

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Speech Communication</u>								
COURSE RUBRIC AND NUMBER	<u>SPCH 1321</u>								
COURSE TITLE	<u>Business & Professional Communication (C) (HFA)</u>								
COURSE CREDIT HOURS	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;">:</td> <td style="text-align: center;"><u>0</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	<u>3</u>	<u>3</u>	:	<u>0</u>	Credits	Lec		Lab
<u>3</u>	<u>3</u>	:	<u>0</u>						
Credits	Lec		Lab						

I. Catalog Description

Study and 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: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion with a "C" or better or concurrent enrollment in the following: INRW 0311 or INRW 0312 or [ESOL 0340 and ESOL 0341]. (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:

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:

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

B. Grading Scale:

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

V. 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).

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 a class because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.