

COMPUTER GENERAL STUDIES (CGS)

CGS1060C COMPUTER AND INTERNET LITERACY (3.00 Credits)

This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

Fees: LABORATORY FEE \$38.00, LABORATORY FEE \$40.00

CGS1510C EXCEL DATA ANALYSIS (3.00 Credits)

This course will give students the capability to learn the correct application of the principle features of Excel including creating and editing a workbook with multiple sheets, using a graphic element to represent data visually, creating and using workbook examples including professional- looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

Fees: LABORATORY FEE \$10.00

CGS1540C MICROSOFT ACCESS (3.00 Credits)

This course covers the ability to create and maintain Access Database objects including tables, relationships, data entry forms, multilevel reports, and multi-table queries. Practice will also be provided to thoroughly prepare students for the Microsoft Access certification exam.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

Fees: LABORATORY FEE \$10.00

CGS1557C INTERNET SITE DESIGN (3.00 Credits)

This course is an entry-level course that provides students with baseline technical knowledge and skills of Internet, intranet, and extranet technologies. Other topics include validating your HTML and CSS code, employing search engine optimization (SEO), using style sheets to format Web page content, and implementing fundamental design concepts. Students will gain a basic knowledge and/or competency of Internet skills and tasks in 2 core content areas: Internet Business Foundations and Site Development Foundations.

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

Complete all the courses in the following option:

- Prerequisite: CGS1060C (minimum grade: C)

CGS2100C COMPUTER APPLICATIONS (3.00 Credits)

This is an intermediate-level course in computer applications software. Students will gain knowledge and experience in the use and capabilities of word-processing, spreadsheet, database, and presentation graphics applications. Through case studies, students will learn to develop comprehensive solutions to various types of problems. Integration between applications will be emphasized.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

Complete all the courses in one of the following options:

- Option 1 - Prerequisite: CGS1060C (minimum grade: C)
- Option 2 - Prerequisite: CIS1000C (minimum grade: C)