CMNS 101
Fundamentals of Communication
3 Credits

Community College of Baltimore County
Common Course Outline

Description

CMNS 101-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.

Pre-requisites: ACLT 052 or ACLT 053 or (ESOL 052 and ESOL 054)

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.

Major Topics

I. Communication Process
    a. Principles of communication
    b. Models of communication

   c. Communication ethics: general definition
II. Interpersonal Communication
   a. Self-concept
   b. Perception
III. Interpersonal Communication
   a. Ethical and unethical communication: family, social, and career settings
   b. Verbal Communication
   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
VI. Culture and Communication
   a. Diversity
   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 will be determined by the individual faculty member, but shall include the following, at minimum:

- 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
- 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

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

Other Course Information

This course is an approved 3–credit General Education course in the Arts and Humanities.

One or more assignments will infuse CCBC General Education Program outcomes and will account for a minimum of 10% of the total course grade. The assignment(s) will allow students to demonstrate at least 5 of the 7 General Education program outcomes.

This course is a required course in the Communication and Media Studies area of concentration.

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