

### 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 ..... \$34,330  
 Bicycle Repairer .....\$35,360  
 Office Clerk ..... \$38,770  
 Customer Service Representative ..... \$39,610

### 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)

**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

Receptionist & Information Clerks ..... \$34,330  
 Office Clerk ..... \$38,770  
 Customer Service Representative ..... \$39,610  
 Human Resources Assistant ..... \$46,410  
 Bookkeeping, Accounting & Auditing ..... \$48,920

#### Legal

Receptionist & Information Clerk..... \$34,330  
 File Clerk ..... \$35,880  
 Legal Secretary ..... \$59,010  
 Data Entry Keyer ..... \$436,580

#### Medical

Medical Secretary ..... \$44,310  
 Health Information Techologist and  
 Medical Registrar ..... \$54,770

#### Logistics

Procurement Clerk ..... \$47,760  
 Logistics Analyst ..... \$86,760  
 Transportation, Storage & Distribution  
 Manager..... \$100,860  
 Supply Chain Manager ..... \$100,860

#### Insurance

Insurance Claims & Policy Processing  
 Clerk ..... \$46,300  
 Insurance Appraisers, Auto Damage ..... \$67,870

#### Sales

Meeting & Event Planner .....\$57,040  
 Advertising Sales Agent..... \$59,550  
 Fundraiser .....\$64,210  
 Sales Manager ..... \$136,840  
 Marketing Manger.....\$166,300

#### Management

Management Analyst ..... \$87,510  
 General & Operations Manager ..... \$118,220  
 Human Resource Manager..... \$141,750  
 Sales Manager..... \$136,840  
 Marketing Manager..... \$166,300

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