

COMMUNICATION SKILLS (801)

801-100. Intl Service Learning and Comm. (1 Credit)

Through this short term international service learning experience, students will research, write and reflect on cultural components of the country to which they travel.

Prerequisites: (Instructor approval. or Associate Dean approval)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=100>)

801-136. English Composition 1. (3 Credits)

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

Prerequisites: (COMPASS-Writing Skills with a score of 59 or COMPASS/ESL - Grammar with a score of 90 or College Proficiency - Writing or ACT-English with a score of 17 or ASSET-Writing Skills with a score of 41 or Accuplacer Sentence Skills82 or TABE Advanced Language with a score of 11.0 or Next-Gen Accuplacer Writing with a score of 250 or TABE-11 A Language with a score of 631 or Completed Intro College Wrtg or TABE-12 A Language with a score of 631 or 831-103 (may be taken concurrently) with a minimum grade of C) or (Accuplacer ESL Language Use with a score of 103 and Accuplacer ESL Sentence Mean with a score of 103) and (COMPASS-Reading Skills with a score of 75 or ASSET-Reading Skills with a score of 40 or Accuplacer Reading Comp70 or ACT-Reading with a score of 17 or Next-Gen Accuplacer Reading with a score of 248 or TABE Advanced Reading with a score of 11.0 or TABE-11 A Reading with a score of 617 or COMPASS/ESL - Reading with a score of 90 or TABE-12 A Reading with a score of 617 or College Proficiency - Reading or Accuplacer ESL Reading with a score of 103 or 838-105 (may be taken concurrently) with a minimum grade of C) or (High School GPA 2.60 or Higher or GED Language Arts-2014 Series with a score of 165)

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=136>)

801-191. Fundamentals of Essay Writing. (1 Credit)

Students will learn the writing process by considering the subject, audience, and purpose. Students will apply this knowledge to learn elements of effective essay writing. To be successful in this course, students should have a post-high school level knowledge of grammar and punctuation.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=191>)

801-195. Written Communication. (3 Credits)

Study and practice a process approach to writing which includes planning, drafting and revising documents in various writing styles. Gain proficiency in the areas of critical thinking, organization, clarity, accuracy, directness and APA style.

Prerequisites: COMPASS-Writing Skills with a score of 59 or COMPASS/ESL - Grammar with a score of 90 or ACT-English with a score of 17 or ASSET-Writing Skills with a score of 41 or Next-Gen Accuplacer Writing with a score of 250 or Accuplacer Sentence Skills82 or TABE-11 A Language with a score of 631 or TABE-12 A Language with a score of 631 or TABE Advanced Language with a score of 11.0 or (Accuplacer ESL Language Use with a score of 103 or 831-103 with a minimum grade of C or Completed Intro College Wrtg and Accuplacer ESL Sentence Mean with a score of 103) or 851-771 with a minimum grade of S

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=195>)

801-196. Oral/Interpersonal Comm. (3 Credits)

Practice the necessary skills for effective speech delivery, listening, assertiveness, conflict resolution, teamwork and general interpersonal communication.

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=196>)

801-197. Technical Reporting. (3 Credits)

Prepare and present oral and written technical reports. Analyze the problems particular to technical writing, and study the methods used in assembling, developing, and preparing information for technical publications. Discuss the competencies required of the qualified technical communicator.

Prerequisites: (801-195 with a minimum grade of C or 801-136 (may be taken concurrently) with a minimum grade of C)

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=197>)

801-198. Speech. (3 Credits)

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, included in the course.

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=198>)

801-311. Communication in the Workplace. (2 Credits)

Expand level of awareness and skill in interpersonal communications, both oral and written, while focusing on securing and maintaining a job. Develop competencies in the area of listening, sending, and employability skills.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=311>)

801-316. Commun in Health Occup. (3 Credits)

Explore the communication skills that are essential to a health occupations practitioner. Discuss and practice listening, asserting, conveying information accurately, avoiding breakdowns, and resolving conflicts. Complete this interactive learning experience with a unit on grammar, punctuation, e-mail use, and telephone skills.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=316>)

801-419. Business Writing Skills. (0.2 Credits)

This course is designed to provide participants with the skills necessary to prepare clear and concise business correspondence, including letters, memos and reports.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=419>)

801-488. Presentation Skills. (0.4 Credits)

Participants in this course will acquire and practice the skills of presenting ideas to small and large groups in clear, concise ways. An emphasis is placed on organization, delivery, achieving visual effectiveness, and achieving the desired response.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=488>)

801-489. Basic Presentation Skills. (0.3 Credits)

Learn and practice skills to present ideas to small and large groups clearly and concisely. Explore organization and delivery while learning to achieve visual effectiveness and evoke the desired response.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=489>)

801-500. Applied Communication. (0.5 Credits)

Enhance interpersonal communication skills, especially the oral and listening skills needed by those in apprentice programs.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=500>)

801-623. Creative Writing.

In this workshop-style class, write nonfiction, fiction or poetry for fun, family and friends, or publication. There will be opportunities for optional reading, assignments and sharing, and the recommended reading is *Wild Mind* by Natalie Goldberg. If students would like their writing critiqued by the group, bring copies of manuscripts for classmates and the instructor. (One double-spaced copy for the instructor and 14 single-spaced copies for classmates. Manuscripts should be no longer than 850 words.)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=623>)

801-623A. Creative Writing 7 Weeks.

A seminar type course open to anyone interested in developing awareness, creative thinking and writing skills. Emphasis will be on short story and the feature article. No experience is necessary. Students will write frequently and submit their work for class evaluation. This is a shortened version of the twelve-week course, designed for summer and other special sessions.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=801&num=623A>)