



# Alabama Community College System

## SPH 106 Fundamentals of Oral Communication

### **I. SPH 106 Fundamentals of Oral Communication– 3 Semester Hours**

### **II. Course Description**

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

### **III. Prerequisite**

None

### **IV. Textbook**

Due to the varied selection of quality college level textbooks, each college will select the textbook needed to meet the requirements of this course.

### **V. Course Objectives**

By the end of the course, students will be able to

1. analyze how intrapersonal communication and self-perception affect everyday interactions,
2. analyze how interpersonal communication affects everyday interactions,
3. apply group communication concepts in small groups and everyday interactions,
4. deliver oral presentations based on public speaking theory and concepts, and
5. demonstrate principles of appropriate communication in workplace settings.

### **VI. Course Outline of Topics**

1. Process of Intrapersonal Communication
  - a. Self-Concept
  - b. Self-Perception
  - c. Self-Awareness
  - d. Communication Apprehension

2. Process of Interpersonal Communication
  - a. Verbal
  - b. Non-verbal
  - c. Intercultural
  - d. Conflict Management
  - e. Relationships
  - f. Listening
3. Process of Group Communication Skill Development
  - a. Dynamics
  - b. Leadership
  - c. Member Roles
  - d. Team Building
  - e. Problem Solving
4. Process of Public Speaking
  - a. Audience Analysis
  - b. Topic Selection and Development
  - c. Research
  - d. Outline/Writing
  - e. Practice
  - f. Present
  - g. Presentation Technology
5. Process of Workplace Communication Readiness
  - a. Resume
  - b. Interview
  - c. Professionalism

## **VII. Evaluation and Assessment**

Grades will be given based upon A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

It is the official policy of the Alabama Community College System and entities under its control, including all Colleges, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Policies 601.02 and 800.00)

**X. Americans with Disabilities**

*The Rehabilitation Act* of 1973 (Section 504) and the *Americans with Disabilities Act* of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College.