

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 digital world where mobility, flexibility, and collaboration are integral. The student will research and utilize web-based multimedia tools to produce a webpage, blog, and various presentations. Students will work collaboratively with other students in virtual collaboration applications. Students will be introduced to Google productivity applications, Microsoft PowerPoint, and other innovative technologies.
- C. DATE LAST REVISED (Month, year): October, 2023
- D. OUTLINE OF MAJOR CONTENT AREAS:
1. Web-based application research
  2. Virtual communication and productivity tools
  3. Copyright infringement and intellectual property
  4. Current presentation technologies and web-based applications
  5. Slide presentations using templates and custom designs
  6. Presentation design, transitions, effects, embedding, and hyperlinks
  7. Presentation print and view options
- 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 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 and demonstrate the use of current innovative technology software.
- 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