

Communication Applications Professional Communication

Ms. Jump

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Fall Semester: Comm App

Spring Semester: Pro Comm

Tutorials: Wed 4:15-5:30

Communication Applications is a one-semester course. For successful participation in professional and social life, students must develop effective communication skills. New technology and changing social and professional systems demand that we send clear verbal messages, choose effective nonverbal behaviors, listen for desired results, and apply critical-thinking and problem-solving processes. Students will be expected to identify, analyze, develop, and evaluate communication skills needed for success in interpersonal situations, group interactions and personal and professional presentations.

Professional Communications is a one semester course offered in the Spring Semester. Professional Communications blends written, oral, and graphic communication in a career-based environment. Careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Within this context, students will be expected to develop and expand the ability to write, read, edit, speak, listen, apply software applications, and conduct Internet research.

What supplies do we need?

Pen/Pencil

Paper

Laptop

Optional: 3 ring binder for EXTRA CREDIT

Grades

Classwork/Homework 40%

EXAM/Project 30%

Participation/Quiz 30%

Class Procedures:

- *Warm Up/Attendance
- *Tardies
- *Restroom: do not disrupt the educational process
- *Follow the Dress Code
- *ID on, out, and visible
- *Electronic Devices are for educational purposes only!
- *Be on task: get your work taken care of in class to avoid homework!
- *Due dates are firm!

What will we learn? (COMM APP)

1st Cycle:

- *Why Study Communication?
- *Self-Concept/Self-Esteem
- *Personality (Meyers-Briggs)
- *Interpersonal Communication Styles
- *Relationships in Interpersonal Communications
- *Gender Issues

2nd Cycle:

- *5 Principles of Communication
- *The Communication Process
- *Maslow's Hierarchy
- *Symbols
- *Communication Model

3rd Cycle:

- *NonVerbal Communication and Voice
- *Listening
- *Language
- *Group Communication
- *Final Exam

4th Cycle: (Pro Comm) PROJECT BASED LEARNING

- *Public Speaking (digital research, organization, visual aides, speech presentation)

5th Cycle:

- *Job Skills: Interviews and Resumes

6th Cycle:

- *Careers in Communication

Parent signature

Date

Student signature

Date