

# INTRODUCTION TO COMMUNICATIONS

## Course Description

This course is designed to help students understand, analyze, evaluate, describe, define, apply, and create methods of formal communication. Students will read assigned chapters focusing on types of communications, such as interpersonal and intrapersonal, as well as learn diction, such as synergy and dyad. Students also predict the outcomes of work-place scenarios based on communication styles and personalities of created characters. Students will apply learned communication strategies to past and future interactions. Also, students will analyze how those interactions may have turned out positive if they had used the new strategies they learned, such as listening with intent and purpose. By the end of this course, students will be able to successfully communicate in both their professional life and personal life. This course will culminate with a Final Exam.

## Prerequisite

None

## Credit Requirement Area

English

## Learning Objectives

- Students will define the major components of the human communication process.
- Students will recognize the impact of diversity and culture on interpersonal communication and group communication.
- Students will identify competencies in interpersonal, small group, and organizational settings.
- Students will list the components of conflict and identify strategies for conflict management.
- Students will identify and analyze their audience and perceptions.
- Students will explain impression management both in formal and informal settings.
- Students will identify relationship development personally and professionally.
- Students will explain the role of critical and active listening in various communication climates.
- Students will list the ethical responsibilities of communicators in a diverse society.
- Students will identify and apply communication theories.

## Suggested Weekly Schedule

| Week   | Graded Activities   | Suggested Due Date | % Points     |
|--|---|--------------------|--------------|
| 1  | Assignment: Defining Communication  | Friday of Week 1   | 100%         |
| <b>Week 1 Total Percentage Towards Final Grade</b> |   |                    | <b>16.6%</b> |
| 2  | Assignment: Interpersonal Communication                                   | Friday of Week 2   | 100%         |
| <b>Week 2 Total Percentage Towards Final Grade</b> |   |                    | <b>16.6%</b> |
| 3  | Assignment: Group Communication   | Friday of Week 3   | 100%         |
| <b>Week 3 Total Percentage Towards Final Grade</b> |   |                    | <b>16.6%</b> |
| 4  | Assignment: Organizational, Interpersonal and Intrapersonal Communication | Friday of Week 4   | 100%         |
| <b>Week 4 Total Percentage Towards Final Grade</b> |   |                    | <b>16.6%</b> |

| <b>Week</b>  | <b>Graded Activities</b>           | <b>Suggested Due Date</b> | <b>% Points</b> |
|--|------------------------------------|---------------------------|-----------------|
| <b>5</b>   | Assignment: Business Communication | Friday of Week 5          | 100%            |
| <b>Week 5 Total Percentage Towards Final Grade</b> |                                    |                           | <b>16.6%</b>    |
| <b>6</b>   | Assignment: Perception             | Wednesday of Week 6       | 45%             |
|  | Final Assessment                   | Friday of Week 6          | 55%             |
| <b>Week 6 Total Percentage Towards Final Grade</b> |                                    |                           | <b>17%</b>      |
| <b>WEIGHTED TOTAL</b>                              |                                    |                           | <b>100%</b>     |