

Clackamas Community College

Online Course/Outline Submission System

 Show changes since last approval in red**Section #1 General Course Information****Department:** Business**Submitter**

First Name: David

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Course Prefix and Number: SDP - 117

Credits: 1**Contact hours**

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

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: Interpersonal Workplace Communication**Course Description:**

Participants will examine and practice the leadership skills necessary to create a framework of results, commitment, communication, process, and trust for the development of individuals and teams.

Type of Course: Career Technical Supplementary

Can this course be repeated for credit in a degree?

No

What is the target audience/industry for this class?

Business

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?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Not every term

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?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

DDI: Maximizing Team Performance

1. describe the critical elements of effective interpersonal communication,
2. demonstrate use of a five factor framework to create results, commitment, communication, process, and trust;

DDI: Strategies for Influencing Others

3. identify situations where emotional behavior inhibits team development,
4. define and provide effective feedback in the spirit of learning and mutual respect,
5. apply various techniques for influencing others.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The five factors of success.
2. Influencing others.
3. Develop self-assessment and action plan.
4. Prepare case analysis and apply principles learned.
5. Effective diagnosis of problems.
6. Enhancing team effectiveness.
7. Building collaboration and shared responsibility .
8. Assessing commitment levels.
9. Select strategies that enable others to understand.
10. Helping others commit.

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

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Specify term: Spring 2015
