

Alexandria Technical and Community College

COMM 1610: Communication

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: Goal 01 - Communication

This course emphasizes the importance of enhancing leadership skills through the communication process. The information in this course focuses on understanding people and the principles of written and oral interactions to include writing, editing, reading, speaking, and listening. Individual and team success depends on the ability of individuals to work cohesively. Effective teams have the ability to achieve far more than those who are not working well together. As a leader, it is important to have the knowledge and ability to build a strong team. This course will cultivate that ability by giving students insight into team influencers such as who they are as a leader, personality types, and group dynamics. This course will develop the skills to speak and write with clarity.

This course is used to transcript Credit for Prior Learning in the College of Enlisted Military Education, Marine Corps University. Communication Series 6100 A-I.

B. COURSE EFFECTIVE DATES: 03/29/2021 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Audience and purpose: personality profiles and emotional intelligence
2. Foundations of oral and written communication
3. Writing and editing
4. Technical writing: briefs
5. Group communication: listening styles
6. Small group communication: systems
7. Small group communication: evolution
8. Small group communication: symbolic convergence
9. Managing secondary tension and mediating conflict

D. LEARNING OUTCOMES (General)

1. The learner will implement theories that enhance personal and professional communication.
2. The learner will use knowledge of self (personality and emotional intelligence) to enhance communication and relationship management.
3. The learner will use written and oral communication effectively in support of highly functional teams.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

Goal 01 - Communication

1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted