

**COMM 4 Course Outline as of Fall 2024****CATALOG INFORMATION**

Dept and Nbr: COMM 4 Title: SURVEY OF COMMUNICATION

Full Title: Survey of Communication

Last Reviewed: 5/13/2024

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: COMM 60

**Catalog Description:**

In this class, students will focus 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 EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

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

Description: In this class, students will focus 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 EMLS 100 (formerly 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:**

<b>AS Degree:</b>	<b>Area</b>		<b>Effective:</b>	<b>Inactive:</b>
	B	Communication and Analytical Thinking	Fall 1981	

<b>CSU GE:</b>	<b>Transfer Area</b>		<b>Effective:</b>	<b>Inactive:</b>
	A1	Oral Communication	Fall 1981	

<b>IGETC:</b>	<b>Transfer Area</b>		<b>Effective:</b>	<b>Inactive:</b>
	1C	Oral Communication	Fall 2023	

<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 1981	<b>Inactive:</b>
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<b>UC Transfer:</b>	Transferable	<b>Effective:</b>	Fall 2023	<b>Inactive:</b>
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### **CID:**

CID Descriptor: COMM 115 Survey of Human Communication

SRJC Equivalent Course(s): COMM4

### **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:**

At the conclusion of this course, the student should 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 assignments, which may include:
  - A. Speech outlines
  - B. Self evaluations
  - C. Journals (1,000-1,500 words)
3. Group projects (1-2)
4. Experiential exercises such as small group activities
5. Listen to, evaluate, and critique in written response papers 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, writing component assignments, oral/written reports

Writing  
20 - 25%

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

Outside field work observing and analyzing communication settings and situations

Problem solving  
10 - 10%

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

Class presentations, critiques, field work, group projects, experiential exercises, interviews

Skill Demonstrations  
40 - 45%

**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

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

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

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