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| Center for Curriculum and Transfer Articulation |  |

**Introduction to Human Communication**

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| Course: **COM100**First Term:**2011 Fall**Final Term: **Current**Final Term: **9999**  | Lecture   **3** Credit(s)   **3** Period(s)   **3** Load       Credit(s)   Period(s)    Load Course Type: **Academic**Load Formula: **S** |

**Description:** Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process

**Requisites:**None

**Requisites:**Prerequisites: None

**Course Attributes:**
General Education Designation: Social and Behavioral Sciences - [SB]
Arizona Shared Unique Number SUN#: COM 1100

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| **MCCCD Official Course Competencies** |
| 1. Define the process of communication in terms of models and principles. (I) 2. Describe the influence of perception in human communication. (I) 3. Describe the influence of self-concept in human communication. (I) 4. Identify the strength and weakness of language in human communication. (II) 5. Describe the influence of nonverbal behavior in human communication. (II) 6. Identify the characteristics of active listening. (II) 7. Describe a technique for reducing defensiveness in the conflict resolution process. (II) 8. Describe the impact of intercultural variables on interpersonal interactions. (II) 9. Identify and define the elements and risks of self-disclosure. (II) 10. Identify and describe the task, maintenance, and negative roles found in small group behavior. (III) 11. Demonstrate the skills necessary to organize, plan, and manage a group meeting. (III) 12. Demonstrate effective group communication skills in a public presentation and/or discussion. (III) 13. Identify and demonstrate leadership functions in a group. (III) 14. Identify and describe the characteristics, strengths, and weaknesses of a variety of leadership styles. (III) 15. Describe the process of audience analysis in the development of a public speech. (IV) 16. Identify, prepare, and develop support materials for a specific speech type. (IV) 17. Demonstrate the proper use of oral language in a public speech. (IV) 18. Prepare and demonstrate the use of a speech outline format which contains an introduction, body, conclusion, and bibliographic notation. (IV) 19. Demonstrate the effective delivery of a speech by using appropriate verbal and nonverbal techniques. (IV) 20. Identify and describe the basic elements of a variety of speech types. (IV) 21. Present at least one public speech which follows the specific guidelines of a selected type. (IV) 22. Participate in at least one other public speech experience. (III-IV) |
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| **MCCCD Official Course Outline** |
| I. The Communication Process    A. Communication Models    B. Communication Settings       1. Personal       2. Small- group       3. Public Speaking    C. Communication Functions and Principles       1. Social       2. Decision-making    D. Interpersonal Communication       1. Perception of Self and Others       2. Self-concept II. Interpersonal Communication    A. Receiving Skills       1. Listening       2. Paraphrasing       3. Questioning       4. Interpreting       5. Feedback    B. Sending Skills       1. Provisional Language       2. Separating Fact from Inference       3. Crediting       4. Self-Disclosure    C. Nonverbal Communication       1. Environmental Influences       2. Body Motions       3. Paralanguage    D. Understanding Communication Relationships       1. Types of Relationships       2. Relationship Stages       3. Reducing Defensiveness       4. Conflict Styles       5. Impact of Culture on Relationships III. Small Group Communication    A. Characteristics of Work in Groups       1. Types of Groups       2. Functions of Groups    B. Participation in Work Groups       1. Organization       2. Roles       3. Problem Solving Process       4. Communication Skills for Presentations       5. Communication Skills for Meeting Management    C. Leadership in Groups       1. Styles       2. Responsibilities IV. Public Speaking    A. Speech Preparation       1. Determining Speech Type and Purpose       2. Determining Content       3. Organizing Material       4. Preparing Speech Outline       5. Adapting to the Audience    B. Delivery Techniques       1. Styles       2. Verbal Aspects       3. Non-verbal Aspects       4. Apprehension Management Techniques |

LINK: <https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm2?id=50228>