

Yavapai College Criteria Checklist for
COMMUNICATION GENERAL EDUCATION COURSES

Purpose

College graduates who have taken courses in the Communication discipline have the knowledge and skills employers need. When responding to a recent National Association of Colleges and Employers Job Outlook Survey, employers identified the ability to verbally communicate with others inside and outside the organization and the ability to create and/or edit written documents as among the top ten skills they seek when hiring new college graduates. Graduates who majored in Communication or took Communication courses bring these critical skills to the workplace. They demonstrate strong verbal, nonverbal, and written communication skills and have considerable expertise in speaking well in front of small and large audiences. Additionally, Communication scholars appreciate how communication cuts across contexts and situations; it is the relational and collaborative force that constructs the social world. Finally, students who take courses in the discipline embrace a deep commitment to ethical and civically productive communication. These courses bring these values to students via coursework that reinforces the ethical imperative of good communication.

Instructions: Proposer should complete the following section and attach appropriate documentation.

COMMUNICATION COURSES must meet the criteria below in such a way as to make the satisfaction of these criteria A CENTRAL AND SUBSTANTIAL PORTION of the course content.			
Y	N		Identify Documentation
		Concerns topics of an introductory nature	
		Provides opportunities for students to develop both oral communication and listening skills	
		Emphasizes the importance of using language that responds to a specific audience	
		Addresses the importance that nonverbal communication has on verbal communication	
COMMUNICATION COURSES must meet at least one of the two the following transferability criteria. Scheduling priority may be given to courses that transfer to more than one university with a general education category designation.			
		Must transfer to at least one University as a general education category and to at least one other University as a department elective.	
THE FOLLOWING TYPES OF COURSES ARE EXCLUDED FROM THE COMMUNICATIONS COURSE LIST:			
<ul style="list-style-type: none"> • Courses with primarily religion, arts, humanities, literary or philosophical content. • Courses devoted primarily to the acquisition of quantitative or experimental methods • Courses devoted primarily to social science topics or methodologies. 			

If a course does not meet all criteria, a rationale for exclusion should be provided below: