

Minnesota State College Southeast

COMP 1140: Online Communications

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides an introduction to communicating online using various social media tools/applications and email. Students will create, communicate, collaborate and network with each other using Facebook, Twitter, Linked-in, and Outlook. Database concepts will also be introduced using online search techniques to provide solutions for today's relevant applications. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/27/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Operating system
2. File management and storage
3. Email applications
4. Social media applications
5. Online database applications

D. LEARNING OUTCOMES (General)

1. Utilize operating system and online learning software
2. Develop file management skills, including the use of various storage devices
3. Utilize social media and email to enhance communication and collaboration
4. Apply effective search techniques when using online databases

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

Microsoft Outlook 2016/Office 365 are required software for those taking this course online.

This course was previously COMP 1540.