JEFFERSON COLLEGE
COURSE SYLLABUS

COM100H
HONORS FUNDAMENTALS OF COMMUNICATION
3 Credit Hours

Prepared by: Jane Sullivan

Revised Date: April 2, 2014
By: Rebecca A. Ellison

Ms. Shirley Davenport, Dean, Arts and Science Education
COM100H  Honors Fundamentals of Communication

I. CATALOGUE DESCRIPTION

A. Course Prerequisites: Honors Program Admission and Reading Proficiency

B. 3 semester credit hours

C. Honors Fundamentals of Communication explores interpersonal, small group, computer mediated, and public communication through a combination of collaborative learning strategies. Students will demonstrate an understanding of personal communication concepts through internet exploration, class discussions, and group projects and presentations. Students will learn to analyze personal communication competencies, identify challenges to effective communication, and devise strategies to manage the challenges. Public communication concepts will be demonstrated through a persuasive speech presentation. Honors Fundamentals of Communication will fulfill the Communication requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both COM100 and COM100H toward graduation. (F,S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>COM100H Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Explain the process of transactional communication</td>
<td>Classroom discussion</td>
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<td>Written assignments</td>
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<td>Explain the concept of perception</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Article summaries</td>
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<td>Compare and contrast the concepts of verbal and nonverbal communication</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Written assignments</td>
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<td>Article summaries</td>
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<td>Explain the steps involved in the listening process</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Written assignments</td>
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<td>Explain self-disclosure and the risks/benefits involved</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Written assignments</td>
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<td>Demonstrate an understanding of the nature of relationships</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Written assignments</td>
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<td>Explain relationship development</td>
<td>Classroom discussion</td>
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<td>Exam</td>
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<td>Written assignments</td>
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| Identify and explain types of conflict and conflict management | Classroom discussion  
Exam  
Written assignments  
Article summaries |
|---|---|
| Present a persuasive speech to an audience | Oral Presentation  
Written Assignments  
Peer and Self Evaluation |
| Demonstrate an understanding of group dynamics and roles | Classroom discussion  
Exam  
Group Project |
| Explain the concepts of dominant culture and co-culture | Classroom discussion  
Group project and presentation |
| Demonstrate an understanding of Hofstede’s cultural dimensions | Classroom discussion  
Exam  
Article summaries |
| Identify and explain the barriers to effective intercultural communication | Classroom discussion  
Exam  
Group presentation |

### III. OUTLINE OF TOPICS

**A. Elements of Communication**

1. Identify the elements of the transactional model of communication
   a. Sender and Receiver
   b. Message
   c. Channel
   d. Feedback
   e. Context
   f. Noise
2. Describe ethical implications of communication
3. Describe the perception process
4. Differentiate between the aspects of self-concept and self-esteem
5. Describe the ways language affects communication
6. Identify the types of nonverbal communication
   a. Kinesics
   b. Vocalics
   c. Proxemics
   d. Chronemics
   e. Self-Presentation
7. Describe the effects of nonverbal communication on meaning
8. Describe the listening process
   a. Attending
   b. Understanding
   c. Remembering
   d. Evaluating
e. Responding
9. Identify poor listening habits and explain alternatives

B. Interpersonal Communication
1. Define culture
   a. Differentiate between dominant and co-culture
   b. Identify contributors to co-culture
2. Describe the four major dimensions affecting intercultural communication
   a. Individualism-Collectivism
   b. Uncertainty Avoidance
   c. Power Distance
   d. Masculinity-Femininity
3. Identify barriers to intercultural communication
4. Differentiate between the different types of relationships
   a. Acquaintance
   b. Friendship
   c. Close Friends
   d. Intimates
5. Explain the ways in which relationships develop
6. Identify types of conflict in relationships
7. Explain types of conflict management

C. Public Communication
1. Choose and develop a topic for oral presentation
2. Organize and develop supporting ideas for the topic
3. Identify presentational skills
4. Explain the research process
5. Describe the nature of persuasion
6. Present a persuasive speech to an audience

D. Group Communication
1. Define the nature of groups
2. Describe group roles
3. Identify decision-making strategies

IV. METHODS OF INSTRUCTION
A. Instructor Lectures
B. Group Discussions
C. Student Seminars
D. Oral Presentations
E. Videos
V. REQUIRED TEXTBOOK


VI. REQUIRED MATERIALS

Textbook
Journal

VII. SUPPLEMENTAL REFERENCES

Current Library Resources

VIII. METHOD OF EVALUATION

A. Written Exams
B. Writing Assignments
C. Article Summaries
D. Group Project and Presentation
E. Persuasive Speech Presentation
F. Classroom Discussion

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services in the Library, phone 636-481-3169.

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see college website, http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

XI. ATTENDANCE POLICY

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.