COURSE INFORMATION FORM

DISCIPLINE Communications
COURSE TITLE Fundamentals of Human Communication

CR.HR. 3  LECT HR. 3  LAB HR. 0  CLIN/INTERN HR. 0  CLOCK HR. 0

CATALOG DESCRIPTION
An introduction to the process of human communication covering the basic forms of public speaking as well as topics in interpersonal communication. This course will emphasize the practical application of speaking and listening skills.

PREREQUISITES
ENGL 30 / 90 or appropriate placement test score

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:

1. Describe the listening process and demonstrate understanding of components of effective listening.
2. Analyze the relationship between self-concept and communication and explain how a healthy self-concept improves communication.
3. Analyze the effect sensory perception has on the quality of communication.
4. Identify the characteristics of language and meaning, and evaluate language and word choice for effectiveness in interpersonal and public speaking situations.
5. Identify the types of nonverbal communication, and explain how it impacts communication situations.
6. Construct effective ways to build and maintain positive relationships.
7. Identify the dynamics of conflict, the part conflict plays in interpersonal relationships, and demonstrate ways to manage conflict in an effective, positive manner.
8. Identify and explain the impact gender has on interpersonal relationships.
9. Evaluate the nature of prejudice and stereotyping in interpersonal relationships, and generate ways to become a competent communicator.
10. List the general purposes of three types of speeches.
11. Compose effective specific purpose statements.
12. Create an effective outline for a speech.
13. Formulate points which reflect subordination of ideas.
14. Synthesize research materials to support main points.
15. Deliver a speech with a clear introduction, body, and conclusion.
16. Analyze audience characteristics to effectively adapt speeches for audiences.
GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

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<tr>
<th>Outcomes</th>
<th>ESO</th>
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PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes (1, 2, 3, 4, 5, 8, 9, 10)
2. In class exercises and discussions (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 16)
3. Exams (1, 2, 3, 4, 8, 9, 10)
4. Research paper (1, 2, 4, 5, 8, 9)
5. In class presentations (6, 7, 10, 11, 15, 16)

Revised 1/29/14
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Foundations of human communication
   A. Communication process
   B. Self-concept
   C. Perception
   D. Listening
   E. Language
   F. Non-verbal communication

II. Public speaking
   A. Audience analysis
   B. Preparation and outlining
   C. Researching, supporting, and organizing ideas
   D. Delivery
   E. Stage fright
   F. Informative and persuasive speaking

III. Interpersonal communication
   A. Building relationships
   B. Conflict management
   C. Gender and communication
   D. Prejudice and stereotyping

IV. Optional topics
   A. Working in groups
   B. Leadership
   C. Interviewing