ROCHESTER COMMUNITY AND TECHNICAL COLLEGE
COMMON COURSE OUTLINE

Course discipline/number/title: COMM 2214: Professional Communication

A.   CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): None
4. Other requirements: None
5. MnTC Goals (if any): Goal 1/Written and Oral Communication

B.   COURSE DESCRIPTION: This course allows students to develop a variety of communication skills and an understanding of related communication principles in a professional setting. Coursework prepares students to interview for and work in diverse organizational contexts. College level reading and writing skills; appropriate score on the RCTC placement test or completion of appropriate development courses with grades of C or better.

C.   DATE LAST REVISED (Month, year): November, 2020

D.   OUTLINE OF MAJOR CONTENT AREAS:
1. Communication Theory
2. Presentations Skills
3. Workplace Interactions (including interviewing, interpersonal communication and team/small group)
4. Mediated Communication

E.   LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Evaluate effectiveness of communication choices within workplace settings (presentations, interviews, teams).
2. Demonstrate appropriate topic selection, audience analysis, organization, and content development in a speaker-audience setting.
3. Develop skill sets in applying principles and practices of team/small group communication.
4. Perform appropriate listening behaviors.
5. Utilize mediated communication effectively.

F.   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. Use authority, point-of-view, and individual voice and style in their writing and speaking.
5. Employ syntax and usage appropriate to academic disciplines and the professional world.

G.   METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Exams and quizzes
2. Projects
3. Presentations

H.   RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Communication. Students will communicate appropriately for their respective audiences.

I.   SPECIAL INFORMATION (if any): None