

CATALOG INFORMATION

Dept and Nbr: SPCH 60

Title: COMMUNICATION SKILL

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:
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:

AS Degree:	Area B	Communication and Analytical Thinking	Effective: Fall 1981	Inactive:
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:

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 (60.1)
2. Organizational communication concepts (60.1)
3. Interpersonal communication concepts (60.1, 60.2, 60.3, 60.4)
 - A. Listening skills (60.1)

- B. Verbal and non-verbal communication (60.2)
- 4. Interviewing (60.2)
 - A. Mock interviews (60.2)
 - B. Observation of interviews (60.2)
- 5. Working in groups (60.3, 60.4)
 - A. Conflict resolution (60.4)
 - B. Decision-making (60.3)
 - C. Leadership (60.3)
 - D. Problem-solving (60.4)
 - E. Group presentations (60.3, 60.4)
- 6. Public speaking (individual presentations) (60.5, 60.6)
 - A. Informative speeches (60.5)
 - B. Persuasive speeches (60.6)

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
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Writing 10 - 20%

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, Field work

Skill Demonstrations 55 - 60%

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

Multiple choice, True/false, Matching items, Completion

Exams
20 - 30%

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 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