

**Course Outline of Record**

1. Course Code: COMM-001
2. a. Long Course Title: Introduction to Public Speaking  
 b. Short Course Title: PUBLIC SPEAKING
3. a. Catalog Course Description:  
 This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.  
 b. Class Schedule Course Description:  
 Students learn to develop an effective style of public communication, including informative, expository, persuasive, extemporaneous, and impromptu forms of speaking.  
 c. Semester Cycle (if applicable): Not applicable  
 d. Name of Approved Program(s):
  - COMMUNICATION STUDIES Associate in Arts for Transfer Degree (AA-T)
  - ELEMENTARY TEACHER EDUCATION Associate in Arts for Transfer Degree (AA-T)
  - LIBERAL ARTS with emphasis in Arts, Humanities & Communications AA Degree and Transfer Preparation
  - LIBERAL ARTS with emphasis in Health Education and Nutrition AA Degree and Transfer Preparation
  - LIBERAL ARTS with emphasis in Recreation & Leisure and Sports Management AA Degree and Transfer Preparation
  - REGISTERED NURSING AS Degree for Employment Preparation
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 30      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)*  
 Advisory: ENG 001A
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*  
 a. A pocket guide to public speaking (2013). O'Hair, D. Rubenstein, H., and Stewart R. Bedford St. Martin's.  
 College Level: Yes  
 Flesch-Kincaid reading level: *N/A*
7. Entrance Skills: *Before entering the course students must be able:*  
a. Demonstrate critical thinking skills when reading, composing and participating in class discussions.
  - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
  - ENG 001A - Develop ideas coherently in writing through the drafting process.
  - ENG 001A - Participate in the process of developing texts in collaborative and individual settings.
  - ENG 001A - Incorporate complex sentence-structure and variety of word choice.
  - ENG 001A - Identify and evaluate appropriate source, incorporating them appropriately quotations, summaries, paraphrases and appropriate facts.b. Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.
  - ENG 001A - Find, read, analyze, evaluate, interpret, and synthesize outside sources, including online information.
  - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
  - ENG 001A - Understand how readers' experiences influence the reading of texts.

# COMM 001-Introduction to Public Speaking

- ENG 001A - Develop ideas coherently in writing through the drafting process.
- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.

## 8. Course Content and Scope:

### Lecture:

1. Principles of human communication
2. Theory and techniques of public speaking in society, including ethics, and the use of presentation aids.
3. Critical analysis of public discourse
4. Types of public speaking
5. Listening skills
6. Elements of effective public speaking, including analysis of communication situation, ethics and diversity, audience, occasion, purpose, selection of subject matter, research, evidence evaluation, organization, presentation skills, and evaluation of communication effectiveness.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

## 9. Course Student Learning Outcomes:

1.

Analyze audience to select effective rhetorical strategies.

2.

Demonstrate effective outlining in organization, thesis construction, and support with credible research.

3.

Demonstrate effective nonverbal delivery.

4.

Evaluate speeches by providing appropriate feedback.

## 10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Demonstrate an understanding of speech organizational skills.
- b. Demonstrate an ability to analyze an audience.
- c. Demonstrate the ability to research and integrate data from outside sources
- d. Demonstrate appropriate interpersonal oral communication skills
- e. Evaluate public speeches
- f. Practice listening skills
- g. Explain the principles of human communication.
- h. Explain their relationship and ethical responsibilities to others involved in the communication transaction.

## 11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Activity
- b. Collaborative/Team
- c. Demonstration, Repetition/Practice
- d. Discussion
- e. Distance Education
- f. Experiential
- g. Journal
- h. Lecture
- i. Observation

# COMM 001-Introduction to Public Speaking

- j. Participation
- k. Supplemental/External Activity

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 54.00

Outside Class Hours: 108.00

a. In-class Assignments

- 1. Deliver assigned speeches
- 2. Critique speeches inside class

b. Out-of-class Assignments

- 1. Read textbook
- 2. Critique speeches outside class

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Critiques
  - Student critiques
- Guided/unguided journals
- Term or research papers
- Presentations/student demonstration observations
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Oral and practical examination
- Other
  - 1. Speech presentations - Minimum of 25 minutes of public speaking in front of a live audience
  - 2. Speech outlines and bibliographies. Outlines are required in the evaluation of speeches;
  - 3. Critiques of speeches;

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

CSU GE Area A: Communication in the English Language and Critical Thinking

A1 - Oral Communication

PO-GE C4.b - Language & Rationality (Communication & Analytical Thinking)

Apply logical and critical thinking to solve problems; explain conclusions; and evaluate, support, or critique the thinking of others.

IO - Critical Thinking and Communication

Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.

Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

<b>Material or Item</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
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19. Provide Reasons for the Substantial Modifications or New Course:

increasing class size maximum from 29 to 30

20. a. Cross-Listed Course (Enter Course Code): *N/A*  
 b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000311349
- b. T.O.P. Code [CB03]: 150600.00 - Speech Communication
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: A = Transfer to UC, CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): COMMUNICATION STUDIES,ELEMENTARY TEACHER EDUCATION,LIBERAL ARTS with emphasis in Arts, Humanities & Communications,LIBERAL ARTS with emphasis in Health Education and Nutrition,LIBERAL ARTS with emphasis in Recreation & Leisure and Sports Management,REGISTERED NURSING

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 0  
 Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Maria Elena Diaz Origination Date 10/26/17

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