

**Central Ohio Technical College  
Course Description Listing – General Education Courses – Communications and Electives Courses  
2009-2010 Academic Year**

**ALL STUDENTS MUST TAKE PLACEMENT TESTS PRIOR TO SCHEDULING THE FIRST COMMUNICATIONS OR MATHEMATICS COURSE.**

**COM-1007 Career Explorations**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

Career Explorations provides opportunities for students to build confidence and to develop self-reliance while they relate their educational experience to the importance of career planning. The course focuses on self-awareness, job market research, career services and options at COTC, and team building. Students will experience contact with working professionals, class and team discussions, lectures, videos, handouts, readings, on-site visitations, and individual reports.

**COM-1011 Career Planning I**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: COM-1007, or documented enrollment in a technology program, or permission of the Academic Dean, or current employment. Course is graded A-E.

This course develops the student's ability to prepare resumes, cover letters, and employment applications. Students examine authentic job materials with emphasis on writing job objectives, using action words, as well as focusing on the benefit factor. Professional appearance of documents is stressed.

**COM-1012 Career Planning II**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: COM-1007, or COM-1011, or documented enrollment in a technology program, or permission of the Academic Dean, or current employment. Course is graded A-E.

Technology Career Planning II prepares the student for the three stages of the interview process: pre-interview planning, interview management, and post-interview follow-up. Specific topics include: 1) company research; 2) interview questions and responses; 3) employer evaluation criterion; 4) positive image; 5) skill reinforcement; and 6) interview reassessment. Emphasis is given to professionalism and persuasive communication. This course is taught through employer contacts, role-play, small group discussion, lectures, videos, and videotaped interviews.

**COM-1050 Introduction to Online Learning**

Zero credit hours, 1 contact hour (0.4 hours lecture and 0.4 hours lab). Prerequisite: None; students must enroll in COM-1050 prior to first online/hybrid course enrollment. Course is graded S/U.

This course is designed to teach the student how to successfully learn online. The student will receive training on terminology, concepts, course tools, learning resources, and expectations as it relates to online learning. The course, or its equivalent proficiency assessment, must be successfully completed prior to or concurrent with the student's first online course.

**COM-1504 Public Speaking**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. This course is not open to students with credit for COM-1112, COM-1509, COM-1509.1, COM-1512, or COM-1521. Course is graded A-E.

This course emphasizes instruction and practical experience in public speaking. Students learn to analyze audiences, select topics, apply research learned, organize, and present a series of extemporaneous speeches. This course introduces other interpersonal and intrapersonal communications skills, including listening, non-verbal communications, and small group communications.

**COM-1514 Contemporary Fiction**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: COM-1535 or equivalent. Course is graded A-E.

This course acquaints the student with various pieces of contemporary fiction. The student reads noteworthy novels and short stories and writes essays demonstrating his/her analysis and understanding of these texts.

**COTC Course Description Listing – General Education Courses – Communications and Electives Courses  
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3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. Course is not open to students with credit for COM-1115 or COM-1515. Course is graded A-E. This course has been approved by the Ohio Board of Regents as meeting the Transfer Assurance Guide (TAG) course requirements.

Students practice the techniques of defining, researching, planning, and group decision making in a series of five conferences, stressing leadership, participation, and responsibility.

**COM-1525 Technical Writing**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. Course is graded A-E. This course is not open to students with credit for COM-1113, COM-1505, COM-1513, or COM-1522.

Training in writing techniques used in business, industry, and public service is stressed. The student prepares, edits, and submits memoranda, letters, reports, and resumes.

**COM-1531 National Issues**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: COM-1535. This course is not open to students with credit for COM-1530. Course is graded A-E.

The course explores the economical, historical and geo-political nature and ramification of several current issues facing the people of the United States. Each issue will be studied in depth. It requires synthesis and fine-tuning of the basic communicative skills--thinking, listening, speaking, reading, and writing. Frequent oral and written reports are required.

**COM-1534 Effective Communications**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. Course is graded A-E.

This course is constructed to help the student meet those needs identified as critical by the local business and professional community. It focuses the student on further development of their communication skills as well as their methods of delivery in the workforce. Skills emphasized include presenting effective verbal communications for one-on-one and group formats, assessing effectiveness of written and oral presentations, enhancing awareness of listening barriers, in addition to identifying and adjusting to non-verbal cues of audience. Development in methods of delivery include selecting and utilizing a variety of appropriate tools such as electronic media and graphics.

**COM-1535 Composition I**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in PCE-1400, or ASSET score of 42 or above on writing skills test, or a score of at least 75 on the COMPASS writing skills test and a score of at least 85 on the COMPASS Reading skills test, or a score of at least 44 on the ASSET reading skills test, or a grade of C (2.00) or better in both PCE-1413 and PCE-1423. Course is graded A-E. COM-1535 is not open to students with credit for the following courses: COM-1111, COM-1502, COM-1506, COM-1507, COM-1511, COM-1520, COM-1532 or COM-1533.

Composition I is a writing intensive theme-based course that facilitates the development of college-level writing skills. The student will compose papers using expository writing while incorporating one's own thinking with credible research using MLA format. The course emphasizes critical thinking, analytical reading, thesis development and deep revision of one's own compositions. The course also includes analysis of audience and theme in one's own writing and the writings of others, while developing the student's critical reading skills. **Minimum Passing Grade for this Course is a C (2.00).**

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**COM-1536 Composition II**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. Course is graded A-E. COM-1536 is not open to students with credit for the following courses: COM-1503; COM-1507, COM-1508, COM-1511, COM-1521 or COM-1533.

In this course, using the framework of the American experience theme, the student will continue to develop proficiencies in analytical reading, critical thinking, thesis development, deep revision, and research of credible sources. Composition II emphasizes problem solving with writing-intensive assignments grounded in argumentation. The student will evaluate readings from historical, social and political perspectives. Examination of one's own position in relation to audience and evidence facilitates awareness of a writer's ethical responsibilities. Research of multiple sources using APA format is required. **Minimum Passing Grade for this Course is a C (2.00).**

**COM-1550 Literary Perspectives**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Grade of C (2.00) or better in COM-1535. Course is graded A-E. Not open to students with credit for COM-1502, COM-1503, COM-1506, COM-1507, COM-1532, COM-1533 or COM-1560.

This course will concentrate on analysis and interpretation of literary themes as well as development and evaluation of student compositions. In a collaborative learning environment and through assigned readings, expository and argumentative writing assignments, and discussions, the student will experience diverse points of view in psychological, historical, socio-economic and ethical aspects of life. The student will engage in these experiences to enhance self-understanding and to deepen their perspectives about the world in which they live. Literary Perspectives is designed for the student who plans to continue their education at four-year institutions. **Minimum Passing Grade for this Course is a C (2.00).**