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.

Term | CRN  | Section | Session/Dates | Days | Location | Time  
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2017 Summer | 10878 | 001 | First Half | - | - | -

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.

Term | CRN  | Section | Session/Dates | Days | Location | Time  
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2017 Summer | 10953 | 001 | First Half | TR | WIL1130 | 8:45am - 9:50am
2017 Summer | 10954 | 002 | Second Half | MW | WIL1132 | 10:00am - 12:20pm

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.

Term | CRN  | Section | Session/Dates | Days | Location | Time  
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2017 Summer | 11386 | 001 | First Half | - | - | -
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.