

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

COMMUNICATION 130 – FUNDAMENTALS OF HUMAN COMMUNICATION

3 hours lecture, 3 units

Catalog Description

A survey of the theory, basic principles, and methods of human communication with emphasis on improving speaking and listening in public speaking, interpersonal and group contexts.

Prerequisite

None

Course Content

- 1) Foundations and theories of human communication, including rhetorical theory
- 2) History of communication as a scholarly discipline
- 3) Ethical human communication
- 4) Methods of research
- 5) Basic processes of public speaking, such as:
 - a. Reduction of communication apprehension
 - b. Listening
 - c. Topic selection
 - d. Analysis of diverse audiences
 - e. Organization
 - f. Use of supporting materials
 - g. Delivery
- 6) Evaluation and criticism of live and/or recorded presentations
- 7) Basic processes of interpersonal communication, such as:
 - a. Verbal and nonverbal communication in various contexts, including personal and professional
 - b. The effects of communication on perceptions and personal identities.
 - c. Conflict management and resolution in interpersonal relationships
 - d. Listening as an active process
- 8) Basic processes of group communication, such as:
 - a. Decision making methods and use of evidence
 - b. Group roles
 - c. Group dynamics
 - d. Group planning, including agendas and minutes

Course Objectives

Students will be able to:

- 1) Identify and apply the principles of communication and rhetorical theory.
- 2) Compose and present public presentations.
- 3) Describe and analyze ways that communication creates, develops, and changes personal identities.
- 4) Analyze the psychological, social, cultural and linguistic factors which affect human communication.
- 5) Demonstrate an understanding of ethical perspectives in human communication.
- 6) Describe and utilize specific skills within the following areas of the human communication process: perception, empathy, and listening.
- 7) Assess conflict in interpersonal relationships and apply appropriate conflict management skills.
- 8) Identify and apply factors influencing group discussion (e.g., group roles, culture, decision-making, leadership, uses of power, and conflict management).

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Performance final or written exams
- 2) Written assignments
- 3) Instructor evaluation of student presentations and outlines
- 4) Instructor assessment of in-class participation via presentations, interaction in pairs and/or in small groups

Special Materials Required of Student

None

Minimum Instructional Facilities

Smart classroom with moveable seats, video recording/playback equipment

Method of Instruction

- 1) Lecture and discussion
- 2) Demonstration
- 3) Group discussion, projects
- 4) Feedback on student discussions

Out-of-Class Assignments

- 1) Reading assignments
- 2) Written exercises
- 3) Conduct research for assigned projects
- 4) Prepare presentations for in-class activities and simulations

Texts and References

- 1) Required (representative examples):
 - a. Wood, J. *Communication Mosaics*. Cengage, 2016.
 - b. Alder, et al. *Understanding Human Communication* 13th edition. Oxford University Press, 2016.
- 2) Supplemental: As assigned

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Construct a speech using effective research and appropriate organizational patterns.
- 2) Exhibit active listening in public, interpersonal and group settings.
- 3) Demonstrate effective use of voice and body in public speaking, interpersonal and group settings.