

Labor Market Analysis for Program Review:

TOP Code: 0514.00/Office Technology/Office Computer Applications

CIP Code: 52.0408/General Office Occupations and Clerical Services

(Business Information Worker - Quick Start)

South Central Coast Center of Excellence, March 2026



FOR LABOR MARKET RESEARCH

SOUTH CENTRAL COAST

Summary

Program LMI Endorsement	Endorsed: All LMI Criteria Met <input type="checkbox"/>	Endorsed: Some LMI Criteria Met <input checked="" type="checkbox"/>	Not LMI Endorsed <input type="checkbox"/>
Program LMI Endorsement Criteria			
Supply Gap:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Comments:</i> there is projected to be 2,167 annual job openings in the South Central Coast (SCC) Region for these office technology occupations, which is more than the 110 awards conferred by educational institutions.		
Self-Sufficiency Standard Living Wage:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<i>Comments:</i> all (100%) annual job openings for these office technology occupations have entry-level hourly wages below the Ventura County living wage of \$24.53.		
Education:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Comments:</i> though the majority (97%) of annual job openings for these office technology occupations typically require a high school diploma or equivalent, between 37% and 45% of workers in the field have completed some college or an associate degree as their highest level of education.		
Additional Considerations			
Emerging Occupation(s):	Yes <input type="checkbox"/>	Some <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>Comments:</i> N/A		

The South Central Coast Center of Excellence for Labor Market Research (SCC COE) prepared this report to determine whether there is a supply gap in the SCC regional labor market related to five middle-skill occupations:

- *Procurement Clerks (43-3061)*
- *File Clerks (43-4071)*
- *Order Clerks (43-4151)*
- *Word Processors and Typists (43-9022)*
- *Office Clerks, General (43-9061)*

Based on the available data there appears to be a supply gap for these office technology occupations and typical education requirements for these occupations align with a community college education. However, all annual job openings have entry-level wages

¹ The living wage endorsement criteria in this report uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard, which the COE refers to as a living wage; the living wage for Los Angeles, San Luis Obispo, Santa Barbara, and Ventura counties, last updated in March 2024.

below the Self-Sufficiency Standard living wage. **Therefore, due to some of the regional labor market criteria being met, the COE endorses this proposed program.**

Exhibit 1 lists the occupational demand, supply, typical entry-level education, and educational attainment for the occupations included in this report.

Exhibit 1: Labor Market Endorsement Summary

Occupation (SOC)	Demand (Annual Openings)	Supply (CC and Non-CC)	Entry-Level Hourly Earnings (25 th Percentile)	Typical Entry-Level Education	Community College Educational Attainment
Procurement Clerks (43-3061)	36	105	Ventura: \$22.53	High school diploma or equivalent	38%
File Clerks (43-4071)	61	Accounted for above	Ventura: \$18.35	High school diploma or equivalent	43%
Order Clerks (43-4151)	64	Accounted for above	Ventura: \$19.65	Some college, no degree	37%
Word Processors and Typists (43-9022)	62	5	Ventura: \$20.48	High school diploma or equivalent	43%
Office Clerks, General (43-9061)	1,944	Accounted for above	Ventura: \$18.31	High school diploma or equivalent	45%
Total	2,167	110	N/A	N/A	N/A

Demand:

- The number of jobs related to these office technology occupations is projected to decline 3% through 2029 in the SCC region. There is projected to be 2,167 annual job openings due to retirements and replacements.
- Hourly entry-level wages for these office technology occupations in Ventura County range from \$18.31 to \$22.53; all (100%) annual job openings have entry-level wages below the Self-Sufficiency Standard living wage (\$24.53 for Ventura County).
- There were 439 online job postings for these office technology occupations over the past 12 months. The highest number of postings were for office assistants, office administrative assistants, and typing office technicians.
- The typical entry-level education for these office technology occupations ranges from a high school diploma or equivalent to some college, no degree
- Between 37% and 45% of workers in the field have completed some college or an associate degree as their highest level of education.

Supply:

- There was an average of 109 awards conferred by seven community colleges in the SCC Region from 2021 to 2024.
- Non-community college institutions conferred one related award from 2020 to 2023.
- SCC community college students that exited Office Technology/Office Computer Applications programs in the 2022-23 academic year had a median annual wage of \$40,868 (\$19.65 per hour) after exiting the program and 32% attained the regional living wage (Self-Sufficiency Standard).
- Throughout the SCC Region, 78% of Office Technology students that exited their program in 2021-22 reported that they are working in a job closely related to their field of study.

Demand

Occupational Projections:

Exhibit 2 compares historical and projected changes in employment for these occupations compared to the number of jobs in 2019. Notably, employment for these office technology occupations in Santa Barbara County grew 8% from 2019 to 2024, while employment for these occupations declined in California, the SCC Region, and all other counties in the SCC region. From 2024 to 2029, employment for these office technology occupations is projected to gradually decline in all areas.

Exhibit 2: Historical and Projected Employment for Office Technology Occupations in the SCC Region, 2019-2029

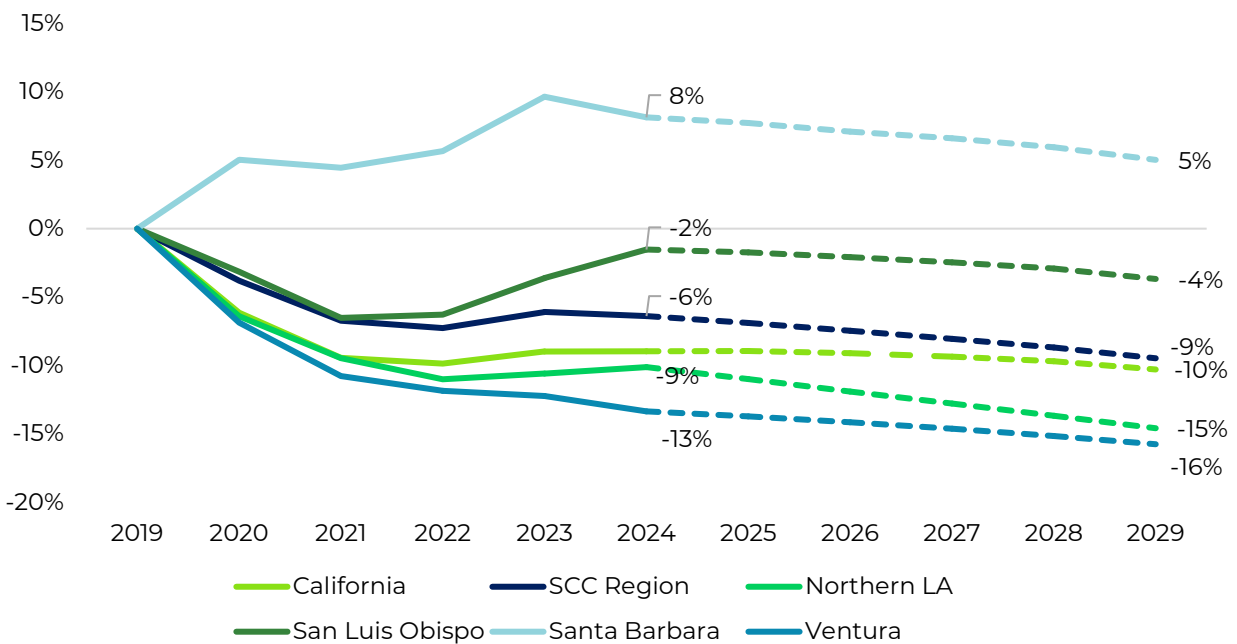


Exhibit 3 shows the five-year occupational demand projections for these office technology occupations. In the SCC Region, the number of jobs related to these occupations is projected to decline 2% through 2029. There is projected to be 2,167 jobs available annually due to retirements and replacements. Ventura County has the highest number of jobs and annual openings, but employment is projected to decline through 2029.

Exhibit 3: Occupational Demand in the SCC Region²

Geography	2024 Jobs	2029 Jobs	2024-2029 Change	2024-2029 % Change	Annual Openings
Northern LA	4,927	4,682	(244)	(5%)	559
San Luis Obispo	2,837	2,775	(62)	(2%)	327
Santa Barbara	4,450	4,322	(128)	(3%)	510
Ventura	6,635	6,449	(186)	(3%)	758
SCC Region	18,842	18,222	(621)	(3%)	2,167

Wages:

The labor market endorsement in this report considers the entry-level hourly wages for these office technology occupations in relation to the living wage of the county where the requesting community college is located. This report was requested by Oxnard College, which is in Ventura County. Wages for other counties are included below to provide a complete analysis of the SCC Region.

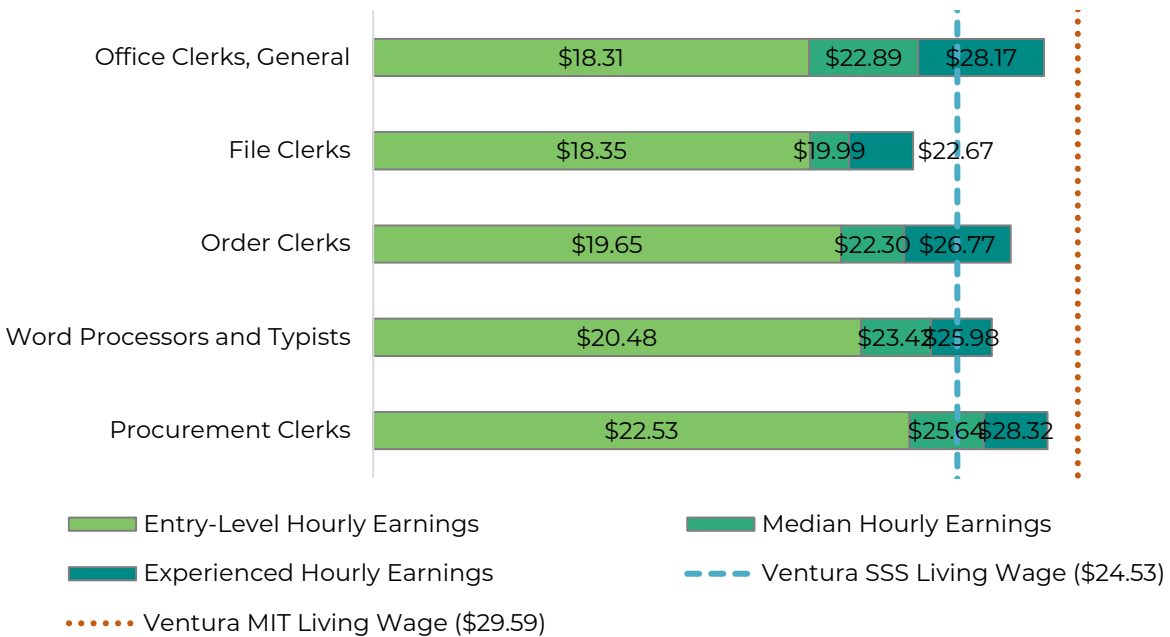
In addition to the Self Sufficiency Standard living wage, data for the MIT Living Wage, updated on February 10, 2025, is provided as a reference. Currently, the MIT Living Wage in Ventura County is \$29.59. Both figures account for geographic-specific costs of necessities such as housing, food, health care, and transportation to assess the cost of living, and are notated in the exhibits below.

Ventura

All (100%) annual openings for these office technology occupations have entry-level wages below the Self-Sufficiency Standard living wage for one adult (\$24.53 in Ventura County). Typical entry-level hourly wages range between \$18.31 and \$22.53. Experienced hourly earnings for these office technology occupations in Ventura County are above the living wage except for *File Clerks (43-4071)*. Wages for this occupation do not exceed the living wage at any level. Exhibit 4 shows the wage range for each of these office technology occupations in Ventura County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

² Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

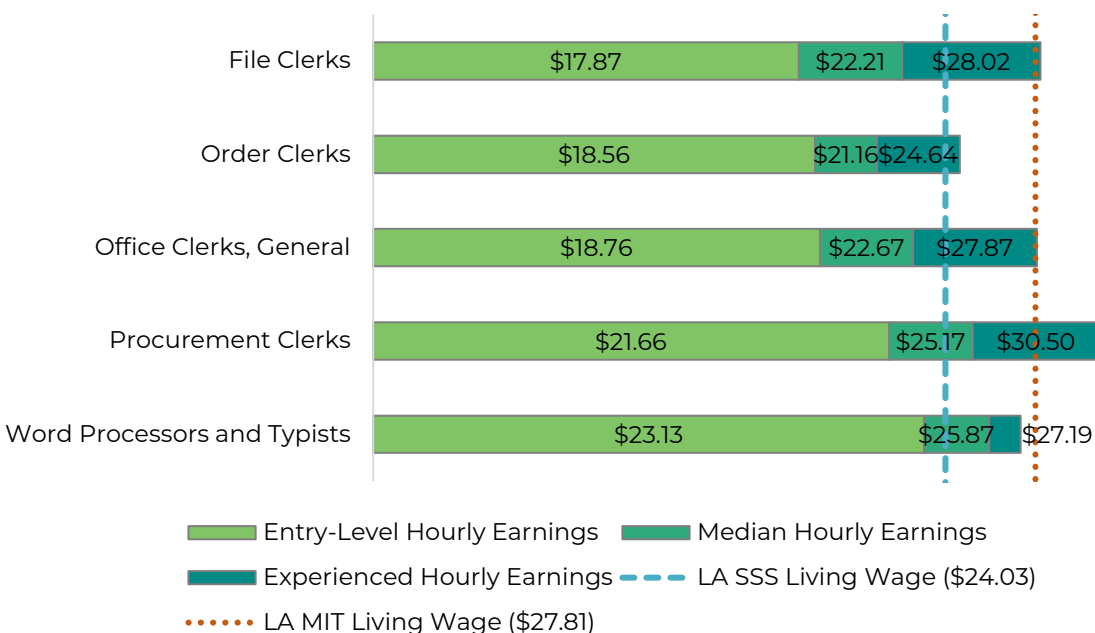
Exhibit 4: Wages by Occupation in Ventura County



Northern Los Angeles

All (100%) annual openings for these office technology occupations have entry-level wages below the Self-Sufficiency Standard living wage for one adult (\$24.03 in Los Angeles County). Typical entry-level hourly wages range between \$17.87 and \$23.13. Experienced hourly earnings for these office technology occupations in Northern Los Angeles County are above the living wage except for *Word Processors and Typists* (43-9022). Exhibit 5 shows the wage range for each of these office technology occupations in Northern Los Angeles and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

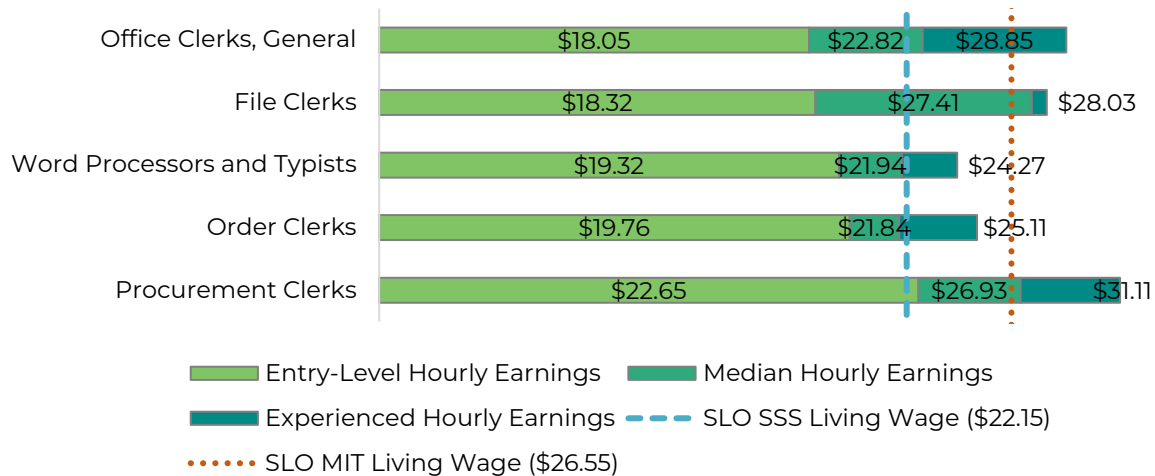
Exhibit 5: Wages by Occupation in Northern Los Angeles County



San Luis Obispo

Nearly all (99%) annual openings for these office technology occupations have entry-level wages below the Self-Sufficiency Standard living wage for one adult (\$22.15 in San Luis Obispo County). Typical entry-level hourly wages range between \$18.08 and \$22.65. Experienced hourly earnings for these office technology occupations in San Luis Obispo County are above the living wage. Exhibit 6 shows the wage range for each of these office technology occupations in San Luis Obispo County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

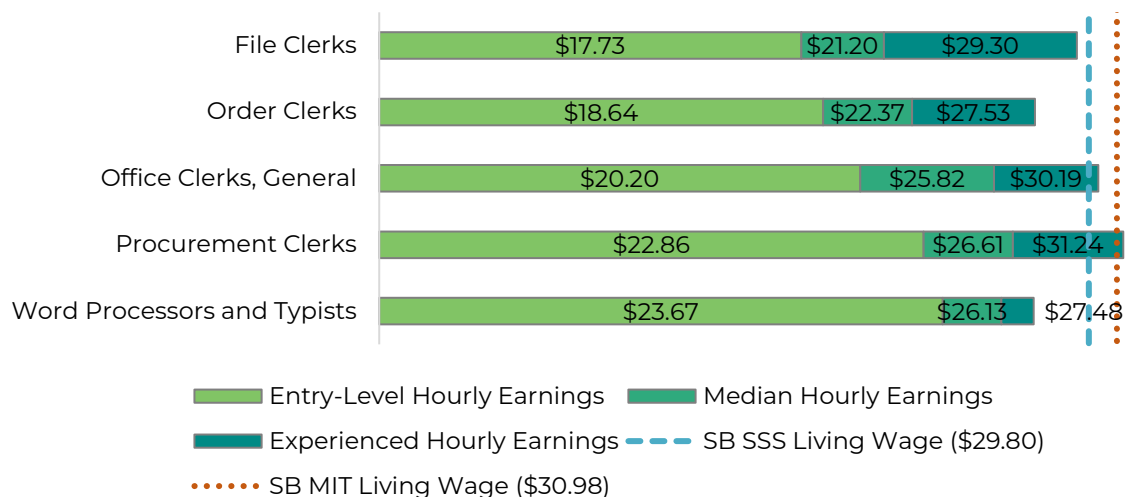
Exhibit 6: Wages by Occupation in San Luis Obispo County



Santa Barbara

All (100%) annual openings for these office technology occupations have entry-level wages below the Self-Sufficiency Standard living wage for one adult (\$29.80 in Santa Barbara County). Typical entry-level hourly wages range between \$17.73 and \$23.67. Experienced wages do not exceed the living wage for any occupations except for *Procurement Clerks* (43-3061) and *Office Clerks, General* (43-9061). Exhibit 7 shows the wage range for each of these office technology occupations in Santa Barbara County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

Exhibit 7: Wages by Occupation in Santa Barbara County



Job Postings:

There were 439 online job postings related to these office technology occupations listed in the past 12 months in the SCC Region. Exhibit 8 shows the number of job postings by county. Approximately 34% of job postings were in Ventura County.

Exhibit 8: Number of Job Postings by County (n=439)

County	Job Postings	Percentage of Job Postings
Ventura	151	34%
Santa Barbara	115	26%
Northern Los Angeles	112	26%
San Luis Obispo	61	14%
Total Postings	439	100%

Of the 439 postings, 41% were for *Office Clerks, General (43-9061)*. The remaining postings were split relatively evenly between the four other occupations, as shown in Exhibit 9.

Exhibit 9: Number of Job Postings by Occupation (n=439)

Occupation	Job Postings	Percentage of Job Postings
Office Clerks, General	182	41%
Order Clerks	75	17%
Word Processors and Typists	66	15%
Procurement Clerks	65	15%
File Clerks	51	12%
Total Postings	1,457	100%

The top employers in the region, by number of job postings, are shown in Exhibit 10.

Exhibit 10: Top Employers by Number of Job Postings (n=439)

Employer	Job Postings	Percentage of Job Postings
State of California	15	3%
AppleOne	13	3%
Robert Half	9	2%
Jalos Food Enterprises	8	2%
Santa Maria Joint Union High School District	7	2%
The Emory Group	7	2%
Edjoin.Org	7	2%
Express Employment Professionals	6	1%
Vallarta Supermarkets	6	1%
Santa Barbara County Education Office	6	1%

The top specialized, soft, and computer skills listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 11.

Exhibit 11: Top Skills by Number of Job Postings (n=439)

Top Specialized Skills	Top Soft Skills	Top Computer Skills
Data Entry (119)	Communication (170)	Microsoft Excel (103)
Purchasing (63)	Detail Oriented (156)	Microsoft Office (88)
Administrative Support (59)	Filing (137)	Microsoft Outlook (66)
Invoicing (49)	Customer Service (129)	QuickBooks (Accounting Software) (40)
Office Equipment (49)	Clerical Works (126)	Microsoft Word (39)
Office Supply Management (42)	Microsoft Excel (103)	Microsoft PowerPoint (29)
QuickBooks (Accounting Software) (40)	Organizational Skills (93)	Google Workspace (22)
Office Management (39)	Administrative Functions (89)	Spreadsheets (21)
Accounting (35)	Microsoft Office (88)	Productivity Software (15)
Warehousing (34)	Operations (76)	Order Management Systems (10)

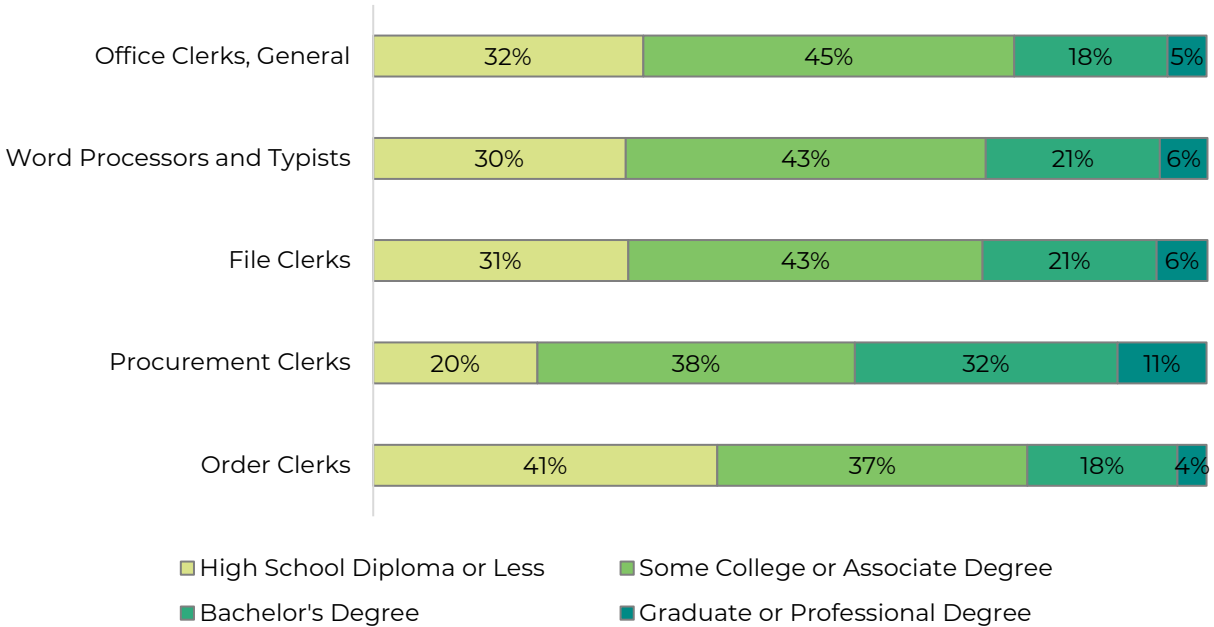
Educational Attainment:

The Bureau of Labor Statistics (BLS) lists the following as the typical entry-level education for these office technology occupations:

- High School Diploma or Equivalent
 - *Procurement Clerks (43-3061)*
 - *File Clerks (43-4071)*
 - *Word Processors and Typists (43-9022)*
 - *Office Clerks, General (43-9061)*
- Some College, No Degree
 - *Order Clerks (43-4151)*

The national-level educational attainment data indicates between 37% and 45% of workers in the field have completed some college or an associate degree as their highest level of education. Exhibit 12 shows the educational attainment for each occupation, sorted by highest community college educational attainment to lowest.

Exhibit 12: National-level Educational Attainment for Occupations



Of the 35% of the cumulative job postings for these office technology occupations that listed a minimum education requirement in the SCC Region, 90% (140) requested a high school diploma or an associate degree, 8% (12) requested a bachelor's degree, and 2% (3) requested a graduate or professional degree.

Educational Supply

Community College Supply:

Exhibit 13 shows the three-year average number of awards conferred by community colleges in the related TOP codes:

- Office Technology/Office Computer Applications (0514.00)
- Customer Service (0518.00)

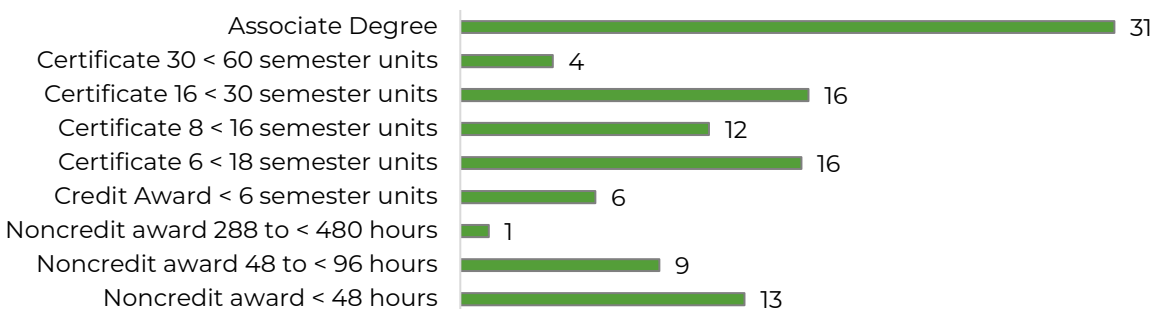
The college with the most completions in the region is Allan Hancock (36), followed by Santa Barbara (24), and College of the Canyons (15).

Exhibit 13: Regional Community College Awards (Certificates and Degrees), 2021-2024

TOP Code	Program	College	2021-2022 Awards	2022-2023 Awards	2023-2024 Awards	3-Year Award Average
0514.00	Office Technology/Office Computer Applications	Allan Hancock	30	19	45	31
		Antelope Valley	23	9	8	13
		Canyons	17	12	15	15
		Cuesta	6	4	5	5
		Oxnard	5	33	2	13
		Santa Barbara	0	1	71	24
		Ventura	0	0	9	3
Supply Subtotal/Average			81	78	155	105
0518.00	Customer Service	Allan Hancock	2	4	8	5
Supply Subtotal/Average			2	4	8	5
Supply Total/Average			83	82	163	109

Exhibit 14 shows the annual average community college awards by type from 2021-22 to 2023-24. The plurality of the awards are for associate degrees, followed by certificates between 16 and less than 30 semester units and certificates between 6 and less than 18 semester units.

Exhibit 14: Annual Average Community College Awards by Type, 2021-2024



Community College Student Outcomes:

Exhibit 15 shows the Strong Workforce Program (SWP) metrics for Office Technology/Office Computer Technology programs at Ventura County Community College District (VCCCD), the SCC Region, and California. Of the 2,093 Office Technology/Office Computer Technology students throughout the region in the 2023-24 academic year, 5% (108) attended a VCCCD college.

VCCCD Office Technology/Office Computer Technology students that exited office technology programs in the 2022-23 academic year had lower median annual earnings (\$37,824 or \$18.18 per hour) compared to all Office Technology/Office Computer Technology students in the SCC Region (\$40,868 or \$19.65 per hour); both figures are lower than statewide (\$42,748 or \$20.55 per hour). A lower percentage of VCCCD (30%) and SCC (32%) Office Technology/Office Computer Technology students attained the living wage when compared to all Office Technology/Office Computer Technology students in the state (43%).

Exhibit 15: Office Technology/Office Computer Applications (0514.00)
Strong Workforce Program Metrics, 2023-24³⁴

SWP Metric	VCCCD	SCC Region	California
SWP Students	108	2,093	39,938
SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year	26%	23%	26%
SWP Students Who Completed a Noncredit CTE or Workforce Preparation Course	62%	82%	73%
SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status	Data unavailable	3%	5%
SWP Students Who Transferred to a Four-Year Postsecondary Institution (2022-23)	Data unavailable	4%	5%
SWP Students with a Job Closely Related to Their Field of Study (2021-22)	Data unavailable	78%	69%
Median Annual Earnings for SWP Exiting Students (2022-23)	\$37,824 (\$18.18)	\$40,868 (\$19.65)	\$42,748 (\$20.55)
Median Change in Earnings for SWP Exiting Students (2022-23)	22%	23%	25%
SWP Exiting Students Who Attained the Living Wage (2022-23)	30%	32%	43%

³ All SWP metrics are for 2023-24 unless otherwise noted. Metrics data is sourced from DataVista.

⁴ Data that is not available in DataVista is denoted in Exhibit 15 as “data unavailable.” Data may not be available for various reasons, including cases where data is masked to protect personally identifiable information.

Non-Community College Supply:

To comprehensively analyze the regional supply, it is crucial to include data from other institutions offering office technology training programs. Over the past three years (2020-2023), there was an annual average of one award conferred by non-community college institutions under the related Classification of Instructional Programs (CIP) codes:

- General Office Occupations and Clerical Services (52.0408)

Notably, though three non-community college institutions offer a program under this CIP code, only San Joaquin Valley College-Atascadero conferred awards, as shown in Exhibit 16.

Exhibit 16: Regional Non-Community College Awards, 2020-2023

CIP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
52.0408	General Office Occupations and Clerical Services	San Joaquin Valley College-Atascadero	4	1	0	1
		San Joaquin Valley College-Santa Maria	0	0	0	0
		Ventura Adult and Continuing Education	0	0	0	0
Supply Total/Average			4	1	0	1

Regional Demographics

This section examines demographic data for SCC community college students in Office technology programs compared to the SCC labor force, along with occupational data, to identify potential diversity and equity issues addressable by community college programs.

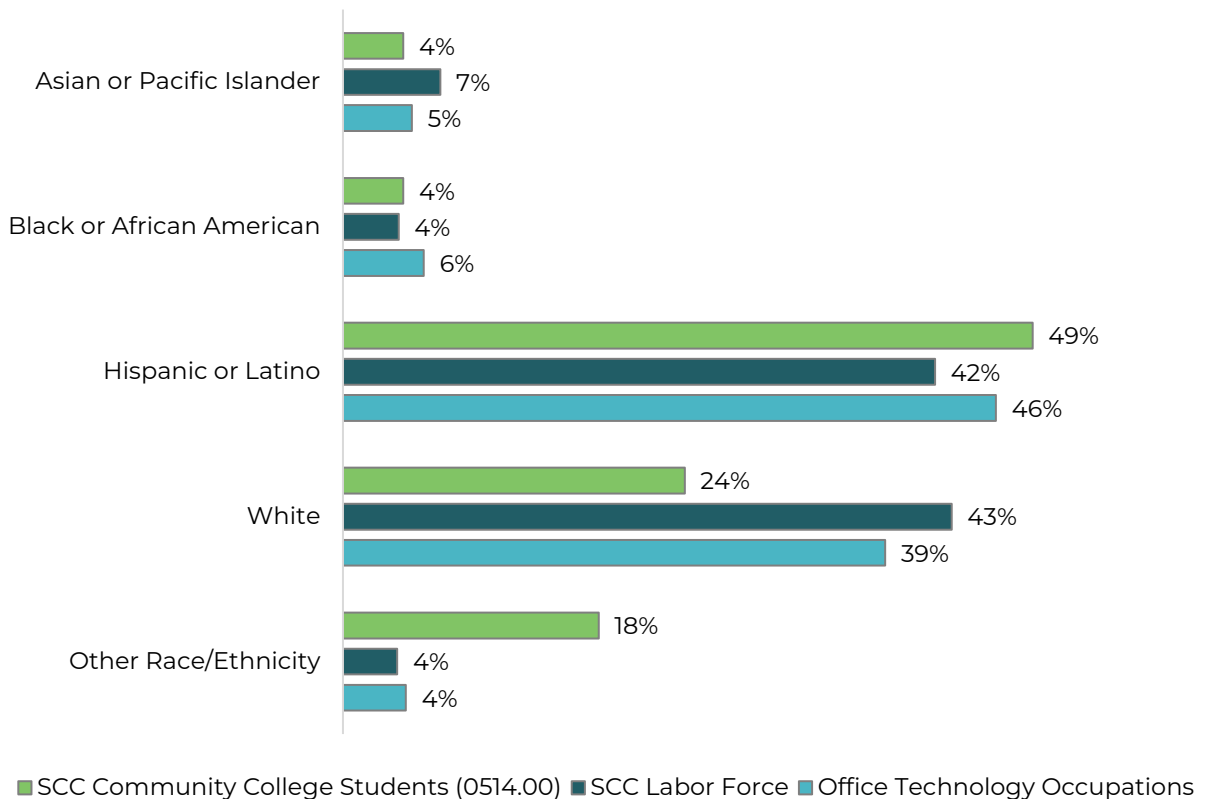
Ethnicity:

Exhibit 16 compares the ethnicity of SCC community college students enrolled in Office Technology/Office Computer Technology programs, the overall SCC labor force, and occupation-specific data for the four office technology occupations included in this report.

Notably, 49% of Office Technology/Office Computer Technology students are Hispanic or Latino, which is slightly higher than these office technology occupations (46%) and the SCC labor force (42%). Conversely, 43% of the SCC labor force is white, which is slightly higher than these office technology occupations (39%) but significantly higher than Office Technology/Office Computer Technology students (24%). Additionally, 18% of Office Technology/Office Computer Technology are another race or ethnicity, significantly higher than the SCC labor force and these office technology occupations (4% each).

Examining disaggregated data for each occupation (not shown), the occupation with the highest percentage of Hispanic or Latino workers is *Property Appraisers and Assessors* (45%), which has the highest entry-level education requirements and entry-level wages of all four office technology occupations.

Exhibit 17: Program and County Demographics by Ethnicity

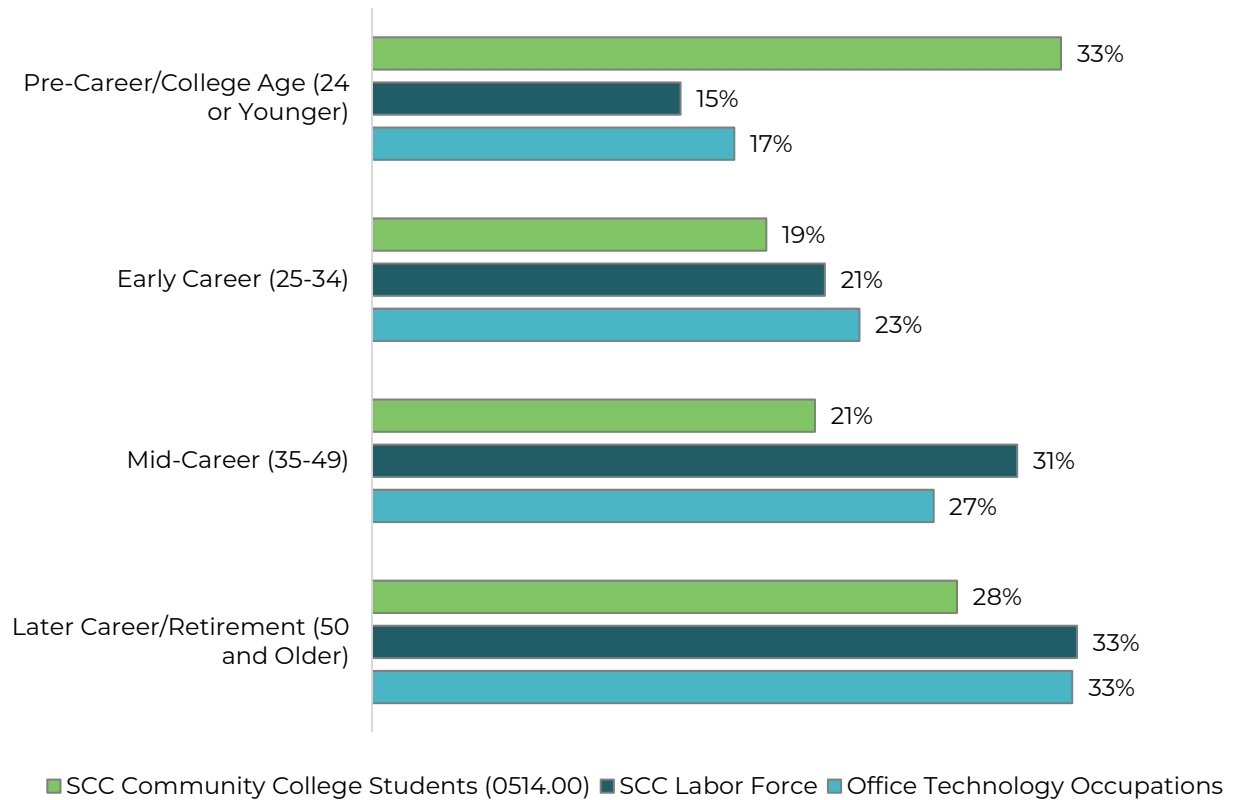


Age:

Exhibit 17 compares the age of SCC community college students enrolled in Office technology programs, the overall SCC labor force, and occupation-specific data for the four office technology occupations included in this report.

Approximately 33% of Office Technology/Office Computer Technology students are Pre-Career/College Age (24 or Younger), which is significantly higher than these office technology occupations (17%) and the SCC labor force (15%).

Exhibit 18: Program and County Demographics by Age



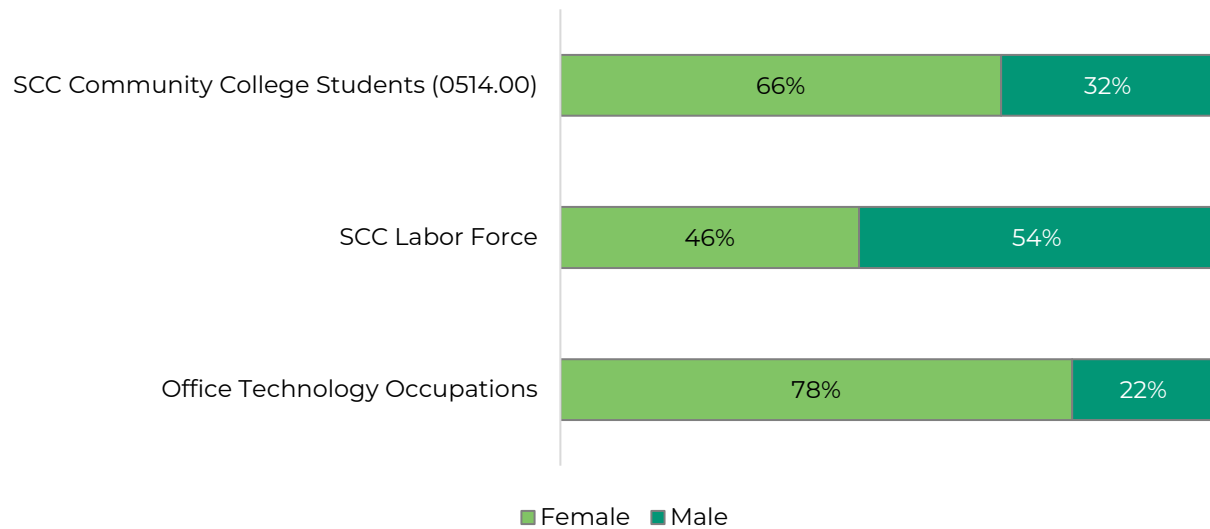
Sex:

Exhibit 18 compares the sex of SCC community college students enrolled in Office technology programs, the overall SCC labor force, and occupation-specific data for these office technology occupations.

The majority of workers in these office technology occupations (78%) and Office Technology/Office Computer Technology students (66%) are women, which is significantly higher than the SCC labor force (46%).

Examining disaggregated data for each occupation (not shown), only one occupation has a majority of male workers *Order Clerks (43-4151)* (60% male). This occupation has the highest entry-level education requirements of all five office technology occupations analyzed in this report.

Exhibit 19: Program and County Demographics by Sex



Appendix A: Methodology

Traditional Labor Market Data

The SCC COE prepared this report by analyzing data from occupations and education programs. Occupational data is derived from Lightcast, a labor market analytics firm that consolidates data from the California Employment Development Department (EDD), U.S. Bureau of Labor Statistics (BLS) and other government agencies.

Data included in this analysis represents the labor market demand for relevant positions most closely related to the proposed program as expressed by the requesting college in consultation with the SCC COE. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges.

Program supply data is drawn from two systems: Taxonomy of Programs (TOP) and Classification of Instructional Programs (CIP).

Using a TOP-SOC crosswalk, the SCC COE identified middle-skill jobs for which programs within these TOP codes train. Middle-skill jobs include:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

The SCC COE determined labor market supply for an occupation or SOC code by analyzing the number of program completers or awards in a related TOP or CIP code. The COE developed a "supply table" with this information, which is the source of the program supply data for this report. TOP code data comes from the California Community Colleges Chancellor's Office MIS Data Mart (datamart.cccco.edu) and CIP code data comes from the Integrated Postsecondary Education Data System (nces.ed.gov/ipeds/use-the-data), also known as IPEDS.

TOP is a system of numerical codes used at the state level to collect and report information on California community college programs and courses throughout the state that have similar outcomes. CIP codes are a taxonomy of academic disciplines at institutions of higher education in the United States and Canada. Institutions outside of the California Community College system do not use TOP codes in their reporting systems.

Online Job Postings Data

Online job postings data, also known as real-time labor market information, captures job post advertisements for occupations relevant to the field of study which can signal demand and show what employers are looking for in potential employees but is not a perfect measure of the quantity of open positions. Online job postings data is sourced from Lightcast, a labor market analytics firm that scrapes, collects, and organizes data from online job boards such as LinkedIn, Indeed, Glassdoor, Monster, GovernmentJobs.com, and thousands more.

There are several limitations when analyzing job postings. A single job posting may not represent a single job opening, as employers may be creating a pool of candidates for future openings or hiring for multiple positions with a single posting. Additionally, not all jobs are posted online, and jobs may be filled through other methods such as internal promotion, word-of-mouth advertising, physical job boards, or a variety of other channels.

Additionally, Lightcast uses natural language processing (NLP) to determine the related company, industry, occupation, and other information for each job posting. However, NLP has limitations that include understanding contextual words of phrases; determining differences in words that can be used as nouns, verbs, and/or adjectives; and misspellings or grammatical errors.⁵ For these reasons, job postings could be assigned to the wrong employer, industry, or occupation within Lightcast’s database.

Geography

The South Central Coast region encompasses San Luis Obispo, Santa Barbara, and Ventura counties, as well as parts of Northern Los Angeles County. Exhibit 19 shows the 34 ZIP codes used to define Northern Los Angeles County.

Exhibit 20: Northern Los Angeles ZIP Codes

ZIP Code	Primary City	ZIP Code	Primary City
91310	Castaic	93532	Lake Hughes
91321	Newhall	93534	Lancaster
91322	Newhall	93535	Lancaster
91350	Santa Clarita	93536	Lancaster
91351	Canyon Country	93539	Lancaster
91354	Valencia	93543	Littlerock
91355	Valencia	93544	Llano
91380	Santa Clarita	93550	Palmdale
91381	Stevenson Ranch	93551	Palmdale
91382	Santa Clarita	93552	Palmdale
91383	Santa Clarita	93553	Pearblossom
91384	Castaic	93563	Valyermo
91385	Valencia	93584	Lancaster
91386	Canyon Country	93586	Lancaster
91387	Canyon Country	93590	Palmdale
91390	Santa Clarita	93591	Palmdale
93510	Acton	93599	Palmdale

Though traditional labor market information is available at the ZIP code level, it does not always add up to data reported at the county level for multiple reasons:

- ZIP codes are not official geographically bounded areas, unlike states and counties.
- ZIP codes may cross county lines, such as ZIP code 93461, which is primarily in San Luis Obispo County, but also crosses into Kern County.

⁵ K. R. Chowdhary, *Fundamentals of Artificial Intelligence* (Basingstoke: Springer Nature, 2020), <https://link.springer.com/book/10.1007/978-81-322-3972-7>.

For these reasons, the number of jobs and average annual openings for each county may not add up to the total for the SCC Region. However, considering jobseekers may cross county lines for opportunities, the traditional labor market data is reflective of opportunities available to jobseekers in the SCC Region.

Additionally, job postings data is available only at the city or county level. To analyze job postings for the entire SCC region, the SCC COE developed a list of cities available in Lightcast for analysis. Additionally, demographic data is not available at the ZIP code level but is available at the Census Bureau’s Public Use Microdata Area (PUMA) level. Demographic data was sourced via IPUMS and analyzed by the SCC COE.

Appendix B: Data Sources

Data Type	Source
Occupational Projections, Wages, and Job Postings	Traditional and real-time labor market information are captured using data from Lightcast , a labor market analytics firm.
Living Wage	Per the CCCCCO, this report’s endorsement criteria uses the University of Washington’s Center for Women’s Welfare Self-Sufficiency Standard last updated in March 2024. The MIT Living Wage , updated on February 10, 2025, is a nationally recognized living wage metric and is provided for reference.
Typical Education and Training Requirements, and Educational Attainment	The Bureau of Labor Statistics (BLS) uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which BLS publishes projections data.
Emerging Occupation Descriptions, Additional Education Requirements, and Employer Preferences	The O*NET database includes information on skills, abilities, knowledge, work activities, and interests associated with occupations.
Educational Supply	The CCCCCO Data Mart provides information about students, courses, student services, outcomes and faculty and staff. The National Center for Education Statistics (NCES) Integrated Postsecondary Integrated Data System (IPEDS) collects data on the number of postsecondary awards earned (completions).
Student Metrics and Demographics	Data Vista , a statewide data system supported by the California Community Colleges Chancellor’s Office, provides data on progress, success, employment, and earnings outcomes for California community college students.
Population and Occupation Demographics	The Census Bureau’s American Community Survey (ACS) is the premier source for detailed population and housing information. Data is sourced from IPUMS USA , a database providing access to ACS and other Census Bureau data products.

All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.

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