

# Business

## Career Information Session



**Spotlight on:**

**Business Worker**

**Data Entry and Legal Worker**

# Business Worker



# Degrees and Certificates

## Degrees and Certificates

**Associate of Science Degree – Business Information Worker**

**Certificate of Achievement – Business Information Worker**

**Associate of Science Degree – Computer Business Applications**

**Certificate of Achievement – Computer Business Applications**

Many colleges/universities offer bachelor's degrees in this field. Students planning to transfer to a four-year college or university should complete the lower-division major requirements and the general education pattern for the specific transfer institution. SMC has agreements with UC and CSU campuses, as well as several private and out-of-state institutions.



# Academic Planning

For information on this program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center at:

- <http://smc.edu/student-support/academic-support/counseling/contact.php>

Once on the web page, you can make an appointment or see a counselor on a drop-in basis by clicking on:

- The General Counseling & Transfer Services link or;
- The link to any special programs that you are a member of



## Potential Career Options

Job Title	Typical Education	Median Wage
Office Clerks, General	High School Diploma or Less	\$33,841
Bookkeeping, Accounting & Auditing Clerks	High School Diploma	\$46,188
Receptionists & Information Clerks	High School Diploma	\$33,060
Human Resources Assistant	Bachelor's Degree	\$43,350
Customer Service Assistants	High School Diploma	\$38,930

For additional career ideas and current salary information, we encourage you reach out to an SMC Career Counselor at the Career Services Center. They can be reached at (310) 434-4337.



## Program Highlights

- **Cool Careers Speaker Series**

In November the Computer Information System and Business department participate in the SMC Cool Career Program. Over 100+ industry professionals from a myriad of career fields share a wealth of knowledge, relevant skill sets and vital career information that will help SMC students learn how to succeed in any industry.

For additional information, contact Career Services in late October: <http://smc.edu/careercenter>.



# Campus Resources

- **Business Information Worker (under Computer Science and Information Systems Department)**
  - **Website:**  
<http://smc.edu/academics/areas-of-interest/business/csis/computer-information-systems.php>
- **Career Services**
  - **Website:** <http://smc.edu/careercenter>
  - **Contact Information:**  
**Phone:** 310.434.4337

# Data Entry & Legal Worker



# Degrees and Certificates

## Degrees and Certificates

**Associate in Science Degree – General Office**

**Certificate of Achievement – General Office**

**Associate in Science Degree – Legal Administrative Assistant**

**Certificate of Achievement - Legal Administrative Assistant**

**Certificate of Achievement – Legal Office Clerk**

**Department Certificate – Clerical/Data Entry**



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## Potential Career Options

Job Title	Typical Education	Median Wage
Data Entry Keyers	High School Diploma or More	\$31,403
Counter and Rental Clerks	High School Diploma or More	\$25,555
File Clerks	High School Diploma or More	\$30,959
Receptionists	High School Diploma or More	\$29,545
Administrative Assistants	High School Diploma or More	\$39,817
Legal Secretaries	High School Diploma or More	\$49,818

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## Campus Resources

- **Office Technology (under Computer Science and Information Systems)**
  - **Website:** <http://smc.edu/academics/areas-of-interest/business/csis/office-technology.php>
- **Career Services**
  - **Website:** <http://smc.edu/careercenter>
  - **Contact Information:**  
**Phone:** 310.434.4337

# Don't forget to explore the additional videos about Programs and Careers in Business:

- Fashion Merchandising
- Business
- Insurance
- Marketing
- Business Basics: Skill Builders (Noncredit)
- Accounting
- Entrepreneurship
- Global Trade And Logistics