

COMM 55: CAREER & LEADERSHIP COMMUNICATION IN THE GLOBAL WORKPLACE

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	5
Hours:	5 lecture per week (60 total per quarter)
Advisory:	Demonstrated proficiency in English by placement via multiple measures OR through an equivalent placement process OR completion of ESLL 125 & ESLL 249; not open to students with credit in SPCH 55.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Area 1B: Oral Communication & Critical Thinking, Area 7: Lifelong Learning
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- A successful student will be able to Identify patterns in professional communication.
- A successful student will utilize appropriate communication patterns in professional communication situations.

Description

Introduction to communication in organizational, career, leadership and global contexts. Interviewing, interpersonal and intercultural communication, group interactions, professional presentations and leadership development. Application of theories and skills through critically evaluated exercises.

Course Objectives

The student will be able to:

- Understand organizational structure and its relationship to communication.
- Examine the significance of oral communication skills.
- Develop the ability to interview effectively.
- Write a professional resume.
- Gain cultural and gender sensitivity at the workplace.
- Understand the nature of groups and meetings.
- Develop and deliver professional presentations.
- Understand leadership styles and leadership communication applications.

Course Content

- Understanding organizational structure
 - Communication networks
 - Information flow
 - Physical and cultural environment in the organization
- Organizational and career communication skills in the global workplace
 - Fundamentals of oral communication
 - Language use
 - Nonverbal communication
 - Effective listening
 - Conflict resolution
 - Interviews
 - Resume writing
 - Networking and informational interviews
 - Types of interviews
 - Interview preparation
 - Successful interview strategies
 - Cultural and gender sensitivity
 - Ethnocentrism, prejudice, and stereotypes
 - Cultural norms, values and beliefs
 - Gender perceptions, expectations, and bias
 - Ethical and legal implications of sexual and workplace harassment
 - Groups
 - Formal and informal groups in the organization
 - Dynamics of group interaction
 - Networking
 - Effective group communication skills
 - Meetings
 - Types of meetings
 - Problems with meetings
 - Advantages of meetings
 - Effective meeting strategies
 - Professional presentations
 - Purpose and planning
 - Use and evaluate online information for audience research and market analysis
 - Ethics and legality of using online copyrighted information
 - Organization
 - Informative and persuasive speaking
 - Presentations using internet, PowerPoint and multimedia
 - Audience interaction
- Leadership communication in the global workplace
 - Leadership styles
 - Leadership and financial responsibilities
 - Leadership communication skills

Lab Content

Not applicable.

Special Facilities and/or Equipment

- When taught on campus: access to a computer with email and internet capability; projection system for computer and DVD projection.
- When taught via Foothill Global Access: on-going access to computer with email software and capabilities; email address; JavaScript-enabled internet browsing software.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Regular quizzes and final examination

Professional resume

Online discussion

Written assignments and exercises

When taught online these methods may take the form of video, audio, discussion forum, and PowerPoint presentations

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture, discussion, and cooperative learning exercises on career communication theories utilizing industry language

Electronic discussions/chat on and demonstration of career communication applications

Feedback on tests and assignments delivered via email and/or internet; class discussion may be delivered in chat rooms, listservs, and newsgroups

Representative Text(s) and Other Materials

Brewer, Edward. Organizational Communication: Today's Professional Life in Context, 1st ed.. 2017.

Eisenberg, Eric. Organizational Communication: Balancing Creativity and Constraint, 8th ed.. 2016.

Mumby, Dennis. Organizational Communication: A Critical Introduction, 2nd ed.. 2019.

When taught via Foothill Global Access: supplemental lectures, handouts, tests, and assignments delivered via email and/or internet.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

A. Cooperative learning/electronic discussion.

B. Approximately one topic per week based on text and/or lectures.

C. Additional readings on professional communication related topics from handouts.

D. Papers and exercises applying topics covered in class to professional communication situations, such as decision making, conflict resolution, and cultural awareness, for example:

1. Consider Hall's concepts of High and Low Context Communication in the section on Culture and Professional Communication. Is the United States more high or low context in professional communication? What about India? And Mexico? Cite three research studies (one per country) to support your answer.

Discipline(s)

Communication Studies