

16 Week Schedule – Introduction to Communication

Week 1

Module 1: Foundations of Communication

- Lesson 1: Defining Communication
 - Check Your Knowledge
- Lesson 2: Verbal Communication
 - Check Your Knowledge
- Lesson 3: Nonverbal Communication
 - Check Your Knowledge
- Lesson 4: Spoken versus Written Communication
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 1 Quiz

Week 2

Module 2: The Evolution and Impact of Mass Communication

- Lesson 1: What is Mass Communication?
 - Check Your Knowledge
- Lesson 2: Traditional Media
 - Check Your Knowledge
- Lesson 3: Public Relations
 - Check Your Knowledge
- Lesson 4: Marketing and Advertising
 - Check Your Knowledge
- Lesson 5: Ethics and Mass Communication
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 2 Quiz

Week 3

Module 3: International and Intercultural Communication

- Lesson 1: What is Intercultural Communication?
 - Check Your Knowledge

- Lesson 2: International Communication and The Global Marketplace
 - Check Your Knowledge
- Lesson 3: The Impact of International Organizational Styles
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 3 Quiz
Mastery Assignment 1 is Due

Week 4

Module 4: Intrapersonal and Interpersonal Communication

- Lesson 1: Self-Reflection and Self-Disclosure
 - Check Your Knowledge
- Lesson 2: Developing Personal Relationships and Conflict Management
 - Check Your Knowledge
- Lesson 3: Building Work Communities and Professional Networks
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 4 Quiz

Week 5

Module 5: Organizational Communication

- Lesson 1: What is Organizational Communication?
 - Check Your Knowledge
- Lesson 2: Giving Directions
 - Check Your Knowledge
- Lesson 3: Equal Contribution and Timelines
 - Check Your Knowledge
- Lesson 4: Asking Questions and Giving Feedback
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 5 Quiz
Mastery Assignment 2 is Due

Week 6

Module 6: Working in a Small Group

- Lesson 1: Groups: Roles, Organization, and Leadership
 - Check Your Knowledge
- Lesson 2: Groups: Teamwork and Projects
 - Check Your Knowledge
- Lesson 3: Groups: Problem-Solving and Decision-Making
 - Check Your Knowledge
- Lesson 4: Trends and Technology for Group Communication
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 6 Quiz
Discussion #1

Week 7

Module 7: Professional Writing

- Lesson 1: Organizing and Brainstorming
 - Check Your Knowledge
- Lesson 2: Business Writing in Action: Text, Emails, and Netiquette
 - Check Your Knowledge
- Lesson 3: Business Writing in Action: Business Proposals and Reports
 - Check Your Knowledge
- Lesson 4: Practice Business Writing
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 7 Quiz

Week 8

Mid-Term

Week 9

Module 8: Preparing a Public Speech

- Lesson 1: Ethics in Written and Spoken Communication
 - Check Your Knowledge
- Lesson 2: Developing and Preparing Your Speech
 - Check Your Knowledge
- Lesson 3: Speech Anxiety
 - Check Your Knowledge
- Lesson 4: Using Psychology for Recall and Understanding
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes

Week 10

Module 8: Preparing a Public Speech

- Lesson 5: A Guide to Preparing a Speech
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes

Module 8 Quiz

Week 11

Module 9: Delivering a Public Speech

- Lesson 1: Grabbing Attention
 - Check Your Knowledge
- Lesson 2: Delivering Your Speech
 - Check Your Knowledge
- Lesson 3: Asking and Answering Questions
 - Check Your Knowledge
- Lesson 4: Effective Critical Listening and Providing Feedback
 - Check Your Knowledge
- Lesson 5: A Guide to Delivering Your First Speech
 - Check Your Knowledge
- Lesson 6: Recording and Uploading Your Video

Graded Assignments

Check Your Knowledge Quizzes
Module 9 Quiz

Week 12

Module 10: Adapting to Your Audience

- Lesson 1: Adapting Before the Speech
 - Check Your Knowledge
- Lesson 2: Adapting During the Speech
 - Check Your Knowledge
- Lesson 3: Adapting After the Speech
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quiz
Module 10 Quiz

Week 13

Module 11: Speaking with Purpose: Information or Persuasion

- Lesson 1: Making Arguments
 - Check Your Knowledge
- Lesson 2: Persuasive Speaking
 - Check Your Knowledge
- Lesson 3: Informative Speaking
 - Check Your Knowledge
- Lesson 4: Professional Speaking in Daily Life
 - Check Your Knowledge
- Lesson 5: Interviews, Reviews, and Other Business Conversations
 - Check Your Knowledge
- Lesson 6: Practice Informative and Persuasive Speaking
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes
Module 11 Quiz
CEE - Critical Evaluation Exercise
Discussion #2
Mastery Assignment 3 is Due

Week 14

Module 12: Media Literacy, Technology, and Issues in Communication

- Lesson 1: What is Media Literacy?
 - Check Your Knowledge
- Lesson 2: Internet, Social Media, and Technology
 - Check Your Knowledge
- Lesson 3: Gender, Racial, and Cultural Sensitivity in Communication
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quizzes

Week 15

Module 12: Media Literacy, Technology, and Issues in Communication

- Lesson 4: Democratization of Communication
 - Check Your Knowledge
- Lesson 5: Comparative Advantage Speaking
 - Check Your Knowledge

Graded Assignments

Check Your Knowledge Quiz

Module 12 Quiz

Mastery Assignment 4 is Due

Week 16

Final Exam