

Course Outline of Record

1. Course Code: COMM-013
2.
  - a. Long Course Title: Small Group Communication
  - b. Short Course Title: SMALL GROUP COMM
3.
  - a. Catalog Course Description:
 

This course covers principles of communication in a variety of group contexts. Topics include theory, application, and evaluation of group processes, including problem solving, conflict management, and leadership. Significant speaking assignments are an integral part of the course.
  - b. Class Schedule Course Description:
 

Students learn about group dynamics including group development, problem solving, leadership, and conflict management. Formal speaking assignments are an integral part of the course.
  - c. Semester Cycle (*if applicable*): Not applicable
  - d. Name of Approved Program(s):
    - COMMUNICATION STUDIES Associate in Arts for Transfer Degree (AA-T)
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 30      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)*

 Advisory: ENG 001A with a minimum grade of C
6. Textbooks, Required Reading or Software: (*List in APA or MLA format.*)
  - a. Rothwell, D. J. (2015). *In Mixed Company* (9th/e). Fort Worth, TX Thomson Wadsworth.  
 College Level: Yes  
 Flesch-Kincaid reading level: 12.5
7. Entrance Skills: *Before entering the course students must be able:*
  - a. Demonstrate critical thinking skills when reading, composing and participating in class discussions.
    - ENG 001A - Find, read, analyze, evaluate, interpret, and synthesize outside sources, including online information.
    - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
    - ENG 001A - Understand how readers' experiences influence the reading of texts.
    - ENG 001A - Develop ideas coherently in writing through the drafting process.
    - ENG 001A - Participate in the process of developing texts in collaborative and individual settings.
    - ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
    - ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
    - ENG 001A - Use a variety of rhetorical strategies to write essays.
    - ENG 001A - Incorporate complex sentence-structure and variety of word choice.
    - ENG 001A - Recognize and integrate creative elements of style (metaphor, analogy, voice, tone).
  - b. Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.
    - ENG 001A - Find, read, analyze, evaluate, interpret, and synthesize outside sources, including online information.
    - ENG 001A - Read, analyze, and interpret varied texts (i.e. literature, digital forms, visual).
    - ENG 001A - Understand how readers' experiences influence the reading of texts.
    - ENG 001A - Develop ideas coherently in writing through the drafting process.

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- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Use a variety of rhetorical strategies to write essays.
- ENG 001A - Recognize and integrate creative elements of style (metaphor, analogy, voice, tone).

### c. Develop, organize and express complex ideas in both expository and research papers.

- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Use a variety of rhetorical strategies to write essays.
- ENG 001A - Incorporate complex sentence-structure and variety of word choice.

### d. Define, analyze, evaluate, explain, classify, compare and contrast ideas in written form.

- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Use a variety of rhetorical strategies to write essays.
- ENG 001A - Incorporate complex sentence-structure and variety of word choice.

### e. Exhibit appropriate vocabulary and style.

- ENG 001A - Recognize and integrate creative elements of style (metaphor, analogy, voice, tone).

### f. Apply standard rules of grammar, punctuation and mechanics in compositions.

### g. Compose expository responses to complex readings.

- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Use a variety of rhetorical strategies to write essays.

## 8. Course Content and Scope:

### Lecture:

The course will devote substantial class time to preparation, practice, and participation in oral communication, including:

1. Faculty-supervised and faculty-evaluated oral presentations in front of other listeners
2. Providing and receiving feedback about both the content and forms of communication.
3. Organizing, evaluating, and reporting information
4. Persuasion
5. Effective listening
6. Problem-solving communication skills
7. Conflict management
8. Decision making
9. Communication and leadership
10. Context, audience, and purposes of small-group communication: Dyads, small and large groups, public settings, and group dynamics and/or roles within groups.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

## 9. Course Student Learning Outcomes:

1. Demonstrate positive interaction with and in support of fellow group members.
2.  
Assess their readiness to serve in a leadership role.
3.  
Identify, analyze, and devise solutions to group problems.

## 10. Course Objectives: *Upon completion of this course, students will be able to:*

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- a. Exhibit effective problem-solving communication skills
- b. Demonstrate successful conflict-management strategies
- c. Engage in sound reasoning to reach a well-reasoned decision
- d. Identify communication skills that contribute to effective leadership.
- e. Demonstrate the ability to discover, critically evaluate and accurately report information
- f. Demonstrate ability to effectively prepare and deliver formal oral presentations.
- g. Explain the psychological, social, and cultural basis and significance of oral communication as it occurs in dyads, small and large groups, and public settings.
- h. Demonstrate effective listening skills in various settings.
- i. Adapt communication strategies to fit the audience and situation
- j. Present their views with persuasive force

### 11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Activity
- b. Demonstration, Repetition/Practice
- c. Distance Education
- d. Experiential
- e. Individualized Study
- f. Lecture
- g. Observation
- h. Participation
- i. Role Playing
- j. Supplemental/External Activity
- k. Technology-based instruction

### 12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 108.00

#### a. In-class Assignments

1. Participation in class discussions
2. Faculty-supervised and faculty-evaluated oral presentations in front of other listeners
3. In class group activities

#### b. Out-of-class Assignments

1. Read textbook and assigned materials
2. Attend multiple meetings of an outside group
3. Self-reflection essays
4. Critiques of videos and written scenarios
5. Research papers

### 13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
  - Critiques
  - Term or research papers
  - Presentations/student demonstration observations
  - Group activity participation/observation
  - Product/project development evaluation
  - Mid-term and final evaluations
  - Student participation/contribution
  - Oral and practical examination
  - Other
- Faculty-supervised, faculty-evaluated formal speaking assignments in front of other listeners

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

CSU GE Area A: Communication in the English Language and Critical Thinking

A1 - Oral Communication

PO-GE C4.b - Language & Rationality (Communication & Analytical Thinking)

Apply logical and critical thinking to solve problems; explain conclusions; and evaluate, support, or critique the thinking of others.

IO - Critical Thinking and Communication

Apply principles of logic to problem solve and reason with a fair and open mind.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Course maximums are being reduced to accommodate for increased faculty supervised and faculty evaluated speaking opportunities for students that now must be included to make the course eligible for IGETC. Student learning outcomes also revised.

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*  
 b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000297849
- b. T.O.P. Code [CB03]: 150600.00 - Speech Communication
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: A = Transfer to UC, CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): COMMUNICATION STUDIES

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 0  
 Third Year: 0

## COMM 013-Small Group Communication

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Maria Elena Diaz Origination Date 03/08/17