Business Services

HS Diploma or **Equivalency**

Certificate (1-2 years)

Associate's Degree (2 years)

Bachelor's Degree or Higher (4+ years) **Occupations**

- Advertising Sales Agents

- Office Clerks

- Retail Salespersons

- Computer User Support **Specialists**

- Bill and Account Collectors

Top Skills

speaks clearly and concisely

writes clearly and concisely

solves problems

listens with understanding

- Supervisors

demonstrates selfmanagement strategies

demonstrates effective interpersonal skills

\$21-33/hour

- Network and Computer **Systems Administrators**

- Marketing Managers

- Sales Managers

uses technology

works in teams

\$23-55/hour





\$9.50-23/hour

\$11.50-24/hour