COMX - Communication

COMX 102. Interpersonal Skills in the Workplace. 1 Credit. (1 Lec) F,S,Su
Offered by Gallatin College. This course covers the basic elements of
communication in the business environment, including listening, speaking, and
reading. It also looks at the importance of nonverbal communication, ethics, and
professional courtesy. It discusses the importance of internal skills like teamwork
and external skills with customers such as reflective listening. Successful interview
skills are discussed in class and demonstrated in final student project.

COMX 106. Communicating in a Dynamic Workplace. 3 Credits. (3 Lec)
F,S,Su
This course prepares students to seek and maintain a professional position. The
course covers many elements of communication in the workplace, including
listening, nonverbal behavior, salary negotiation, personality, customer service,
and decision making. Students will prepare job application documents and practice
interviewing skills.

COMX 111US. Introduction to Public Speaking. 3 Credits. (1 Lec, 2 Rec)
F,S,Su
Overview of the theories, concepts, and principles of public speaking, to include
audience analysis, evidence, sensory aids, small group communication, ethics and
listening. Application of concepts and principles through preparation and delivery
of impromptu, informative, persuasive, and group presentations.

COMX 115. Introduction to Interpersonal Communication. 3 Credits. (3 Lec)
This course will examine the importance of personal and small group
communication. The emphasis will be on how individuals perceive information and
transmit messages based on aspects such as the context in which we interact, the
perceptions we hold, our cultural background, and nonverbal and verbal behavior.
Students will explore the factors that affect both individual and group dynamics in
our personal and professional lives.

COMX 222. Professional Communication. 3 Credits. (3 Lec) F,S,Su
This class focuses on developing skills for interpersonal and group communication
in a professional environment. Students will develop a professional resume and
cover letter, conduct an interview, and learn how to communicate professionally
with co-workers, supervisors, and customers. The class explores diversity in the
workplace, nonverbal communication, influence, technical communication, and
managing workplace conflict.

COMX 291. Special Topics. 1-4 Credits. (1-4 Lec) S
Courses not required in any curriculum for which there is a particular one-time
need, or given on a trial basis to determine acceptability and demand before
requesting a regular course number.
Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.