SPCH 60 Course Outline as of Fall 2017

CATALOG INFORMATION

Dept and Nbr: SPCH 60   Title: COMMUNICATION SKILLS
Full Title: Communication Skills
Last Reviewed: 5/13/2024

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:
This class focuses on four areas: public speaking, interpersonal communication, intercultural communication, and communication in groups with special emphasis on career-focused communication.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: This class focuses on four areas: public speaking, interpersonal communication, intercultural communication, and communication in groups with special emphasis on career-focused 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:

			Effective:	Inactive:
AS Degree:	**Area** B	Communication and Analytical Thinking	Fall 1981	
CSU GE:	**Transfer Area** A1	Oral Communication	Effective: Fall 1981	Inactive:
IGETC:	**Transfer Area** 1C	Oral Communication	Effective: Fall 2023	Inactive:

CSU Transfer: Transferable Effective: Fall 1981 Inactive:

UC Transfer: 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 presentations using an outline format.
5. Manage communication apprehension.
6. Critique presentations and develop feedback skills.
7. Demonstrate listening skills.
8. Demonstrate interpersonal communication skills.
9. Demonstrate small group and/or team-building communication skills.

Topics and Scope:

Required topics:
I. Foundations of Communication
    A. Characteristics
    B. Process
    C. Ethics
    D. Competence
    E. Communicationn Apprehension
II. Intercultural Communication
    A. Gender communication
    B. Co-cultural variation

    C. Perception of cultural identity
III. Presentational Communication
    A. Informative speaking
    B. Persuasive speaking
    C. Interviewing
    D. Other occasions for speeches
IV. Interpersonal Communication Concepts
    A. Listening skills
    B. Verbal and nonverbal communication
    C. Relational communication
    D. Self-perception/identity
V. Working in Groups
    A. Group member roles
    B. Conflict resolution
    C. Decision-making
    D. Leadership
    E. Problem-solving
    F. Group presentations
    G. Organizational Communication

Assignment:

Assignments will include:
1. Individual Presentations (2 - 4)
    A. Informative
    B. Persuasive
2. Writing components which may include speech outlines and self evlautions
   (1000 to 1500 words)
3. Group Projects (1 - 2)
4. Experiential exercises
5. Listen to, evaluate and critique in written form the oral presentations made by other students
6. Exams (2 - 20)

Other assignments may include:
7. Interviews
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.

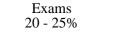|	
Class performances, Presentation critiques, Field work, Interviews	Skill Demonstrations 50 - 55%

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:
COMM 3. 3rd ed. Verderber, Rudolph and Verderber, Kathleen and Sellnow, Deanna. Cengage. 2015
Human Communication in Society. 4th ed. Alberts, Jess and Nakayama, Thomas and Martin, Judith. Pearson. 2015
Communication in Our Lives. 7th ed. Wood, Julia. Cengage. 2014
Communicating for Results: A Guide for Business and the Professions. 10th ed. Hamilton, Cheryl. Cengage. 2013