

Start Here

Free classes to jumpstart your career and develop new skills!

Business Essentials, Level 1
Customer Service & Receptionist
 Noncredit Certificate of Completion
Bicycle Maintenance
 Noncredit Certificate of Completion

Receptionist & Information Clerk \$37,430
 Bicycle Repairer\$38,800
 Office Clerk \$42,390
 Customer Service Representative \$44,280

Choose your Path

Enrollment in credit classes requires additional steps, financial aid may be available.

Business Information Worker 1
 Certificate of Achievement (21 units)
Business Information Worker 2
 Certificate of Achievement (18 units)
Business Information Worker 2
 Associate Degree (18 units + GE)
Computer Business Applications
 Certificate of Achievement (30 units)
Computer Business Applications
 Associate Degree (30 units + GE)

General Office
 Certificate of Achievement (27 units)
General Office
 Associate Degree (27 units + GE)
Legal Administrative Assistant
 Certificate of Achievement (27 units)
Legal Administrative Assistant
 Associate Degree (27 units + GE)

Medical Administrative Assistant
 Certificate of Achievement (33 units)
Medical Administrative Assistant
 Associate Degree (33 units + GE)
Medical Coding & Billing Specialist
 Certificate of Achievement (36 units)
Medical Coding & Billing Specialist
 Associate Degree (36 units + GE)

Logistics & Supply Chain Management
 Certificate of Achievement (24 units)
Logistics & Supply Chain Management
 Associate Degree (24 units + GE)
Sustainability in Business
 Certificate of Achievement (12 units)

Insurance Professional
 Certificate of Achievement (26-28 units)
Insurance Professional
 Associate Degree (26-28 units + GE)

Sales & Promotion
 Certificate of Achievement (24 units)
Sales & Promotion
 Associate Degree (24 units + GE)
Marketing
 Certificate of Achievement (12 units)
Digital Marketing
 Certificate of Achievement (12 units)

Business
 Associate Degree (24 units +GE)
Business Administration
 Associate Degree for Transfer (23 units + GE)
Management/Leadership
 Certificate of Achievement (24 units)
Management/Leadership
 Associate Degree (24 units + GE)

Office Worker

Receptionist & Information Clerks \$37,430
 Office Clerk \$42,390
 Customer Service Representative \$44,280
 Human Resources Assistant \$49,520
 Bookkeeping, Accounting & Auditing \$50,560

Legal

Receptionist & Information Clerk..... \$37,430
 Data Entry Keyer \$39,230
 File Clerk \$41,390
 Legal Secretary \$51,520

Medical

Medical Secretary \$45,760
 Health Information Techologist and
 Medical Registrar \$84,770

Logistics

Procurement Clerk \$48,460
 Sustainability Specialist \$75,450
 Logistics Analyst \$83,210
 Transportation, Storage & Distribution
 Manager..... \$98,990
 Supply Chain Manager \$98,990

Insurance

Insurance Claims & Policy Processing
 Clerk \$49,040
 Insurance Appraisers, Auto Damage \$69,700

Sales

Meeting & Event Planner\$59,150
 Advertising Sales Agent..... \$62,620
 Fundraiser\$66,190
 Marketing Specialist \$76,230
 Sales Manager \$130,150
 Marketing Manger.....\$166,390

Management

Management Analyst \$85,010
 General & Operations Manager \$98,100
 Human Resource Manager..... \$130,000
 Sales Manager..... \$130,150
 Marketing Manager..... \$166,390

Some careers may require additional education and/or experience.

smc.edu/business
smc.edu/noncredit

310-434-3399
 noncreditregistration@smc.edu