

COMM 60 Course Outline as of Fall 2021**CATALOG INFORMATION**

Dept and Nbr: COMM 60 Title: SURVEY OF COMMUNICATION

Full Title: Survey of Communication

Last Reviewed: 4/25/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: SPCH 60

Catalog Description:

This class focuses on four areas: public speaking, interpersonal communication, intercultural communication, and communication in groups with special emphasis on career-focused skills.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

Limits on Enrollment:**Schedule of Classes Information:**

Description: This class focuses on four areas: public speaking, interpersonal communication, intercultural communication, and communication in groups with special emphasis on career-focused skills. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;UC.

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area		Effective:	Inactive:
	B	Communication and Analytical Thinking	Fall 1981	
CSU GE:	Transfer Area		Effective:	Inactive:
	A1	Oral Communication	Fall 1981	
IGETC:	Transfer Area		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:
UC Transfer:	Transferable	Effective:	Fall 2023	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Conceive, research, organize and prepare coherent oral presentations incorporating qualified sources and effective verbal and nonverbal delivery.
2. Express and identify concepts of intercultural communication.
3. Demonstrate effective listening and interpersonal skills for various communication contexts.
4. Use skills and strategies to work effectively in small groups.

Objectives:

Students will be able to:

1. Acquire a foundation of the basic terminology, concepts and theories of communication.
2. Demonstrate awareness of and sensitivity to issues of gender and cultural diversity and its implications for communication.
3. Recognize ethical dimensions of communication.
4. Demonstrate proficiency in preparing and delivering presentations using an outline format.
5. Manage communication apprehension.
6. Critique presentations and develop feedback skills.
7. Demonstrate listening skills.
8. Demonstrate interpersonal communication skills.
9. Demonstrate small group and/or team-building communication skills.

Topics and Scope:

- I. Foundational Concepts and Theories of Communication
 - A. Characteristics
 - B. Process
 - C. Ethics
 - D. Competence

- E. Communication Apprehension
- II. Intercultural Communication
 - A. Gender communication
 - B. Co-cultural variation
 - C. Perception of cultural identity
- III. Presentational Communication
 - A. Informative speaking
 - B. Persuasive speaking
 - C. Interviewing
 - D. Other occasions for speeches
- IV. Interpersonal Communication Concepts
 - A. Listening skills
 - B. Verbal and nonverbal communication
 - C. Relational communication
 - D. Self-perception/identity
- V. Working in Groups
 - A. Group member roles
 - B. Conflict resolution
 - C. Decision-making
 - D. Leadership
 - E. Problem-solving
 - F. Group presentations
 - G. Organizational Communication

Assignment:

Assignments will include:

1. Individual Presentations (2 - 4)
 - A. Informative
 - B. Persuasive
2. Writing components which may include speech outlines, self evaluations, journals and evaluations
(1000 to 1500 words)
3. Group Projects (1 - 2)
4. Experiential exercises such as small group activities
5. Listen to, evaluate and critique in written form the oral presentations made by other students
6. Exams (2 - 20)

Other assignments may include:

7. Interviews
8. Outside field work observing and analyzing communication settings and situations
9. Oral and/or written reports on selected topics

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Response papers, Outlines, Journals and self evaluations
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Writing 20 - 25%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class presentations, Critiques, Field work, Interviews

Skill Demonstrations
50 - 55%

Exams: All forms of formal testing, other than skill performance exams.

Exams

Exams
20 - 25%

Other: Includes any assessment tools that do not logically fit into the above categories.

Class participation

Other Category
5 - 10%

Representative Textbooks and Materials:

COMM 6. 6th ed. Verderber, Rudolph and Verderber, Kathleen and Sellnow, Deanna. Cengage. 2021

Communication: Principles for a Lifetime. 7th Ed. Beebe, Steven, Beebe, Susan and Ivy, Diana. Pearson 2020

Communication in Our Lives. 8th ed. Wood, Julia. Cengage. 2018

Communicating for Results: A Guide for Business and the Professions. 11th ed. Hamilton, Cheryl. Cengage. 2018