**Course Outline: Communication**

**Course Title:** Small Group Communication

**Course Number:** COMM 219

**Course Pre-Req:** None

**Course Catalog** The purpose of the course is to provide a setting in which students may

**Description:** increase their knowledge about the function and role of small group

 communication both in and out of the workplace. Students will have the

 opportunity to participate in a variety of small group activities as well as an

 on-going group that presents a solution to a problem.

**General Course A.** Use communication skills that facilitate group work.

**Outcomes: B.** Recognize the importance and function of small groups.

 **C.** Learn to work cooperatively and effectively in a group.

 **D.** To diagnose and correct ineffective group communication behavior.

 **E.**  To make effective use of technology to communicate with group

 members.

 **F.** To learn effective group presentational skills.

 **G.** Engage in ethical communication processes that--

 **H.**  Respond to the needs of diverse audiences and--

 **I.**  Build and manage relationships.

**Major Topics:** I. Orientation: Small Group Communication Processes, and Types/Functions of

 Groups.

 II. Foundations: Groups as a System, Individual Choice in Interpersonal

Communication, Effective Leadership, Climate and Conflict.

III. Agenda Process: Charge, Phrasing, Fact Finding, Criteria and Limitations,

Discovering and Selecting, plus Preparing and Presenting.

IV. The Presentation: Evaluating Others, plus Instruments and Techniques.