

Department:

Speech

Course Description:

The purpose of this course is to develop the knowledge and skills necessary for meaning-oriented oral communications. The course also covers becoming a more effective critical listener. Emphasis will be placed on interpersonal and public communication.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Describe the basic communication process, including intrapersonal communication, interpersonal communication, effective small group discussion, and communication behavior and techniques.
2. Develop and use interview procedures, including gathering and giving information.
3. Prepare appropriate speech introductions and conclusions.
4. Use outlining techniques in preparing oral presentations.
5. Prepare and present various timed oral presentations.

Course Content:

- A. Communication basics and interpersonal communication
 1. Defining communication
 2. Types, components, and misconceptions about communication
 3. The behavioral biology theory of communication
- B. Communication approaches and avoidance traits that prevent effective communication and how childhood responses and reinforcements impact an adult's communication behavior
- C. Communication messages: meanings and relationships
 1. Verbal and nonverbal forms of communication
 2. How environmental factors influence communication
- D. Attributable attitudes and influence
 1. The four types of selectivity processes
 2. The nature, dimensions, and effects of attitudes, beliefs, and values on communication
- E. The basics of public speaking and evaluating content, delivery, and overall effectiveness
- F. Interpersonal and intercultural communication
- G. The differences between the verbal and nonverbal communication of men and women
- H. Health communication
- I. Media-based, organizational, and instructional communication

Learning Assessments:

Course competencies will be assessed by evaluation of oral presentations, written outlines, quizzes, exams, papers, reports, and a final exam.

Instructional Materials:

Online lectures, library and interview resources, digital video device for electronic submission of oral presentations.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link:
<https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.