

**Clackamas Community College**  
Online Course/Outline Submission System

---

Show changes since last approval in red

Print

Edit

Delete

Back

Reject

Publish

### Section #1 General Course Information

**Department:**Communication Studies

**Submitter**

First Name: **Alice**

Last Name: **Lewis**

Phone: **3156**

Email: **alicel**

---

**Course Prefix and Number:**COMM - 100

---

**# Credits:**3

**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

---

**Course Title:**Basic Speech Communicaton

**Course Description:**

**Explores interpersonal and small group dynamics and communication skills in day-to-day formal and informal situations. Examines positive self-concept, listening skills, verbal and non-verbal modes of communication, and clarity of expression. Designed for non-transfer students.**

---

**Type of Course:**Lower Division Collegiate

Is this class challengeable?

**No**

Can this course be repeated for credit in a degree?

**No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**No**

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**Yes**

**Area:**Human Relations

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:**Yes

When do you plan to offer this course?

- ✓ **Summer**
- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe the elements of the communication process orally and in writing,
2. identify appropriate verbal and nonverbal messages for various communication situations,
3. use strategies for effective listening,
4. describe strategies for building and maintaining relationships,
5. understand basic protocol for transmitting informational messages used in electronic correspondence, including e-mails and social media;
6. participate effectively in small group interactions,
7. demonstrate the ability to conduct informational interviews and job interviews.

---

***This course does not include assessable General Education outcomes.***

---

Major Topic Outline:

1. Elements of the Communication Process.
2. Influence of self-concept.
3. Influence of culture and co-culture.
4. Types of communication.
5. Language acquisition.
6. Effective verbal communication: "Small talk", jargon, slang, and double-speak.
7. Effective verbal and nonverbal communication.
8. Immediacy cues.
9. Listening strategies.
10. Creating and maintaining relationships.
11. Rapport vs. report talk.
12. Ethical communication.
13. Johari's windows—Awareness and Disclosure.
14. Communicating emotions.
15. Small group roles and rules.
16. Leadership styles.
17. Problem-solving in small groups.
18. Conflict response.
19. Computer-mediated communication (e-mail, social/professional networks, etc.).
20. Interviewing techniques for both informational and professional purposes.

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |

4. Clean up natural environment **No**  
5. Supports green services **No**

Percent of course:0%

## Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

- ✓ OIT (Oregon Institute of Technology) ✓ PSU (Portland State University)  
✓ OSU (Oregon State University) ✓ UO (University of Oregon)  
✓ OSU-Cascade

Identify comparable course(s) at OUS school(s)

Comm-100 or Comm Lower Division Transfer

How does it transfer? (Check all that apply)

✓ general elective

:

First term to be offered:

Next available term after approval

:

---