

### Start Here

Free classes to jumpstart your career and develop new skills!

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

Office Clerk ..... \$25,550  
 Customer Service Representative ..... \$27,012  
 Receptionist ..... \$29,545

### 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 1**  
 Associate Degree (21 units + GE)

**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)

**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 (18 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

Receptionists & Information Clerks ..... \$33,060  
 Office Clerks ..... \$33,841  
 Customer Service Assistant ..... \$38,930  
 Human Resources Assistant ..... \$43,350  
 Bookkeeping, Accounting & Auditing ..... \$46,188

#### Legal

Receptionists ..... \$29,545  
 File Clerks ..... \$30,959  
 Data Entry Keyers ..... \$31,403  
 Administrative Assistants ..... \$39,817  
 Legal Secretaries ..... \$49,818

#### Medical

Medical Secretaries ..... \$35,866  
 Medical Records and Health Information  
 Technicians ..... \$40,565

#### Logistics

Supply Chain Manager ..... \$68,404  
 Transportation Manager ..... \$88,932  
 Storage & Distribution Manager ..... \$88,932  
 Procurement Manager ..... \$93,062  
 Logistics Manager ..... \$96,330

#### Insurance

Insurance Claims Clerk ..... \$41,256  
 Insurance Policy Processing Clerk ..... \$41,256  
 Insurance Appraisers, Auto Damage ..... \$56,108

#### Sales

Meeting & Event Planner ..... \$46,635  
 Fundraisers ..... \$69,540  
 Advertising and Promotions Managers ..... \$99,899  
 Sales Managers ..... \$106,015  
 Marketing Manger ..... \$135,470

#### Management

Management Analyst ..... \$82,571  
 Sales Manager ..... \$106,015  
 General Management ..... \$111,114  
 Human Resource Manager ..... \$135,090  
 Marketing Manager ..... \$158,290

Some careers may require additional education and/or experience.

[smc.edu/business](http://smc.edu/business)  
[smc.edu/noncredit](http://smc.edu/noncredit)

310-434-3399  
 noncreditregistration@smc.edu