

*** Complete the following only if course is seeking general education status ***

GENERAL EDUCATION Competencies and Skills *:

In the box to the right of the Competency/Skill, enter all specific **student learning outcome** unit numbers, as indicated in the course outline (i.e. 1.1, 2.7, 4.2, 4.0 and 5.12) that apply.

Course must include <u>all</u> of the following:	
1. Read with critical comprehension**	1.0, 2.1, 2.2, 2.3, 2.4, 6.0,7.0, 12.0
2. Write clearly and coherently**	7.0, 8.0, 9.0
3. Demonstrate literacy as appropriate within a given discipline**	3.1 (d), 6.0 (a & b), 7.0 (a)
4. Apply problem solving skills or methods to make informed decisions in a variety of contexts**	8.0, 9.0, 10.0, 12.0
Course must include at least <u>one</u> of the following:	
5. Differentiate between ethical and unethical behavior	1.7
6. Demonstrate an understanding of the physical, biological, and social environments and how individual behaviors impact this complex system.	
7. Demonstrate an understanding of and appreciation for human diversities and commonalities.	1.5, 3.1, 5.0
8. Speak and listen effectively.	2.4, 2.5, 3.4, 4.0, 5.0, 8.0, 9.0, 10.0, 11.0, 12.0

**General Education Competencies and Skills endorsed by 2010-2011 General Education Task Force*

****Required Competencies**

1) Read with critical comprehension.

The student will be introduced to the basic texts, concepts, vocabulary, and methods necessary for developing an understanding of the discipline and meeting the required benchmarks as stated in the course outline.

2) Write clearly and coherently.

The student will demonstrate an understanding and mastery of subject matter in a variety of ways, including writing. Writing activities may include both graded and ungraded essays, short answer quizzes, summaries, reactions, journals, and various other reports.

3) Demonstrate and apply literacy across all the disciplines (indicate which ones apply).

- a) **Information literacy** means understanding how to locate needed information, using the appropriate technology for the task, managing and evaluating the extracted information and using it effectively and ethically.
- b) **Technology literacy** is the ability to responsibly and effectively use appropriate technology to access, manage, integrate, or create information, and/or use technology to accomplish a given task.
- c) **Workplace literacy** is having the appropriate knowledge and skills to communicate and work with others effectively and perform job duties, whether it is through the use of computers and/or other technology.
- d) **Cultural literacy** is recognizing, understanding, and appreciating the similarities and differences between one’s own culture and the cultures of others through a study of the arts, customs, beliefs, values, and history that define a culture.
- e) **Quantitative literacy** is having the ability to formulate, solve and interpret mathematical/statistical operations and graphical/tabular representations to make informed decisions.
- f) **Scientific literacy** means understanding the methodology and application of the scientific process, the physical and biological worlds, and recognizing that scientific knowledge is continuously updated or revised as new information is discovered.

- 4. Apply problem-solving skills or methods to make informed decisions in a variety of contexts.**
The student will use acquired skills or methods to recognize, analyze, adapt, and apply critical thinking to solve problems and make informed decisions.

EVALUATION:

In the box to the right of the Methods of Assessment, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 4.0, 4.2 and 5.12) that apply.

1. Portfolio	
2. Short essays	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
3. Research Papers	
4. Group projects	1.0, 10.0
5. Discussions (In class and online)	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
6. Multiple Choice tests	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
7. Presentations	8.0, 9.0, 10.0, 11.0, 12.0
8. Service Learning Projects	
9. Quizzes (pop, announced, etc.)	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
10. Take-home tests	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
11. Summaries, critiques, and analyses	
12. Reaction papers	
13. Surveys	
14. Performance	
15. Short answer tests	1.0, 2.1, 2.2, 2.3, 3.0, 4.0, 6.4, 6.6, 7.1, 7.2, 10.3, 11.1
16. Classroom debates and colloquia	10.0, 12.0
17. Blogs, wikis, web pages	
18. Other (Please explain)	

Common Course Number: SPC 1608

UNITS

Unit 1 The Communication Process

General Outcome:

- 1.0 The student shall: gain an understanding of the elements involved in the communication process.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

Based on assigned readings:

- 1.1 Identify and explain the major elements in communication.**
- 1.2 Compare types of communication situations (intrapersonal, interpersonal, small group, public speaking).**
- 1.3 Differentiate purposes for public speaking (informative, persuasive, special occasion).**
- 1.4 Differentiate methods of delivery (impromptu, extemporaneous, manuscript, memorized).**
- 1.5 Assess effects of attitude, values, cultural experiences and emotion on perception.**
- 1.6 Differentiate between intended and perceived messages.**
- 1.7 Explain the ethical responsibilities of the public speaker.**

Common Course Number: SPC 1608

Unit 2 Verbal Communication

General Outcome:

- 2.0 The student shall: gain an understanding of the importance of language usage for effective public speaking in a variety of cultural contexts.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Develop vocabulary skills.**
- 2.2 Explain the difference between denotative and connotative word meanings based on assigned readings.**
- 2.3 Explain the difference between abstract and concrete word meanings based on assigned readings.**
- 2.4 Explain the difference between written and oral verbal style based on assigned readings.**
- 2.5 Adapt verbal style to diverse audiences and situations.**

Common Course Number: SPC 1608

Unit 3 Nonverbal Communication

General Outcome:

- 3.0 The student shall: gain an understanding of the effect of nonverbal codes on message effectiveness for public speaking.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Explain nonverbal codes and how they differ in various cultures.**
- 3.2 Assess the functions performed by nonverbal messages.**
- 3.3 Prepare appropriate images to listeners through satisfactory use of posture, movement, gestures, eye contact, and facial expressiveness.**
- 3.4 Explain what would be appropriate vocal volume, rate, quality, pitch, articulation, and pronunciation depending on the audience/situation.**

Common Course Number: SPC 1608

Unit 4 Listening

General Outcome:

- 4.0 The student shall: gain an understanding of the importance of critical listening in public speaking situations.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Differentiate between active, empathic, critical, and evaluative listening.**
- 4.2 Design methods that gain and maintain audience attention and facilitate listening.**
- 4.3 Apply critical listening skills as a member of an audience.**
- 4.4 Explain the role and behaviors associated with listening depending on cultural contexts.**

Common Course Number: SPC 1608

Unit 5 Adaptation to the Audience

General Outcome:

- 5.0 The student shall: gain an understanding of the effect of audience demographics on the topic, content, and delivery of a speech. These include age, gender, cultural background, and experiences.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Explain the importance of occasion and environment to message acceptance.**
- 5.2 Choose a topic appropriate for an audience.**

Common Course Number: SPC 1608

Unit 6 Speech Preparation

General Outcome:

- 6.0 The student shall: be able to identify, locate, and develop information required for an effective speech.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

Based on assigned readings:

- 6.1 Determine the importance of preparation and practice for speech presentation.**
- 6.2 Create a speech based on a specific thesis.**
- 6.3 Select appropriate supporting materials.**
- 6.4 Distinguish types of evidence.**
- 6.5 Design forms of logical reasoning.**
- 6.6 Generate visual aids appropriate to a given speech.**

Common Course Number: SPC 1608

Unit 7 Organizing and Outlining a Speech

General Outcome:

7.0 The student shall: be able to organize and outline speech materials.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

Based on assigned readings:

7.1 Differentiate and explain the types of outlines.

7.2 Organize materials for an effective speech.

7.3 Select and phrase main points and supporting points for the body of the speech.

7.4 Prepare methods which effectively introduce and conclude the speech.

7.5 Prepare and use effective transitions, attention holding devices, and citations.

Common Course Number: SPC 1608

Unit 8 Speaking to Inform

General Outcome:

8.0 The student shall: be able to deliver an effective informative speech.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Choose a topic that increases audience understanding.**
- 8.2 Organize materials in a way to not show bias toward the subject.**
- 8.3 Choose neutral vocabulary that is appropriate to the audience and speech purpose.**
- 8.4 Choose supporting materials from research sources that meet the test of recency, validity, and credibility.**
- 8.5 Create a written outline and bibliography that conform to assigned standard format.**
- 8.6 Employ the impact of source credibility (character, knowledge, and dynamism.)**
- 8.7 Use oral citations to document use of outside sources.**

Common Course Number: SPC 1608

Unit 9 Speaking to Persuade

General Outcome:

9.0 The student shall: be able to deliver an effective persuasive speech.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Choose a topic that seeks to change or reinforce the audience's attitudes, values, beliefs, or behavior.**
- 9.2 Choose supporting materials from research sources that meet the test of recency, validity, and credibility.**
- 9.3 Organize materials to achieve persuasive purpose.**
- 9.4 Employ the impact of source credibility (character, knowledge, and dynamism.)**
- 9.5 Create a written outline and bibliography that conform to assigned standard format.**
- 9.6 Relate audience attitude change to its hierarchy of needs.**
- 9.7 Utilize contemporary theories of attitude change.**
- 9.8 Use oral citations to document use of outside sources.**

Common Course Number: SPC 1608

Unit 10 Formal Group Communication

General Outcome:

10.0 The student shall: gain an understanding of the elements which facilitate formal group discussion.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

10.1 Practice conflict resolution techniques.

10.2 Assess appropriate styles of leadership.

10.3 Generate ideas through brainstorming.

10.4 Evaluate the roles and demonstrate the functions of effective group membership.

10.5 Prepare for and participate in a problem-solving discussion.

Common Course Number: SPC 1608

Unit 11 Speeches for Special Occasions (Optional)

General Outcome:

11.0 The student shall: gain skills of speech preparation for special occasions.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

11.1 Explain the various types of special occasions.

11.2 Adapt speech content to special occasions.

11.3 Adapt speech delivery to special occasions.

Common Course Number: SPC 1608

Unit 12 Argumentation and Debate (Optional)

General Outcome:

12.0 The student shall: understand how to construct, evaluate, and defend oral arguments.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

Based on assigned readings:

12.1 Locate and record information that supports a specific proposition for debate.

12.2 Construct and present convincing arguments using sound reasoning and appropriate information.

12.3 Recognize logical arguments and fallacies in arguments.

12.4 Evaluate the probative force of evidence.

12.5 Develop the ability to spontaneously adapt a message in response to contrary information presented by an advocate of an opposing view.

12.6 Demonstrate the ability to refute arguments that are illogical or factually incorrect.

12.7 Effectively advocate for a proposition while demonstrating command of verbal, nonverbal, and vocal communication skills.