

# ***COCONINO COMMUNITY COLLEGE***

## ***COURSE OUTLINE***

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Course modification: Jan Bourdage, M. A.  
General Education Assessment Outcomes reviewed  
Status: Permanent

Date: December 4, 1991  
Date: April 25, 2002  
Date: March 29, 2002

A. Identification:

1. Subject Area: Speech
2. Course Number: SPC 100
3. Course Title: FUNDAMENTALS OF SPEECH COMMUNICATION
4. Credit Hrs: 3
5. Catalog Description:

Fundamentals of speech communication emphasizing public speaking skills and improved self-confidence. Performance based, improving speaking skills. General Education: Options. Three lecture.

B. Course Goals:

To develop effective listening and speaking skills and self-confidence needed in academic, social, and professional settings. Students will participate in practical experiences in listening, organizing and supporting ideas, and giving oral presentations.

C. Course Outcomes:

Students will:

1. develop and demonstrate active listening skills
2. use research tools to organize information from a variety of sources
3. use technology to prepare and deliver speeches
4. deliver a variety of oral/signed presentations
5. use appropriate language to express ideas
6. demonstrate poise during public speaking
7. critique content and delivery of presentations using a variety of formats
8. participate in group activities
9. identify and apply fundamentals of communication theory.
10. identify and apply reasoning skills

GECC course  
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Student outcomes list

D. Course Outcomes Assessment:

Assessment will include:

1. Student preparation and presentation of a multimedia speech.
2. Instructor critique of student speaking skills.

E. Course Content:

Will include:

1. Values of personal, public, and cultural communication
2. Planning and organizing presentations
  - a. Audience
  - b. Purpose: informal personal, informative, persuasive
  - c. Structure: research, organization pattern, outline
3. Skills and techniques
  - a. Self-confidence
  - b. Rhetorical sensitivity
  - c. Non-verbal languages and eye contact
  - d. Language: word choice, meanings, articulation

- e. Voice: pitch, tone, volume, rate
- 4. Critical observation skills
  - a. Critiques
  - b. Ethics
  - c. Logic
  - d. Emotion
- 5. Technology
  - a. Information gathering
  - b. Software and equipment in presentations
- 6. Group activities
  - a. leadership and task roles
  - b. decision making
- 7. Communication models and theory