

CATALOG INFORMATION

Dept and Nbr: BMG 53

Title: ORAL COMMUN IN ORGS

Full Title: Oral Communication in Organizations

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Training for effective speaking in the organizational setting: conference leadership, small group leadership, conducting meetings, individual oral presentations. Special attention to listening skills and non-verbal communication. Group discussion leadership and individual presentations are required in the course.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Eligibility for ENGL 100A

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Learn how to present yourself with confidence, clarity & control; build skills for effective group individual presentations. (Grade Only)  
Prerequisites/Corequisites:  
Recommended: Course Eligibility for ENGL 100A  
Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>		Effective:	Inactive:
	B	Communication and Analytical Thinking	Fall 1981	
<b>CSU GE:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
<b>UC Transfer:</b>		Effective:		Inactive:

### **CID:**

### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will become familiar with:

1. basic theories and processes of communication, including the elements, tasks, roles and barriers;
2. listening skills;
3. interviewing skills;
4. oral presentation skills;
5. basic theories of non-verbal communications;
6. to conduct effective meetings with individuals and groups.

### **Topics and Scope:**

#### **A. Understanding Communication**

1. the communication process
2. listening skills
3. interviewing skills

#### **B. Oral Presentation Skills**

1. planning, researching and organizing a presentation
2. visual aids
3. presentation delivery skills and practices

#### **C. Conducting Meetings with Individuals and Groups**

1. meeting management concepts and problems
2. planning and organizing a meeting
3. leading and critiquing a meeting

### **Assignment:**

Assignments will include written plans for all types of oral presentations

giving individual oral presentations, conducting interviews, conducting meetings, and writing critiques of presentations.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations  
40 - 60%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Completion

Exams  
20 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Written assignments, participation and attendance.

Other Category  
10 - 30%

### Representative Textbooks and Materials:

SPEAK WITH A PURPOSE, 2nd Edition, Arthur Koch, Prentice Hall Publishing Company.