**Courses**

**SPE.110 Interpersonal Communication**

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people’s attempts at communication. Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education – Not Applicable Elective Only Human Relations

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**SPE.120 Introduction to Public Speaking**

This is a performance course in public speaking. The principles of oral public communication will be presented through readings and lecture. The student will apply these principles in the speeches presented to the class. Emphasis will be placed on outlining and the discovery and organization of important ideas and the communication of those ideas to a specific audience. Written evaluation of speeches will be required to enhance critical communication skills. This course is intended for individuals who desire to complete a bachelor’s degree and those who desire to develop competence in public speaking.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education – Not Applicable Elective Only

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**SPE.200 Group Discussion**

This course is concerned with the processes and practices of decision-making in small groups (committees, boards, social groups, etc.). The course will consider such topics as group characteristics, role behaviors, problem-solving process, leadership, conflict and cooperation. It is intended for students who intend to transfer and those who desire to improve their group process skills.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education – Not Applicable Elective Only

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**SPE.220 Advanced Public Speaking**

The introductory study of public speaking (SPE 120) will be continued in this course. Additional theory will be presented and students will apply theory through practice as speakers and critics.

Offered: As Needed

Prerequisites: SPE.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education – Not Applicable Elective Only

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**SPE.230 Parliamentry Procedures**

This course will focus on the use of parliamentary procedures by members of decision-making groups. Robert's Rules of Order will be used as the authority. Students will be given the opportunity to understand the rationale of the procedures and to participate in practice sessions. This course is intended for individuals who desire this course as part of their baccalaureate studies and those who desire to develop group leadership skills for community group situations.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education – Not Applicable Elective Only