



TYLER JUNIOR COLLEGE

School of Continuing Studies

1530 SSW Loop 323

Tyler, TX 75701

www.tjc.edu/continuingstudies/mycaa

Contact: Judie Bower | 1-800-298-5226 | jbow@tjc.edu

Education & Training Plan

Public Speaking Expert Certificate Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Public Speaking Expert Certificate Program with Externship

Course Code:	TJC-A-SPKG
Program Duration:	6 Months
Course Contact Hours:	375
Student Tuition:	\$3,799

The Public Speaking Expert

It's rare to find a management or mid-level position these days that doesn't involve public speaking. While this may not always be a traditional speech made before a captive audience, public speaking is at the heart of every day operations for many organizations. Moreover, in today's technology-driven workplace, communications, presentations and demonstrations given online to colleagues or potential clients are not only effective tools, but essential to success in many positions. The ability to articulate ideas, communicate clearly in a professional forum and introduce new concepts to broad audiences is essential to professional success. Public speaking is essential to success in any sales or management role, but will also prove extremely useful for any professional looking toward advancement in their current position.

The Public Speaking Expert Program

The Public Speaking Expert program helps students to set themselves apart from their peers and colleagues with polished, professional presentation skills that will be tapped by superiors for a variety of presentations, from bringing in prospective clients and ultimately close deals. This valuable program provides students with a basic understanding of public speaking and how to prepare and present a variety of speeches. Good public speaking skills are extremely rare and successful students will absolutely be set apart from their colleagues should they master the skills offered in this program. With particular attention paid to Microsoft PowerPoint presentations, this program will ensure students understand how to enhance a presentation through this medium.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
 - **Microsoft Office Specialist (MOS) Certification Exam.**

Program Objectives

At the conclusion of this program, students will be able to:

- Demonstrate knowledge of public speaking and speech delivery principles
- Analyze the delivery of other students' speeches
- Perform audience analysis tasks
- Prepare speech topics and outlines
- Select supporting materials and presentation aids in speech preparation
- Prepare each of the components of a speech
- Prepare a variety of different speech types
- Use Microsoft Office

National Certification

Upon successful completion of this Tyler Junior College (TJC) program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at TJC will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. TJC works with each student to complete the exam application and register the student to take their national certification exam.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. TJC works with national organizations and has the ability to place students in externship opportunities nationwide.

Tyler Junior College contact: If students have any questions regarding this program including national certification and clinical externships, **they should call Judie Bower of Tyler Junior College at | 1-800-298-5226 or via email at jbow@tjc.edu**

Note: No refunds can be issued after the start date published in your Financial Award document.



School of Continuing Studies
TYLER JUNIOR COLLEGE

About Tyler Junior College!

Welcome to Tyler Junior College! One of the oldest junior colleges in Texas, the College was established in 1926 with a mission of providing the finest academic education for freshmen and sophomore students. Tyler Junior College remains committed to that goal while also recognizing the changing role of community colleges and the need to provide quality training for technical fields. There are several unique aspects of the healthcare career programs available to students through the School of Continuing Studies at Tyler Junior College (TJC). In addition to enrollment of over 32,000 students annually, Tyler Junior College (TJC) has been the Texas leader in healthcare technician training and education programs for over 12 years. Over the last 12 years, approximately 13,000 students have successfully completed TJC's Pharmacy Technician, Dental Assisting, Medical Billing & Coding, Clinical Medical Assistant and other healthcare programs.

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Tyler Junior College and Pearson Education

The Tyler Junior College School of Continuing Studies eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products. Please visit us at www.pearson.com

Public Speaking Expert Program Detailed Student Objectives:**INTRODUCTION TO PUBLIC SPEAKING**

- Describe basic communication principles
- Describe basic public speaking principles
- Apply methods for relieving communication apprehension to build speaker confidence
- Prepare an introduction speech

LISTENING AND CRITICAL ANALYSIS SKILLS

- Describe concepts associated with the importance of listening
- Describe types of listening
- Describe the listening process
- Describe methods used in evaluating speeches
- Perform an introduction speech

ANALYZING THE AUDIENCE

- Describe concepts related to different types of audiences
- Employ audience analysis techniques
- Devise strategies for adapting to audience feedback

SELECTING A TOPIC

- Use tools and techniques for refining speech topics
- Prepare purpose statements and thesis statements for speech topics
- Apply standard methods for creating fully developed speech topics

FINDING SUPPORTING MATERIAL

- Explain the roles of supporting materials in speeches
- Describe possible uses for different types of supporting materials
- Use a variety of resources for locating supporting materials

CREATING EFFECTIVE SPEECH COMPONENTS

- Summarize organizing methods and patterns for creating speeches
- Describe standard practices and methods for creating engaging speech content
- Demonstrate effective use of organizational patterns

OUTLINING THE SPEECH

- Describe concepts and issues concerning outline content
- Prepare detailed and well-planned outlines

CREATING AND DELIVERING INFORMATIVE SPEECHES

- Summarize concepts and challenges specific to informative speeches
- Prepare an informative speech
- Perform an informative speech

DELIVERING THE SPEECH

- Identify the basic principles of effective verbal and nonverbal communication in speech delivery
- Use effective verbal and nonverbal communication when delivering a speech
- Identify the audience and environmental variables that influence speech delivery
- Apply common techniques for accepting and managing listener feedback

DESIGNING USING PRESENTATION AIDS

- Describe concepts and issues related to the use of presentation aids
- Apply a range of techniques for creating different types of presentation aids
- Demonstrate how to incorporate presentation aids successfully into a speech

CREATING AND DELIVERING PERSUASIVE SPEECHES

- Summarize concepts and challenges specific to persuasive speeches
- Prepare a persuasive speech
- Perform a persuasive speech

CREATING AND DELIVERING CEREMONIAL SPEECHES

- Summarize concepts and issues specific to ceremonial speeches
- Prepare a ceremonial speech
- Perform a ceremonial speech

Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE Module

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java