A. Course Description

Credits: 2

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: None

This course introduces students to contemporary computer and design tools used in the communication field. The course is structured around a series of exercises that help students develop skills and understanding of word processing, presentation software, the Internet and desktop publishing.

B. Course Effective Dates: 08/01/1998 - 09/05/1999 09/06/1999 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Know principles of basic page layout and document design.
2. Master current software applications used by communication professionals working in a variety of industries.
3. Demonstrate ability to apply principles by designing several different appropriate and effective documents using the software tools, including advanced features of Microsoft Office and QuarkXpress.
4. Develop skills and understanding of word processing, presentation software, the internet and desktop publishing.

E. Learning Outcomes (MN Transfer Curriculum)

This contains no goal areas.

G. Special Information

None