

Course discipline/number/title: AOP 2622: Multimedia and Collaborative Technology

A. CATALOG DESCRIPTION

1. **Credits:** 3
2. **Hours/Week:** 3
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B. COURSE DESCRIPTION: This course will prepare students to work in today's virtual setting and emerging and collaborative technologies. Students will master research and critical thinking skills that are essential in today's virtual office. Productivity and innovative technologies will be applied such as Google, Adobe, Teams, Microsoft, social media, artificial intelligence, online survey, and process maps.

C. DATE LAST REVISED (Month, year): February, 2025

D. OUTLINE OF MAJOR CONTENT AREAS:

1. Web-based application research
2. Collaborative meeting tools
3. Virtual communication and productivity tools
4. Copyright infringement and intellectual property
5. Network and cyber security

E. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Demonstrate use of the various features involving the Internet for research.
2. Explain the impact of network and cyber security, intellectual property, and copyright infringements.
3. Create business documents utilizing Google productivity tools.
4. Identify appropriate virtual communication tools.
5. Create and participate in virtual meetings.
6. Define components of current innovative technology software.
7. Demonstrate components of current innovative technology software.
8. Create a social media plan for a simulated office.
9. Create a process map.

F. LEARNING OUTCOMES (MNTC): NA

G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:

1. Examinations
2. Projects
3. Assignments

H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I. SPECIAL INFORMATION (if any): None