

## HIBBING COMMUNITY COLLEGE COURSE OUTLINE

**COURSE TITLE & NUMBER:** COMM 1100: Professional and Personal Communications

**CREDITS: 3 (3 Lec/0 Lab)**

**PREREQUISITES:** None

### **CATALOG DESCRIPTION:**

The Professional and Personal Communications course focuses on practical knowledge and experience in communication. Students will explore communication concepts and skills including understanding self, culture, listening, verbal and nonverbal communication, and conflict. In addition, students will learn effective teamwork and presentational skills including preparation, organization, and delivery of “how to” presentations.

### **OUTLINE OF MAJOR CONTENT AREAS:**

- I. Communication Concepts and Skills
  - A. Communication models & importance
  - B. Self as communicator: strengths & weaknesses
  - C. Culture and cultural sensitivity
  - D. Listening
  - E. Verbal communication
  - F. Nonverbal communication
  - G. Conflict styles and resolutions
- II. Teamwork
  - A. Attitudes & behaviors
  - B. Attributes & leadership
- III. Presentations
  - A. Planning a presentation: understanding your audience, enhancing your credibility, and adapting to the logistics
  - B. Research presentation content
  - C. Prepare a presentation outline
  - D. Display effective presentational delivery
  - E. Present “how to” presentation

### **COURSE GOALS/OBJECTIVES/OUTCOMES:**

Students will

1. demonstrate understanding the importance of communication in their business and personal lives.
2. identify their personal strengths and weaknesses as communicators.
3. demonstrate understanding of the importance of culture and cultural sensitivity.
4. demonstrate competent listening.

5. explain verbal and nonverbal communication.
6. explain conflict styles and apply the concepts of conflict resolution.
7. demonstrate understanding of teamwork and display team building communication.
8. plan a presentation: understanding your audience, enhancing your credibility, and adapting to the logistics.
9. research presentation content and prepare a presentation outline.
10. display effective presentational delivery.
11. prepare and present “how to” presentation/training.

**MNTC GOALS AND COMPETENCIES MET:**

N/A

**HCC COMPETENCIES MET:**

Working Productively and Cooperatively  
Communicating Clearly and Effectively  
Thinking Creatively and Critically  
Social/Civic Responsibility

**STUDENT CONTRIBUTIONS:**

Students are expected to attend all class sessions, give presentations, participate in class projects and activities, listen to and follow directions, complete assignments on time, and be a contributing member of a team project.

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS  
SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS  
MATERIALS, ETC.)**

<b>AASC APPROVAL DATE: September 8, 2015</b>
--

<b>REVIEW DATE: September 2020</b>
------------------------------------

COMM1100:so  
090815