COMMON COURSE OUTLINE: Course discipline/number/title: COMM 2214: Career Communication

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): COMM 1114
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): Goal 1/Written and Oral Communication, Goal 2/Critical Thinking

This course will allow students to develop a variety of communication skills and an understanding of related communication principles. This course will include a heavy emphasis on public speaking and incorporate the use of computerized technology, along with components of organizational communication, team/small group communication, and intercultural communication. RECOMMENDED ENTRY SKILLS/KNOWLEDGE: College level reading and writing skills.

B. DATE LAST REVISED (Month, year): December, 2013

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Human Communication Theory
2. Types of Communication
3. Public Speaking Skills
4. Team/Small Group Communication Theory and Skills
5. Organizational Communication Theory and Skills
6. Active Listening Skills
7. Technology and its Impact on Human Communication

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Evaluate and reflect interpersonally on the effectiveness of their communication choices in their personal and professional lives.
2. Understand/demonstrate the writing and speaking processes through invention, organization, drafting revision, editing and presentation for public communication situations.
3. Participate effectively in teams/groups with emphasis on listening, critical and reflective thinking, and conflict management.
4. Demonstrate both critical and supportive listening behaviors various types of communication environments.
5. Recognize effective and ineffective strategies of other communicators.
6. Select appropriate communication choices for specific/diverse audiences (i.e. intercultural, technology/media, etc.)
7. Reason effectively and construct logical and coherent arguments.
8. Evaluate usefulness of traditional as well as innovative and technologically based communicative strategies.

E. LEARNING OUTCOMES (MNTC):
Goal 1/ Written and Oral Communication: Students will be able to:
1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Select appropriate communication choices for specific audiences.
4. Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal 2/Critical Thinking: The student will be able to:
1. Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
2. Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives, which can give alternative meanings or solutions to a given situations or problems.
3. Recognize and articulate the value assumptions, which underlie the affect decisions, interpretations, analyses, and evaluations made by ourselves and others.
F. METHODS FOR EVALUATION OF STUDENT LEARNING:
May include any or all of the following:
1. Objective exams
2. Quizzes
3. Team/Small group projects
4. Recorded oral presentations
5. Or any other deemed appropriate by the instructor

G. RCTC CORE OUTCOME(S) Addressed:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
This course may include research and will require the use of a computer. There are no hazardous material used for this class.