**Course Syllabus - Example**

The following is a planned schedule for the course. This plan may change to meet unexpected conditions that may arise during the semester.

**WEEK CONTENT**

1 Understanding Communication

Why study communication?

Defining Communication

The communication Process

Responsible Communication – Some Guiding Principles

2 Understanding Communication

The communication process

Elements of the communication process

Dynamic characteristics of the communication process

Principles for communicators

3 Communicating in Groups

Types of Groups

Advantages and Disadvantages of Groups

4 Communicating in Groups

Norms and Roles

Problem-Solving in Groups

5 Public Presentations

Developing a Specific Purpose

Audience Analysis

Organizing and Outlining Presentations

Developing a Sound Structure

6 Delivering a Presentation

Overall Structure

Organization

Introduction, Body, and Conclusion

**Group 1 On-line Project Due**

7 Presentation Delivery

Apprehension

Delivery Types

Elements of Delivery

Credibility

**Group 2 On-line Project Due**

8 Review Week

**Group 3 On-line Project Due**

9 **\*\* Mid-term Test\*\***

Mediated Communications

Media and Mass Communication

Mass Media and Audience

Media Effects

Responsible Communication – Media Literacy

**Group 4 On-line Project Due**

10 Communication and the Self

Self-Concept

Communication and Identity

Enhancing Self Awareness

Communicating Responsibly – Authentic Self

**Group 5 On-line Project Due**

**Group 1, 2 Presentations Due**

11 Perceiving and Communicating with Others

Perception Factors

Managing Perceptions

Communicating Responsibly – Perception Guidelines

**Group 6 On-line Project Due**

**Group 4, 5 Presentations Due**

12 Listening and Responding to Others

Listening Process

Active and Passive Listening

Communicating Responsibly – Being a Good Listener

**Group 7 On-line Project Due**

**Group 6, 7 Presentations Due**

13 Verbal Communication

Communication and Meaning

Meaning and Words

Communicating Culture

Ethical Challenges in Verbal Communication

Communicating Responsibly – Using Language Effectively

**Group 8 On-line Project Due**

**Group 8, 9 Presentations Due**

14 Non-Verbal Communications

Characteristics

Functions

Types

Communicating Responsibly – Managing Non-verbal Communication

**Group 9 On-line Project Due**

15 **\*\* Final Test \*\***