly and quickly under pressure
- Perform a variety of duties
- Perform work with accuracy
- See detail in written and tabular form
- Use good judgment and common sense
- Make decisions
- Deal with the public or other business contacts in person or telephone, about sensitive and complex situations

### Willingness to:

- Supervise activities of others

## Majors or Programs of Study

- Accounting
- Allied Dental Services
- Business Management and Administration
- Court Reporting
- Data Processing Technology
- Law
- Legal Assistant Training
- Medical Records Administration
- Shorthand Reporting
- Vehicle and Equipment Operation

## State and National Wages

Current Monthly Wage Data (2011) from <a href="#">California Labor Market Information (LMI)</a>			
LMI Occupation	Entry/Low Pay	Average Pay	Top Pay
Executive Secretaries & Administrative Assistants	\$3,192	\$4,213	\$5,074 & up

Current Monthly Wage Data (2011) from the <a href="#">Bureau of Labor Statistics</a> SOC (Standard Occupational Classification) Occupation Titles			
SOC Occupation	Entry Pay	Average Pay	Top Pay
Executive Secretaries & Administrative Assistants	\$2,527	\$4,010	\$5,918 & up

## State and National Trends

Current Employment Projections to 2018 from <a href="#">California Labor Market Information (LMI)</a>					
LMI Occupation	Estimated Jobs 2008	Expected Jobs 2013	Openings due to Growth	Openings due to Replacements	Expected Yearly Job Openings
Executive Secretaries & Administrative Assistants	220,200	241,900	2,170	2,970	5,140

Current Employment Projections to 2020 from the <a href="#">Bureau of Labor Statistics</a> 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
Executive Secretaries & Administrative Assistants	1,236,100	1,392,100	156,000	165,800	32,180

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

*\*Information provided by Eureka.org*

## Related Career Occupations

- Accounting Clerks
- Administrative Assistants
- Bank Tellers
- Bookkeepers
- Car Rental Agents
- Career Information Technicians
- Collection Workers
- Court Reporters
- Customer Service Representatives
- Data Entry Operators
- Dispatchers
- Executive Secretaries
- General Office Clerks
- Human Resource Managers
- Insurance Clerks
- Interviewing Clerks
- Legal Secretaries
- Legislative Aides
- Mail Clerks
- Medical Secretaries
- Messengers
- Municipal Clerks
- New Account Clerks
- Office Machine Operators
- Office Managers
- Patient Account Representatives
- Postal Clerks
- Receptionists and Information Clerks
- Records Clerks
- Secretaries