



Course Outline

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School: Computing and Academic Studies

Department: Pre-Entry Communication

COMM. 0003

Introduction to BCIT for EAL Students

Start Date:	October 27	End Date:	December 9
Course Credits:	0	Term/Level:	Fall 2001
Total Hours:	84		
Total Weeks:	7		
Hours/Week:	12		

Prerequisites: COMM 0071 or Placement Test

Students in COMM 0003 must be at an intermediate level of English.

Course 0003 is a Prerequisite for: 0004

You will need to obtain a minimum grade of 65% in COMM 0003 to enter COMM 0004.

Course Calendar Description: This course gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. This course emphasizes oral English language skills, gives you practice in writing skills, and prepares you for entry to Comm 0004.

Course Goals: COMM 0003 is designed to help students wishing to pursue careers in trades and technology to develop a solid foundation of English language skills. The course consists of 12 seven-hour classes. Successful completion of the course will prepare students to further develop their technical writing skills in BCIT's other pre-entry courses.

Evaluation

Writing Assignments	40%
Presentations	15%
Midterm Exam	25%
Final Exam	20%
TOTAL	100%

Course Learning Outcomes/Competencies: When you have successfully completed this course, you should be able to:

1. work efficiently in a team environment
2. write a simple paragraph or letter, using clear, accurate English
3. give formal definitions, using adjective clauses
4. give short oral presentations on technical subjects
5. describe mechanisms, using appropriate adjectives, adverbs, and prepositions
6. summarize a technical article
7. write a sequence of instructions using the imperative

Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Program Head/Chief Instructor

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
Operating Unit: Academic Studies
Program: Pre-Entry Communication

COMM 0003
Introduction to BCIT for EAL Students

Instructor Information

Name: Judit Gyenes **Office Location:** NA
Office Phone: 451-67777 mailbox# 9299 **Office Hours:** By appointment
E-mail Address: Judit_Gyenes@bcit.ca

Learning Resources

For this course you will need to buy the Oxford Practice Grammar reference book. (ISBN 0194313697)

Required:

For your hand-written assignments, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- 2 HB pencils
- an eraser
- 2 overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

Recommended: You'll want to have a good **English –to English dictionary**. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension.

BCIT Policy Information for Students: As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

Conduct and attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, students are expected to conduct themselves appropriately at all times, respecting other people's rights, property, environment, health and safety, and are held responsible for their own and collective actions. See page 2 of the 1999 Full-time Calendar for more information about this policy.

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected - an environment free from harassment and discrimination. See the 1999 Full-time Calendar for more information about this policy.

D. Required in Examination Centres

Effective December 2000, in order to write exams, students will be required to produce photo-identification at examination centres. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a drivers license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

This is not a complete list of all BCIT policies relating to students. Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the 1999 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

Assignment Details: You are required to complete all assignments—practice and graded—for this course as well as write the midterm and the final exam. IN-class assignments must be completed and handed in during the class in which they are given. Any take-home assignments must be submitted at the beginning of the next class.

If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment. Assignments received after other students' marked assignments have been returned will receive comments but no grade.

All writing assignments must meet the following requirements:

1 ☐ **Acceptable Paper.** Use lined 8-1/2 by 11" notepaper. If you want to word-process assignments, ask your instructor. Please start writing on the side of the page that has holes on the **left**.

2 ☐ **Functional Margins and Double-Spaced.** Leave 1" margins on all sides of the assignment to allow for marking. Write only on every **second** line to leave room for the instructor's comments.

Proper Identification. Write your name and course number on the top right hand corner of each page.

Professionalism and Participation: BCIT prides itself on the professionalism of its students, who are welcome in any workplace because of their proven ability to show up and do the job in a way that earns the respect of their coworkers and supervisors.

To meet workplace standards, you'll have to

- Submit all assignments on time, or obtain extensions before deadlines
- Attend all classes, or explain an absence the same way you would have to excuse yourself for not being able to come in to work
- Treat each other and your instructor with courtesy and consideration
- Contribute to the success of your course by participating actively in every class.

OUTLINE OF YOUR WORK FOR THIS COURSE

(schedule is subject to change based on the instructor's perception of the needs of the class)

Week	Material Covered
1 Assignment #1	Introductions: Learn about the course, your instructor, and the other students. Review verb tenses and the structure of the sentences and paragraphs. Learn about <i>Technical Style</i> .
2 Assignment #2	Definitions: Learn how to write and present formal definitions using adjective clauses. Descriptions: Learn how to describe a mechanism. Review adjectives, prepositions, and the passive form of verbs.
3 Assignment #3	Descriptions cont. Oral presentations: Learn what makes a good presentation. Review the midterm exam.
4 Assignment #4	1st ORAL PRESENTATION MIDTERM EXAM. 2 hours (Bring your dictionary.) Technical Instructions
5 Assignment #5	Resumes. Cover Letters. Learn how to discuss personal skills in an interview. Learn about adverbial clauses.
6 Assignment #6	Summaries: Learn about main ideas, and relevant details. Write paragraphs and a summary of a technical article. Oral presentations cont.
7	Review the final exam. 2nd ORAL PRESENTATION. FINAL EXAM. 3 hours (Bring your dictionary)