COMPUTER GENERAL STUDIES

CGS 1000,
3 hrs., 3 crs.,
A study of the terminology and principles of mechanized and electronic data processing systems used in business and government.

CGS 1060, Computer Fundamentals and Applications Computer Fundamentals and Applications
3 hrs., 3 crs.,
This course covers the fundamentals of microcomputer concepts including hardware, software, Internet, technologies, and applications used in today's microcomputer environments. Students will gain practical, hands-on experience using Windows operating system, word processing, electronic spreadsheet, database management, presentation, and other applications used in today's business and computing industry.

CGS 1103, Project Management Concepts and Processes Project Management Concepts and Processes
3 hrs., 3 crs.,
(Offered spring). This course will allow the student to understand how to plan, organize, create presentation material, and manage projects using various software tools. Students will software applications to plan a project; track tasks and organize the overall project; analyze cost, time, and resource effectiveness; and explore options for customizing project design material and effective implementation using software tools.

CGS 1570, Microcomputer Applications Microcomputer Applications
3 hrs., 3 crs.,
(Offered fall and spring). An introduction to the operation and use of personal computers and the use of the software packages, including Windows, word processing, electronic spreadsheet, Internet access, electronic presentation software, and a database.

CGS 2069, Social Media Marketing Social Media Marketing
3 hrs., 3 crs.,
(Offered spring and summer). This course will present the development of an Internet business strategy with a particular emphasis on the marketing functions of social media, advertising, promotion, distribution, and project management. Current and experimental applications will be taught on the classroom computers.

CGS 2518, Spreadsheets For Business Environments Spreadsheets For Business Environments
3 hrs., 3 crs.,
(Offered spring). Prerequisite: CGS1570. This course provides an in-depth study of spreadsheets utilizing a problem-solving approach. Spreadsheet-based solutions are explored for common business tasks and problems. The course presents a thorough coverage of spreadsheet functions and tools along with a deep understanding of their purpose in a business environment. This course is ideal for students with professional interests related to business and economics and also for students wishing to obtain a deeper understanding of spreadsheets in general.

CGS 3092, Legal and Ethical Issues in Information Technology Legal and Ethical Issues in Information Technology
3 hrs., 3 crs.,
(Offered fall). Prerequisite: Must be admitted to Technology Management or Digital Media BAS program. This course explores the social, legal, philosophical, ethical, political, constitutional, and economic implications of computing and the controversies they raise. Students will develop an understanding of these societal issues both as members of the business and industrial community and as professionals in computer-related fields.