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School of Arts and Sciences

HUMAN COMMUNICATION 12 Weeks Online

The University System of Georgia (USG) institutions require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.

Semester: Fall 2025

Instructor: Professor Benson

Course Number: COMM 1100

Course Registration Number: 80270

Course Start Date: Sep 8, 2025

Campus/Location: Main/Academic Bldg. 500

Room Number: Online

Mtg Day/Time: Online

Final Assessment Date: 12/9-12/11

Instructor Contact Information:

Office location: Academic Building 500, Room 232

Office telephone: (404) 756-4692

Online Office Hours: Friday: 8 a.m.-12 p.m.

Face-to-Face Hours: F2F: M/W 8 a.m.- 9 a.m. & 12:30 p.m.-2:30p.m.

Email address: sbenson@atlm.edu

Credit Hours: 3

Prerequisite(s): None

Co-requisite(s): None

Course Description:

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

Required Textbooks and Additional Materials

Choices and Connections: An Introduction to Communication, 4th Edition, Steven McCornack and Joseph Ortiz, ISBN: 978-1-319-44854-7

Important Dates:

No Shows: Sep 14

Midterm: Oct 11-16

Holiday: Nov 27-28

Last Day to Withdraw: Oct 27

Last Day of Class: **Dec 6**

Final Exam: Dec 9-11 (Online/Virtual)

ATLM General Education Learning Outcomes:

Identify at least one mode of communication (oral or written) and utilize appropriate guidelines and conventions in expressing ideas and/or opinions.

AMSC ADA Statement

Atlanta Metropolitan State College is committed to providing support for all students and making their college experiences an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, **The Office of Disability Services, located in the CAAS (Student Success) Building**, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodations to students who meet the requirements.

Accommodations cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible all college representatives shall observe confidentiality.

Office of Disability Services

The Office of Disability Services operates under the Americans Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not.

The amended ADA, otherwise known as ADAAA defines “disability” as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Ms. Tammy Young, the Coordinator of Disability Services at 404-756-4783.

Course Delivery Method

This is an online course. The instructional techniques and methods that will be utilized during the class period will be comprised of PowerPoint lectures, discussions threads, and quizzes/exams.

Class Policies:

1. Withdrawal

The last day to withdraw from the course is Oct 27. Withdrawal measures are solely acted upon you, the student, by completing proper withdrawal procedures. Failure to withdraw will account for a grade earned during the semester.

2. Attendance Policy

Daily logins are expected of all students. **Each student is responsible for his/her attendance. You will be marked absent if you choose not to be present for scheduled assignments.** You are expected to complete all assignments by the due date. Late assignments will not be accepted. Please practice time management to ensure that your assignments are completed by the due date and time.

An excused absence from class does not mean that you do not have to make up the work. Students are responsible for all material covered and any announcements made in class.

Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study.

Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog.

Long-term emergency closure of the college

In the event of an emergency that forces the college to close for an extended period, students **must** contact the instructor of this class within 48 hours using the contact information (e.g., e-mail address, Desire 2 Learn, or telephone number) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.

The student is responsible for submitting valid, accurate contact information, including an active AMSC e-mail address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student e-mail address in the Academic Support Center on the third floor of the Library Building.

If the instructor for the course cannot be reached within the specified period of time (within 72 hours), the chair of the division responsible for the course can be reached at the email address posted on the college's website.

3. Class Cancellation

In the event a class is cancelled, notification will be posted outside the classroom door. Any follow up information, assignments, or messages will be posted on Georgia View Vista or sent via email.

4. Course Abandonment

If you do not attend classes or complete assignments in courses for which you have registered, and you have not officially withdrawn from them, you have abandoned the courses. Failure to withdraw from classes that you do not attend means that you will earn a grade of 'F' in the courses. It is the responsibility of the student to initiate the withdrawal process.

5. Academic Honesty

Cheating is against Atlanta Metropolitan State College's policy. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting, as one's ideas or work of others. Violation of the cheating policy may result in the student receiving a lowered grade on a portion of the course or a grade of 'F' on the assignment in question. The student through the appeals process of the college may appeal a grade assigned to a student because of an alleged violation of the cheating policy.

6. Assessment Methods

- Quizzes/Exams will be given to measure the comprehension of assigned reading material.
- Papers are assigned to assess written communication skills.
- Video lessons and PowerPoint lectures are implemented to strengthen student's speaking comprehension, articulation, and writing skills.

7. Final Grade: Grade Distribution

Video Lessons	600 Pts
Quizzes/Exams	110 Pts.
Reflection Paper	100 Pts.
PowerPoint Lecture Responses	160 Pts.
Miscellaneous Assignments	35 Pts.
Final Exam	50 Pts.

A= 900-1000 B= 800-899 C= 700-799 D= 600-699 F= 599 and below

8. Assignments:

All assignments will be completed online. Assignments are located under the following links: Discussions and Quizzes. Do not look for assignments or post your work under other links that are not specified in the instructions. The professor will not accept any work via email. Make sure that you post your assignments by the due date and time. Each module and respective assignment will be released on Monday and close on Sunday.

Make up exams are given at the instructor's discretion and only with documentation. Assignments and dates are located in the syllabus and are subject to change.

Plagiarism will not be tolerated, and student(s) will receive a zero for the assignment plagiarized on the first occurrence. If this behavior shall happen another time, further action will be taken to remove student(s) from the course permanently for the duration of the semester.

Problems related to the grading policy for this course or other course management concerns should

be first brought to the attention of the professor for the course. However, a resolution of unsettled problems or concerns may be pursued by the grievance procedures outlined in the AMSC Student Handbook and the Academic Catalog.

10. **BrightSpace**

Atlanta Metropolitan State College uses **Brightspace (D2L)** learning environment for both fully online and face to face classes. You can access your class from the Brightspace (D2L) link on AMSC Homepage (www.atlm.edu). Your Username for Brightspace (D2L) is the first part of your email address that comes before the@ sign. For example, if your email address is jdoe@atlm.edu, your username is jdoe. Your password is your Banner Student Portal password (6 digit birth date MMDDYY) unless you changed it.

If your password does not work or if you have forgotten your password, click on the **Forgot Password link** on the login page and provide your D2L Username. Your password reset link will be sent immediately to your AMSC (ginger@atlm.edu) email address. If you do not know your email address and password or if your password does not work, contact the **Center for Academic Success at 404.756.4690 or cas@atlm.edu**. You can, also, call the D2L Helpdesk at 1.855.772.0423 or visit <https://d2lhelp.view.usg.edu>.

Remember that it takes 24 hrs from the time you registered for your name to appear in D2L Classlist. For all other D2L issues and concerns, contact Dr. Kokila Ravi 678.623.1141 or kravi@atlm.edu OR Dr. Eze Nwaogu 404.756.4718 or enwaogu@atlm.edu. When you email, remember to include your D2L Username, CRN # of the course, and your AMSC ID (932 number).

Core IMPACTS

This is a Core IMPACTS course that is part of the Humanities area. Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and support students' broad academic and career goals.

This course should direct students toward a broad-orienting question:

1) How do I interpret the human experience through creative, linguistic, and philosophical works?

Course content, activities, and exercises in this course should help students develop the following Career-Ready Competencies: 1) ethical reasoning, 2) information literacy, and 3) intercultural competence.

Course Learning Outcomes

- Students will demonstrate their written communication skills.
- Students will exhibit their ability to present oral presentations, when applicable.
- Students will show their ability to communicate effectively in small group settings.
- Students will establish nonverbal communication skills.

Course Specific Learning Objectives:

The catalog states that Human Communication is an introduction to Interpersonal Communication. This course will include practical experience in a variety of communication situations. The major objectives of this course are to:

1. Teach students to examine the variables of any communication setting
2. Make students aware of the impact of culture in non-verbal communication
3. Provide students with first hand experiences of working within a structured small group
4. Help students develop criteria to measure the effectiveness of small group presentations

5. Provide students with the opportunity to examine their communication style and its affect on other communication
6. Teach students to be more analytical in viewing communication situations

Miscellaneous

Additional Course Outcomes:

1. Discussion of reading assignments with attention paid to case studies which encourages the exploration of the practical application of interpersonal communication theory
2. Students will understand the role of self-perception in the communication situation
3. Explain and analyze the impact of cultural influence on language
4. Students will be able to analyze their oral communication within small group settings and explain how they can become a more effective group contributor
5. Students will prepare and deliver an extended oral communication presentation to the class demonstrating fundamentals and guidelines learned during the course
6. Students will demonstrate flexibility in selecting language codes appropriate for given situations

Note: All assignments are due on Bright Space. You are required to submit assignments to specified location via Discussion Board and Quizzes every Sunday by 11:59 p.m. for assignment to be considered on time. Do not upload assignments to areas not specified in the instructions. The Professor will not search for assignments outside of the instructed designated location. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED. DO NOT EMAIL ASSIGNMENTS.** They will not be accepted. However, certain situations are excusable with proper documentation.

GRADE DISTRIBUTION

Assignment Description	Possible Points	Points Earned
Video Lessons (10@50)	600	
PPT Lectures	160	
Quizzes (11@10)	110	
Reflection Paper	100	
Final Exam	50	
Worksheet Assignments	20	
Mandatory Attendance Assignments	10	
Extra Credit	5	
Total Points	1055	

HUMAN COMMUNICATION – 12 Weeks

COURSE MODULES

MODULE 1 – Sep 8

- Syllabus Quiz
- Introductions
- Read: Chapter 1- Introduction to Communication
- Quiz: Chapter 1
- Video Lesson #1 – How to Introduce Yourself
- PowerPoint Lecture #1 – Human Communication and Behavior

MODULE 2 – Sep 15

- Read: Chapter 2 – Self & Perception
- Quiz: Chapter 2
- Video Lesson #2 – Perception is the Root of All Evil
- PowerPoint Lecture #2 – Perception, Self, and Others

MODULE 3 – Sep 22

- Read: Chapter 7 – Active Listening
- Quiz: Chapter 7
- Video Lesson #3 – Power of Listening
- PowerPoint Lecture #3 – Listening

MODULE 4 – Sep 29

- Read: Chapter 5 – Verbal Communication
- Quiz: Chapter 5
- Video Lesson #4 – Communicating in the 21st Century
- PowerPoint Lecture #4 – Verbal Communication

MODULE 5 – Oct 6

- Read: Chapter 6 – Nonverbal Communication
- Quiz: Chapter 6
- Video Lesson #5 – Secrets of Nonverbal Communication
- PowerPoint Lecture #5 – Nonverbal Communication

MODULE 6 – Oct 13

- Read: Chapter 15 – Delivering Your Speech
- Quiz: Chapter 15
- Video Lesson #6: Giving a Presentation Worth Listening To
- PowerPoint Lecture #6 – Delivering Presentations

MODULE 7 – Oct 20

- Read: Chapter 9 – Interpersonal Communication
- Quiz: Chapter 9

MODULE 8 – Oct 27

- Read: Chapter 11 – Small Group Communication
- Quiz: Chapter 11
- Video Lesson #7 – Revolt Summit
- PowerPoint Lecture #7 – Group Communication

MODULE 9 – Nov 3

- Video Lesson #8 – Spoken Word

MODULE 10 – Nov 10

- Video Lesson #9 – Etymology
- Etymology Assignment (Special Assignment)

MODULE 11 – Nov 17

- Panel Discussion
- Reflection Paper

MODULE 12 – No 24

- Video Lesson #10 – Semiotics
- Semiotic Analysis (Special Assignment)

MODULE 13 – Dec 1

- Cont'd Assignments

MODULE 14 – Dec 9-11

- Final Exam