GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: AH 23 DIVISION: 40 ALSO LISTED AS:

TERM EFFECTIVE: Spring 2021 CURRICULUM APPROVAL DATE: 10/13/2020

SHORT TITLE: INDEPENDENT STUDY

LONG TITLE: Independent Study

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours/Units
1 OR 2	18	Lecture:	0	0
		Lab:	0	0
		Other:	3 OR 6	54 OR 108 / 1 OR 2 Units
		Total:	3 OR 6	54 OR 108

Out of Class Hrs:	00.00
Total Learning Hrs:	54.00 OR 108

COURSE DESCRIPTION:

Designed to afford selected students specialized opportunities for exploring areas at the independent study level. The courses may involve extensive library work, research in the community, or special projects. May be repeated until six units of credit are accrued. This course has the option of a letter grade or pass/no pass. REQUIRED: The study outline prepared by the student and the instructor must be filed with the department and the dean.

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 6 times, 6 credit hours

SCHEDULE TYPES:

05 - Hybrid
40 - Directed/Independent Study
71 - Dist. Ed Internet Simultaneous
72 - Dist. Ed Internet Delayed
73 - Dist. Ed Internet Delayed LAB

COURSE CONTENT:

Curriculum Approval Date: 10/13/2020
DE MODIFICATION ONLY
Each week the student will complete the required assignments including reading and workbook exercises.
WEEKS 1-3 3 HOURS
Introduction to Interpersonal Communication.
Identify the four basic personality types.
Identifying your personality style.
Homework:
List reasons good communication is necessary for employment.
Find examples of the different personality types in people you know.
List professionals where particular personality styles are common or useful.
Identify your primary and secondary personality style.
Performance objectives:
Students will be able to identify the four basic personality types.
Students will be able to identifying their primary and secondary personality style.
Students will be able to list personality styles useful in particular professions.

COURSE CONTENT(CONTINUED):

WEEKS 4-6 3 HOURS

How to adapt to different people and styles.

How to build trust with other people and other styles.

Observing body language and speech in others and yourself.

Homework:

List ways to adapt to people with different personality styles.

List good ways to build trust and ways that will reduce trust.

List 6 signs that the other person is agreeing or disagreeing with your statement.

Observe your own body language when talking to others.

Performance objectives:

Students will be able to list methods to adapt to different people and styles.

Students will be able to list methods to build trust with other people and other styles.

Students will be able to interpret body language.

WEEKS 7-9 3 HOURS

Starting hard conversations. Words to use and avoid.

Stating your feelings. Words to use and avoid.

Feelings and body language, a crucial connection.

How to involve the other person.

Homework:

List five steps to starting hard conversations.

List two words that will often cause trouble in hard conversations.

List ways to get the other person involved in the problem.

Performance objectives:

Students will be able to list methods to start hard conversations.

Students will be able to identify good and bad ways to state feelings.

Students will know four methods to involve the other person.

COURSE CONTENT(CONTINUED):
WEEKS 10-12 3 HOURS
Active listening introduction.
Using more than
your ears.
Simple signals and body language in active listening.
Comparing facts and feelings while listening
Homework:
Identify ways to use more than your ears when doing active listening.
List examples of facts, feelings, or both while
listening.
List ways that people show active listening.
Performance objectives:
Students will be
able to explain and use active listening.
Students will be able to list ways to use body language signals for
active listening.
Students will be able to list ways to demonstrate active listening.
WEEKS 13-15 3 HOURS
Methods to help active listening: signals,
mirroring, and paraphrasing.
Roadblocks to good listening.
Handling poor listening
Using active
listening to understand directions.
Homework:
Provide examples of signals, mirroring, and paraphrasing for
good
listening.
List 4 roadblocks to good listening.
List 5 ways to handling poor
listening.
Give four examples, how active listening can clarify directions.
Performance objectives:
Students will be able to demonstrate active listening, mirroring, and
paraphrasing.
Students will be able to list ways to avoid
roadblocks to good
listening.
Students will demonstrate active listening techniques when receiving
directions.

COURSE CONTENT(CONTINUED):
WEEKS 16-17 2 HOURS
Listening blockers.
Dealing with conflict.
Handling insults: baseballs (minor insults) or bullets.
Deflecting baseballs and bullets (serious insults).
How to stay calm in conflict.
Getting agreements.
Homework:
Provide 4 examples of listening blockers.
Provide 4 conflict situations and a way to deal with each.
Give examples of four baseballs and methods to handle them.
Give examples of four bullets and methods to
handle them.
Performance objectives:
Students will be able to list examples of listening blockers and how to handle conflicts.
Students will be able to identify and handle baseballs and bullets when listening.
Students will be able to list ways to stay calm
in conflict.
WEEK 18 2 HOURS
Final
ASSIGNMENTS:
Each week the student will complete the required assignments
including reading and workbook exercises.

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Transferable CSU

UC TRANSFER:

Not Trasferable

SUPPLEMENTAL DATA:

Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: B
Course Control Number: CCC000252758
Sports/Physical Education Course: N
Taxonomy of Program: 123000
CIP: 513901