

Dakota County Technical College

ADTC 1285: Oral Business Communications and Job Seeking Skills

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

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: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. create PowerPoint presentation
2. deliver informative speech
3. deliver introductions
4. deliver persuasive speech
5. deliver prepared speeches
6. deliver self-introduction speech
7. demonstrate listening skills
8. demonstrate small group participation
9. demonstrate speech techniques
10. develop listening skills
11. evaluate informative speech
12. evaluate persuasive speech
13. evaluate self-introduction speech
14. identify major speech sections
15. indicate speech resources
16. interview individual students for introduction
17. outline speeches
18. participate in class discussion
19. participate in group discussions following speeches
20. analyze communication process
21. assemble personal inventory
22. complete application form
23. complete informational interview
24. describe job hunting techniques
25. determine employment goals
26. develop interview skills
27. develop job search plan
28. identify job keeping strategies
29. identify resume content
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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted