

BUSINESS MANAGEMENT AND ADMINISTRATION

OCCUPATION AND TRAINING OUTLOOK

MACOMB COUNTY | JANUARY 2020

INTRODUCTION

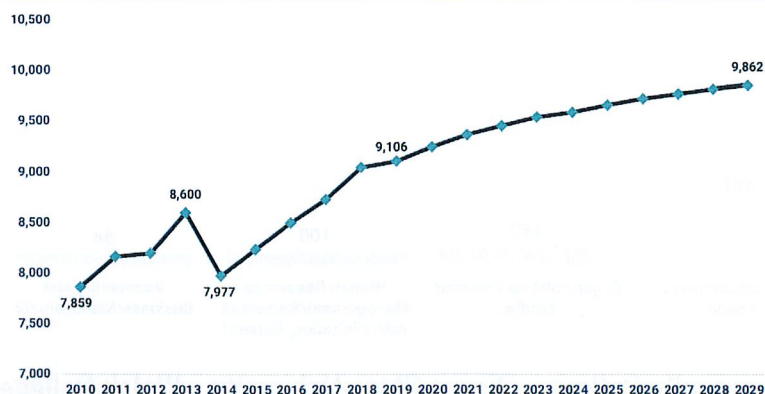
Jobs in business management and administration can be found regionwide helping every type of establishment run efficiently. These workers need strong mathematical and accounting abilities along with project management and planning skills. Workers in this occupation group are in high demand in Macomb County and across southeast Michigan.

**9,106
WORKERS
EMPLOYED**

WAGE DISTRIBUTION AND JOB OPENINGS

	ENTRY	MEDIAN	EXPERIENCED	ANNUAL OPENINGS
Human Resources Specialists	\$16.30	\$27.42	\$47.09	135
Management Analysts	\$21.31	\$37.60	\$79.28	126
Business Operations Specialists, All Other	\$17.06	\$31.77	\$56.59	253
Accountants and Auditors	\$19.16	\$30.20	\$56.05	299
Insurance Sales Agents	\$12.11	\$22.74	\$58.55	139

EMPLOYMENT OVER TIME



TOP POSTING EMPLOYERS

- Assurance
- H&R Block, Inc.
- National Agents Alliance
- Robert Half International Inc.
- General Dynamics Corporation
- Allstate Corporation
- Work Inc
- Ascension Health
- State Farm Insurance
- Virtual Vocations

INDUSTRY EXPERTISE

The variety of environments available to business management workers can be seen in the top posting employers, who are dominated by insurance companies and staffing companies, as well as the top posting industries. Professional, Scientific, and Technical Services, Administrative and Support Services, Finance and Insurance, Manufacturing, and Health Care and Social Assistance are all represented.

TECHNICAL SKILLS

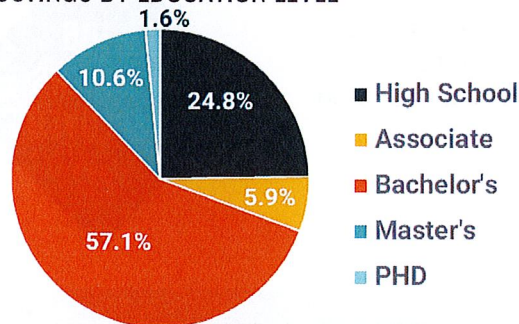
- Accounting
- Selling Techniques
- Auditing
- Insurance Sales
- Underwriting
- Medicare
- Purchasing
- Phone Sales
- Tax Return
- SCRIPT (Markup)

SOFT SKILLS

- Sales
- Management
- Communications
- Customer Service
- Operations
- Microsoft Excel
- Problem Solving
- Leadership
- Presentations
- Written Communication

EDUCATION AND CREDENTIALS

POSTINGS BY EDUCATION LEVEL



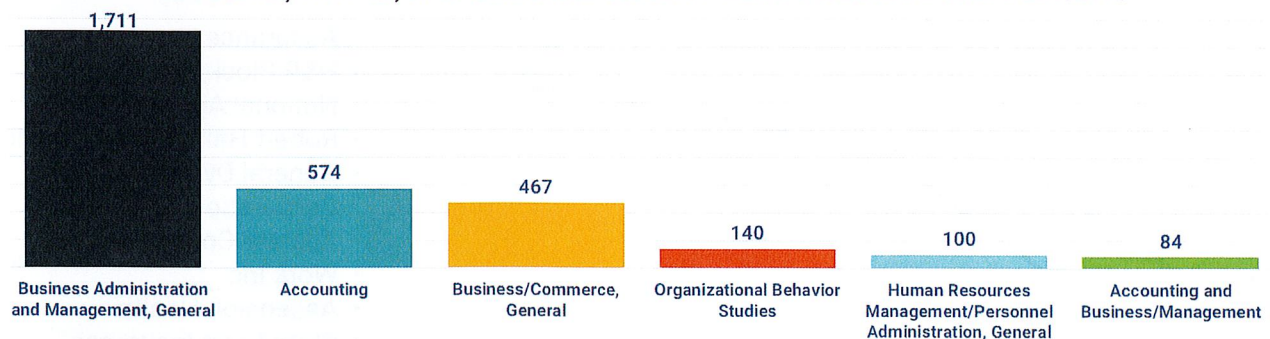
JOB OPENINGS VS COMPLETIONS



TOP POSTED CERTIFICATIONS

- Certified Public Accountant
- Certified Internal Auditor
- Project Management Professional Certification
- Certified Information System Auditor (CISA)
- Certified Management Accountant
- Licensed Professional Counselor (LPC)
- Six Sigma Black Belt Certification
- Six Sigma Green Belt Certification
- Certified Information Security Manager
- Registered Health Information Administrator

MACOMB, WAYNE, AND OAKLAND COUNTY 2018 PROGRAM COMPLETIONS



Schools Offering Programs: Macomb Community College • Wayne State University • Walsh College



CTE Course Offerings in the Business Management and Administration Pathway

- MSOffice

Senior year option of School to Work placement



**Business Management &
Administration Pathway**



School to Work