

Overview Sheet - ECC CMS 101/125

Fundamentals of Speech Communications

Spring Semester, 2020

*This Cover Sheet will give you key information at a glance about the course. However, be sure to read ALL of the Syllabus including the **Basic Agreement** (which includes specific expectations, policies, standards and grading procedures, **Riders** (that explain special course or college resources and policies that will affect your learning) and the **Information Workbook** . which provides course-specific information including: schedules, scores, assignments and more.*

About The Instructor

Instructor Name	John Karnatz
Preferred Email	KarnatzSC@Gmail.com
Preferred Phone/Text	630.965.4228
Contacting John	Office Hours: My office hours are published in the SCHEDULE page of the class website. Based on availability, we can also arrange other times for phone calls or meetings.
Other Information	I will post changes to schedules or assignments on the class web page and announce them in class.
Schedule Changes or Urgent Communications	See Class Page. Announcements are highlighted in yellow.

About The Course

Course Name	Intro to Speech Communications
Course Number & Section	CMS 101/125 - 3 Credit Hours This is a transferable course and is considered by other colleges and universities to be equivalent to IAI C2 900.
Meeting Location	B - 314
Class Days and Times	Mon. - 2:00 pm - 5:00 pm
Prerequisites	<u>Reading</u> : Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.

	<u>Writing</u>: Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20, or an appropriate placement score
Required Text	<i>Communicating with Others: A Guide to Effective Speaking in a Complex World (e-book).</i> The text is now published as an E-Book. Unfortunately, because this edition is a major departure from previous edition, only this version is appropriate for this class.
Class Technologies	<u>Class Materials</u>: http://tinyurl.com/KarnatzCommunications (Click on the link to: ECC CMS 101) <u>Urgent Communications</u>: Sent to student emails and posted on the class webpage <u>Schedule or Assignment Date Changes</u>: Announced in class, posted to the Class webpage and updated in the class Information Workbook. <u>Class Emails</u>: :The class uses ECC issued student email addresses