

CATALOG INFORMATION

Dept and Nbr: BMG 53

Title: ORAL COMMUN IN ORGS

Full Title: Oral Communication in Organizations

Last Reviewed: 1/25/2021

| 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 | 17.5 | 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 Only

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

Also Listed As:

Formerly:

Catalog Description:
Training for effective speaking in the organizational setting: conference leadership, small group leadership, conducting meetings, individual oral presentations. Special attention to listening skills and non-verbal communication. Group discussion leadership and individual presentations are required in the course.

Prerequisites/Corequisites:

Recommended Preparation:
Course Eligibility for ENGL 100A

Limits on Enrollment:

Schedule of Classes Information:
Description: Learn how to present yourself with confidence, clarity & control; build skills for effective group individual presentations. (Grade Only)
Prerequisites/Corequisites:
Recommended: Course Eligibility for ENGL 100A
Limits on Enrollment:

Transfer Credit: CSU;
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 | | Effective: | Inactive: |
| IGETC: | Transfer Area | | Effective: | Inactive: |
| CSU Transfer: | Transferable | Effective: | Fall 1981 | Inactive: |
| UC Transfer: | | Effective: | | Inactive: |

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will become familiar with:

1. basic theories and processes of communication, including the elements, tasks, roles and barriers;
2. listening skills;
3. interviewing skills;
4. oral presentation skills;
5. basic theories of non-verbal communications;
6. to conduct effective meetings with individuals and groups.

Topics and Scope:

A. Understanding Communication

1. the communication process
2. listening skills
3. interviewing skills

B. Oral Presentation Skills

1. planning, researching and organizing a presentation
2. visual aids
3. presentation delivery skills and practices

C. Conducting Meetings with Individuals and Groups

1. meeting management concepts and problems
2. planning and organizing a meeting
3. leading and critiquing a meeting

Assignment:

Assignments will include written plans for all types of oral presentations

giving individual oral presentations, conducting interviews, conducting meetings, and writing critiques of presentations.

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.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing
0 - 0%

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

Skill Demonstrations
40 - 60%

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

Multiple choice, True/false, Completion

Exams
20 - 30%

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

Written assignments, participation and attendance.

Other Category
10 - 30%

Representative Textbooks and Materials:

SPEAK WITH A PURPOSE, 2nd Edition, Arthur Koch, Prentice Hall Publishing Company.