

COMMUNICATION SKILLS (801)

Information provided includes course descriptions by subject only. For complete 2018-2019 programs/academic plans, please refer to Academic Programs (<http://catalog.blackhawk.edu/academics>).

801-119

Credits: 3

This is a course designed for students who are interested in learning about music, radio, television, and film. However, the nature and scope of the course goes beyond mere media appreciation. The overall objective is to provide students with an understanding of the forms of Mass Communication and insure that the students learn how to communicate interpersonally about the films, television shows, and radio music that they see and hear. Main learning activities: movies, recorded music and television shows will be seen and heard regularly in class and discussed and critiqued formally outside of class.

Aid Code: 10 - Associate Degree.

Complete Course Listing

801-136 English Composition 1

Credits: 3

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of written documents.

Aid Code: 10 - Associate Degree.

Pre-requisites: (ASSET Writing Skills, 44 or COMPASS Writing Skills, 070 or AccuPlacer Sentence Skills, 083 or ACT English, 18 or Test Waived-College Degree or 831-103 or 831-103) and (COMPASS Reading Skills, 073 or AccuPlacer Reading Comp, 076 or ACT Reading, 16 or ASSET Reading Skills, 39 or Test Waived-College Degree or 838-104 or 838-104 or 801-196 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

801-195 Written Communication

Credits: 3

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

Aid Code: 10 - Associate Degree.

Pre-requisites: (ASSET Writing Skills, 44 or COMPASS Writing Skills, 070 or ACT English, 18 or AccuPlacer Sentence Skills, 083 or Test Waived-College Degree or 831-103 or 831-103) and (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree or 838-104 or 838-104 or 801-196 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

801-196 Oral/Interpersonal Communication

Credits: 3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

Aid Code: 10 - Associate Degree.

Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree or 838-104 or 838-104 or 801-195 or 801-136 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

801-197 Technical Reporting

Credits: 3

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

Aid Code: 10 - Associate Degree.

Pre-requisites: (801-195 or 801-136 or Test Waived-College Degree)

Complete Course Listing

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801-198 Speech

Credits: 3

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

Aid Code: 10 - Associate Degree.

Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree or 838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

801-311 Communication

Credits: 2

This course reviews the grammar and writing skills that an adult learner needs to write clearly, concisely, and persuasively on the job. Students will produce a variety of job-related documents such as: business memos, letters, and short reports. The course will provide techniques that will improve the effectiveness with which learners communicate interpersonally, and within small groups. Students will learn to prepare and deliver oral presentations.

Aid Code: 31 - One-year Technical Diploma.

Pre-requisites: (ASSET Writing Skills, 38 or COMPASS Writing Skills, 038 or AccuPlacer Sentence Skills, 063 or ACT English, 15 or Test Waived-College Degree or 851-781 or 851-782 or 851-782 or 851-783 or 851-783)

Complete Course Listing