

Communication Applications Professional Communication

Mrs. Jump

mjump@houstonisd.org

Office Hours:

Monday 3:25-4:10

Tues-Fri 1:50-2:35

Fall Semester: Comm App

Spring Semester: Pro Comm

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

Composition book or spiral

Class Procedures: always begin the period in THE HUB. Check for class announcements and then join us in TEAMS ASAP. (attendance will be taken)

Comm App and Pro Comm are FLIPPED CLASSROOM...this means your HUB assignments are in preparation for the next day's TEAMS discussion/notes.

TEAMS Norms:

*mute your mic

*have camera ON

*attendance will be taken

*raise your hand (TEAMS icon) to ask/answer a question

*limit your movement...excuse yourself as needed...do not interrupt the discussion to ask.

What will we learn? (COMM APP)

1st Cycle:

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

2nd Cycle:

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

3rd Cycle:

- *Self-Concept/Self-Esteem
- *Personality (Meyers-Briggs)
- *Interpersonal Communication Styles
- *Relationships in Interpersonal Communications
- *Final Exam

4th Cycle: (Pro Comm)

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

5th Cycle:

- *Job Skills: Interviews and Resumes

6th Cycle:

- *Careers in Communication