

CD 1130 Communications

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Office Hours: By Appointment Only

Course Description

A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation, and practical workplace communication. 45 Hours.

Text

The Bare Essentials Plus, Second Edition. Published 2002 by Nelson.

Teaching Methods

The course work will include lecture, role play, small group work, in-class activities and exercises, writing assignments, and student presentations. Online activities and practice are available through the publisher of the text.

Objectives

The primary objective of CD 1130 is to improve communication skills in writing and speaking. To achieve this objective the course will focus on grammar, mechanics, and style. A variety of formats for both writing and speaking will be incorporated.

Grading

Initial Essay	5%
Quizzes	20%
Paragraph Activity	5%
E-mail assignment	5%
Two Letters	15%
Research Essay (Thesis Statement, Outline, and Final Document)	20%
Presentation	20%
Class Participation/Attendance	10%

Class Policies

Regular attendance and active class participation help you to be a successful student.

All assignments must be completed in order to receive a passing grade for this course. If you fail to complete an assignment you will be assigned a grade of *Incomplete* for the course.

Assignments are due in class at the beginning of the class. Late assignments will receive a 5% deduction per day, including weekends. Assignments will not be accepted after ten days have passed from the due date, resulting in an *Incomplete* for the course.

All quizzes must be written in class on the day they are scheduled.

As adult students with other responsibilities, you might encounter situations that prevent you from attending a scheduled class. **If you must miss a class on which a quiz is scheduled or on which an assignment is due you must negotiate your situation with me prior to the absence.** Simply leaving me a telephone message or sending me an e-mail does not qualify as negotiation.

The instructor reserves the right to make changes to the course outline in order to accommodate the needs of the class.

Key Dates

Wednesday, September 11	Initial Essay Due
Friday September 13	Quiz
Friday September 20	Quiz
Wednesday, September 25	Paragraph Activity Due
Friday September 27	E-mail Assignment Due
	Quiz
Wednesday October 2	Quiz
Wednesday October 9	Quiz
Friday October 11	First Letter Due
	Quiz
Wednesday October 16	Quiz
Friday October 18	Quiz
Wednesday October 23	Second Letter Due
Friday October 25	Quiz
Wednesday October 30	Quiz
Wednesday November 13	Thesis statement Due
Wednesday November 20	Research Essay Outline Due
Friday November 22	Last chance to have essay for comments and ensure it is returned by Wednesday November 27
Friday November 29	Research Essay Due
December	Presentations – Assigned dates to be announced