

# CGS: COMPUTER GENERAL STUDIES

Courses	Credit(s)	Contact	Lab
CGS 1060C. INTRODUCTION TO COMPUTERS.	3	2	1
INTRODUCTION TO COMPUTERS Introduction to major uses of computers for business applications. Topics include computer literacy and the use of industry-standard software packages for word processing, spreadsheets, database, and presentation graphics. (Special Fee: \$66.00).			
CGS 2038C. IT FOR INTERNATIONAL BUSINESS TRAVEL.	1	1	1
IT FOR INTERNATIONAL BUSINESS TRAVEL This course explores the use of information technology in an international setting. Students will expand their cultural awareness during a Study Abroad Trip, while examining business uses of technology. While in a foreign country a lab component of the course requires students to use digital communication, including Internet access and telephone communication. This course requires the student to have a smart-phone or tablet.			
CGS 2091C. SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY.	3	2	1
SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY This course provides a comprehensive exploration of the social, legal, and ethical challenges arising from the advancement of computers, artificial intelligence, and computing in contemporary society. Students will develop critical thinking skills while examining key issues in information technology, such as the balance between privacy and information access, the tension between censorship and civil liberties, the complexities of intellectual property, and the threats posed by cyber-crime. Additionally, the course will address the influence of information on daily life, digital disparities, and the ethical implications of artificial intelligence. (Special Fee: \$66.00).			
CGS 2100C. COMPUTER FUNDAMENTALS AND APPLICATIONS.	3	2	1
COMPUTER FUNDAMENTALS AND APPLICATIONS This course provides a comprehensive introduction to business technology, covering computer systems, operating platforms, and essential software applications. Students will learn to leverage professional tools for data analysis, visualization, and digital communication using both desktop and cloud-based solutions. Students will explore emerging technologies and their impact on modern business practices. Students will also build practical skills for effective technology use in today's digital workplace. (Special Fee: \$66.00).			
CGS 2510C. SPREADSHEET APPLICATIONS FOR BUSINESS.	3	2	1
SPREADSHEET APPLICATIONS FOR BUSINESS Students learn how to solve realistic business problems using current computer spreadsheet software. How to create, modify, and print worksheets; when to apply various commands, formulas, and functions; how to create graphics and incorporate them into the worksheet; how to create a data table, and how to use a database. (Special Fee: \$66.00).			

CGS 2545C. DATABASE MANAGEMENT SYSTEMS. 3 2 1

DATABASE MANAGEMENT SYSTEMS Principles of database systems, architecture of database management systems, relational model conceptual design and requirement analysis, database design and normalization, query languages, multi-user and distributed database issues; practical use of a DBMS and building of a database application. (Special Fee: \$66.00).

CGS 2650. SOCIAL NETWORKING FOR JOB SEARCH. 1 1 0

SOCIAL NETWORKING FOR JOB SEARCH This course will teach students to utilize current industry social media as well as job search techniques related specifically to Information Technology. Students will explore Twitter, Facebook, LinkedIn, YouTube, and creating a digital portfolio to help find a job. Students should have some computer competency using the web and search engines.

CGS 2786C. WEB DEVELOPMENT TOOLS. 3 2 1

WEB DEVELOPMENT TOOLS Prerequisite: COP 2822C This course introduces web-authoring software applications and teaches students how to add rich multimedia content to web pages. The student demonstrates advanced web development techniques by constructing and managing web sites using a professional editor, developing and integrating flash movies into a web-page using an authoring tool, and creating and editing sophisticated images for the Web using a graphics program. (Special Fee: \$66.00).

CGS 2941. INTERNSHIP EXPLORATION IN COMPUTER STUDIES. 1-4 variable

INTERNSHIP EXPLORATION IN COMPUTER STUDIES Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including knowledge of at least one computer language or database management system; and Internship Office Approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course provides a planned work-based experience that will provide students with supervised career exploration activities and/or a practical experience related to their career objectives. May be repeated for credit, but grade forgiveness cannot be applied. Each earned credit hour of Internship requires a minimum of 80 clock hours of work. (Special Fee: \$10.00).