

CATALOG INFORMATION

Dept and Nbr: SPCH 60

Title: COMMUNICATION SKILLS

Full Title: Communication Skills

Last Reviewed: 4/25/2022

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	3	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 or P/NP

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

Also Listed As:

Formerly:

**Catalog Description:**  
Training for effective communication and public speaking in vocational, professional and other organizational settings. This class focuses on four areas: public speaking, interpersonal communication, communication in groups, and interviewing, with special emphasis on oral communication.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Training for effective communication and public speaking in vocational, professional and other organizational settings. This class focuses on four areas: public speaking, interpersonal communication, communication in groups, and interviewing, with special emphasis on oral communication. (Grade or P/NP)  
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit: CSU;UC.

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

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

<b>AS Degree:</b>	<b>Area</b> B	Communication and Analytical Thinking	Effective: Fall 1981	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b> A1	Oral Communication	Effective: Fall 1981	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b> 1C	Oral Communication	Effective: Fall 2023	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
<b>UC Transfer:</b>	Transferable	Effective:	Fall 2023	Inactive:

### **CID:**

CID Descriptor: COMM 115 Survey of Human Communication

SRJC Equivalent Course(s): COMM4

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

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Acquire a foundation of the basic terminology, concepts and theories of communication.
2. Demonstrate awareness of and sensitivity to issues of gender and cultural diversity and its implications for communication.
3. Recognize ethical dimensions of communication.
4. Demonstrate proficiency in preparing and delivering speeches using an outline format.
5. Manage communication apprehension.
6. Critique presentations and develop feedback skills.
7. Practice listening skills.
8. Demonstrate interpersonal communication skills.
9. Practice small group and/or team-building communication skills.
10. Demonstrate interviewing skills and strategies.

### **Topics and Scope:**

Required topics:

- I. Survey of the Field of Communication
- II. Organizational Communication  
Concepts
- III. Intercultural Communication  
A. Gender communication

- B. Co-cultural variation
- IV. Public Speaking
  - (individual presentations)
  - A. Informative speeches
  - B. Persuasive speeches
  - C. Other types of speeches
- V. Interpersonal Communication
  - Concepts
  - A. Listening skills
  - B. Verbal and nonverbal communication
  - C. Relational communication
- VI. Working in Groups
  - A. Group member roles
  - B. Conflict resolution
  - C. Decision-making
  - D. Leadership
  - E. Problem-solving
  - F. Group presentations
- VII. Interviewing
  - A. Interview questions
  - B. Preparation: before, during, after
  - C. Types of interviews
  - D. Conduct interview
  - E. Observation of interviews
  - F. Feedback strategies

**Assignment:**

Assignments will include:

1. 2-4 Expository Speeches
2. Self-evaluations of speeches
3. 1-2 Interview(s)
4. 1-2 Group Projects
5. Experiential exercises
6. Listen to, evaluate and critique in written form the oral presentations made by other students
7. Midterm and final examination

Other assignments may include:

8. Outside field work observing and analyzing communication settings and situations
9. Oral and/or written reports on selected topics

**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.

Response papers, Outlines, Journals

Writing  
20 - 25%

**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, Presentation critiques, Field work, Interviews

Skill Demonstrations  
50 - 55%

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

Multiple choice, True/false, Matching items, Essay

Exams  
20 - 25%

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

Class participation

Other Category  
5 - 10%

### **Representative Textbooks and Materials:**

Communicating at Work. Adler, Ron. McGraw-Hill, 2004.

Communicating: A Social and Career Focus. Berko, Wolvin & Wolvin. Houghton-Mifflin, 2006.

Communicating for Results. Hamilton, Cheryl. Wadsworth, 2007.