Course Title: Fundamental Skills of Communicating

Instructor:

Course web page:

Course Description:
In this introduction to communication skills, emphasis will be placed on how to construct a clear, correct, concise, and well-considered message. Participants will learn general communication concepts and how to apply them to public speaking, written, and one-on-one situations. They will also practice looking for non-verbal clues, listening to understand, and identifying situational barriers to communication.

Suggested Course Prerequisite(s): None

Materials Needed:

Course Objectives:
By the end of this course participants will be able to define communication, list seven barriers to communication, use four effective listening tactics, design and deliver a professional platform presentation, write so they cannot possibly be misunderstood, and apply an interaction strategy that will help achieve a more fulfilling & effective relationship.

Certification Notes:

Next course recommendation:

Instructor Notes:

Textbook(s):

Achieving on Purpose: Your GUIDE to Managerial Success

Lesson Plan – by week or session
1. The Power of Communications, Barriers to Communications, Listening Essentials
2. Public Speaking and Presentations
3. Writing with Style
4. One-to-One Communication

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.
Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

[http://www.collin.edu/studentresources/personal/studenthandbook.aspx](http://www.collin.edu/studentresources/personal/studenthandbook.aspx)