



## ORAL BUSINESS COMMUNICATIONS AND JOB SEEKING SKILLS — ADMS 1285

### A. Course Description

- **Credits:** 2.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers the development of oral communication skills in the following areas: one-to-one communication, oral presentations to groups, use of MS PowerPoint in presentations and student evaluation of speeches. Students will also learn successful employment interview strategies as well as how to find various job leads, write a successful resume, application letter, and follow-up letter.

### B. Course Effective Dates: 7/1/16 – Present

### C. Outline of Major Content Areas

As noted on course syllabus

### D. Learning Outcomes

1. analyze communication process
2. assemble personal inventory
3. complete application form
4. complete informational interview
5. create PowerPoint presentation
6. deliver informative speech
7. deliver introductions
8. deliver persuasive speech
9. deliver prepared speeches
10. deliver self-introduction speech
11. demonstrate listening skills
12. demonstrate small group participation
13. demonstrate speech techniques

14. describe job hunting techniques
15. determine employment goals
16. develop interview skills
17. develop job search plan
18. develop listening skills
19. evaluate informative speech
20. evaluate persuasive speech
21. evaluate self-introduction speech
22. identify job keeping strategies
23. identify major speech sections
24. identify resume content
25. indicate speech resources
26. interview individual students for introduction
27. outline speeches
28. participate in class discussion
29. participate in group discussions following speeches
30. plan information speech
31. plan introduction
32. plan persuasive speech
33. plan self-introduction speech
34. prepare cover letter
35. prepare oral reading
36. prepare personal resume
37. prepare self-introduction speech
38. present oral reading
39. produce visuals using PowerPoint
40. report on information interview
41. research for informative speech using library
42. research potential company
43. select appropriate oral reading
44. use follow-up techniques
45. use visual/graphics in presentations
46. use visuals using PowerPoint

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

**F. Learner Outcomes Assessment**

As noted on course syllabus

**G. Special Information**

None noted