Communication Studies A.A.-T Transfer Degree

College graduates with Communication Studies Degrees have the skills employers seek. According to the National Association of Colleges and Employers’ (NACE) Job Outlook Survey 2018 (and every year prior) employers identify Communication Skills (both written and verbal), ethical leadership, and flexibility to work well with others as essential skills for the contemporary workforce. The Cabrillo College Communication Studies program offers inquiry into all aspects of human communication and prepares students for transfer to a baccalaureate institution to obtain a degree in Communication Studies or related disciplines.

Our program encourages students to examine and evaluate human communication across, and within various contexts with the purpose of increasing self-efficacy and understanding of the world and your place in it. Students will become proficient in multiple areas of communication including public speaking, small group communication, argumentation and persuasion, intercultural communication, communication process, listening, interpersonal communication, and health communication.

Communication Studies graduates are self-aware, flexible communicators, who listen actively, think critically, and engage mindfully in all parts of life, using a repertoire of tools to construct effective written and oral messages with ethical intent. Our program offers students a clear path toward becoming a proficient communicator, well-prepared to thrive upon transfer to a four-year institution, and valuable employers identify Communication Skills (both written and verbal), ethical leadership, and flexibility to work well with others as essential skills for the contemporary workforce. The Cabrillo College Communication Studies program offers inquiry into all aspects of human communication and prepares students for transfer to a baccalaureate institution to obtain a degree in Communication Studies or related disciplines.

Communication Studies A.A.-T Transfer Degree

CSU or IGETC for CSU General Education Requirements 37-39 Units

Core Course (3 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>COMM 1H</td>
<td></td>
</tr>
<tr>
<td>List A - Select 2 courses from: (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 2</td>
<td>Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>COMM 4</td>
<td>Argumentation and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>COMM 7</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>List B - Select 2 courses from: (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any course not used from List A above or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP 9A</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>COMM 10</td>
<td>Communication Process</td>
<td>3</td>
</tr>
<tr>
<td>COMM 12</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>DM 1</td>
<td>Introduction to Digital Media</td>
<td>4</td>
</tr>
<tr>
<td>HIST 4A</td>
<td>Survey of Western Civilization to 1648</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Honors Survey of Western Civilization to 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIST 4B</td>
<td>Survey of Western Civilization–1648 to</td>
<td>3</td>
</tr>
<tr>
<td>Late 20th Century</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Honors Survey of Western Civilization–1648 to Late 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 20A</td>
<td>Introduction to Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 21</td>
<td>Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 54A</td>
<td>Newspaper Production: Reporting and Photography</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Newspaper Production: Editing</td>
<td>1</td>
</tr>
<tr>
<td>JOURN 54B</td>
<td>Newspaper Production: Management</td>
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</tr>
<tr>
<td>or</td>
<td>Elementary Statistics</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 54C</td>
<td>Honors Elementary Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH 12</td>
<td>Statistics for Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

List C - Select one course from: (3 units) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 2</td>
<td>Introduction to Anthropology: Cultural</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ANTHR 2H</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>COMM 6</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>COMM 8</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>COMM 14</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 1B</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGL 1BH                  Honors Composition and Literature ................. 3
ENGL 18MC                Composition and Literature:
                         Multicultural Emphasis ........................................ 3
ENGL 2                    Composition and Critical Thinking ....................... 3
ENGL 2H                  Honors Composition and Critical Thinking ............... 3
ENGL 2MC                 Composition and Critical Thinking:
                         Multicultural Emphasis ........................................ 3
ENGL 2MCH                Honors Composition and Critical Thinking:
                         Multicultural Emphasis ........................................ 3
JOURN 23A                Reporting for the News Media ................................... 3
ENGL 23A                Reporting for the News Media ................................... 3
PSYCH 1                   General Psychology ........................................... 3
PSYCH 1H                Honors General Psychology ..................................... 3
SOC 1                   Introduction to Sociology:
                         Understanding Society ......................................... 3
SOC 1H                  Honors Introduction to Sociology:
                         Understanding Society ......................................... 3

Electives:
(Any Course Numbered 1-99) .................................................. 3 - 5
Note: All courses except COMM 6, COMM 14, DM 1,
JOURN 20A, JOURN 23A, JOURN 54A, JOURN 54B, & JOURN 54C are also
general education courses.

Total Units 60

Communication Studies A.A. Degree

Learning Outcomes
1. Exhibit self-aware, flexible communication by demonstrating
   active listening, critical thinking, and mindful engagement with
   others.
2. Create and deliver effective oral and written messages using strat-
   egies that adapt appropriately to the purpose of the situation.
3. Act as ethical leaders and team players who demonstrate
   cross-cultural understanding, global awareness, and interpersonal
   sensitivity.

Model Program for Communication Studies

An Associate Degree requires 60 units appropriate to your education-
al goal, to include general education and at least 18 units in a major.
Courses should be selected to meet the lower-division major prepara-
tion requirements at your intended transfer university - these specific
requirements can be found at www.assist.org for 4-year public institu-
tions in California. Please see a counselor for advisement to ensure you
are taking the best possible courses given your goal.

The department presents the following suggested Model Program
for this major. The courses listed below may or may not be appropri-
ate depending on your specific goal. Please see a counselor for advis-
ement for transfer to any 4-year institution.

A.A. General Education                                      30 Units
Core Courses (13 Units)                                    Units
COMM 1                  Public Speaking ........................................... 3
or
COMM 1H                Honors Public Speaking .................................. 3
COMM 2                  Group Discussion .......................................... 3
COMM 6                  Listening ....................................................... 1
COMM 10                 Communication Process ................................... 3
COMM 12                 Intercultural Communication ................................ 3

Approved Electives (7 Units)                               Units
COMM 4                  Argumentation and Persuasion ........................... 3
COMM 7                  Interpersonal Communication ........................... 3
COMM 8                  Communication Activities .................................. 3
COMM 14                 Health Communication ..................................... 3
CS 1                    Introduction to Computers and
                         Computer Technology .......................................... 3
or
CS 1L                   Technology Tools ................................................ 2
MATH 12                 Elementary Statistics ........................................ 5
MATH 12H                Honors Elementary Statistics ............................. 5
PSYCH 1                 General Psychology ........................................... 3
or
PSYCH 1H                Honors General Psychology ................................ 3
SOC 1                   Introduction to Sociology:
                         Understanding Society ......................................... 3
or
SOC 1H                  Honors Introduction to Sociology: Understanding
                         Society ............................................................... 3

Electives:
(Any Course Numbered 1-99) .................................................. 10

Total Units 60
Communication Studies Certificate of Achievement

The Certificate of Achievement in Communication Studies expands the students' understanding and application of one-to-one, one-to-many, and group communication with the goal of enhancing employment skills. This certificate of achievement is the logical next step in a sequence that builds upon the ten-unit Communication Studies Award.

Learning Outcomes
1. Demonstrate communication competence in a wide variety of communication modalities; including but not limited to one-to-one, one-to-many, virtual communication, group communication, intercultural communication, health communication, gender communication, and nonverbal communication.

Required Courses 10 Units
COMM 1 Public Speaking .................................................3
or
COMM 1H Honors Public Speaking ........................................3
COMM 2 Group Discussion ................................................3
COMM 6 Listening ............................................................1
COMM 7 Interpersonal Communication ..................................3

Select 6 additional units from the following courses (6 Units)
COMM 4 Argumentation and Persuasion .................................3
COMM 8 Communication Activities ......................................3
COMM 10 Communication Process .......................................3
COMM 12 Intercultural Communication .................................3
COMM 14 Health Communication .........................................3

Total Units 16

Communication Studies Courses

COMM 1 Public Speaking
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Emphasizes managing speech anxiety, organizing and outlining ideas, informing an audience, presenting arguments, and learning persuasive strategies. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU; UC. C-ID: COMM 110

COMM 1H Honors Public Speaking
3 units; 3 hours Lecture
Prerequisite: Honors Standing.
Repeatability: May be taken a total of 1 time.
Emphasizes managing speech anxiety, organizing and outlining ideas, informing an audience, presenting arguments, and learning persuasive strategies. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU; UC. C-ID: COMM 110

COMM 2 Group Discussion
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Emphasizes decision making and problem solving in small groups. A central theme of this course is how to structure cooperation into the group process. Additional subjects include group development, leadership, power, and conflict management.
Transfer Credit: Transfers to CSU; UC, with limits: COMM 2 & 10 combined-maximum credit-1 course. C-ID: COMM 140

COMM 4 Argumentation and Persuasion
3 units; 3 hours Lecture
Prerequisite: ENGL 100 or ESL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Introduces basic elements of argumentation. Some emphasis placed on debating controversial issues and learning fundamental debate techniques.
Transfer Credit: Transfers to CSU; UC. C-ID: COMM 120

COMM 6 Listening
1 unit; 1 hour Lecture
Repeatability: May be taken a total of 1 time.
Introduces the role of the listener in communication with discussion and activities focusing on listening habits, perception, and types of listening (including empathic, comprehensive, and critical-thinking skills). May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU.

COMM 7 Interpersonal Communication
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Introduces the theory and practice of communication in personal and professional relationships. Emphasizes interpersonal competence in perception, listening, verbal and nonverbal messages and conflict management. Examines how behavior, society, and culture are interwoven to affect communication. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU; UC. C-ID: COMM 130

COMM 8 Communication Activities
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Provides experience in various communication activities including observation of and participation in community and/or college groups. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU.
COMM 10  Communication Process
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Provides experience in the three levels of communication: one-to-one, one-to-few, and one-to-many. Explores assumptions, principles, processes, variables, methods, and specialization of human communication.
Transfer Credit: Transfers to CSU; UC, with limits: COMM 2 & 10 combined: maximum credit-1 course. C-ID: COMM 115

COMM 12  Intercultural Communication
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Provides an understanding of the dynamics of intercultural communication with application to American culture, subcultures and different cultures of the world. Emphasizes culture shock, self awareness, perception, values, world views, verbal and nonverbal communication competency and ways to become a more cross-culturally sensitive and diverse communicator. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU; UC. C-ID: COMM 150

COMM 14  Health Communication
3 units; 3 hours Lecture
Repeatability: May be taken a total of 1 time.
Introduces the theory and practice of health communication in culturally diverse settings. Covers patient-caregiver communication, the social, cultural, and political influences on health care access and utilization, and the impact of organizational culture on health care and communication. Students will gain practical experience in critical thinking, decision-making, and problem-solving within interpersonal, small group, and public speaking/education contexts.
Transfer Credit: Transfers to CSU.

COMPUTER APPLICATIONS/BUSINESS TECHNOLOGY
Business, English, and Language Arts Division
James Weckler, Division Dean
Division Office, Room 301
Jennifer Vered, Department Chair: (831) 479-6340
Aptos Counseling: (831) 479-6274 for appointment
Watsonville Counseling: (831) 786-4734

For more information
Call the CABT Desk: (831) 479-6277 or (831) 786-4703
Online: go.cabrillo.edu/cabt | Email: cabt@cabrillo.edu

For our CABT Learning Community,
Business Information Worker Cohort
Contact the Learning Community Center in Room 501.
Call: (831) 477-3340 | Email: cabt@cabrillo.edu

Computer Applications/Business Technology
A.S. Degree
Computer Applications/Business Technology (CABT) prepares students to use computer applications and business procedures to solve problems in contemporary business environments. CABT courses are applicable in many career ladders including vocational training and retraining, and career advancement. CABT courses, certificates, and the A.S Degree are stepping-stones to a variety of professional careers in business and technology.
CABT courses incorporate the specialized technology skills necessary for employment in the current job market. CABT certificate and degree holders are skilled in traditional office-related occupations such as office clerk, secretary, administrative assistant, receptionist, office specialist, or customer service representative.
They are well-versed in information-age technology such as Internet research, e-mail management, spreadsheets, databases, word processing, and customer relationship management. A degree in CABT can lead to careers in human resources, public administration, marketing, medical facility management, or small business administration.

Skills Certificates:
Business Information Worker Level II
Computer Proficiency
Office Software
Sales and Records Management Support
Social Media

Certificates of Achievement:
Computer Applications/Business Technology
Administrative Support
Business Information Worker Level I

A.S. Degree:
Computer Applications/Business Technology

Career Opportunities in CABT
CABT courses incorporate the specialized technology skills necessary for employment in the current job market. CABT certificate and degree holders are skilled in traditional office-related occupations such as office clerk, secretary, administrative assistant, receptionist, office specialist, or customer service representative. They are well-versed in information-age technology such as Internet research, e-mail, spread-