SPCOM 102

I. OVERVIEW
The following information will appear in the 2009 - 2010 catalog

SPCOM-102 Introduction to Human Communication 3 Units
The study of human communication including verbal, nonverbal, and listening skills. Effective oral participation in interpersonal contexts, group discussions, and individual presentations in public settings. Field trips might be required. Course is applicable to the associate degree. General Education:
CSU-GE - A1
IGETC Category: IGETC - 1C

II. LEARNING CONTEXT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT

1. Required Content:

1. Basic Communication Elements and Concepts
   1. Definition of communication: communication as a transaction
   2. Purposes
   3. Elements of communication
   4. Types of communication
   5. Barriers
2. Interpersonal Communication Elements and Concepts
   1. Perceiving ourselves
      1. Definition
   2. Self-concept: characteristics and methods of changing the self concept
   3. Self-fulfilling prophecies
   2. Perceiving others in an interpersonal and intercultural context
      1. Observation: individual differences
      2. Judgments and inferences
      3. Categorizing and generalizing
      4. Influences on perception: physiological, cultural, social
3. Nonverbal communication
   1. Definition
   2. Characteristics
   3. Types
4. Verbal communication
   1. Relationship of language and meaning
5. Listening and responding
   1. Barriers to effective listening
   2. Reasons to improve listening
   3. Styles of listening, including active listening
6. Interpersonal relationships
   1. Self-disclosure
   2. Defensiveness
   3. Conflict resolution
7. Small Group Communication
   1. Functions and roles within the small group
   2. Problem-solving within the small group
8. Public Communication
   1. The speaker-audience-subject relationship
   2. Message preparation
1. Developing a thesis/purpose
2. Research
3. Use of supporting materials
4. Principles of persuasion
5. Principles of informal logic and argument
3. Message presentation
1. Vocal elements
2. Visual elements
3. Techniques to manage speech anxiety

B. HOURS AND UNITS

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<thead>
<tr>
<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
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<tr>
<td>Lect</td>
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3 Units

C. METHODS OF INSTRUCTION (TYPICAL)
Instructors of the course might conduct the course using the following method:

1. Materials will be presented through lecture and discussion.
2. Readings and writing assignments
3. Class activities will be completed and analyzed to augment classroom lectures and discussions.
4. Films and videotapes will be shown which supplement the lectures and readings.

D. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS
Time spent on coursework in addition to hours of instruction (lecture hours)
   a. Preparation and presentation of a minimum of three speeches per term, including an informative, persuasive, and one additional oral presentation which may include, but is not limited to, a group presentation, debate, or individual speech.
   b. Participation in small groups, in-class exercises, which may require additional work outside of classroom to complete exercises.
   c. Meet outside classroom to prepare for one group presentation per term.
   d. Daily reading of text materials, handouts, and/or Internet sources.

2. EVIDENCE OF CRITICAL THINKING
Assignments require the appropriate level of critical thinking
   a. In a written assignment, explain communication principles and the application of these principles to your own personal communication experiences.
   b. Demonstrate mastery of research, organizational, and delivery skills through oral presentations.
   c. Prepare and present a 5-7 minute informative speech, including an outline and source citations.
   d. Prepare and present a 6-8 minute persuasive speech, including an outline and source citations.
   e. Design and present a 20-minute group presentations, including an outline and source citations.
f. Conduct an interview, utilizing a variety of questioning techniques.

E. TEXTS AND OTHER READINGS (TYPICAL)


III. DESIRED LEARNING

A. COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:

Effectively participate in oral communication in interpersonal contexts, group discussions, and individual presentations in public settings.

B. STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. Required Learning Goals

Upon satisfactory completion of this course, the student will be able to:

a. Identify the elements of the communication process and analyze their interactions in various communication settings.

b. Define the nature and characteristics of the self-concept and apply principles of changing the self-concept and use of self-fulfilling prophecies to examples from their own experiences.

c. Explain the perception process and the factors which influence it.

d. Identify the types of nonverbal communication.

e. Distinguish the relationship between language and meaning.

f. Evaluate listening styles and demonstrate proper use of active listening techniques.

g. Examine the roles that self-disclosure, defensiveness, and conflict resolution play in their interpersonal relationships.

h. Assess the functioning and problem-solving process of small groups in which they participate.

i. Prepare and deliver speeches which demonstrate adaptation to audience and correct use of research, organizational, and delivery skills.

j. Evaluate arguments and logic in speeches presented by classmates.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT

1. Group discussions

2. Problem-solving exercises

3. Speaking and writing assignments
4. Written unit examinations to include essays

B. **SUMMATIVE ASSESSMENT**

1. Final examination

2. Oral presentation (group, debate, or individual)