

Course Outline
CMNS 101
Fundamentals of Communication
3 Credits

Community College of Baltimore County

Description

CMNS 101– 3 credits - Fundamentals of Communication introduces the study of human communication. Students develop an understanding of the theoretical principles of verbal and non-verbal interaction by analyzing and applying these principles in a variety of communication contexts. Areas of study include intrapersonal, interpersonal, cross-cultural, small group, and public speaking.

Prerequisites: ESOL 052 and ESOL 054 or ACLT 052 or ACLT 053

Overall Course Objectives

Upon completion of this course students will be able to:

1. explain the components and nature of the communication process;
2. demonstrate effective verbal and nonverbal techniques in a variety of settings;
3. apply skills in audience analysis within a range of communication settings;
4. compose message content suitable for diverse receivers in a range of settings;
5. demonstrate critical thinking in researching, organizing, and presenting information;
6. apply strategies to reduce communication apprehension;
7. demonstrate skills in active listening and responding;
8. explain the impact of language on communication;
9. analyze how intrapersonal communication, self-concept, and perception of others develop and affect human communication;
10. employ appropriate technology in the design and delivery of messages in various formats;
11. analyze the variables that influence communication, including culture, gender, nonverbal settings, and symbols
12. apply effective communication techniques to relationship development and maintenance;
13. demonstrate collaborative skills in achieving group goals;
14. apply appropriate conflict resolution skills; and
15. identify factors that constitute ethical and unethical communication in a variety of contexts and audiences, including family, social, school, speech audiences, career environments, and diverse populations.

Major Topics

- I. Communication Process
 - A. Principles of communication
 - B. Models of communication
 - C. Communication ethics: general definition
- II. Intrapersonal Communication
 - A. Self-identity
 - B. Perception
- III. Interpersonal Communication
 - A. Ethical and unethical communication: family, social, and career settings
 - B. Language
 - C. Nonverbal communication
 - D. Listening
 - E. Self-disclosure
 - F. Relationship building and maintenance
 - G. Conflict management
- IV. Small Group Communication
 - A. Types of groups
 - B. Roles in groups
 - C. Decision-making and problem-solving
- V. Public Communication
 - A. Audience analysis
 - B. Speech apprehension
 - C. Physical and verbal delivery
 - D. Informative speaking
 - E. Persuasive speaking
 - F. Content and organization
 - G. Support and evidence
 - H. Research and documentation
 - I. Ethical and unethical communication (ethos) in public speaking
- VI. Culture and Communication
 - A. Diversity: gender, ethnicity age
 - B. Co-cultures
 - C. Ethical and unethical communication and diverse populations
 - D. Barriers to cultural understanding
 - E. Cultural contexts and values
 - F. Adaptation
- VII. Technology in Communication
 - A. Proper use of channels
 - B. Incorporating technology effectively

Course Requirements

Grading/Exams: Grading procedures will be determined by the individual faculty member but will include the following:

Class participation: this is a critical element in communication courses and each instructor must set standards and factor those into success in the course. The instructor's standards must meet the current attendance policy of the department. Additionally, students must take an active part to participate in class discussions, activities, and exercises.

At least three structured oral presentations accompanied by written outlines. Two of the three presentations must involve locating reliable information sources from research databases. Students are required to utilize appropriate academic resources. One of the three presentations must include applied use of communication technology. One of the three presentations must be informative in nature and one of the three presentations must be persuasive in nature.

At least one group communication experience that may culminate in one of the oral presentations

At least two written exams or a combination of at least four unit quizzes

Written

At least one paper (self-reflective or researched) of no less than 500 words in length, addressing an area of communication other than public speaking

GREATS Common Graded Assignment, subject to parameters of the approved assignment, assessing at least 5 out of 7 general education outcomes, and worth at least 10% of the total course grade

Students are required to use appropriate academic resources.

Other Course Information

This course is a required course in the Communication Studies and Mass Communication transfer patterns.

This course is an approved General Education course in the Arts and Humanities-Communication category. Please refer to the current CCBC Catalog for General Education course criteria and outcomes.