

SANTA MONICA COLLEGE



BUSINESS

Explore, Build, Lead

MAKE THE MOST OF YOUR EDUCATION

START CREATING YOUR ACADEMIC AND CAREER PLAN

Before enrolling in classes at SMC, please meet with your academic counselor to develop your education plan. Please refer to the program pages in this brochure to find out how to make an appointment with a Counselor.

NOT SURE ABOUT YOUR MAJOR OR CAREER?

This brochure is here to help.

The brochure provides an overview by program/major. Listings include:

- Typical careers in the field, their educational requirements, and salaries
- Typical skills needed to land jobs
- Exploration classes, so you can find out what you like doing
- A list of certificates and degrees available
- Transfer resources

Take Counseling 12 (Exploring Careers and College Majors)

This class will help you identify your interests, abilities, values, and goals, and participate in career investigation and decision-making. It is an 8-week, 1-unit course that is transferable to the CSU.

Seek Individual Career Planning

If you are a current SMC student enrolled in 3 or more units and need help deciding on a major or career, please call or email the Career Services Center to make a 30-minute appointment.

Connect to Campus Resources, Clubs, and Events

SMC offers a variety of business resources, including the Business Tutoring Center, computer lab, and student-led clubs. Explore the websites below to connect to Business resources and events.



Business Tutoring Center



Business Student Clubs



Business Events

CHECK OUT OUR BUSINESS PROGRAMS

- You are a thinker, leader, and changemaker with ideas that will impact the world.
- You are results-driven, bringing innovative solutions to complex global problems.

Build skills in business, entrepreneurship, accounting, marketing, and more to help you launch and advance your career.

These programs are designed to give you the skills to enter the workforce. If your goal is to get a Bachelor's degree, be aware that some of the classes in these programs may not transfer. Please consult your academic counselor to make an education plan based on your goals.

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**These careers typically require Bachelor's degrees. Students can still take courses from these programs:*

- to add on to their skills
- to build a portfolio of work
- to explore career options

Santa Monica College Career Services

Phone: **(310) 434-4337**

Email: **careerservices@smc.edu**

Webpage: **smc.edu/careercenter**

ACCOUNTING

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Accountant or Auditor*	Bachelor's Degree	\$57,823 – \$173,347
Bookkeeping, Accounting & Auditing Clerks	High School Diploma	\$38,321 – \$87,531
Budget Analyst*	Bachelor's Degree	\$71,291 – \$151,942
Financial Examiner*	Bachelor's Degree	\$67,192 – \$164,843
Payroll & Timekeeping Clerk*	Bachelor's Degree	\$33,153 – \$184,127
Tax Examiner & Collectors*	Bachelor's Degree	\$65,459 – \$146,198
Tax Preparer	High School Diploma	\$31,527 – \$147,485

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Accountant or Auditor	Accounting, Auditing, Financial Statements, Generally Accepted Accounting Principles, General Ledger, Accounts Payable, Accounts Receivable, Invoicing
Bookkeeping, Accounting & Auditing Clerk	Accounting, Accounts Payable, Accounts Receivable, Financial Statements, QuickBooks, Auditing, Invoicing, Accounting Software
Budget Analyst	Finance, Accounting, Budget Analysis, Financial Analysis, Auditing, Financial Statements, Variance Analysis, Financial Systems, Project Management
Financial Examiner	Accounting, Finance, Auditing, Financial Statements, Economics, Financial Analysis, Financial Services, Loans, Internal Controls
Payroll & Timekeeping Clerk	Payroll Processing, Payroll Reporting, Payroll Policies & Processes
Tax Examiner & Collectors	Accounting, Auditing, Finance, Collections, Tax Returns, Income Tax, Public Accounting, Corporate Tax, Financial Statements, Tax Compliance
Tax Preparer	Tax Returns, Tax Preparation, Tax Planning, Tax Laws, Accounting

EXPLORATION CLASSES

- **ACCT 1, Introduction to Financial Accounting**
- **ACCT 2, Corporate Financial and Managerial Accounting**
- **BUS 1, Introduction to Business**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Accounting**
- **Certificate of Achievement – Staff Accountant**
- **Certificate of Achievement – Small Business Tax Practice**
- **Certificate of Achievement – CPA Track**
- **Department Certificate – Business Bookkeeping**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer, and reserve most accounting-specific courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for accounting students interested in transferring to a four-year university. It is unlikely that major-related courses in accounting taken prior to transfer will meet degree requirements at the transfer institution. Additionally, with the exception of Accounting 1 and Accounting 2, most accounting courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some local transfer options:

Bachelor's Degree:

- California State University, Dominguez Hills:
Business Administration – Accounting Concentration
- California State University, Fullerton:
Business Administration – Accounting Concentration
- California State University, Los Angeles:
Business Administration – Accounting Concentration
- California State University, Long Beach:
Business Administration – Accounting Concentration
- California State University, Northridge: Accountancy
- Loyola Marymount University: Accounting
- University of California, Davis: Business: Accounting Concentration
- University of California, Santa Barbara: Economics and Accounting
- University of California, Santa Cruz: Business Management
Economics – Accounting Concentration
- University of Southern California: Accounting

ACADEMIC COUNSELING

For information on the program, assistance in creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

Once on the webpage, you can view the hours of operation and either attend drop-in counseling or make an appointment through your Corsair. Students enrolled in a special program are welcome to meet with a counselor in their program.



PROGRAM INFORMATION



RESUME SAMPLE



BUSINESS

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Business Intelligence Analyst*	Bachelor's Degree	\$65,863 – \$203,058
Chief Executive	Master's Degree	\$74,725 – \$515,156
Human Resources Assistant/ Coordinator*	Bachelor's Degree	\$48,314 – \$138,113
Management Analyst*	Bachelor's Degree	\$49,896 – \$255,737
Meeting, Convention & Event Planners*	Bachelor's Degree	\$40,735 – \$131, 527

POTENTIAL CAREER OPTIONS IN MANAGEMENT*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Compliance Manager*	Bachelor's Degree	\$56,563 – \$120,040
Construction Manager*	Bachelor's Degree	\$44,023 – \$180, 397
Human Resources Manager*	Bachelor's Degree	\$94,010 – \$161,286
Sales Manager*	Bachelor's Degree	\$62,699 – \$268,254
Supply Chain Manager*	Bachelor's Degree	\$62,743 – \$102,537
Transportation Manager*	Bachelor's Degree	\$62,743 – \$190,076
Wind Operations Manager	Associate's Degree	\$56,563 – \$259,413

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Business Intelligence Analyst	Data Analysis, SQL, Python, Tableau, Finance, Workflow Management, Dashboard
Chief Executive	Finance, Project Management, Accounting, Financial Statements, Fundraising, Public Administration, Financial Management
Meeting, Convention, & Event Planner	Event Planning, Event Management, Marketing, Project Management, Invoicing, Event Operations, Fundraising
Management Analyst	Communication, Management, Problem Solving, Operations, Leadership, Microsoft Excel, Detail Oriented, Presentations, Customer Service, Planning
Wind Operations Manager	Key Performance Indicators, Auditing, Operations Management, Performance Management, Employee Onboarding, HVAC, Procurement, Project Delivery
Compliance Manager	Regulatory Compliance, Auditing, Project Management, Compliance Management, Risk Management, Governance, Risk Analysis, Finance, Compliance Risk
Construction Manager	Construction, Project Management, Construction Management, Subcontracting, Project Schedules, Procure, Project Documentation, Procurement
Supply Chain Manager	Supply Chain, Inventory Management, Supply Chain Management, Warehousing, Purchasing, Inventory Control
Transportation Manager	Warehousing, Inventory Management, Warehouse Operations, Operations Management, Supply Chain, Workflow Management, Inventory Control, Warehouse Management Systems
Human Resources Manager	Employee Relations, Performance Management, Labor Law, HR Information Systems, Employee Engagement, HR Strategy, Conflict Resolution, Workforce Planning, Talent Acquisition
Sales Manager	Marketing, Business Development, Sales Management, Customer Relationship Management, Selling Techniques, Sales Prospecting, Sales Strategy, Salesforce, Revenue Growth

EXPLORATION CLASSES

- **ACCT 1, Introduction to Financial Accounting**
- **BUS 1, Introduction to Business**

BUSINESS

CERTIFICATES AND DEGREES

- **Associate in Science for Transfer – Business Administration 2.0**
- **Associate in Science Degree – Business**
- **Associate in Science Degree – Management/Leadership**
- **Certificate of Achievement – Management/Leadership**
- **Certificate of Achievement – Entry Level Business Information Assistant**
- **Certificate of Achievement – Sustainability in Business**
- **Certificate of Achievement – Human Resources Management**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer, and reserve most business -specific courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in business taken prior to transfer will meet degree requirements at the transfer institution. Additionally, with the exception of Business 1 and Business 5, most business courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Dominguez Hills: Business Administration
- California State University, Fullerton: Business Administration
- California State University, Los Angeles: Business Administration
- California State University, Long Beach: Business Administration
- California State University, Northridge: Business Administration
- Loyola Marymount University: Management and Leadership
- University of California, Berkeley: Business Administration
- University of California, Davis: Business
- University of California, Irvine: Business Administration
- University of California, Merced: Business Administration
- University of California, Riverside: Business Administration
- University of California, Santa Cruz: Business Management Economics
- University of Southern California: Business Administration

ACADEMIC COUNSELING

For information on the program, assistance in creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



COMPUTER INFORMATION SYSTEMS FOR BUSINESS

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
IT Project Manager*	Bachelor's Degree	\$44,310 – \$191,874
Information Security Analyst*	Bachelor's Degree	\$58,908 – \$196,513
Marketing Strategist*	Bachelor's Degree	\$45,039 – \$165,914
Document Management Specialist*	Bachelor's Degree	\$44,310 – 191,874
Security Management Specialist*	Bachelor's Degree	\$44,440 – \$173,080
Computer Network Architect*	Bachelor's Degree	\$84,050 – \$216,310

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

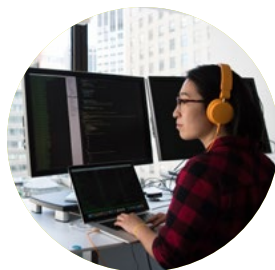
TITLE	SKILLS
IT Project Manager	Project Management, Computer Science, Software Development, Workflow Management, JIRA
Information Security Analyst	Cyber Security, Auditing, Incident Response, Computer Science, Risk Analysis, Information Systems, Security Information & Event Management, Vulnerability Management, Security Controls
Marketing Strategist	Marketing, Analytics, Keyword Research, Google Analytics, Contextual Advertising, Digital Marketing, Google Search Console, Pay Per Click
Document Management Specialist	Document Control, Auditing, Workflow Management, Document Management Systems, Project Management, Data Entry
Security Management Specialist	Cyber Security, Governance, Risk Management, Computer Science, Incident Response, Auditing, Risk Analysis, Cloud Security, Amazon Web Services
Computer Network Architect	Automation, Network Engineering, Network Routing, Firewall, Computer Science, Python, Network Switches, Border Gateway Protocol

EXPLORATION CLASSES

- **CIS 1, Introduction to Computer Information Systems**
- **CIS 4, Business Information Systems with Applications**
- **OFTECH 1, Keyboarding**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Business Information Worker 2**
- **Associate in Science Degree – Computer Business Applications**
- **Certificate of Achievement – Business Information Worker 1**
- **Certificate of Achievement – Business Information Worker 2**
- **Certificate of Achievement – Computer Business Applications**
- **Certificate of Achievement – QuickBooks Virtual Enterprise**
- **Certificate of Achievement – Social Media Assistant**
- **Certificate of Achievement – Business Information Specialist**
- **Certificate of Achievement – Business Information Worker – Data Analytics Applications**



PROGRAM INFORMATION



RESUME SAMPLE



TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer and reserve most computer information-specific courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in computer information taken prior to transfer will meet degree requirements at the transfer institution. Additionally, with the exception of CIS 1 and CIS 4, most computer information courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Dominguez Hills: Business Administration-Information Systems
- California State University, Fullerton: Business Administration-Information Systems Concentration
- California State University, Los Angeles: Computer Information Systems
- California State University, Long Beach: Business Administration-Management Information Systems Concentration
- California State University, Northridge: Information Systems
- Loyola Marymount University: Information Systems and Business Analytics
- University of California, Irvine: Business Information Management

ACADEMIC COUNSELING

For information on the program, assistance creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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ENTREPRENEURSHIP

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Business Continuity Planner*	Bachelor's Degree	\$41,804 – \$172,413
Chief Executive	Master's Degree	\$74,725 – \$515,156
Online Merchant*	Bachelor's Degree	\$41,804 – \$172,413
Sales Manager*	Bachelor's Degree	\$62,699 – \$268,254
Sales Representative*	Bachelor's Degree	\$46,217 – \$184,750
General & Operations Manager	High School Diploma	\$62,854 – \$304,416

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Business Continuity Planner	Change Management, Project Management, Organizational Change Management, Change Management Strategy, Organizational Leadership, Stakeholder Management, Continuous Improvement Process, Stakeholder Engagement
Chief Executive	Finance, Project Management, Accounting, Auditing, Marketing, Financial Statements, Fundraising, Public Administration, Financial Management
Online Merchant	Marketing, Merchandising, E-Commerce Management, Analytics, Digital Marketing, Search Engine Optimization, Inventory Management, Data Analysis, User Experience (UX)
Sales Manager	Marketing, Business Development, Sales Management, Customer Relationship Management, Selling Techniques, Sales Prospecting, Salesforce, Revenue Growth
Sales Representative	Selling Techniques, Sales Prospecting, Outside Sales, Marketing, Customer Relationship Management, Inside Sales, Sales Territory Management, Product Knowledge, Salesforce
General & Operations Manager	Operations Management, Marketing, Finance, Project Management, Workflow Management, Continuous Improvement Process, Auditing

EXPLORATION CLASSES

- **BUS 1, Introduction to Business**

CERTIFICATES AND DEGREES

- **Certificate of Achievement – Entrepreneurship**
- **Department Certificate – Entrepreneurship**
- **Department Certificate – Salon Business**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer and reserve most entrepreneurship courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in entrepreneurship taken prior to transfer will meet degree requirements at the transfer institution. Additionally, most entrepreneurship courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Dominguez Hills: Business Administration- Entrepreneurship Concentration
- California State University, Fullerton: Business Administration- Entrepreneurship Concentration
- California State University, Los Angeles: Business Administration- Entrepreneurship Concentration
- Loyola Marymount University: Entrepreneurship
- University of Southern California: Business Administration- Entrepreneurship and Innovation Concentration

ACADEMIC COUNSELING

For information on the program, assistance creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



FASHION MERCHANDISING

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Purchasing Manager*	Bachelor's Degree	\$85,455 – \$220,877
Retail Buyer*	Bachelor's Degree	\$44,461 – \$131,079
Purchasing Agent*	Bachelor's Degree	\$44,461 – \$131,079
Store Designer	High School Diploma	\$36,943 – \$54,838
Online Merchant*	Bachelor's Degree	\$41,804 – \$172,413

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Purchasing Manager	Procurement, Purchasing, Supply Chain, Strategic Sourcing, Finance, Supply Chain Management, Supplier Performance Management, Contract Negotiation, Category Management, Supplier Relationship Management
Retail Buyer	Purchasing, Procurement, Supply Chain, Supply Chain Management, Inventory Management, Price Negotiation, Material Requirements Planning, Strategic Sourcing, Invoicing
Purchasing Agent	Purchasing, Procurement, Inventory Management, Invoicing, Supply Chain, Accounting, Supply Chain Management, Price Negotiation, Vendor Relationship Management, Warehousing
Store Designer	Merchandising Lifting Ability, Visual Merchandising, Marketing, Planogram, Labor Law, Inventory Management, Loss Prevention, Selling Techniques, New Product Development
Online Merchant	Marketing, Merchandising, E-Commerce Management, Analytics, Digital Marketing, Search Engine Optimization, Key Performance Indicators, Inventory Management, Data Analysis, User Experience

EXPLORATION CLASSES

- **FASHN 1, Introduction to the Fashion Industry**
- **FASHN 2, Color Analysis**
- **FASHN 3, Apparel Construction**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Fashion Merchandising**
- **Certificate of Achievement – Fashion Merchandising**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and fashion and business foundation courses found on **assist.org** prior to transfer and reserve most fashion and business courses for the transfer institution. It is unlikely that all major-related fashion or business courses taken prior to transfer will satisfy degree requirements at the transfer institution. Additionally, most fashion and business courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some local transfer options:

Bachelor's Degree:

- California State University, Long Beach: Fashion Merchandising and Design
- California State University, Los Angeles: Art with Certificate in Fashion, Fiber, and Materials
- California State University, Northridge: Family and Consumer Sciences – Apparel Design and Merchandising Option
- California Polytechnic University, Pomona: Apparel Merchandising and Management

ACADEMIC COUNSELING

For information on the program or assistance creating your education plan, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at **smc.edu/counseling**.

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PROGRAM INFORMATION



RESUME SAMPLE



GLOBAL TRADE AND LOGISTICS

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Data Warehousing Specialist*	Bachelor's Degree	\$64,312 – \$203,144
Freight Forwarders*	Bachelor's Degree	\$40,610 – \$81,148
Logistician*	Bachelor's Degree	\$50,738 – \$137,269
Logistics Analyst*	Bachelor's Degree	\$50,738 – \$137,269
Purchasing Manager*	Bachelor's Degree	\$85,455 – \$220,877
Transportation, Storage, and Distribution Manager*	Bachelor's Degree	\$62,743 – \$190,076
Supply Chain Manager*	Bachelor's Degree	\$62,743 – \$190,076

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Data Warehousing Specialist	Data Analysis, Data Entry, Data Management, Data Quality, Data Collection, Auditing, Medical Records, Dashboard, Data Integrity, Workflow Management
Freight Forwarders	Freight Forwarding, Invoicing, Warehousing, Customs Broking, Loading & Unloading, Supply Chain, Key Performance Indicators, Bill of Lading, Packaging & Labeling, Air & Ocean Freight Forwarding
Logistician	Supply Chain, Logistics, Warehousing, Inventory Management, Purchasing, Procurement, Invoicing, Material Requirements Planning, Enterprise Resources Planning
Logistics Analyst	Supply Chain, Inventory Management, Data Analysis, Supply Chain Management, Key Performance Indicators, Procurement, Finance, Warehousing, Process Improvement, Purchasing
Purchasing Manager	Procurement, Purchasing, Supply Chain, Strategic Sourcing, Finance, Supply Chain Management, Supplier Performance Management, Contract Negotiation, Category Management, Supplier Relationship Management
Transportation, Storage, and Distribution Manager	Warehousing, Inventory Management, Warehouse Operations, Operations Management, Supply Chain, Workflow Management, Inventory Control, Auditing
Supply Chain Manager	Supply Chain, Inventory Management, Supply Chain Management, Warehousing, Procurement, Continuous Improvement Process, Key Performance Indicators, Inventory Control, Purchasing

EXPLORATION CLASSES

- **BUS 1, Introduction to Business**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Logistics and Supply Chain Management**
- **Certificate of Achievement – Introduction to Logistics and Supply Chain Management**
- **Certificate of Achievement – Introduction to Salesforce**
- **Certificate of Achievement – Logistics and Supply Chain Management**
- **Certificate of Achievement – International Business**



TRANSFER INFORMATION

Transfer students interested in global trade and logistics should consider looking into international business majors at their desired transfer university. Students are encouraged to focus on general education and business foundation courses found on assist.org prior to transfer and reserve most international or global trade and logistics courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in international business or global trade and logistics taken prior to transfer will meet degree requirements at the transfer institution. Additionally, most global trade and logistics courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Long Beach: Business Administration – International Business
- California State University, Los Angeles: Business Administration – International Business Concentration
- California State University, Northridge: Business Administration – Global Supply Chain Management Concentration
- California State University, San Diego: International Business
- University of California, San Diego: International Studies – International Business Concentration
- University of Southern California: International Relations (Global Business)

ACADEMIC COUNSELING

For information on the program, assistance in creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



HOMELESS SERVICE WORK

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Social & Human Service Assistants*	Bachelor's Degree	\$38,094 – \$75,003
Social & Community Service Manager*	Bachelor's Degree	\$50,020 – \$129,820
Community Health Worker*	Bachelor's Degree	\$45,200 – \$89,920

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Social & Human Service Assistants	Social Work, Discharge Planning, Community Planning, Disabilities, Psychology, Medicare, Community Health, Medicaid
Social & Community Service Manager	Social Work, Psychology, Human Services, Case Management, Discharge Planning, Mental Health, Auditing, Performance Review, Long-term Care, Crisis Intervention
Community Health Worker	Community Health, Social Work, Mental Health, Case Management, Community Outreach, Care Coordination, Electronic Medical Record, Health Education

EXPLORATION CLASSES

- **NPMGMT 1, Introduction to Workforce Training within the Homeless Response System**

CERTIFICATES AND DEGREES

- **Certificate of Achievement – Homeless Service Work**

COHORT PROGRAM REQUIREMENTS

This program is completed in one semester and requires students to enroll in all 5 courses. An application is required. If you are interested in learning more about the program, please complete the SMC Homeless Service Work Interest Form.

TRANSFER INFORMATION

This program is designed to prepare you for a career, it is not meant to prepare you to transfer for a four-year degree. It is important to meet with an academic counselor to make sure you are selecting courses that match your education goals.

ACADEMIC COUNSELING

For information on the program or assistance creating your education plan, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

Once on the webpage, you can view the hours of operation and either attend drop-in counseling, or make an appointment through your corsair. Students enrolled in a special program are welcomed to meet with a counselor in their program.

PROGRAM INFORMATION



RESUME SAMPLE



INSURANCE

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Claims Adjusters, Examiners, & Investigators*	Bachelor's Degree	\$58,100 – \$88,661
Insurance Appraisers, Auto Damage	Associate's Degree	\$74,953 – \$108,498
Insurance Sales Agent*	Bachelor's Degree	\$33,380 – \$185,190

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Claims Adjusters, Examiners, & Investigators	Claims Processing, Lawsuits, Claims Resolution, Adjudication, Subrogation, Workers' Compensation Claims, Auditing, Medicare, Claims Investigations
Insurance Appraisers, Auto Damage	Disassembler, Automotive Services, Claims Resolution, Invoicing, Damage Assessments, Auto Class Installation & Repair, Business Operations, Customer Communications Management
Insurance Sales Agent	Insurance Sales, Marketing, Agency Management, Sales Prospecting, Selling Techniques, Underwriting, Cold Calling, Customer Relationship Management

EXPLORATION CLASSES

- **BUS 1, Introduction to Business**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Insurance Professional**
- **Certificate of Achievement – Insurance Professional**
- **Certificate of Achievement – Insurance Specialist**

TRANSFER INFORMATION

Transfer students interested in insurance should consider looking into actuarial science majors at their desired transfer university. Students are encouraged to focus on general education and business foundation courses found on [assist.org](https://www.smc.edu/assist.org) prior to transfer and reserve most insurance courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related insurance courses taken prior to transfer will satisfy degree requirements at the transfer institution. Additionally, most insurance courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Northridge: Business Administration – Option in Risk Management and Insurance
- San Diego State University: Statistics: Actuarial Science Concentration
- University of California, Santa Barbara: Actuarial Science
- University of California, Los Angeles: Financial Actuarial Mathematics
- University of California, Riverside: Mathematics – Financial Actuarial Concentration

ACADEMIC COUNSELING

For information on the program or assistance creating your education plan, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



MARKETING

POTENTIAL CAREER OPTIONS

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Advertising Sales Agents*	Bachelor's Degree	\$25,662 – \$158,051
Marketing Manager*	Bachelor's Degree	\$83,468 – \$321,858
Market Research Analyst*	Bachelor's Degree	\$45,039 – \$165,914
Public Relations Specialist*	Bachelor's Degree	\$47,035 – 144,011
Advertising & Promotions Manager*	Bachelor's Degree	\$73,526 – \$357,411

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Advertising Sales Agents	Marketing, Social Media, Project Management, Digital Marketing, Customer Relationship Management, Content Creation, Adobe Photoshop
Marketing Manager	Marketing, Product Management, Project Management, New Product Development, Key Performance Indicators, Analytics, Digital Marketing, Workflow Management
Market Research Analyst	Marketing, Social Media, Digital Marketing, Business Development, Customer Relationship Management, TikTok, Analytics, Content Creation
Public Relations Specialist	Marketing, Public Relations, Social Media, Journalism, Media Planning, Press Releases, Newsletters, Internal Communications, Strategic Communication
Advertising & Promotions Manager	Marketing, Business Operations, Advertising, Project Management, Workflow Management, Data Analysis, Advertising Campaigns, Account Management

EXPLORATION CLASSES

- **BUS 1, Introduction to Business**
- **BUS 20, Principles of Marketing**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – Sales and Promotion**
- **Certificate of Achievement – Sales and Promotion**
- **Certificate of Achievement – Marketing**
- **Certificate of Achievement – Digital Marketing**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer and reserve most marketing-specific courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in marketing taken prior to transfer will meet degree requirements at the transfer institution. Additionally, most marketing courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Dominguez Hills: Business Administration – Marketing Concentration
- California State University, Fullerton: Business Administration-Marketing Concentration
- California State University, Los Angeles: Business Administration- Marketing Concentration
- California State University, Long Beach: Business Administration- Business Administration – Marketing Concentration
- California State University, Northridge: Business Administration-Marketing Concentration
- Loyola Marymount University: Marketing
- University of California, Irvine: Business Administration-Marketing Concentration
- University of California, Riverside: Business Administration-Marketing Concentration
- University of Southern California: Business Administration-Marketing Concentration

ACADEMIC COUNSELING

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PROGRAM INFORMATION



RESUME SAMPLE



OFFICE TECHNOLOGY FOR BUSINESS

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Office Clerk	High School Diploma	\$36,070 – \$99,895
Executive Assistant	Associate's Degree	\$58,936 – \$118,369
Paralegal*	Bachelor's Degree	\$44,642 – \$107,786
Legal Secretary	Associate's Degree	\$44,030 – \$108,342
Medical Administrative Assistant	High School Diploma	\$38,070 – \$73,990
Office Manager*	Bachelor's Degree	\$48,670 – \$106,993

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Office Clerk	Adobe Acrobat, Microsoft SharePoint, Transcription System Software, Cloud-based Sharing Software, E-Mail, Office Suite Software, Spreadsheet Software
Executive Assistant	Administrative Support, Travel Arrangements, Expense Reports, Calendar Management, Project Management, Google Workplace, Invoicing Workflow Management, Event Planning
Paralegal	Legal Discovery, Legal Pleadings, Legal Research, Legal Depositions, Trial Preparation, Case Management, Calendar Management, Proofreading, Legal Hearings
Legal Secretary	Lawsuits, Legal Pleadings, Calendar Management, Proofreading, Legal, Depositions, Legal Discovery, Administrative Support, Billing, Legal Hearings, Civil Law
Medical Administrative Assistant	Customer Service, Complex Problem Solving, Calendar & Scheduling Software, Billing & Invoicing Software, Medical Software, Microsoft Office, Google Workplace, QuickBooks
Office Manager	Office Management, Workflow Management, Billing, Accounting, Administrative Support, Invoicing, Marketing, Auditing, Office Supply Management

EXPLORATION CLASSES

- **ACCT 1 or 21, Introduction to Financial Accounting or Business Bookkeeping**
- **CIS 4, Business Information Systems with Applications**
- **OFTECH 5, English Skills for the Office**

CERTIFICATES AND DEGREES

- **Associate in Science Degree – General Office**
- **Associate in Science Degree – Legal Administrative Assistant**
- **Certificate of Achievement – General Office**
- **Certificate of Achievement – Legal Administrative Assistant**
- **Certificate of Achievement – Legal Office Clerk**
- **Certificate of Achievement – Enterprise Service Clerk**
- **Department Certificate – Clerical Data Entry**

TRANSFER INFORMATION

This program is designed to prepare you for a career; it is not meant to prepare you to transfer for a four-year degree. It is important to meet with an academic counselor to make sure you are selecting courses that match your education goals.

ACADEMIC COUNSELING

For information on the program or assistance creating your education plan, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



REAL ESTATE

POTENTIAL CAREER OPTIONS*

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Loan Officer*	Bachelor's Degree	\$35,981 – \$158,750
Real Estate Broker*	Bachelor's Degree	\$33,809 – \$301,498
Property, Real Estate, and Community Association Manager*	Bachelor's Degree	\$29,979 – \$181,735

* Careers typically require a Bachelor's degree. Students planning to transfer to a four-year college or university need to know which courses completed at Santa Monica College will be accepted at the specific college/university. Please consult your academic counselor to make an education plan.

SKILLS NEEDED

TITLE	SKILLS
Loan Officer	Loans, Underwriting, Mortgage Loans, Loan Origination, Real Estate, Loan Documentation, Commercial Lending, Finance, Accounting, Financial Services
Real Estate Broker	Real Estate, Marketing, Customer Relationship Management, Sales Prospecting, Real Estate Transactions, Real Estate Sales, Lead Generation, Property Management, Selling Techniques
Property, Real Estate, and Community Association Manager	Property Management, Marketing, Property Management Software, Financial Statements, Accounting, Property Inspection, Collections, Invoicing, Real Estate, Auditing

EXPLORATION CLASSES

- **REALES 1, Real Estate Principles**

CERTIFICATES AND DEGREES

- **Certificate of Achievement – Real Estate**

TRANSFER INFORMATION

Transfer students are encouraged to focus on general education and business foundation courses prior to transfer and reserve most real estate-specific courses for the transfer institution. In many cases, completing the Associate Degree for Transfer in Business Administration is the recommended degree for students interested in transferring to a four-year university. It is unlikely that major-related courses in real estate taken prior to transfer will meet degree requirements at the transfer institution. Additionally, most real estate courses at SMC do not count as college credit for UC transfer, but can be considered for elective credit for transfer to CSUs.

Below are some transfer options:

Bachelor's Degree:

- California State University, Los Angeles: Business Administration – Real Estate Concentration
- California State University, Northridge: Business Administration – Real Estate Concentration
- California State University, San Diego: Business Administration – Real Estate Concentration
- California Polytechnic University, Pomona: Business Administration – Real Estate Concentration
- California Polytechnic University, San Luis Obispo: Business Administration – Real Estate Concentration
- University of California, San Diego: Real Estate and Development
- University of Southern California: Real Estate Development

ACADEMIC COUNSELING

For information on the program, assistance creating your education plan, or exploring transfer preparation, consult with an academic counselor by visiting the SMC General Counseling and Transfer Services Center at smc.edu/counseling.

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PROGRAM INFORMATION



RESUME SAMPLE



SKILL BUILDER (NONCREDIT)

POTENTIAL CAREER OPTIONS

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
Bicycle Repairer	High School Diploma	\$37,450 – \$57,610
Customer Service Representative	High School Diploma	\$36,340 – \$75,160
Receptionist	High School Diploma	\$35,100 – \$58,440

SKILLS NEEDED

TITLE	SKILLS
Bicycle Repairer	Repairing, Critical Thinking, Troubleshooting, Equipment Selection, Service Orientation, Quality Control Analysis
Customer Service Representative	Active Listening, Service Orientation, Speaking, Critical Thinking, Complex Problem Solving, Time Management, Persuasion, Social Perceptiveness
Receptionist	Active Listening, Service Orientation, Critical Thinking, Social Perceptiveness, Coordination, Writing

CERTIFICATES & DEGREES

- **Certificate of Completion – Bicycle Maintenance**
- **Certificate of Completion – Business Essentials Level 1**
- **Certificate of Completion – Customer Service**
- **Certificate of Completion – Receptionist**

PROGRAM REQUIREMENTS

The programs listed above are only available through non-credit. To enroll in the program courses, you must first complete the non-credit application process.

TRANSFER INFORMATION

This program is designed to prepare you for a career, it is not meant to prepare you to transfer for a four-year degree. It is important to meet with an academic counselor to make sure you are selecting courses that match your education goals.

ACADEMIC COUNSELING

For information on the program or assistance creating your education plan, consult with a non-credit counselor by visiting the Non-credit Counseling Support Services website for information.

PROGRAM INFORMATION



STRATEGIC MANAGEMENT FOR NEW MANAGERS

POTENTIAL CAREER OPTIONS

JOB TITLE	TYPICAL EDUCATION	MEDIAN WAGE
First-Line Supervisors of Retail Sales Workers	High School Diploma	\$30,291 – \$95,917
General Manager	High School Diploma	\$62,854 – \$304,416

SKILLS NEEDED

TITLE	SKILLS
First-Line Supervisors of Retail Sales Workers	Marketing, Selling Techniques, Customer Relationship Management, Catering Sales, Account Management, Key Performance Indicators, Sales Prospecting, Project Management, Business Development, Sales Management
General Manager	Operations Management, Marketing, Finance, Project Management, Workflow Management, Continuous Improvement Process, Auditing

EXPLORATION CLASSES

- **BUS 12, Success Skills for First-Time Managers**

CERTIFICATES AND DEGREES

- **Certificate of Achievement – Strategic Management Practices for New Managers**

TRANSFER INFORMATION

This program is designed to prepare you for a career, it is not meant to prepare you to transfer for a four-year degree. It is important to meet with an academic counselor to make sure you are selecting courses that match your education goals.

ACADEMIC COUNSELING

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PROGRAM INFORMATION



RESUME SAMPLE



CREDIT FOR PRIOR LEARNING

You can earn college credit for learning you've already done outside the classroom—like work experience, training, or certifications. If you've gained skills on the job or through hands-on experience, they might count toward your degree. Find out how it works below:



smc.edu/cpl

Students can gain knowledge and skills from a variety of experiences, such as:

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning
- Validated volunteer and civic activities (e.g., Peace Corps)



STILL NOT SURE ABOUT YOUR MAJOR OR CAREER?

Take Counseling 12 (Exploring Careers and College Majors)

Find out how to identify your interests, abilities, values, and goals and participate in career investigation and decision-making. It is an 8-week, 1-unit course that is transferable to the CSU.

Individual Career Planning

If you are a current SMC student enrolled in 3 or more units and need help deciding on a major or career, feel free to make a 30-minute appointment with a counselor.

Santa Monica College Career Services

Phone: 310-434-4337

Email: careerservices@smc.edu

Webpage: smc.edu/careercenter



BECOME AN SMC STUDENT

Welcome to SMC! Applying to the program of your choice is easy.

1

Apply

smc.edu/apply

2

Apply for Financial Aid

smc.edu/financialaid

3

Complete New Student Orientation

smc.edu/orientation

4

Review Your Placement

smc.edu/placement

5

Develop an Education Plan/See a Counselor

smc.edu/stellic

smc.edu/counseling

6

Enroll in Classes

smc.edu/cc

7

Develop a Career Plan/See a Career Counselor

smc.edu/careerservices



Explore Our Seven Campuses

smc.edu/about/campuses



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