

**CMS 105- Fundamentals of Communication (3 Credits)**  
**Doane College-Lincoln**

**Course Description:** An introduction to basic concepts in communication, focusing upon the development of speaking, listening and critical thinking skills necessary for effective communication. Students completing this course will begin developing communicative competency in public speaking and in interpersonal, small group, organizational, public and mass communication contexts.

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*As this is a communication course, attendance and participation are essential. Please check your calendar to make sure that you haven't any conflicts that would cause you to miss one or more classes. Your participation in this class will be welcome and expected.*

**Text:** Communication: Making Connections, Tenth Edition, William J. Seiler, Melissa L. Beall, Joseph P. Mazer ISBN 978-0-13-418497-5, Allyn & Bacon, January 2010

**Course Objectives:** This course is designed to introduce various concepts related to communication including: interpersonal communication, public speaking, critical thinking, group problem solving and conflict management. Students should expect to develop a greater awareness of their own communication styles, begin to confidently address a group of people, and begin to adapt their style of communication to particular situations. Students completing this course should:

- Appreciate the importance of effective communication.
- Begin to take responsibility for his/her own communication.
- Have a desire to continue to work to improve communication.
- Be able to address a group of people confidently and effectively.

**Course Schedule:** The schedule that follows is merely a guide. Because of the participatory nature of the course, students should expect the discussion of some topics to last longer than others. Even if a discussion carries over into the next week, students are still responsible for the completion of assignments as scheduled.

*Week 1:*

- Introduction of the course.
- Expectations and grading criteria.
- Get acquainted with members of the class.
- 2/2/1 exercise, Power of communication
- What do you wish to gain from the course?

*Week 1 continued:*

- What, in your opinion, makes an effective communicator?
- Assignment: Read chapters 1, 2, 3.

*Week 2:*

- Discuss chapters 1,2,3.
- Why study communication?
- Models and their inherent flaws.
- Types of communication.
- Perception.
- Self.
- Assignment: Read chapters 4, 5, 6. Assignment of paper.

*Week 3:*

- Discuss chapters 4,5,6. Paper due.
- Language.
- Non-verbal communication.
- Listening.
- Assignment: Read chapters 7 thru 12

*Week 4:*

- Discuss chapters 7 thru 12.
- Topic Selection
- Organizing your speech.
- Delivery.
- Dealing with the butterflies.
- To inform or persuade.
- Assignment: Informative or persuasive speech.

*Week 5:*

- Deliver speeches.
- Assignment: Read chapters 13 and 14. Assign final project.

*Week 6:*

- Discuss chapters 13, 14.
- Interpersonal communication and relationships.
- Disclosure.
- Conflict.

*Week 6 continued:*

- Test.
- Assignment: Read chapters 15 and 16.

*Week 7:*

- Discuss chapters 15, 16.
- Armageddon/ Lost in a Lifeboat.

*Week 8:*

- Presentation of final projects.
- Wrap-up.

**Attendance and Participation:** As previously stated, your participation in class is welcome and expected, therefore, attendance is imperative. If you must miss class please extend the courtesy of advanced notice either by phone or email. Missing class will affect your grade as follows:

- Missing 1 class lowers the class participation grade to an A-
- Missing 2 classes Lowers the class participation grade to a C
- Missing 3 or more classes lowers the class participation grade to an F

**Final Grade:** Your final grade will be computed as follows:

- Paper.....10%
- Test.....10%
- Speech.....10%
- Project.....20%
- Class Participation.....50%\*

\*The class participation grade may include homework assignments. Homework assignments may be given to insure everyone is completing the reading to prepare for class.

**Academic Integrity Policy:** The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests will represent your own work. Any use of other's ideas without proper citation of sources is plagiarism and will result in a loss of all points for that particular assignment or test.