



MASTER COURSE OUTLINE

Prepared By:

Date: Sep 2017

COURSE TITLE

Human Communications

GENERAL COURSE INFORMATION

Dept.: CMST

Course Num: 100

(Formerly: SPH 100)

CIP Code: 23.9998

Intent Code: 21

Program Code: 897

Credits: 4

Total Contact Hrs Per Qtr.: 44

Lecture Hrs: 44

Lab Hrs: 0

Other Hrs: 0

Distribution Designation: General Elective GE

COURSE DESCRIPTION (as it will appear in the catalog)

This course will provide students with applied communication skills. Students will learn practical application of small group presentations, conflict resolution and increased confidence in personal communication skills. Exemplifying self-concept, perception, verbal and non-verbal attributes and attitudes experienced between family, friends, and employment relationships.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Appropriate text as determined by the instructor

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Understand the communication process.
2. Have better understanding of their own communication patterns and greater appreciation for other's communication styles.
3. Manage stage fright and present themselves to others in a more positive attitude and approach.
4. Manage interpersonal conflicts with other individuals.
5. Develop ability to speak on the spur of the moment
6. Improve their ability to start and continue conversations in various communication climates.
7. Develop improved listening skills.
8. Effectively organize, prepare and present a speech to an audience.
9. Develop techniques for effective interviewing opportunities.
10. Proved appropriate self-disclosure and give useful feedback to others

INSTITUTIONAL OUTCOMES

IO1 Communication: Students will be able to communicate clearly and effectively.

COURSE CONTENT OUTLINE

- I. Getting Acquainted
- II. The Communication Process
- III. Impromptu Speaking
- IV. Listening Skills
- V. Conversation Skills
- VI. Interpersonal communication and managing conversation conflict
- VII. Non-Verbal Communication
- VIII. Public Speaking Skills and Presentation
- IX. Interviewing Skills
- X. Small group conversation and interaction

DEPARTMENTAL GUIDELINES *(optional)*

Students' grades will be based on the quality of their written work, interactive activities and a speaking assignment.

DIVISION CHAIR APPROVAL

DATE