

Course Name:	COMM2232:51 Business and Professional Communication Studies
CRN	90565
Description	This class introduces interpersonal and group principles and skills needed to communicate effectively in business and other professional settings. Emphasis is on developing, organizing, and supporting ideas in interpersonal business encounters, groups and meetings, and platform presentations.
Prerequisites	Recommended: ENG 101 & COMM 221
Start and End Dates:	May 19, 2008 – August 8, 2008
Instructor Name	Dr. Lisa M. Orick-Martinez
Phone	224-5613 or leave a message at 224-3636 X0932
Email	lisao@cnm.edu U.S. Mail: Dr. Lisa M. Orick-Martinez CNM Community College CHSS/JMMC 4700 Morris NE Albuquerque, New Mexico 87111 U.S.A.
Required Face-to-Face Meeting:	Monday June 9th, 2008 5-9 PM in J124 Montoya Campus and Monday July 28th, 2008 5-9 PM in J-124 Montoya Campus. No arriving late, and no leaving early.
Required Texts:	Adler, R. B. & Elmhorst, J. M. (2008) <u>Communicating at Work:: Principles and Practices for Business and the Professions</u> . (9 th ed.). New York: McGraw-Hill. ISBN 0073511889 CNM WebCT account
Additional requirements for this course:	. This is a distance learning course with two required on-campus sessions . It is not self-paced; assignments must be completed on time. Late work is not accepted. Attendance for the on-campus sessions is mandatory. All meetings are at Montoya Campus. All current due

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	dates are on Black Board, use the syllabus as a guide. It may change, so you need to check blackboard daily.
Online Information and time commitment:	Again, this IS NOT a self-paced class. You will have discussion questions you need to post and respond to in specific time frame. This course will take an approximate average of 6-12 hours a week to complete the readings, postings and other work.
Additional Instructions for after enrolling for this course:	E-mail: Always use the WebCT e-mail for class purposes. Only if WebCT is unavailable and it is an emergency, use lisao@cnm.edu and then put your name and Comm 2232-51 in the subject line.