

**El Paso Community College
Syllabus
Part II
Official Course Description**

SUBJECT AREA	<u>Speech Communications</u>
COURSE RUBRIC AND NUMBER	<u>SPCH 1321</u>
COURSE TITLE	<u>Organizational and Professional Communication</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec : Lab

I. Catalog Description

Studies the application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats.
Prerequisite: READ0309 or INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam and ENGL0310 or INRW 0311 or ESOL 0341 or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0).

II. Course Objectives

Upon satisfactory completion of the course, the student will be able to:

- A. Demonstrate knowledge of basic communication theory.
- B. Demonstrate an understanding of organizational, management, leadership and related theories and analyze their interplay in a multicultural society.
- C. Demonstrate the ability to use technology in business settings.
- D. Recognize the barriers to effective communication.
- E. Recognize the barriers to effective interpersonal communication and develop the skills to resolve the challenges that occur in business and professional settings.
- F. Demonstrate proficiency in problem solving and decision-making in small group organizational settings.
- G. Identify and assess leadership / management theories, strategies and applications.
- H. Deliver an effective oral presentation to the class individually or as a part of a group address.
- I. Exhibit effective interviewing skills as an interviewer and an interviewee in an employment interview.

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

- 1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- 2. Demonstrate essential public speaking skills in professional presentations.
- 3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
- 4. Apply essential dyadic and small group processes as they relate to the workplace.
- 5. Utilize various technologies as they relate to competent communication.
- 6. Demonstrate effective cross-cultural communication.

IV. Evaluation

A. The student will complete the following:

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|---------------------------------|----------------------|-------------------------|
| 1) Exams, tests, and/or quizzes | 4) Dyadic project | 7) Classroom activities |
| 2) A resume with cover letter | 5) Group project | 8) Self-assessment |
| 3) Interview exercise(s) | 6) Oral presentation | |

B. Grading Scale

90-100	=A
80-89	=B
70-79	=C
60-69	=D
Below 60	=F

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.