

COMMUNICATION SKILLS (801)

801-136 - English Composition 1

Designed for students to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. (Prerequisite: Test score required to register) Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

801-141 - Introduction to Mass Communications

Explores communication in media and media literacy by providing insight into the important issues that confront students as consumers and purveyors of mass media within the workforce and in society. The mass media revolution, including media technologies, the evolution of media content and platforms, including new media, the impact of media communications on business and society as a whole, media bias, and media law and ethics form the basis of the course.

3 Credit hours

54 Lecture hours

801-196 - Oral and Interpersonal Communication

Focuses upon developing speaking, verbal and nonverbal communication and listening skills through individual presentations, group activities and other projects. Course assignments will include presentations, various individual and group projects as well as written work. (Prerequisite: Test score required to register)

3 Credit hours

54 Lecture hours

801-197 - Technical Reporting

Provides students with the concepts, principles and skills for preparing and presenting oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports and case studies. (Prerequisite: 801-136 English Composition 1) Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

801-198 - Speech

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. (Prerequisite: Test score required to register) Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

801-310 - Occupational Communication

Focuses on writing, reading, listening and speaking skills through occupational applications. Students produce written documents, synthesize information, give and follow instructions and apply listening skills. Job-seeking skills are also addressed in this course.

1 Credit hours

36 Lecture hours