**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 \*\***