

## Department:

Business Department

## Course Description:

Offers an overview of the role that media plays in modern society, with emphasis on ethics, technology, social obligation, and technical skills needed by modern communicators. Course work will include digital photography, electronic publishing and current office technology. As new technology emerges, it will be incorporated into this curriculum.

## Course Competencies:

1. Use digital cameras to take top quality images
2. Write copy using proper grammar, spelling, etc.
3. Participate in creating a layout and design for documents
4. Use photography software to enhance images
5. Develop the ability to use and maintain technology products and utilize all aspects of these systems
6. Develop an understanding of and be able to select and use technology appropriate for assigned tasks

## Course Content:

1. Use of digital technologies, cameras, computers and printers
2. Operate handwriting tablet and digital pen
3. Develop organizational skills using personal digital assistants
4. Introduction to virtual keyboards
5. Setup and operate presentation equipment
6. Use smart pens to record, listen and link audio

## Learning Assessments:

The assessment process could include all or some of the following: Daily Assignments, Quizzes, Projects, Presentations, Portfolio, Tests, Midterm, and Final Examination.

## Instructional Materials:

Fisher, Ann. Adobe InDesign CS6 Illustrated. Cengage. Edition:1 ISBN: 9781133187585

Speaking Solutions (2003)*The Nifty 50 for Wacom Handwriting Tablets*. Speaking Solutions Inc.

### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link: <https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.