BCIT®

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Pre-Entry Communication

Course Number COMM 0004
Course Name:
Technical Communication for Second Language Students

Start Date: Feb 14, 2003		**End Date:** March 23, 2003	
Total Hours: 84 **Total Weeks:** 6		**Term/Level:** 200310 Pre Entry	**Course Credits:** N/A
Hours/Week: 14 **Lecture:**	**Lab:**	**Shop:**	**Seminar:** **Other:**

Prerequisites		**Course Number is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
	Comm 0003 or placement test		Comm 0005 (a minimum mark of 65% is required)

■ **Course Description (required)**

Students will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in trades' courses. This course covers sentence and paragraph development, listening & reading comprehension, speaking, and grammatical skills.

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■ **Detailed Course Description (optional)**

■ : COMM 0004 consists of 12 7-hour classes. This course is designed to prepare students whose first language is not English, yet who have good writing and speaking skills for study at BCIT. The course focuses on developing the listening, reading, writing, speaking, and study skills required for technical and business communication

■ **Evaluation**

Assignments	40	Comments:
Oral Presentation	10	
Midterm Exam	20	
Final Exam	30	
TOTAL	100%	

■ **Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

■ Verification

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

| _____ | _____ |
| Authoring Instructor | Date |

I verify that this course outline has been reviewed.

| _____ | _____ |
| Program Head/Chief Instructor | Date |

I verify that this course outline complies with BCIT policy.

| _____ | _____ |
| Dean/Associate Dean | Date |

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

■ **Instructor(s)**

Daniel Adleman   Office Location: Office Phone:
                        Office Hrs.:   E-mail Address: dadleman@my.bcit.ca

■ **Learning Resources**

Required:

Modules 1-6 – to be distributed by the instructor

English-English dictionary

Recommended:

■ **Information for Students**

(*Information below can be adapted and supplemented as necessary.*)

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

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.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

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.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

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.

■ **Assignment Details**

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date

1	Assessment
	Writing: Classification
	Grammar: Count/Noncount Nouns
	      Articles
	      Subject-Verb Agreement
	      Sentence Types
	      Conjunctions
	      Punctuation
		Module 1		

2	Article Report
	Writing: Classification
	Grammar: Intro to Tenses
	      More Transition Words
	      The Passive
		Module 1
		Module 2
			Classification Papers 1 & 2	

3	Article Report
	Writing: Cause and Effect
	Grammar: The Perfect Tenses
	      Relative Clauses
	      Misplaced Modifiers
		Module 2
		Module 4
			C&E Papers 1 & 2	

4	Sat: Midterm Exam Sun: Article Report Writing: Compare/Contrast Grammar: Gerunds & Infinitives Prepositions	Module 3 Module 5	Compare/Contrast Paper 1	
5	Article Report Writing: Compare/Contrast Process Grammar: Prepositions, Gerunds,	Module 5 Module 6	Compare/Contrast Paper 2	

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
	& Infinitives		Process Paper 1	
6	Sat: Review Presentations Sunday: Final Exam	Module 6	Process Paper 2	