

**Course Outline**  
**SPCM 120**  
**Oral and Written Communication**  
**6 Semester Hours**

**The Community College of Baltimore County**

**Description**

Oral and Written Communication

Helps students become more aware of communication skills; develops the ability to think clearly, to read perceptively, and to articulate ideas clearly and cogently in writing and speech; defines communication as any situation involving a sender (speaker, writer), message, and receiver (reader, listener).

Prerequisite: Assessment for placement in ENGL 101 or successful completion of ENGL 052 and exemption from or completion of RDNG 052. Students who have received credit for either ENGL 101 or SPCM 101 should not take SPCM 120. Some sections of this course will be offered as Honors. This course may be used to fulfill the General Education writing and communication requirements in ENGL 101 and SPCM 101.

**Overall Course Objectives**

Upon completion of this course the student will be able to:

1. Employ a generative and recursive writing process that includes invention, planning, drafting, revising, editing, and proofreading.
2. Write whole essays with clear thesis statements, and coherent and unified paragraphs.
3. Think critically and support their thinking with details, examples, reasons, and evidence.
4. Write essays for a purpose, such as argumentation or exposition.
5. Vary sentence structure and length for clarity, coherence and interest.
6. Employ a variety of rhetorical strategies and modes to express complex ideas.
7. Use language appropriate to a given audience.
8. Conduct research using both print and electronic sources.
9. Incorporate direct quotes, summaries and paraphrases into their essays.
10. Provide documentation for sources on a Works Cited page using parenthetical documentation.
11. Edit their writing to conform to the grammar, punctuation rules of standard written English.
12. Apply the principles of communication and perception to the preparation, delivery and analysis of messages within an ethical framework.

1. Apply skills in audience analysis within a range of communication settings.
2. Demonstrate critical thinking in researching, organizing and presenting information.
3. Apply strategies to reduce communication apprehension.
4. Differentiate among and perform effectively within various message formats recognize the importance of listening and demonstrate skills in active listening.
5. Analyze how intrapersonal communication, self-concept, and perception of others are developed and how they affect human communication.
6. Select and use multimedia technology as a support for communication.
7. Analyze the variables that influence communication, including culture, gender, nonverbal settings and symbols.
8. Apply appropriate conflict resolution skills in interpersonal relationships.

### **Major Topics**

- writing as a recursive process
- unity, coherence and clarity
- rhetorical strategies
- revising
- editing and proofreading
- summarizing, paraphrasing and quoting
- documenting sources
- grammar, mechanics and usage review
- listening and audience analysis
- conflict resolution
- critical thinking
- message research and organization
- delivery skills
- cultural perception, verbal and non-verbal communication
- technology in communication
- communication apprehension
- ethics
- theoretical models of communication
- hierarchies of communication

## **Course Requirements**

Individual writing assignments will be determined by the instructor and will be described in the syllabus for each section. However, all students will:

- Write a diagnostic essay during the first week of the semester;
- Participate actively in class activities;
- Write at least four essays, employing all of the process steps, including multiple drafts, for a minimum of 3000 words;.
- Class participation (including consistent attendance and involvement in class discussions, evaluative tools at the discretion of the instructor);
- At least three researched and structured oral presentations, accompanied by written outlines (which should include at least one group presentation and at least one applied use of communication technology);
- At least two impromptu presentations (grading at the discretion of the instructor);
- Oral and/or written critical analyses of a variety of presentations ;
- At least two written exams.