JEFFERSON COLLEGE

COURSE SYLLABUS

SPD105

FUNDAMENTALS OF ORAL COMMUNICATION

3 Credit Hours

Prepared by:
Jane Sullivan

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by
Rebecca A. Ellison

Arts & Science Education
Dr. Mindy Selsor, Dean
SPD105 FUNDAMENTALS OF ORAL COMMUNICATION

I. CATALOGUE DESCRIPTION

Prerequisite: None
3 semester hours credit

Oral Communication will involve the student in both interpersonal (one-to-one) communication and public speaking. Oral Communication will require tests and activities demonstrating understanding of principles of interpersonal communication and speeches demonstrating skill in both informative and persuasive speaking. Oral Communication will satisfy the general education oral communication requirement. Oral Communication is required in the Business Management, Hotel and Restaurant Management curricula. (F,S)

II. GENERAL COURSE OBJECTIVES

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

A. Demonstrate an understanding of concepts used to examine personal communication behavior.

B. Demonstrate an understanding of the nature of relationships.

C. Demonstrate an understanding of self-concept.

D. Demonstrate an understanding of the nature of perception.

E. Identify and describe verbal and non-verbal behavior.

F. Explain self-disclosure and emotions.

G. Explain relationship development.

H. Demonstrate an understanding of conflict management.

I. Present informative and persuasive speeches.

J. Demonstrate an understanding of group dynamics and roles.

III. COURSE OUTLINE

A. Elements of Communication
   1. Human Communication
   2. Perception and Self-Concept
   3. Language
4. Listening
5. Non-verbal Communication

B. Interpersonal Communication
   1. Understanding Personal Relationships
   2. Communicating with Family and Friends

C. Communication in Groups
   1. The Nature of Groups
   2. Solving Problems in Groups

D. Public Communication
   1. Choosing and Developing a Topic
   2. Organization & Support
   3. Presenting the Message
   4. Informative Speaking
   5. Persuasive Speaking

IV. UNIT OBJECTIVES

A. Describe the Elements of Human Communication
   1. Identify the characteristics of human communication.
   2. Describe the perception process and identify the aspects of self-concept.
   3. Describe how language affects communication.
   4. Identify poor listening habits & explain alternatives.
   5. Identify the types of non-verbal communication and describe their effect.

B. Explain Interpersonal Communication
   1. Demonstrate an understanding of how relationships form.
      a. Identify ways to improve relationships.
   2. Demonstrate an understanding of family dynamics.
      a. Identify systems of interaction.

C. Identify Characteristics of Group Communication
   1. Define the nature of groups.
   2. Identify problem-solving strategies.

D. Explain the Characteristics of 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. Present an informative speech.
   5. Present a persuasive speech.
V. METHODS OF INSTRUCTION

A. Instructor Lectures

B. Homework Assignments

C. Group Discussion

D. Oral Presentations

VI. REQUIRED TEXTBOOK (WITH PUBLICATION INFORMATION)


VII. REQUIRED MATERIALS (STUDENT)

Textbook

VIII. SUPPLEMENTAL REFERENCES

Current Library Sources

IX. METHOD OF EVALUATION (STUDENT)

D. Written Exams - 30%

E. Oral Presentations
   1. Informative Speech - 15%
   2. Persuasive Speech - 20%

F. Written Homework Assignments - 35%

Grades are assigned on a percentage basis on the following scale:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F