Computer Science & Information Systems
For high school students, we offer a fast-track program towards college and employment.

For college students, we have transfer pathways to UC, CSU and other schools.

For a better career with better pay, we offer Associate's degrees that can put you on a new path.

Email or call us. We can help develop a program for your success.

Computer Information Systems: CIS-INFO@smc.edu

Computer Science: CS-INFO@smc.edu

Office Technology: OFTECH-INFO@smc.edu

(310) 434-4295
degrees offered

Office Technology

**Associate Degree: General Office**
Learn basic office procedures, and the latest skills required for successful employment in all types of business environments, including corporate settings, government offices, schools and hospitals.

*Also available:*
- Certificate of Achievement in General Office
- Department Certificate in General Office

**Associate Degree: Legal Administrative Assistant**
Gain the background you need to be of value in a legal office. This program trains students in legal terminology, law office procedures, legal research, computer technology, machine transcription and document preparation, keyboarding, and written and verbal communication.

*Also available:*
- Certificate of Achievement in Legal Administrative Assistant
- Department Certificate in Legal Administrative Assistant

**Associate Degree: Medical Administrative Assistant**
Prepare for employment in a medical office, by learning medical terminology, computer technology, medical law and ethics. Train to perform front-office tasks such as patient scheduling, reception, coding and billing, transcription and records management. Students develop skills and knowledge to perform a variety of duties to aid in the efficient workflow and operations of a medical related facility.

*Also available:*
- Certificate of Achievement in Medical Administrative Assistant
- Department Certificate in Medical Administrative Assistant

**Associate Degree: Medical Coding and Billing Specialist**
Build the skills you need to interact with insurance companies, and to document patient medical care. Become proficient in the procedures for billing insurance companies and patients, collecting payments, and documenting tests, treatments and procedures.

*Also available:*
- Certificate of Achievement in Medical Coding and Billing Specialist
- Department Certificate in Medical Coding and Billing Specialist

www.smc.edu/csis (310)434-4295
Associate Degree:  Computer Science
This program prepares students for transfer to a four-year institution to pursue an advanced Computer Science or Engineering degree. Choose from a broad spectrum of courses, from core computer science classes to programming languages, networking concepts and database development and design.

Also available:
Certificate of Achievement in Computer Science
Department Certificate in Computer Science

Associate Degree:  Web Programmer
Prepare to design and develop applications and scripts for the World Wide Web. Use the latest internet technologies, and develop the programming skills required to create interactive websites that connect users with back-end applications and databases, and minimize the risk of security attacks.

Also available:
Certificate of Achievement in Web Programmer
Department Certificate in Web Programmer

Associate Degree:  Database Applications Developer
Gain the skills required to design and develop user-friendly, interactive interfaces to database applications. Become proficient in popular database applications such as Oracle and SQL Server, and learn to code both desktop and web applications, to present data on the client or server-side. Learn to create applications that minimize security risk.

Also available:
Certificate of Achievement in Database Applications Developer
Department Certificate in Database Applications Developer

Associate Degree:  Computer Programming
Learn the skills needed to code large-scale computer applications. This program prepares you for work as a programmer in this broad and fast-moving field of technology. Gain exposure to core computer science concepts, such as operating systems and database theory.

Also available:
Certificate of Achievement in Computer Programming
Department Certificate in Computer Programming

We also offer Certificates of Achievement and Department Certificates in:
- Mobile App Development
- Information Systems Management
- Networking

Computer Science
Associate Degree: Computer Business Applications
Develop the skills you need to be proficient in today’s automated office. Students learn the Microsoft Office suite of software tools as preparation for employment in many different environments, including corporate settings, government offices, schools and hospitals. Create, edit, format and publish documents, spreadsheets, presentations and databases. Learn basic accounting and bookkeeping procedures for typical small businesses.

Also available:
Certificate of Achievement in Computer Business Applications
Department Certificate in Computer Business Applications

Associate Degree: Website Software Specialist
Learn to design, develop and manage web sites through an understanding of popular internet technologies. Develop both client and server-side scripting skills. Develop web sites that are friendly and interactive, connecting users with back-end applications and databases. Students completing this program are well prepared to work in the field.

Also available:
Certificate of Achievement in Website Software Specialist
Department Certificate in Website Software Specialist

We also offer Certificates of Achievement and Department Certificates in:
- Website Creator
- Website Development Management
- Digital Publishing
- Word Processing

Courses are available on campus and online.
Departmental Activities and Support for your Success

- Campus Clubs: ComTech, an ACM chapter for students interested in computing, robotics and engineering
- Tutoring is available in-person and online
- Supplemental instruction in certain core courses
- The Career Closet where students can “shop” for professional clothing donated by retailers and manufacturers
- Computer facilities available six days a week and late into the evening to help students get their assignments completed
- Free software downloads to support students completing coursework on their own computers
- Internship programs, in alliance with NASA Jet Propulsion Lab
- Partnerships with leading software industry partners including Amazon and Rand

CAREER OPTIONS:

**Computer Science**
- Computer Programmer
- Game Programmer
- Cloud Computing
- Developer
- Database Developer
- Software Developer
- System Analyst
- Database Designer
- Database Administration
- System Administrator
- Network Administrator

**Computer Information Systems**
- Web Page Developer
- Webmaster
- Project Manager
- Graphic Designer
- Desktop Publishing Specialist

**Office Technology**
- Administrative Assistant
- Executive Assistant
- Secretary
- Office Assistant
- Medical Transcriptionist
- Medical Billing and Coding Specialist

Get with the program at SMC.
## DEGREES & CERTIFICATES

<table>
<thead>
<tr>
<th>Degrees Offered</th>
<th>A.A./A.S. Degree</th>
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<tbody>
<tr>
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[www.smc.edu/cs](http://www.smc.edu/cs)
California's number one transfer college and a leader in career education.

FOR MORE INFORMATION, CALL OR EMAIL:
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