



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Technology Entry

Option:

COMM 0007
Communication for Technology Entry

Start Date: January 2, 2008

End Date: April 18, 2007

Total Hours: 75 **Total Weeks:** 15

Term/Level: 2008/10 **Course Credits:** Non-credit

Hours/Week: 15 **Lecture:** 2 **Lab:** 3

Shop: **Seminar:** **Other:**

Prerequisites

COMM 0007 is a Prerequisite for:

Course No. **Course Name**

Course No. **Course Name**

English 11 with a "C" or equivalent.

Course Description

As students preparing to enter Technology programs at BCIT, you can look forward to a rewarding but demanding two years of study followed by a prosperous and challenging career. The goal of this course is to prepare you for success at BCIT: to give you the writing, reading, speaking, and listening skills you will need to enter a full-time program at BCIT. This course will place the greatest emphasis on helping you to develop your writing skills.

In your two hours of lecture a week, you will learn the principles and guidelines for communicating effectively. You will apply these principles in group and individual exercises and assignments during your three hours of tutorials and computer labs.

To qualify for admission into a fulltime program at BCIT, you need to obtain a minimum of 65% in COMM 0007. Technology entrance prerequisites may require a higher grade than 65% for acceptance into a particular program.

Students successfully completing this course should be confident in their abilities to communicate effectively.

Course Goals

COMM 0007 will give students the skills needed to communicate in their Technology Entry courses and to enter a full-time technology program at BCIT.

Comm. Dept.
Dayschool
Course Outlines
Spring 2008 (Jan-May)

Evaluation

Lab Assignments	25%
Term Tests (2)	30%
Oral Report	10%
*Professionalism and Participation	5%
Final Exam	30%
TOTAL	100%

***Professionalism and Participation**

Your evaluation in this course includes a 5% mark for professionalism, which is based on industry's expectations for BCIT graduates. Your classroom is your workplace while you attend BCIT. To get a full 5% for professionalism, you'll have to:

- complete all lab assignments during the scheduled lab Time.
- submit all assignments on time or obtain an extension before the deadline.
- attend all lectures and labs or explain your absence the same way you would have to excuse yourself for not being able to come in to work.
- Treat each other and your instructors with courtesy and consideration.
- use appropriate language.
- contribute to the success of your course by participating actively in every class.
- work in lab as if you were paying yourself to be there. (Think about it!).

Course Learning Outcomes/Competencies

Writing Skills

When you have successfully completed this course, you should be able to:

1. write sentences that are clear, concise, and grammatically correct.
2. identify and correct spelling, grammar, and punctuation errors.
3. identify your reader and purpose before you write.
4. use a standard letter format for letters and memos.
5. write routine letters and memos.
6. write subject lines for your letters, memos, and emails.
7. write in a technical style.
8. organize your ideas into effective paragraphs.
9. use headings and lists in your documents.
10. use MS-WORD to write, edit, and revise documents.
11. use your communication skills to complete projects assigned in all your TE courses.

Speaking Skills

When you have successfully completed this course, you should be able to:

1. plan, organize, and deliver an effective oral report on a technology-related topic.
2. participate effectively in small group discussions.

Reading and Study Skills

When you have successfully completed this course, you should be able to:

1. effectively use BCIT library facilities for research.
2. use strategies to manage time effectively.
3. prepare successfully for exams.
4. use your reading and study skills in your BCIT courses.

Verification

I verify that the content of this course outline is current.

Dale Fitzpatrick

Authoring Instructor

Dec 7/07

Date

I verify that this course outline has been reviewed.

N. Graham

Program Head/Chief Instructor

Dec 07

Date

I verify that this course outline complies with BCIT policy.

Patricia Hackwell

Dean/Associate Dean

Dec 14/07

Date

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

Instructor

Dale Fitzpatrick	Office Location: Office Hrs.:	SW3 4795 As posted on office door, or by appointment.	Office Phone: 604-451-6896 E-mail Address: dfitzpat@bcit.ca
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Learning Resources

Required:

Writing for Success: Preparing for Business, Technology, Trades, and Career Programs (1998) by Dale Fitzpatrick and Kathleen Vance.

Delivering an Informative Oral Report (1999) by Dale Fitzpatrick and Kathleen Vance.

An English-to-English dictionary. If you speak English as an additional language, I recommend the ***Oxford Advanced Learner's Dictionary of Current English***.

- 3-ring binder for your handouts, notes, and assignments
- Suitable computer disks for your word-processed assignments
- Lined 8-1/2 x 11" notepaper for lab work
- Black or dark blue ink pen
- Liquid paper
- Overhead transparencies for group work and oral presentations
- Two overhead pens
- a stapler and staples or a supply of paper clips
- note cards for oral presentations.

Information for Students

Assignments: Lab attendance is mandatory. Your lab assignments must be done on an individual basis unless otherwise specified by the instructor. All lab assignments must be word processed unless otherwise specified by the instructor. All lab assignments are due at the end of the lab in which they are assigned. If you miss a lab assignment, you will receive a grade of zero. Lab work done outside of class will not be accepted. Rewrites are not allowed for graded assignments in this course. You must complete all assignments, including the oral presentations, to pass this course. Marks will be deducted for late assignments, except in exceptional circumstances, such as illness. Assignments that are more than one week late will not be accepted.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Attendance and Participation

Your classroom at BCIT is *your workplace*. As in any other workplace, you're expected to show up on time and attend regularly. If you are absent for any cause other than illness for more than 10% of the time prescribed for this course, you may be prohibited from completing the course (See the BCIT Calendar). You must attend the *entire class*. If you leave early, you will be counted as absent.

Communication classes are **interactive**, which means that you are an important participant in your education. You and the other students in your class, with your wide range of backgrounds, talents, and knowledge, will contribute to the richness of your education. In addition, as you and the other students work together in small groups, you will be gaining valuable teamwork skills. To participate effectively, you will need to be prepared for each class; manage your time effectively, both in and out of class; read and study the course materials; understand and follow all instructions and course procedures; ensure you have the necessary course prerequisites; and speak to me about any course-related problems you have.

The BCIT Policy on Attendance will be enforced. Students who wish to observe significant religious holy days that are not BCIT holidays may be accommodated (See 5002, BCIT Student Regulations Policy).

Standards

Your grades will be based on how well you apply the writing and speaking techniques we've discussed and practised in class. The standard used to measure how well you apply these techniques is based on industry's expectations of BCIT graduates.

Your final mark for this course includes a 5% grade for professionalism and teamwork. This grade is also based on industry's expectations of BCIT graduates. ***Use your lab and lecture time wisely. During labs and lectures you will be asked to show evidence of your work.***

Teaching Methods

Your instructor will be using the methods that have proven most effective for teaching communication to students at BCIT:

Collaborative Learning and Teamwork. Just as in your other courses at BCIT, you will often be working in teams. This will allow you to develop the interpersonal skills you need to succeed in the workplace. You will also learn more in teams as you teach and support each other.

Peer Editing. You'll work with partners to locate, discuss, and correct errors in each other's work.

Oral Work. You will be reporting orally to your teams, to your class, and to your instructor throughout the course.

Critical Thinking. For each of your assignments in this course, you will be required to practise one or more of the following critical thinking skills:

1. Defining your purpose for the communication task and identifying your assumptions and point of view.
2. Assembling and weighing the evidence and ensuring that the conclusions logically follow from the evidence.
3. Deciding what to do or say and evaluating the consequences.

Ground Rules for the Classroom

BCIT and its management, together with the unions on campus and your 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.

I am offended by racist, heterosexist, ablist, anti-Semitic and other remarks that stereotype people as members of groups and express prejudices against them. I will object to any such remarks that I hear in class, and you are welcome to do the same. If someone objects to a remark you have made, please clarify what you said (if you were misinterpreted) and apologize.

I realize that for most of us, including myself, it is a struggle to recognize our false assumptions and our hurtful behaviour. For example, many people occasionally say something that assumes that everyone else is like themselves, such as that everyone shares their own ethnic or religious background, or that everyone can walk or see. These remarks can make people present feel ignored or left out.

Please criticize points of view, opinions, statements, and behaviour. Please do NOT criticize people. Do NOT use coarse language ("industrial language") in the classroom.

The BCIT Policy on Harassment and Discrimination (7507), the BCIT Student Regulations Policy (5002), and the BCIT Policy on Abusive and Threatening Behaviour (7522) will be enforced.

Modifications for Students with Special Needs

Accommodation: Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (SW1 2300; 604 451 6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area. Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform the course instructor(s) and the Disability Resource Centre of their personal circumstances.

Meaning of Grades

BCIT is noted for its high standards – that's why you're here. These high standards are your guarantee that employers will respect your diploma and your grades and will want to hire you. As an instructor at BCIT, I am responsible for assessing your work fairly and accurately according to the standards set by the Institute and by my profession. As a student here, you're responsible for doing your best work to meet those standards.

For students, the grade on an assignment is sometimes disappointing. For instructors, determining the appropriate grade is not an easy job. The instructor must read each assignment with extreme care and concentration. The grade itself is a judgement made by the instructor that is based on years of acquired expertise and experience. Assignments are seldom all good or all bad; the virtues of an assignment must be balanced against its defects to determine the final grade.

The BCIT Policy on Formal Invigilation Procedures (5300) will also be enforced. The BCIT Policy on Formal Invigilation states: "Effective December 2000, in order to write exams, students will be required to produce photo identification at examination centres. Photo ID must be placed on the

desk before an exam will be issued to a student. The ID must remain in view on the desk while the student is 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 ID, such as a driver's licence."

Assignment Details

Lab Assignments	25%
Term Test #1	15%
Term Test #2	15%
Informative Oral Report	10%
Professionalism and Participation	5%
Final Exam	30 %

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1 Jan 2	Complete a writing diagnostic Complete a grammar diagnostic Get to know each other Find out about your COMM course	Test Material	Assessment	Jan 3 (in class)
2 Jan 7	Lecture 1: Introduction to the planning and writing process: Define your reader and purpose Lecture 2: Introduction to the planning and writing process: Define your reader and purpose (continued) Tutorial: Do exercises on planning and writing Lab: Learn how to get started on WORD: Do a practice exercise using WORD	WFS: Chapter 1, pp. 1–16	Complete practice exercises on planning and writing. Do a practice exercise using WORD	Due in this week's lab and tutorial
3 Jan 14	Lecture 1: See a video and learn how to deliver an oral report. Lecture 2: Learn all about subjects and verbs. Tutorial: Do practice assignment on planning; do exercises on subjects and verbs. Lab: Complete graded writing assignment on material you learned in WFS: Chapter 1.	Video: "So, You Have to Give a Talk?"; Oral Reports: pp. 29–34 Handouts WFS: Chapter 1	Complete in-class graded writing assignment on Chapter 1 (WFS)	Graded assignment due in this week's lab
4 Jan 21	Lecture 1: Learn how to write effective sentences: Use active voice. Lecture 2: Learn how to write effective sentences: Put your main idea first; Learn how to set the right tone. Tutorial: Do exercises on main idea first and active voice. Lab: Do team presentations on oral reports.	WFS: Chapter 2, pp. 55-60 WFS: Chapter 2, pp. 60-64	Do team presentations on Oral Reports video (S/U) Complete practice exercises on WFS – Chapter 2	Team presentations due in this week's lab and tutorial

Week of Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
5 Jan 28	Lecture 1: Learn how to write sentences, NOT fragments, run-ons, and comma splices. Lecture 2: Learn more about how to write complete sentences; do exercises on correcting sentence errors. Tutorial: Learn how to write subject lines for your documents. Lab: Complete a graded writing assignment: Put Your Main Idea First.	Handouts Handouts WFS: pp.24-26	Complete a graded writing assignment on Chapter 2, WFS.	Graded lab assignment due in this week's lab
6 Feb 4	Lecture 1: Learn how to use the apostrophe correctly Lecture 2: See a video and learn how to manage your time Lab: Learn your way around the BCIT Library Tutorial: Learn how to use a standard format for your letters and memos	Handouts WFS: pp. 16-23	Do exercises on format. Review what you learned about using the BCIT Library	
7 Feb 11	Lecture 1: Review for Term Test #1. Tutorial: Reduce your oral communication apprehension Lab: Do exercises on sentence patterns and sentence combining <i>Thursday, Feb.14 is "Be a Technology Student Day." All TE students are required to participate. The TE Program Head will give you a schedule for that day.</i>	Handouts Oral Reports: ppp.88-100 Handouts; WFS: Chapter 3	Do exercises on sentence patterns and sentence combining. Participate in "Be a Technology Student" Day.	Due in this week's tutorial and lab.
8 Feb 18	Lecture 1: Learn how to combine sentences. Lecture 2: Learn more about how to deliver an oral report Tutorial: Learn how to give and receive feedback Lab: Do Term Test #1.	WFS: Chapter 3 Oral Reports: pp.67-78	Do Term Test #1	Term Test #1: 15 %
9	Lecture 1: Learn how to write in a technical style: removing readability blocks	WFS: Chapter 4, pp. 96-114		Graded lab assignment due

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Feb 25	<p>Lecture 2: Learn how to write in a technical style: using a plain and simple writing style</p> <p>Lab: Complete a graded lab assignment: Write a letter or memo based on a case study</p> <p>Tutorial: Do exercises on technical style</p> <p><i>Wednesday, Feb. 27 is Professional Development Day for all instructors. All classes are cancelled today.</i></p>		Lab Assignment	in this week's lab
10 Mar 3	<p>Lecture 1: Learn how to write parallel lists</p> <p>Lecture 2: Learn how to write headings</p> <p>Tutorial: Do practice oral reports.</p> <p>Lab:</p> <p>Finish research for your Oral Report assignment:</p> <ul style="list-style-type: none"> • Prepare a working outline for your oral report. • Prepare note cards for your oral report. • Prepare visuals for your oral report. <ul style="list-style-type: none"> ✓ Learn more about delivering your oral report: ✓ Using Eye Contact, Smiles, Gestures, and Posture ✓ Defining your Terms and Avoiding Slang 	<p>WFS: Chapter 6, pp. 174-179</p> <p>WFS: Chapter 6, pp. 165-173</p> <p>Oral Reports: pp. 47-55</p> <p>Oral Reports: pp. 35-46</p> <p>Oral Reports: pp. 77-66; pp. 79-86</p> <p>Oral Reports: pp.101-105</p> <p>Oral Reports: pp.106-107</p>	<p>Prepare note cards, working outline, and visuals for oral report</p> <p>(S/U)</p> <p>Do practice oral (S/U) report</p>	<p>Preparing for your oral report: Due in this week's lab and tutorial</p>

Week of Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Mar 10	SPRING BREAK: MARCH 10 - 14, 2008			
11 Mar 17	<p>Lecture 1: Learn how to avoid common errors when using commas</p> <p>Lecture 2: Do exercises on using commas</p> <p>Lab: Complete graded writing assignment: Technical style.</p> <p>Tutorial: Present Oral Report on "Be a Technology Student" Day.</p>	<p>Handouts</p> <p>Handouts</p>	<p>Present Oral Report (10 %)</p> <p>Complete graded lab assignment: Technical Style</p>	<p>Graded lab assignment due in this week's lab</p> <p>Present in this week's tutorial</p>
12 Mar 24	<p>Lecture 1: Organizing your ideas into paragraphs: Writing main idea sentences; Learn ways to develop paragraphs.</p> <p>Lab: Present Oral Report on "Be a Technology Student" Day</p> <p>Tutorial: Present Oral Report on "Be a Technology Student" Day.</p> <p><i>Monday, March 24 is Easter Monday. BCIT is closed.</i></p>	<p>WFS: Chapter 5, pp. 127-144</p>	<p>Present Oral Report (10%)</p>	<p>Present in this week's lab or tutorial.</p>

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
13 Mar 31	Lecture 1: Learn the rules for pronouns Lecture 2: Review for your Term Test #2 Lab: Do Term Test # 2 Tutorial: Present Oral Report		Present Oral Report (10 %) Term Test # 2 (15%)	Present in this week's tutorial
14 Apr 7	Review for your final exam: complete a practice writing assignment to prepare for your final exam Learn how to prepare for and write exams Go over an outline for your final exam	Handouts	Complete a practice writing assignment	
15	FINAL EXAM WEEK: APRIL 14 - 18, 2008			