

**COMM 60 Course Outline as of Fall 2020****CATALOG INFORMATION**

Dept and Nbr: COMM 60 Title: COMMUNICATION SKILLS

Full Title: Communication Skills

Last Reviewed: 3/23/2015

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: SPCH 60

**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;

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:
	A1	Oral Communication	Fall 1981

<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:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

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

1. Conceive, research, organize and prepare coherent oral presentations incorporating qualified sources and effective verbal and nonverbal delivery.
2. Express and identify concepts of intercultural communication.
3. Develop effective listening and interpersonal skills for various communication contexts.
4. Develop skills and strategies to work effectively in small groups.

**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. Communication 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 evaluations (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