



## COMM 1030

**Division:** Humanities

**Department:** Communication

**Course:** COMM 1030

**Title:** Technology Tools for Communicators

**Catalog Description:**

This is an introductory course on technology tools used in modern communication, including: how to obtain, edit, compress, share, and implement text (pdf), photos (iPhoto), audio (iTunes), and movie (iMovie) files; how to creatively produce and share multimedia presentations (PowerPoint, Keynote); how to create and update basic websites, podcasts, and blogs; and how to use and troubleshoot presentation, webcams and teleconferencing hardware.

**General Education Requirements:** N/A

**Semesters Offered:** Fall, Spring

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** No

**Justification:**

The use and demand for technologies for communicators in professional and private lives are increasing significantly. Technologies are also rapidly changing both in variety and areas of implementation. That knowledge base has grown to the point that it can no longer be adequately taught simply as a component of other classes.

**Student Learning Outcomes:**

- Students will learn to obtain, edit, compress, share, and implement text (pdf), photos (iPhoto), audio files (iTunes), graphs (Numbers) and movies (iMovie).
- Students will learn to creatively produce and share multimedia presentations (PowerPoint, Keynote), and create and update basic websites, podcasts, and blogs (iWeb).
- Students will learn to use and troubleshoot presentation, webcams and teleconferencing hardware.
- Students will learn the value of integrating ideas and data into concise, captivating, ethical, and culturally sensitive content.

**Content:**

Students will receive instruction and gain competence--through lecture, demonstration, and lab practice--in the technology tools used in modern communication. This will include how to obtain, edit, compress, share, and implement text (pdf), photos (iPhoto), audio (iTunes), and movie (iMovie) files; how to creatively produce and

share multimedia presentations (PowerPoint, Keynote); and how to use and troubleshoot presentation, webcams and teleconferencing hardware. The course will include learning standard practices, ethical considerations, and legal uses.

### **General Education Outcomes:**

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will learn and demonstrate the ability to find, synthesize, and present a variety of electronic media via multiple electronic submissions. These will include text, photos, audio, and video. Students' submissions will show that they can integrate ideas and data in concise and captivating formats.

### **Applied Education Outcomes:**

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will learn the basic operation and implementation of basic technologies for communicators pertaining to their profession and private lives.

### **Key Performance Indicators:**

Students' proficiency will be assessed by:

- Five multiple choice tests--one each on: text, audio, photos, movies, and presentation software. (50% of grade)
- Five electronic sample submissions--one each on: text, audio, photos, movie, and presentation software. Samples will be graded and returned to students with feedback and recommendations. (50% of grade)
- One student demonstration of presentation hardware use and basic troubleshooting. (Up to 10% extra credit)

Percentages are approximate.

### **Representative Text and/or Supplies:**

No text is available that covers the content domain; a wide variety of online instructional materials will be used.

**Optimum Class Size:** 20

**Maximum Class Size:** 20

**Signatures:**

I hereby submit this course syllabus:

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Elaine Compton, MS, Assistant Professor

I hereby find this course consistent with the goals and resources of the Communication Department:

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Elaine Compton, MS, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Humanities Division:

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Sheryl James Bodrero, PhD, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)