

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**COM100**

**FUNDAMENTALS OF COMMUNICATION**

3 Credit Hours

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## COM100 Fundamentals of Communication

### I. CATALOGUE DESCRIPTION

- A. Course Prerequisites: Reading Proficiency
- B. 3 semester credit hours
- C. Fundamentals of Communication will involve the student in all forms of communication: intrapersonal communication, interpersonal communication, small group communication, mass communication, and public speaking. Fundamentals of Communication will require tests and activities demonstrating understanding of the principles of all types of communication and one speech demonstrating skill in persuasive speaking. Fundamentals of Communication will satisfy the general education communication requirement. (F,S,Su)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

COM100 Expected Learning Outcomes	Assessment Measures
Explain the process of transactional communication	Classroom discussion Exam Written Assignments
Explain the concept of perception	Classroom discussion Exam Written Assignments
Compare and contrast the concepts of verbal and nonverbal communication	Classroom discussion Exam Written Assignments
Explain the steps involved in the listening process	Classroom discussion Exam Written Assignments
Explain self-disclosure and the risks/benefits involved	Classroom discussion Exam Written Assignments
Demonstrate an understanding of the nature of relationships	Classroom discussion Exam Written Assignments
Explain relationship development	Classroom discussion Exam Written Assignments
Identify and explain types of conflict and conflict management	Classroom discussion Exam Written Assignments
Present a persuasive speech to an audience	Oral Presentation Written Assignments

	Peer and Self Evaluation
Demonstrate an understanding of group dynamics and roles	Classroom discussion Exam Group Project

### III. OUTLINE OF TOPICS

#### A. Elements of Communication

1. Identify the elements of the transactional model of communication
  - a. Sender and Receiver
  - b. Message
  - c. Channel
  - d. Feedback
  - e. Context
  - f. Noise
2. Describe ethical implications of communication
3. Describe the perception process
4. Differentiate between the aspects of self-concept and self-esteem
5. Describe the ways language affects communication
6. Identify the types of nonverbal communication
  - a. Kinesics
  - b. Vocalics
  - c. Proxemics
  - d. Chronemics
  - e. Self-Presentation
7. Describe the effects of nonverbal communication on meaning
8. Describe the listening process
  - a. Attending
  - b. Understanding
  - c. Remembering
  - d. Evaluating
  - e. Responding
9. Identify poor listening habits and explain alternatives

#### B. Interpersonal Communication

1. Define culture
  - a. Differentiate between dominant and co-culture
  - b. Identify contributors to co-culture
2. Describe the four major dimensions affecting intercultural communication
  - a. Individualism-Collectivism
  - b. Uncertainty Avoidance
  - c. Power Distance
  - d. Masculinity-Femininity
3. Identify barriers to intercultural communication
4. Differentiate between the different types of relationships

- a. Acquaintance
  - b. Friendship
  - c. Close Friends
  - d. Intimates
5. Explain the ways in which relationships develop
  6. Identify types of conflict in relationships
  7. Explain types of conflict management

C. Public Communication

1. Choose and develop a topic for oral presentation
2. Organize and develop supporting ideas for the topic
3. Identify presentational skills
4. Explain the research process
5. Describe the nature of persuasion
6. Present a persuasive speech to an audience

D. Group Communication

1. Define the nature of groups
2. Describe group roles
3. Identify decision-making strategies

IV. METHODS OF INSTRUCTION

- A. Instructor Lectures
- B. Group Discussions
- C. Writing Assignments
- D. Oral Presentation
- E. Videos

V. REQUIRED TEXTBOOK

Verderber, Kathleen S., Rudolph Verderber, and Deanna Sellnow. *Communicate!*, current edition, Wadsworth Cengage Learning.

VI. REQUIRED MATERIALS

Textbook

## VII. SUPPLEMENTAL REFERENCES

Current Library Resources

## VIII. METHOD OF EVALUATION

- A. Written Exams
- B. Writing Assignments
- C. Group Project
- D. Persuasive Speech Presentation
- E. Classroom Discussion

## IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services in the Library, phone 636-481-3169.

## X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see college website, [http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84))

## XI. ATTENDANCE POLICY

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.