

# COMPUTER INFORMATION SYSTEMS

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Computer Information Systems (CIS) degree and certificate programs are for the business professional with an emphasis on a variety of computer subjects applicable to the most career paths. The types of jobs held by computer professionals fall into several general categories, including computer design and manufacturing, computer sales and service, system development and programming, computer operations, database management, technical support, and project management. The Computer Information Systems (CIS) program is designed to do the following: introduce students to basic computer literacy skills, build a solid foundation of knowledge to transfer to a four-year institution, enhance, improve, and upgrade current computer skills and business application proficiency, and provide classes that support the pursuit of computer industry certifications.

### Programs of Study

#### Degrees:

- AA – Administrative Assistant
- AA – Computer Information Systems
- AS – Computer Information Technologist

#### Certificates of Achievement:

- Administrative Assistant
- Administrative Medical Assistant
- Cloud Computing
- Computer Applications Software
- Data Analytics
- Project Management
- Web Development

In addition, the Computer Information Systems Department at Las Positas College offers tuition-free, noncredit courses that provide a pathway into the Computer Information Systems and Computer Networking Technology credit programs specifically in the fields of cybersecurity and networking technologies.

### Career Opportunities

Career opportunities may include administrative assistant, office manager, customer service representative, project manager, database administrator, help desk specialist, receptionist, technical support specialist, website designer/webmaster, medical support assistant, finance clerk, and computer support.