SPCH 60 Course Outline as of Fall 1981

CATALOG INFORMATION

Dept and Nbr: SPCH 60 Title: COMMUNICATION SKILL 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 English 100A or equivalent.

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:

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area B		n and Analytical	Effective: Fall 1981	Inactive:
CSU GE:	Transfer Area A1	Thinking Oral Communi	cation	Effective: Fall 1981	Inactive:
IGETC:	Transfer Area 1C	Oral Communi	cation	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:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

- 1. Demonstrate proficiency in preparing and delivering speeches using an outline format.
- 2. Acquire a foundation of the basic terminology, concepts and theories of communication.
- 3. Develop small group communication skills.
- 4. Acquire interviewing skills.
- 5. Incorporate and utilize listening skills.
- 6. Develop awareness of and sensitivity to issues of gender and cultural diversity and its implications for communication.
- 7. Identify and apply theories of roles, norms and leadership in group situations.
- 8. Recognize ethical dimensions of communication.

Topics and Scope:

(Topics may include, but are not limited to,the below listing and sequences may vary.)

- 1. Survey of the field of communication.
- 2. Organizational communication concepts.
- 3. Interpersonal communication concepts.
 - A. Listening skills.

- B. Verbal and non-verbal communication.
- 4. Interviewing.
 - A. Mock interviews.
- B. Observation of interviews.
- 5. Working in groups.
- A. Conflict resolution.
- B. Decision-making.
- C. Leadership.
- D. Problem-solving.
- E. Group presentations.
- 6. Public speaking (individual presentations).
- A. Informative speeches.
- B. Persuasive speeches.

Assignment:

Assignments include a selection of the following:

- 1. Public speeches (individual presentations).
 - A. Introductions
 - B. Informative speech(es)
 - C. Persuasive speech(es)
- 2. Report on selected subjects, oral and/or written.
- 3. Interview(s).
- 4. Group project assignment(s).
- 5. Experiential exercises.
- 6. Listen, evaluate, and critique oral presentations by other students.
- 7. Outside field work observing communication settings and situations.
- 8. Written examinations of various types and number are given.

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.

Reading reports, Essay exams, OUTLINES

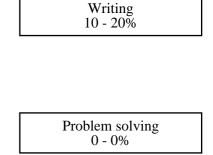
Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

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

Class performances, Field work

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



Skill Demonstrations 55 - 60%

Multiple choice, True/false, Matching items, Completion

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

CLASS PARTICIPATION

Exams 20 - 30%

Other Category 5 - 10%

Representative Textbooks and Materials:

Communicating at Work by Adler, 4th ed., McGraw-Hill, c. 1992 Communicating: A Social and Career Focus by Berko, Wolvin & Wolvin, 6th ed., Houghton-Mifflin, c. 1995

Communicating for Results by Hamilton, 4th ed., Wadsworth, c. 1993