

⚠ Endorsed: Caution Advised			
Program LMI Endorsement Criteria			
	Met ☐	Partially Met ☐	Not Met ☒
Supply Gap:	There are projected to be 9,924 annual job openings throughout Los Angeles and Orange counties for these business administration occupations, which is less than the 25,462 awards conferred by educational institutions . However, these educational programs also prepare students for 6 other related occupations, which account for 13,784 additional annual job openings. Because this program trains a variety of occupations with high demand, there is most likely an undersupply of labor for the business administration occupations.		
Self-Sufficiency Standard Living Wage ¹ :	Met ☒	Partially Met ☐	Not Met ☐
	All annual job openings for these business administration occupations have entry-level hourly wages above the OC living wage of \$27.13.		
Education:	Met ☐	Partially Met ☒	Not Met ☐
	Although these middle-skill business administration occupations typically require a bachelor's degree, 33% of workers in the field have completed some college or an associate degree as their highest level of education.		

Summary

The Orange County Center of Excellence for Labor Market Research (OC COE) prepared this report to determine whether there is a supply gap in the Los Angeles and Orange counties regional labor market related to two occupations:

- Middle-Skill
 - *General and Operations Managers (11-1021)*
 - *Administrative Services Managers (11-3012)*

Based on the available data, annual job openings have entry-level wages above the Self-Sufficiency Standard living wage and typical education requirements align with a community college education. Although the number of awards exceeds demand for these occupations, supply is likely overstated because related educational programs train for additional occupations. When considering the strong demand across these occupations, it is likely the region is experiencing a supply gap. **Therefore, due to some 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 middle-skill occupations included in this report.

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; Orange County's living wage of \$27.13, was last updated in March 2024.

Exhibit 1: Labor Market Endorsement Summary

Occupation (SOC)	Demand (Annual Openings)	Supply (CC and Non-CC)	Entry-Level Hourly Earnings (25th Percentile)	Typical Entry-Level Education	Community College Educational Attainment
General and Operations Managers (11-1021)	LA: 6,195	LA: 17,359	OC: \$40.33	Bachelor's degree	33%
	OC: 2,610	OC: 7,761			
	TTL: 8,806	TTL: 25,120			
Administrative Services Managers (11-3012)	LA: 813	LA: 181	OC: \$43.93	Bachelor's degree	33%
	OC: 306	OC: 162			
	TTL: 1,119	TTL: 342			
Total	9,924	25,462	N/A	N/A	N/A

Demand

- In Los Angeles and Orange counties, the number of jobs related to these business administration occupations is projected to increase 2% through 2029, equating to 9,924 annual job openings.
- Hourly entry-level wages for these business administration occupations range from \$40.33 to \$43.93 in Orange County; all annual openings have entry-level wages above the Self-Sufficiency Standard living wage.
- There were 15,089 online job postings for these business administration occupations over the past 12 months. The most common job titles were operations managers, directors of operations, and assistant managers.
- The typical entry-level education for these business administration occupations is a bachelor's degree.
- A third (33%) of workers in the field have completed some college or an associate degree as their highest level of educational attainment.

Supply

- Between 2021 to 2024, an average of 9,990 awards were conferred by 28 community colleges in Los Angeles and Orange counties.
- From 2020 to 2023, non-community college institutions conferred an average of 15,472 awards for these middle-skill occupations.
- In the 2022-23 academic year, Orange County community college students that exited business administration programs had a median annual wage of \$40,000 (\$19.23 per hour) post-exit, and 30% attained the regional living wage.
- In 2021-22, 79% of Orange County business administration students that exited their programs reported working a job closely related to their field of study.

Demand

Occupational Projections

Exhibit 2 shows the annual percentage change in jobs for these business administration occupations from 2019 through 2029. Between 2019 and 2020, employment levels across Los

Angeles and Orange counties declined sharply due to the broader economic impacts of the COVID-19 pandemic. From 2021 to 2024, Orange County experienced an increase in job levels, starting with a 17% spike in 2021, followed by varying levels of growth – ranging from 2% to 6% – through 2024. After a year of stagnation in 2025, job levels are projected to grow at a slightly higher rate than the average of all occupations through 2029.

Exhibit 2: Annual Percentage Change in Jobs for Business Administration Occupations, 2019-29

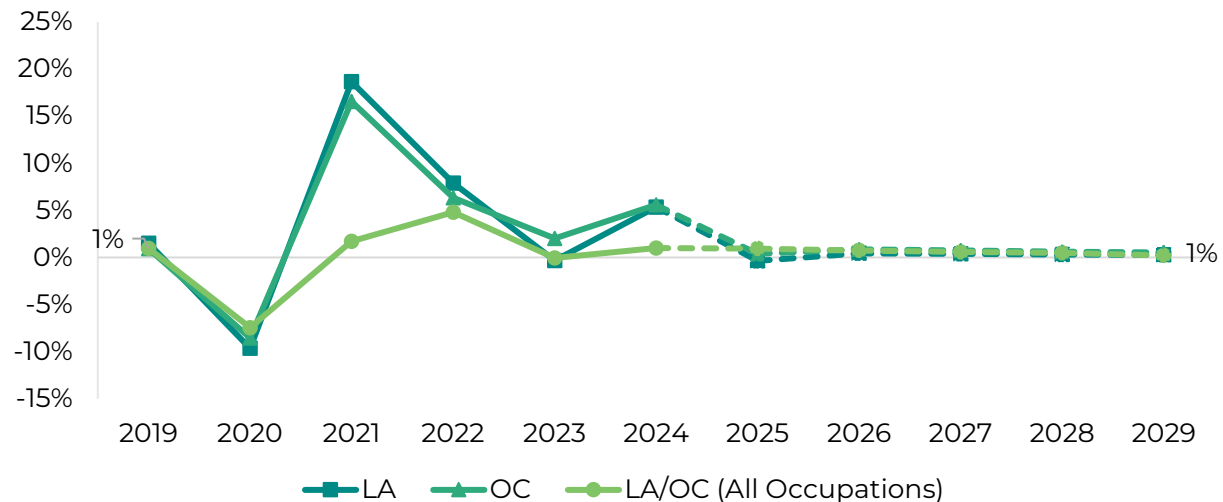


Exhibit 3 shows the five-year occupational demand projections for these middle-skill business administration occupations. In Los Angeles and Orange counties, the number of jobs related to these occupations is projected to increase 2% through 2029. There is projected to be 9,924 available annually.

Exhibit 3: Middle-Skill Occupational Demand in Los Angeles and Orange Counties²

Geography	2024 Jobs	2029 Jobs	2024-2029 Change	2024-2029 % Change	Annual Openings
Los Angeles	87,380	88,271	891	1%	7,009
Orange	34,503	35,596	1,092	3%	2,916
Total	121,884	123,866	1,983	2%	9,924

Wages

The labor market endorsement in this report considers the entry-level hourly wages for these business administration occupations in Orange County as they relate to the county's living wage. Los Angeles County wages are included below to provide a complete analysis of the LA/OC region.

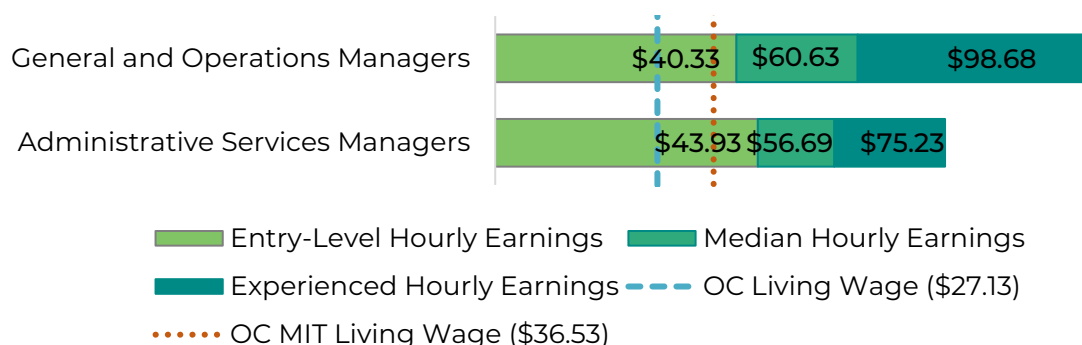
In addition to the Self Sufficiency Standard living wage, data for the MIT Living Wage (updated on February 15, 2026) is provided as a reference. Currently, the MIT Living Wage in Orange County is \$36.53. Both figures account for geographic-specific costs of necessities such as housing, food, health care, and transportation to assess the cost of living, and are notated in the exhibits below.

In Orange County, all annual openings for these business administration occupations have entry-level wages above the Self-Sufficiency living wage of \$27.13 for a single adult, ranging from \$40.33 and \$43.93. Exhibit 4 shows the wage range for each of these business

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.

administration occupations in Orange County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

Exhibit 4: Wages by Occupation in Orange County



In Los Angeles County, all annual openings for these business administration occupations have entry-level wages above the Self-Sufficiency living wage of \$24.03 for a single adult, ranging from \$40.49 and \$44.73. Exhibit 5 shows the wage range for each of these business administration occupations in Los Angeles County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

Exhibit 5: Wages by Occupation in Los Angeles County



Resilient Jobs and U.S. News & World Report Best Jobs

Exhibit 6 shows if each occupation is considered an Orange County Great Recession-Resilient, COVID-19 Pandemic Recession-Resilient Job, or a 2025 U.S. News & World Report (USN&WR) Best Job³. While both occupations met the criteria to be considered COVID-19 Pandemic Recession-Resilient, they split the remaining designations: *general and operations managers* is considered a USN&WR Best Job, whereas *administrative services managers* received the Great Recession-Resilient Job title.

Exhibit 6: Resilient Jobs and USN&WR Best Jobs Designations

Occupation	Great Recession-Resilient Job	COVID-19 Pandemic Recession-Resilient Job	2025 USN&WR Best Job
General and Operations Managers	☐	☒	☒
Administrative Services Managers	☒	☒	☐

³ "100 Best Jobs," U.S. News & World Report, accessed January 28, 2025, <https://money.usnews.com/careers/best-jobs/rankings/the-100-best-jobs>.

Job Postings

Important Job Postings Data Note: There are limitations when analyzing job postings. A single job posting may not represent a single job opening for a variety of reasons.

There were 15,089 online job postings related to these business administration occupations listed in the past 12 months. Exhibit 7 shows the number of job postings by occupation. Most (96%) job postings were for *general and operations managers*, while *administrative services managers* accounted for only 4%.

Exhibit 7: Number of Job Postings by Occupation (n=15,089)

Occupation	Job Postings	Percentage of Job Postings
General and Operations Managers	14,424	96%
Administrative Services Managers	665	4%
Total Postings	15,089	100%

The top job titles for these middle-skill business administration occupations in the region, by number of job postings, are shown in Exhibit 8.

Exhibit 8: Top Job Titles by Number of Job Postings for Middle-Skill Occupations (n=15,089)

Job Titles	Job Postings	Percentage
Operations Managers	954	6%
Directors of Operations	736	5%
Assistant Managers	608	4%
General Managers	470	3%
Operations Supervisors	407	3%
Assistant General Managers	271	2%
Vice Presidents of Operations	236	2%
Sales Management Trainees	201	1%
Shift Supervisors	187	1%
Manager Trainees	149	1%

The top employers for these middle-skill business administration occupations in the region, by number of job postings, are shown in Exhibit 9.

Exhibit 9: Top Employers by Number of Job Postings for Middle-Skill Occupations (n=15,089)

Employer	Job Postings	Percentage of Job Postings
CVS Health	256	2%
Google	124	>1%
Tiktok	101	>1%
NBC	99	>1%
Enterprise Mobility	96	>1%
Amazon	92	>1%
GPAC	88	>1%
Disney	81	>1%
Apple	78	>1%
Marriott International	67	>1%

The top specialized, soft, and computer skills for these middle-skill business administration occupations listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 10.

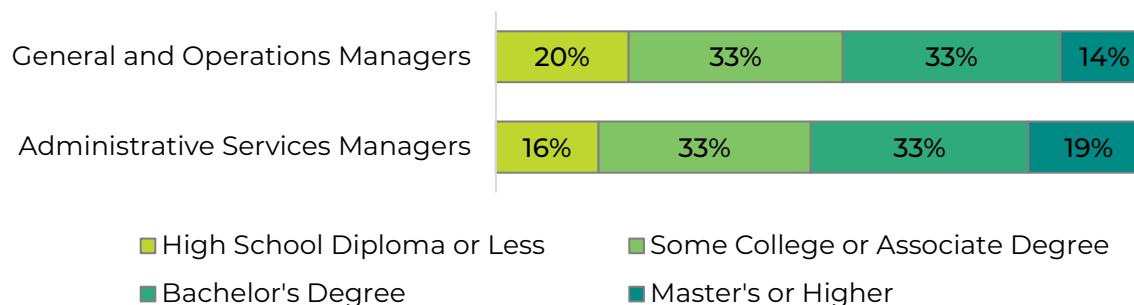
Exhibit 10: Top Skills by Number of Job Postings for Middle-Skill Occupations (n=15,089)

Top Specialized Skills	Top Soft Skills	Top Computer Skills
Operations Management (3,898)	Operations (10,747)	Microsoft Excel (2,043)
Finance (3,008)	Leadership (9,012)	Microsoft Office (1,848)
Marketing (2,746)	Communication (8,843)	Microsoft PowerPoint (1,187)
Key Performance Indicators (KPIs) (2,328)	Management (7,873)	Microsoft Outlook (866)
Workflow Management (2,263)	Customer Service (5,785)	Dashboard (722)
Project Management (2,210)	Sales (4,564)	Microsoft Word (460)
Continuous Improvement Process (1,951)	Planning (3,542)	Productivity Software (412)
Process Improvement (1,789)	Problem Solving (3,520)	Tableau (Business Intelligence Software) (338)
Auditing (1,712)	Coordinating (2,671)	SQL (Programming Language) (327)
Operational Excellence (1,679)	Detail Oriented (2,632)	Google Workspace (284)

Educational Attainment

The Bureau of Labor Statistics (BLS) lists a bachelor's degree as the typical entry-level education for both occupations. However, national-level educational attainment data indicates 33% of workers in the field have completed some college or an associate degree as their highest level of education. Exhibit 11 shows the educational attainment for each occupation, sorted by highest community college educational attainment to lowest.

Exhibit 11: National-level Educational Attainment for Occupations



Requested Minimum Education Requirement

Of the cumulative job postings for these business administration occupations in Los Angeles and Orange counties that listed a minimum education requirement:

- 62% (9,336) of Middle-Skill Job Postings
 - 28% (2,612) requested a high school diploma or associate degree
 - 69% (6,402) requested a bachelor's degree

Educational Supply

The following supply tables display the total supply for these middle-skill business administration occupations that align with these TOP and CIP codes and program needs.

Community College Supply

Exhibit 12 shows the three-year average number of awards conferred by community colleges in the related TOP codes:

- Business and Commerce, General (0501.00)
- Business Administration (0505.00)
- Business administration (0506.00)
- Management Development and Supervision (0506.30)
- Small Business and Entrepreneurship (0506.40)
- Office Management (0514.40)

The colleges with the most completions in the region are Cerritos (1,178), followed by Pasadena (974), and Mt San Antonio (700). Over the past 12 months, there were two related program recommendation requests from regional community colleges.

Exhibit 12: Regional Community College Awards (Certificates and Degrees), 2021-24

TOP Code	Program	College	2021- 2022 Awards	2022- 2023 Awards	2023- 2024 Awards	3-Year Award Average
0501.00	Business and Commerce, General	Cerritos	1	2	0	1
		Glendale	73	81	94	83
		LA City	60	57	56	58
		LA Harbor	12	15	17	15
		LA Mission	1	0	0	0
		LA Pierce	24	8	20	17
		LA Southwest	24	13	7	15
		LA Trade	0	30	26	19
		Long Beach	195	190	170	185
		Mt San Antonio	136	91	135	121
		Santa Monica	14	15	13	14
		West LA	83	48	95	75
		LA Subtotal	623	550	633	602
		Coastline	4	1	2	2
		Saddleback	73	49	68	63
		OC Subtotal	77	50	70	66
Supply Subtotal/Average			700	600	703	668
0505.00	Business Administration	Cerritos	299	361	344	335
		Citrus	386	351	333	357
		Compton	22	22	26	23
		East LA	309	256	241	269
		El Camino	325	261	285	290

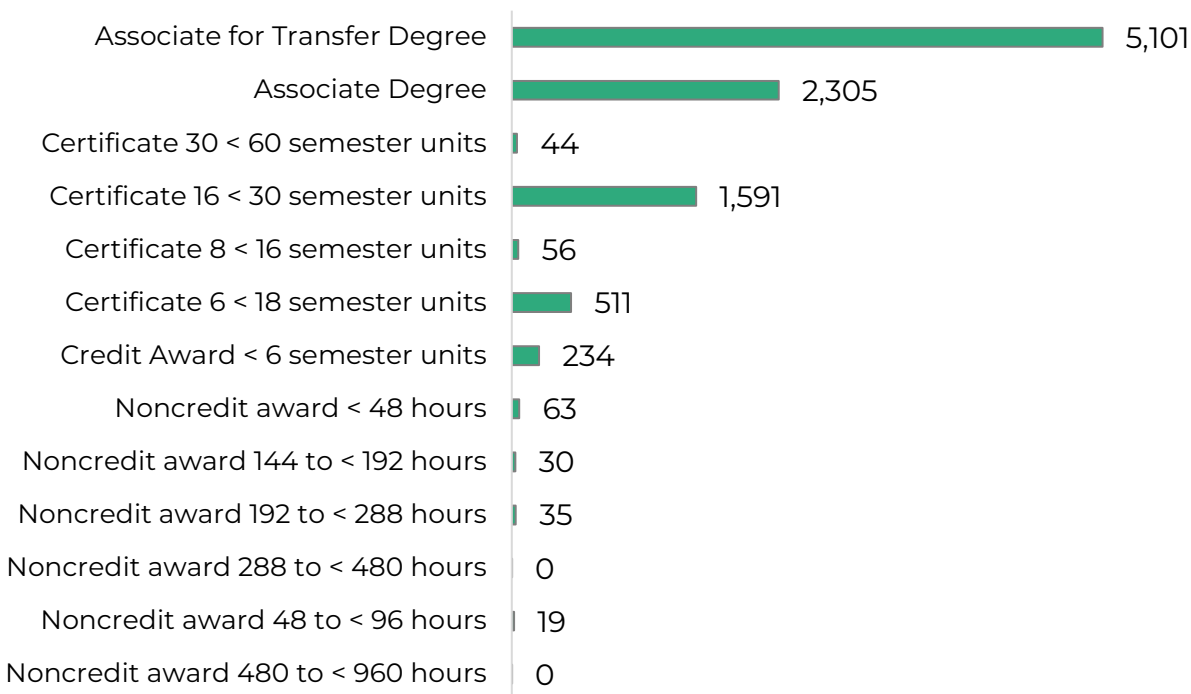
TOP Code	Program	College	2021-2022 Awards	2022-2023 Awards	2023-2024 Awards	3-Year Award Average
		Glendale	221	186	170	192
		LA City	112	104	76	97
		LA Harbor	68	75	51	65
		LA Mission	89	78	74	80
		LA Pierce	266	216	227	236
		LA Southwest	38	26	26	30
		LA Trade	32	0	5	12
		LA Valley	197	183	218	199
		Long Beach	296	292	281	290
		Mt San Antonio	281	373	449	368
		Pasadena	859	753	962	858
		Rio Hondo	254	248	228	243
		Santa Monica	370	301	381	351
		West LA	127	97	69	98
		LA Subtotal	4,551	4,183	4,446	4,393
		Coastline	410	381	295	362
		Cypress	206	226	208	213
		Fullerton	367	343	344	351
		Golden West	186	183	244	204
		Irvine	383	292	277	317
		Orange Coast	412	337	388	379
		Saddleback	327	398	372	366
		Santa Ana	187	174	158	173
		Santiago Canyon	143	150	143	145
		OC Subtotal	2,621	2,484	2,429	2,511
		Supply Subtotal/Average	7,172	6,667	6,875	6,905
0506.00	Business administration	Cerritos	276	469	1,526	757
		Citrus	0	0	2	1
		Compton	0	1	1	1
		East LA	18	18	23	20
		El Camino	22	40	31	31
		Glendale	28	22	28	26
		LA City	16	40	33	30
		LA Mission	6	3	4	4
		LA Pierce	14	9	9	11
		LA Valley	39	34	37	37

TOP Code	Program	College	2021- 2022 Awards	2022- 2023 Awards	2023- 2024 Awards	3-Year Award Average
		Long Beach	28	26	43	32
		Mt San Antonio	188	158	193	180
		Pasadena	0	2	7	3
		Santa Monica	0	0	1	0
		LA Subtotal	635	822	1,938	1,132
		Coastline	33	40	36	36
		Cypress	1	5	1	2
		Fullerton	19	20	39	26
		Golden West	13	10	8	10
		Irvine	23	20	36	26
		North Orange Adult	32	27	37	32
		Orange Coast	16	2	0	6
		Saddleback	0	0	7	2
		Santa Ana	39	62	63	55
		Santiago Canyon	25	173	72	90
		OC Subtotal	201	359	299	286
Supply Subtotal/Average			836	1,181	2,237	1,418
0506.30	Management Development and Supervision	Cerritos	59	58	100	72
		Citrus	0	0	1	0
		LA Pierce	11	8	7	9
		LA Southwest	21	10	3	11
		LA Trade	12	7	2	7
		LA Valley	17	18	11	15
		Pasadena	6	21	24	17
		Rio Hondo	16	25	17	19
		Santa Monica	30	20	27	26
		LA Subtotal	172	167	192	177
		Coastline	142	78	54	91
		Cypress	11	25	21	19
		Irvine	0	2	0	1
		Saddleback	38	31	38	36
		Santa Ana	9	2	0	4
		Santiago Canyon	1	15	8	8
OC Subtotal	201	153	121	158		
Supply Subtotal/Average			373	320	313	335

TOP Code	Program	College	2021- 2022 Awards	2022- 2023 Awards	2023- 2024 Awards	3-Year Award Average
0506.40	Small Business and Entrepreneurship	Cerritos	15	13	10	13
		Citrus	1	0	0	0
		East LA	36	19	14	23
		Glendale	0	6	2	3
		LA City	7	19	26	17
		LA Pierce	5	31	17	18
		LA Trade	3	10	6	6
		LA Valley	99	174	169	147
		Long Beach	0	1	0	0
		Mt San Antonio	36	21	39	32
		Pasadena	186	65	36	96
		Rio Hondo	6	13	8	9
		Santa Monica	28	17	22	22
		West LA	5	12	8	8
		LA Subtotal	427	401	357	395
		Coastline	4	4	2	3
		Fullerton	5	2	6	4
		Golden West	3	2	0	2
		Irvine	233	233	237	234
		Orange Coast	8	0	0	3
		Saddleback	10	6	9	8
		Santa Ana	1	3	10	5
		Santiago Canyon	1	4	5	3
		OC Subtotal	265	254	269	263
		Supply Subtotal/Average			692	655
0514.40	Office Management	Santa Monica	4	3	4	4
		LA Subtotal	4	3	4	4
		Santa Ana	1	2	7	3
		OC Total	1	2	7	3
Supply Subtotal/Average			5	5	11	7
Supply Total/Average			9,778	9,428	10,765	9,990

Exhibit 13 shows the annual average community college awards by type from 2021-22 to 2023-24. The plurality of the awards are for associate for transfer degree, followed by associate degree then certificate 16 to 30 semester units.

Exhibit 13: Annual Average Community College Awards by Type, 2021-2024



Community College Student Outcomes

Exhibit 14 shows the Strong Workforce Program (SWP) metrics for business administration programs North Orange County Community College District (NOCCCD), the Orange County Region, and California. Of the 5,355 Orange County business administration students in the 2023-24 academic year, 21% (1,121) attended an NOCCCD college.

NOCCCD students that exited business administration programs in the 2022-23 academic year had lower median annual earnings (\$38,312 or \$18.42 per hour) compared to all business administration students in Orange County (\$40,000 or \$19.23 per hour). A slightly higher percentage of NOCCCD business administration students attained the living wage (31%) when compared to all business administration students in Orange County (30%).

Exhibit 14: Business Administration (0505.00) Strong Workforce Program Metrics, 2021-24⁴

SWP Metric	NOCCCD	OC Region	California
SWP Students	1,121	5,355	48,932
SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year	39%	39%	37%
SWP Students Who Completed a Noncredit CTE or Workforce Preparation Course	Insufficient Data	67%	70%
SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status	481	1,965	14,353

⁴ All SWP metrics are for 2023-24 unless otherwise noted.

SWP Metric	NOCCCD	OC Region	California
SWP Students Who Transferred to a Four-Year Postsecondary Institution (2022-23)	74	557	4,104
SWP Students with a Job Closely Related to Their Field of Study (2021-22)	80%	79%	74%
Median Annual Earnings for SWP Exiting Students (2022-23)	\$38,312 (\$18.42)	\$40,000 (\$19.23)	\$38,642 (\$18.58)
Median Change in Earnings for SWP Exiting Students (2022-23)	34%	44%	37%
SWP Exiting Students Who Attained the Living Wage (2022-23)	31%	30%	36%

Non-Community College Supply

To comprehensively analyze the regional supply, it is crucial to include data from other institutions offering business administration programs. Exhibit 15 displays the annual and three-year average awards granted by these institutions under the related Classification of Instructional Programs (CIP) codes:

- Business/Commerce, General (52.0101)
- Business Administration and Management, General (52.0201)
- Entrepreneurship/Entrepreneurial Studies (52.0701)
- Financial, General (52.0801)

No awards were conferred under the related CIP codes:

- Office Management and Supervision (52.0204)
- Operations Management and Supervision (52.0205)

The available data covers 2020 to 2023. During this period, non-community college institutions in the region conferred an average of 15,472 awards annually in related programs.

Exhibit 15: Regional Non-Community College Awards, 2020-2023

CIP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
52.0101	Business / Commerce, General	Azusa Pacific University	70	15	10	32
		Biola University	26	32	28	29
		Fremont University	0	11	5	5
		Loyola Marymount University	38	39	65	47
		Mount Saint Mary's University	0	0	0	0
		Pacific States University	0	8	2	3
		University of Southern California	1	0	0	0
Supply Subtotal/Average			135	105	110	117
52.0201	Business Administration and Management, General	Abraham Lincoln University	1	3	3	2
		America Evangelical University	8	9	2	6
		American Jewish University	5	1	2	63

CIP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
		Angeles College	10	21	0	10
		Azusa Pacific University	142	182	151	158
		Bethesda University	57	39	39	45
		Biola University	120	106	111	112
		California Institute of Advanced Management	32	62	37	44
		California State Polytechnic University-Pomona	1,690	1,678	1,641	1,670
		California State University-Dominguez Hills	657	599	539	598
		California State University-Fullerton	2,504	2,289	2,194	2,329
		California State University-Long Beach	1,584	1,688	1,533	1,602
		California State University-Los Angeles	956	854	1,026	945
		California State University-Northridge	825	840	1,101	922
		Chapman University	535	526	439	500
		Claremont Graduate University	92	41	53	62
		Concordia University-Irvine	122	99	142	121
		Fremont University	15	3	6	8
		Haven University	0	3	2	2
		Hope International University	56	59	49	55
		InterCoast Colleges-West Covina	1	2	4	2
		Latin American Bible Institute	0	0	0	0
		Learnet Academy Inc	10	6	7	8
		Life Pacific University	17	19	22	19
		Los Angeles Pacific College	3	1	5	3
		Los Angeles Pacific University	16	27	52	32
		Loyola Marymount University	71	68	78	72
		Mount Saint Mary's University	33	21	16	23
		Pacific College	0	0	0	0
		Pacific Oaks College	16	11	11	13
		Pacific States University	6	8	2	5

CIP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
		Pepperdine University	600	677	779	685
		Platt College-Anaheim	9	5	9	8
		Platt College-Los Angeles	4	6	3	4
		Presbyterian Theological Seminary in America	0	0	0	0
		Saybrook University	1	5	5	4
		The Chicago School at Anaheim	4	0	0	1
		The Chicago School at Los Angeles	24	3	0	9
		The Master's University and Seminary	40	43	54	46
		Touro University Worldwide	0	10	11	7
		University of Antelope Valley	32	26	20	26
		University of California-Irvine	560	528	565	551
		University of California-Los Angeles	42	15	68	42
		University of La Verne	559	465	325	450
		University of Massachusetts Global	433	467	408	436
		University of Southern California	1,490	1,258	260	1,003
		University of the People	815	1,365	2,362	1,514
		University of the West	21	10	12	14
		Vanguard University of Southern California	66	50	53	56
		West Coast University-Orange County	0	11	21	11
		Westcliff University	574	434	364	457
		Whittier College	62	39	64	55
		Woodbury University	70	47	39	52
Supply Subtotal/Average			14,990	14,729	14,689	14,803
52.0701	Entrepreneurship / Entrepreneurial Studies	Azusa Pacific University	3	3	2	3
		Biola University	0	0	5	2
		Hussian College-Los Angeles	0	0	0	0
		Loyola Marymount University	62	52	88	67
		Mount Saint Mary's University	4	6	7	6
		The Master's University and Seminary	0	0	1	0

CIP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
		Touro University Worldwide	0	0	0	0
		University of California-Irvine	31	43	63	46
		University of La Verne	0	1	0	0
		Westcliff University	0	5	4	3
Supply Subtotal/Average			100	110	170	127
52.0801	Finance, General	California State University-Northridge	382	256	75	238
		Claremont McKenna College	10	18	13	14
		Loyola Marymount University	117	114	104	112
		Pepperdine University	26	8	20	18
		University of La Verne	30	26	10	22
		University of Southern California	14	17	14	15
		Westcliff University	0	16	8	8
Supply Subtotal/Average			579	455	244	426
Supply Total/Average			15,804	15,399	15,213	15,472

Regional Demographics

The following section presents occupational, community college program, and population demographic data for Orange County. This comparison can help identify possible equity gaps between the local workforce and the student pipeline who are preparing for these occupations. These insights can inform program development, outreach, and support strategies to better align community college programs with current labor market needs.

Ethnicity

Exhibit 16 compares the ethnicity of Orange County community college students enrolled in business administration programs, the overall Orange County population, and occupation-specific data for the two business administration occupations included in this report.

White workers are overrepresented in business administration occupations (55%) compared to their share of community college business administration enrollments (31%). In contrast, Hispanic or Latino individuals make up the plurality of business administration students (42%), but only 17% of the workforce, indicating a potential disconnect between training pipelines and employment outcomes.

Exhibit 16: Program and County Demographics by Ethnicity

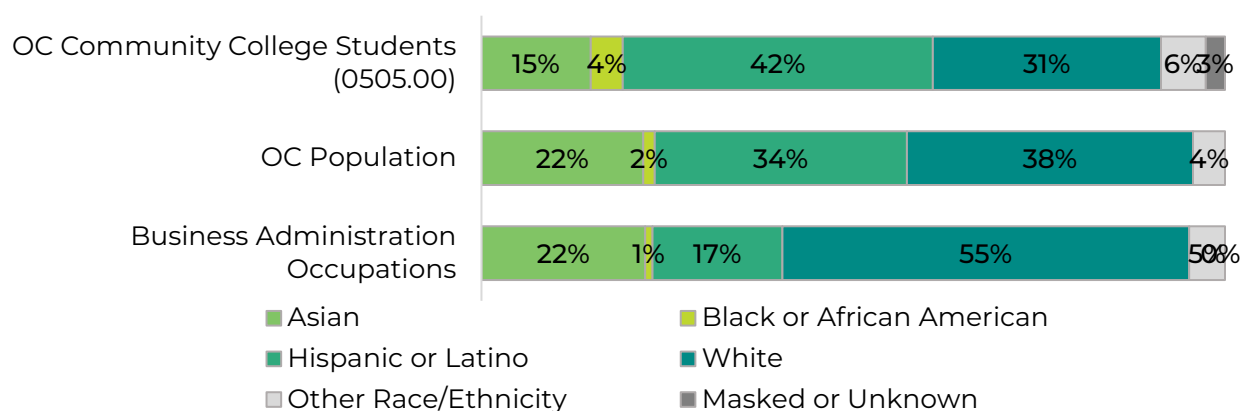
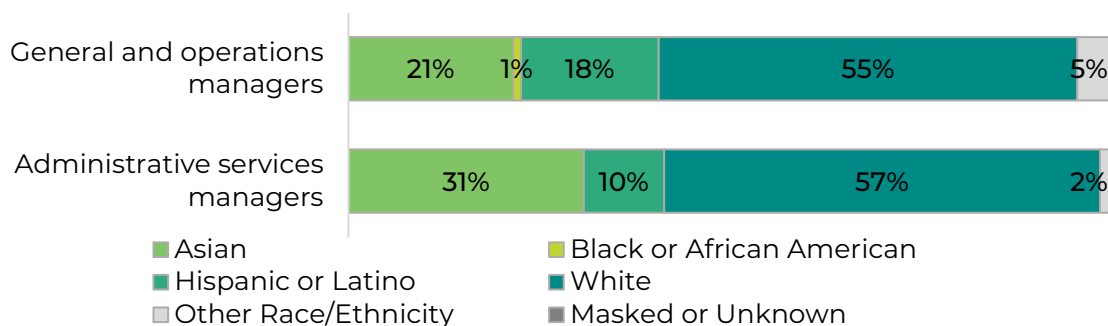


Exhibit 17 shows the disaggregated ethnicity data for each occupation, revealing potential disparities in entry into well-paying occupations or career advancement.

Across the business administration workforce, White and Asian individuals are significantly represented, accounting for over 88% of workers in the highest-paying occupation—*administrative services managers*. In contrast, Hispanic or Latino individuals are significantly underrepresented across both occupations, indicating potential barriers to access, advancement, or equitable hiring within the business administration field.

Exhibit 17: Disaggregated Ethnic Distribution by Occupation



Age

Exhibit 18 compares the age of Orange County community college students enrolled in business administration programs, the overall Orange County population, and occupation-specific data for the two business administration occupations included in this report.

Community college students enrolled in business administration programs skew younger, with 70% under age 25 compared to just 2% of the business administration workforce. In contrast, 79% of workers are aged 35 or older, suggesting that these roles may require additional experience or advanced training prior to entry.

Exhibit 18: Program and County Demographics by Age

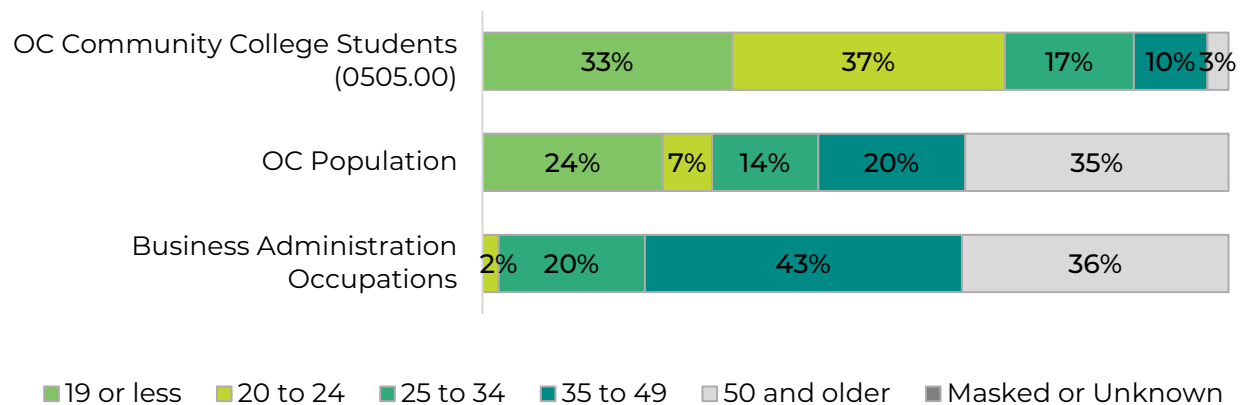
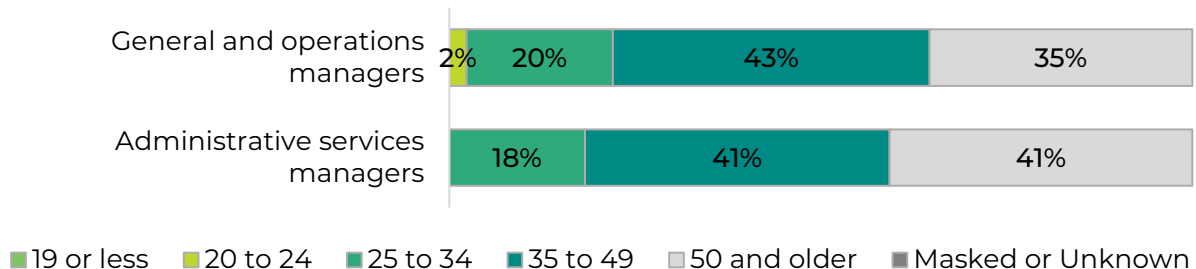


Exhibit 19 shows the disaggregated age data for each occupation, revealing potential disparities in entry into well-paying occupations or career advancement.

Workers under 25 are minimally represented or entirely absent from these occupations. For *general and operations managers*, only 2% of the workforce falls under 25 years of age. Meanwhile, the workforce for *administrative services managers* is composed entirely of individuals aged 25 and older. Both roles are heavily weighted towards older demographics, with 78% of *general and operations managers* and 82% of *administrative services managers* aged 35 or older. This disparity suggests that advancing into higher-paying roles may require substantial experience, training, or career progression over time, while entry into lower-wage roles is more accessible to younger workers with less experience.

Exhibit 19: Disaggregated Age Distribution by Occupation



Sex

Exhibit 20 compares the sex of Orange County community college students enrolled in business administration programs, the overall Orange County population, and occupation-specific data for these business administration occupations.

Though the population has an even gender distribution, only 35% of the business administration workforce, and 39% of community college students, are women.

Exhibit 20: Program and County Demographics by Sex

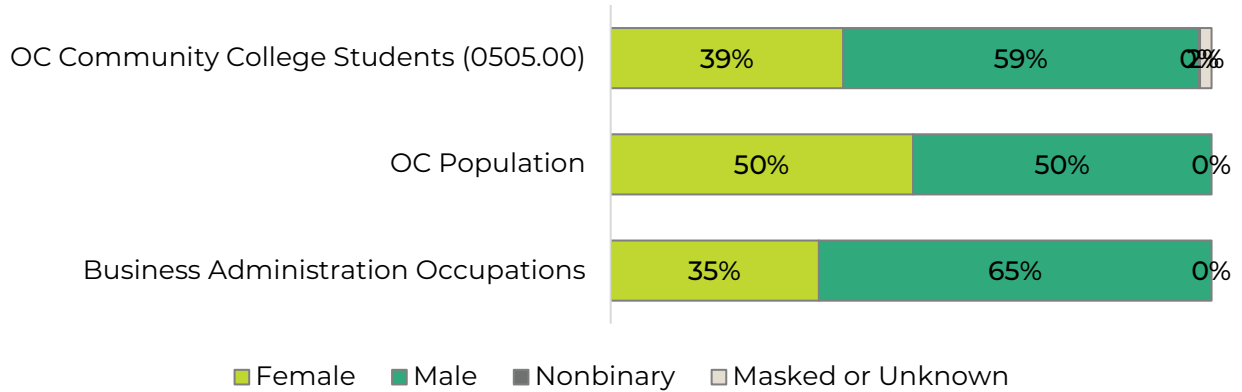
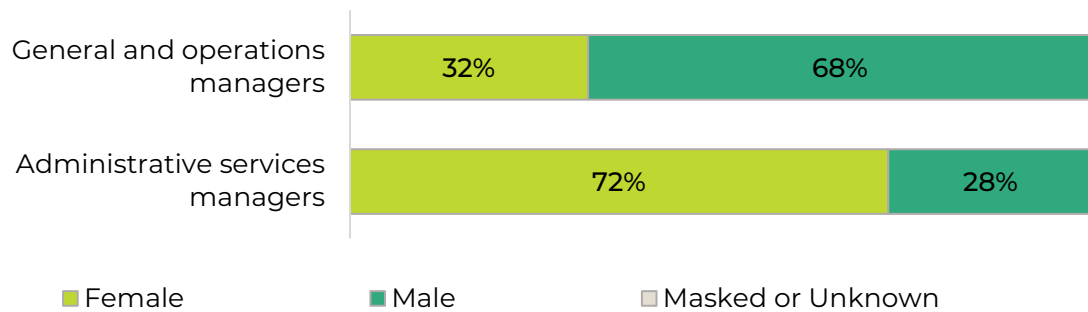


Exhibit 21 shows the disaggregated sex data for each occupation, revealing potential disparities in entry into well-paying occupations or career advancement.

Men are most represented in the lower-paying occupation, *general and operations managers*. In contrast, the highest-paying occupation, *administrative services managers*, is overwhelmingly female (72%), highlighting gender imbalances in the field.

Exhibit 21: Disaggregated Sex Distribution by Occupation



Appendix A: Methodology

OC COE prepared this report by analyzing occupational and educational program data. Occupational data comes from Lightcast, a labor market analytics firm which compiles information from the California Employment Development Department (EDD), U.S. Bureau of Labor Statistics (BLS), and other agencies. Analysis of emerging occupations is predicated on online job postings data combined with Occupational Information Network (O*NET) profile descriptions. Program supply data was sourced from the California Community Colleges Chancellor's Office Data Mart (MIS Data Mart) (datamart.cccco.edu) and the Integrated Postsecondary Education Data System (nces.ed.gov/ipeds/use-the-data), also known as IPEDS, which was integrated into the COE's Supply Table. (IPEDS).

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

- All occupations that have 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 OC COE determined labor market supply for each occupation (SOC code) by analyzing the number of 3-year average program completers or awards in related TOP and CIP codes. TOP code data comes from MIS Data Mart and CIP code data comes from the IPEDS. The 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 throughout the United States and Canada. The California Community Colleges are the only system that use TOP codes.

The analysis reflects labor market demand for occupations closely related to the proposed program as expressed by the requesting college in consultation with the OC COE. assess current and projected employment based on data trends for detailed occupations, as well as annual average awards granted by regional postsecondary educational institutions. Real-time labor market information (online job postings) assesses employer preferences but cannot be used to measure the quantity of open positions, number of jobs, or annual openings.

All findings are based on the most current available data and a combination of primary and secondary sources. While care was taken to ensure accuracy, the OC COE, its host district, and the California Community Colleges Chancellor's Office are not responsible for individual decisions made based on this report.

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 (v.2026.2), a labor market analytics firm.
Living Wage	Per the CCCC's this report's endorsement criteria uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard last updated in March 2024, which is \$27.13 per hour (\$57,294 annually) in Orange County. The MIT Living Wage, updated on February 15, 2026, is a nationally recognized living wage metric and is provided for reference. The current MIT Living Wage in Orange County is \$36.53.
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, knowledges, work activities, and interests associated with occupations.
Educational Supply	The CCCCO 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 (v.2.0), 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.

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