



5055 Santa Teresa Blvd  
Gilroy, CA 95023

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### Course Outline

**COURSE:** CMUN 5                      **DIVISION:** 10                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Summer 2024                      **CURRICULUM APPROVAL DATE:** 06/11/2024

**SHORT TITLE:** FUND CMUN STUDIES

**LONG TITLE:** Fundamentals of Communication Studies

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

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Out of Class Hrs:            108.00

Total Learning Hrs:        162.00

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#### **COURSE DESCRIPTION:**

This course provides an overview of the history of the communication studies field and areas of specialization within the field, as well as communication research methods. Instruction and application of theory and practice in various communication contexts, including self-concept, interpersonal, interviewing skills, small group dynamics, and public speaking. Emphasis is placed on analytical and organizational skills, listening, nonverbal and verbal communication, and public speaking communication methodology. (C-ID: COMM 180).

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

**REPEATABILITY:** N - Course may not be repeated

## SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 72 - Dist. Ed Internet Delayed

## STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Recognize and analyze communication theories and research methods and be able to apply basic concepts of human communication to real-life situations, improving awareness and understanding of various cultures.
2. Locate, analyze, and evaluate credible research, and identify effective oral presentation skills, rhetorical purpose, organization, ethics, and visual aids by delivering extemporaneous oral presentations.
3. Demonstrate how to effectively communicate and listen during classroom discussions and presentations, as well as participate in information sharing, decision-making and problem-solving, and critical analysis of human communication among diverse groups of people.
4. Demonstrate conflict management and leadership skills in group interactions.
5. Construct organized, logical, and well-supported written reflection papers and outlines for oral presentations regarding diverse world perspectives of communication between individuals and communities.

## COURSE OBJECTIVES:

By the end of this course, a student should:

1. Understand the process of communication, models of communication, perception, and self-concept.
2. Understand the importance of I-Statements in verbal communication, the four levels of communication, appropriate self-disclosure, gender differences in conversation styles, microaggressions, and safeguards.
3. Learn about the principles and types of nonverbal communication.
4. Demonstrate active and critical listening to provide constructive criticism to peers.
5. Differentiate the components of culture while demonstrating rhetorical sensitivity to diversity, equity, inclusion, belonging, and accessibility
6. Identify three kinds of relationships, the principles of healthy relationships, and steps in resolving relational conflicts.
7. Understand the characteristics of groups and the elements of working and problem-solving in a group.
8. Learn decision-making techniques and how to use the problem-solving agenda in groups.
9. Differentiate between task-guiding behaviors, social-guiding behaviors, and leadership styles when leading small groups.
10. Determine the purpose of speaking and analyze the audience while finding, critically examining, and using supporting materials from primary and secondary sources for credibility, accuracy, and relevance in their speeches and presentations.
11. Differentiate between informative and persuasive speaking and organizational patterns while practicing and refining the concepts in the course through a variety of well-prepared faculty supervised, faculty evaluated speeches delivered to an audience, one to many, (live, asynchronous, and/or synchronous) using effective delivery techniques.
12. Differentiate between information-gathering interviews and employment interviews; in-person interviews and online interviews.
13. Analyze how technology affects communication and ways to improve face-to-face conversations.

## **COURSE CONTENT:**

Curriculum Approval Date: 06/11/2024

6 Hours

Course Introduction & The Communication Process

Orientation and Icebreaker, The Communication Process, Components of Communication, Models of Communication, Perception,

Principles of Communication, Self-Concept, Self Talk, Social Media's Influences on Self-Concept

6 Hours

Verbal & Nonverbal Communication

Principles of Verbal Communication, I-Statements, Four Levels of Communication, Self-Disclosure, Gender Differences, Microaggressions,

Principles of Nonverbal Communication, Principles of Nonverbal Communication, Types of Nonverbal Communication, and Guidelines for

Effective Nonverbal Communication.

3 Hours

Listening

The Listening Process, Listening Styles, Barriers to Listening, Acceptance & Active Listening, Four Types of Questions, and Listening Guidelines.

3 Hours

Intercultural Communication

Components of Culture, Characteristics of Culture, Verbal & Nonverbal Cultural Variables, Inclusive Language, Effective Intercultural Guidelines

6 Hours

Relationship Communication

Three Kinds of Relationships, Circular Stages of Relationships, Principles of Healthy Relationships, Healthy Self-Disclosure, Resolving

Relational Conflicts, Guidelines for Resolving Conflict, and Forgiveness.

6 Hours

Small Group Communication & Leadership

Elements of Problem-Solving group, characteristics of groups, decision-making techniques, standard problem-solving agenda,

functions of group leadership, task-guiding behaviors, social-guiding behaviors, leadership styles, and leading effective meetings.

15 Hours

Public Speaking/Informative & Persuasive Speaking

Determining Rhetorical Purpose, Analyzing the speaking situation, Researching your Speech, Speech Organization, Outlining, Speech Ethics,

Delivery, Informative Strategy Goals, Persuasive Goals, Propositions, and Three means of Persuasion (Ethos, Pathos, Logos).

3 Hours

Interviewing

Information Gathering Interviews, Employment Interviews, Guidelines for In-Person and Online Interviews.

3 Hours

Technology & Communication

How Technology Affects Communication, Technology Addiction, Improving Face-to-Face Conversations

3 Hours

Final Exam/Final Speech

**METHODS OF INSTRUCTION:**

Lectures, in-class role-plays, discussions and activities, presentations, film/video analysis of theoretical concepts. Required assignments include reflection papers; individual and small group collaborative projects; and final exam.

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours 45

Assignment Description

Speech Presentations:

Introduction Speech - goals

Civic Engagement Speech

Reflection Speech – Master Class

Students will have two major speeches/presentations over the course of the semester: A Civic Engagement Speech and a final speech in which they reflect on their communication competence development over the semester.

Required Outside Hours 30

Assignment Description

Written Assignments

Peer Reviews & Critiques: Students will listen and critique peer speeches, analyze video speeches, and reflect and critique their own speeches.

Communication Competence Analysis: Students will write a 1-2 page paper analyzing their communication behaviors.

Johari Window: Students will analyze two relationships and reflect on which quadrants of the Johari Window are reflected and submit findings in a 2-page paper.

Identity Development: Students will complete an Identity Development reflection in a 2-page paper examining their identity (personal, social, or cultural) and apply the dominant or nondominant model of identity development to it.

Small Group Development & Leadership: Students will analyze small group dynamics in a film and present their findings in a 2-page paper.

Required Outside Hours 20

Assignment Description

Discussion Posts

Discussion post participation and video/TedTalk analysis over a series of Fundamental Communication Skills: Verbal & Nonverbal communication, Listening, Intercultural, Relationship, Interviewing, and Technology.

Required Outside Hours 13

Assignment Description

Examinations:

Studying for Comprehensive Exams reviewing chapters, True/False, Multiple Choice, and Essay. Textbook and lecture slides

**METHODS OF EVALUATION:**

Skill demonstrations

Evaluation Percent 60

Evaluation Description

Students will have two major speeches/presentations over the course of the semester: A Civic Engagement Speech and a final speech in which they reflect on their communication competence development over the semester. They will demonstrate their comprehension of course material in discussion posts, content handouts, and video analysis activities/discussions. Depending on modality, students will conduct speech demonstrations/presentations using Studio Canvas Studio video, Zoom, or live in person.

Writing assignments

Evaluation Percent 30

Evaluation Description

Students will listen and critique peer speeches, analyze video speeches, and reflect and critique their own speeches.

Students will submit the following research papers using the LMS and integrated tools like Turnitin, etc.:

Johari Window Analysis paper: Analyze two relationships and reflect on which quadrants of the Johari Window are reflected.

Identity Development Reflection: Apply the dominant or nondominant model of identity development to a personal, social, or cultural identity.

Small Group Analysis: Students will analyze small group dynamics in a film and present their findings in a 2-page paper.

Objective examinations

Evaluation Percent 10

Evaluation Description

This course will give assessments using the LMS quiz function by true/ false, multiple choice, and short answer responses.

**REPRESENTATIVE TEXTBOOKS:**

The Art of Communication , Fujihisin, Randy, Rowman & Littlefield, 2023 or a comparable textbook/material.

ISBN: ISBN: 978-1-5381-6447-1

Reading level of text, Grade: 13+ Grade Verified by: Verified by: DBS

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

GAV A1, effective 200530

CSU GE:

CSU A1, effective 200530

IGETC:

IGETC 1C, effective 200530

CSU TRANSFER:

Transferable CSU, effective 200530

Not Transferable

UC TRANSFER:

Transferable UC, effective 200530

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: COMM

CSU Crosswalk Course Number: 180

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000435826

Sports/Physical Education Course: N

Taxonomy of Program: 150600