

Course Outline of Record

1. Course Code: COMM-005
2.
  - a. Long Course Title: Survey of Human Communication
  - b. Short Course Title: SURVEY HUMAN COMM
3.
  - a. Catalog Course Description:
 

This introductory communication course focuses on the basic foundations of public speaking, interpersonal communication, and small group communication. Students will be introduced to the breadth of the communication discipline. Additionally, students will examine and practice human communication principles and theories to develop critical thinking and communication competencies in a variety of contexts.
  - b. Class Schedule Course Description:
 

This course covers the breadth of the communication field, including public speaking, interpersonal communication, and small group communication.
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - COMMUNICATION STUDIES Associate in Arts for Transfer Degree (AA-T)
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 30      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)

 Advisory: ENG 001A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Wood, J. T. (2016). Communication Mosaics (8/e). Cengage Learning.  
 College Level: Yes  
 Flesch-Kincaid reading level: N/A
  - b. Adler, R. B., Rodman G., and du Pre, A. (2013). Understanding Human Communication (12/e). Oxford University Press.  
 College Level: Yes  
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
  - a. Demonstrate critical thinking skills when reading, composing and participating in class discussions.**
    - ENG 001A - Find, read, analyze, evaluate, interpret, and synthesize outside sources, including online information.
    - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
    - ENG 001A - Understand how readers' experiences influence the reading of texts.
  - b. Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.**
    - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
    - ENG 001A - Understand how readers' experiences influence the reading of texts.
    - ENG 001A - Participate in the process of developing texts in collaborative and individual settings.
  - c. Develop, organize and express complex ideas in both expository and research papers.**

- ENG 001A - Develop ideas coherently in writing through the drafting process.
- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Identify and evaluate appropriate source, incorporating them appropriately quotations, summaries, paraphrases and appropriate facts.

**d. Compose expository responses to complex readings.**

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- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Use a variety of rhetorical strategies to write essays.

**e. Exhibit appropriate vocabulary and style.**

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- ENG 001A - Incorporate complex sentence-structure and variety of word choice.
- ENG 001A - Recognize and integrate creative elements of style (metaphor, analogy, voice, tone).

**f. Apply standard rules of grammar, punctuation and mechanics in compositions.**

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- ENG 001A - Correctly use MLA or APA documentation as appropriate both within essays and in works cited entries.
- ENG 001A - Use writing reference materials and handbooks to perfect documentation skills with few errors.

8. Course Content and Scope:

Lecture:

1. Rhetorical principals of effective public speaking, analysis of communication situation, ethics and diversity, audience, occasion, purposoe, selection of subject matter, research, evidence evaluation, organization, presentation skills, and evaluation of communication effectiveness
2. Principles of human communication
3. Ethics and communication
4. Listening skills in a variety of contexts
5. Interpersonal communication in various contexts, including personal, professional, intercultural, computer mediated, and family interactions
6. Role of communication in perception and personal identity
7. Small group communication including leadership, decision making, and conflict management

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.  
Construct outlines that demonstrate organization, thesis construction, and support with credible research.
2.  
Demonstrate effective speaking style.
3.  
Effectively communicate emotions and use perception checking as a tool for developing empathy.
4.  
Demonstrate leadership skills in small group settings.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Identify similarities and differences between the fields of interpersonal communication, small group communication, and public speaking.
- b. Demonstrate interpersonal communication concepts of perception, self-concept, nonverbal communication, verbal communication, and conflict management.
- c. Participate in small group activities to demonstrate a basic understanding of leadership communication, problem solving,

# COMM 005-Survey of Human Communication

role orientation, and conflict management strategies to achieve group goals.

d. Research, organize, and deliver an effective public address.

## 11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Activity
- b. Collaborative/Team
- c. Demonstration, Repetition/Practice
- d. Discussion
- e. Distance Education
- f. Experiential
- g. Journal
- h. Lecture
- i. Observation
- j. Participation
- k. Role Playing
- l. Self-exploration
- m. Supplemental/External Activity
- n. Technology-based instruction

## 12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 108.00

### a. In-class Assignments

1. Participation in class discussions
2. Faculty-supervised oral presentations
3. Critique speeches in class
3. In-class group activities

### b. Out-of-class Assignments

1. Read textbook and assigned materials
2. Journals entries
3. Student critiques of recorded speeches and written scenarios
4. Research papers
5. Attend multiple meetings of an outside group

## 13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Self-paced testing
- Field/physical activity observations
- Presentations/student demonstration observations
- Group activity participation/observation
- Mid-term and final evaluations
- Student participation/contribution
- Oral and practical examination
  1. Speech presentations - Students will perform at least three speeches totaling a minimum of 25 minutes of faculty-supervised and faculty-evaluated public speaking in front of a live audience to include informative and persuasive speeches
  2. Speech outlines and bibliographies. Outlines are required in the evaluation of speeches;
  3. Critiques of speeches;

## 14. Methods of Evaluating: Additional Assessment Information:

# COMM 005-Survey of Human Communication

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

IGETC Area 1: English Communication

C: Oral Communication

PO-GE C4.b - Language & Rationality (Communication & Analytical Thinking)

Apply logical and critical thinking to solve problems; explain conclusions; and evaluate, support, or critique the thinking of others.

IO - Critical Thinking and Communication

Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Course is being revised because IGETC review required clarification that in-class speeches are supervised and evaluated by faculty. CSUGE review incorrectly identifies the course as primarily focused on interpersonal communication, so this revision will clarify the content of the course. Finally, course size maximums are being revised downward to accommodate the additional speeches required for this course to satisfy oral communication component.

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*  
b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000570142  
b. T.O.P. Code [CB03]: 150600.00 - Speech Communication  
c. Credit Status [CB04]: D - Credit - Degree Applicable  
d. Course Transfer Status [CB05]: A = Transfer to UC, CSU  
e. Basic Skills Status [CB08]: 2N = Not basic skills course  
f. Vocational Status [CB09]: Not Occupational  
g. Course Classification [CB11]: Y - Credit Course  
h. Special Class Status [CB13]: N - Not Special  
i. Course CAN Code [CB14]: *N/A*  
j. Course Prior to College Level [CB21]: Y = Not Applicable  
k. Course Noncredit Category [CB22]: Y - Not Applicable  
l. Funding Agency Category [CB23]: Y = Not Applicable  
m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): COMMUNICATION STUDIES

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 0  
Third Year: 0

# COMM 005-Survey of Human Communication

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Edwin Allen Reed Origination Date 10/09/17