

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Speech Communication</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>SPCH 1321</u>
<b>COURSE TITLE</b>	<u>Organizational and Professional Communication</u>
<b>COURSE CREDIT HOURS</b>	<u>3                      3                      :</u> <u>0</u>
	Credits                      Lecture                      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: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam and 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. Ethically use technology in business settings, to convey effective visual **communication skills**.
- D. Synthesize information to recognize interpersonal communication barriers, and develop skills that connect choices, actions and consequences to ethical decision-making, in addressing workplace challenges.
- E. Demonstrate effective **teamwork skills** by displaying **personal responsibility skills** in problem-solving and decision-making, and by considering different points of view and ethically working with others, to support a shared purpose or goal.
- F. Display **critical thinking skills**, innovation and inquiry to identify, analyze and evaluate leadership/management theories, strategies and applications.
- G. Deliver a clear and structured spoken presentation to the class (individually or as part of a group), thereby demonstrating effective and ethical oral **communication skills**.
- H. Exhibit competent and ethical interviewing skills (involving oral techniques and written components of communication).

### III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

- A. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- B. Demonstrate essential public speaking skills in professional presentations.
- C. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals).

- D. Apply essential dyadic and small group processes as they relate to the workplace.
- E. Utilize various technologies as they relate to competent communication.
- F. Demonstrate effective cross-cultural communication.

#### **IV. Evaluation**

A. The student will complete the following:

- |                                  |                       |                          |
|----------------------------------|-----------------------|--------------------------|
| 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

#### **IV. Disability Statement (Americans 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).

#### **V. 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.