BCIT

Course Outline

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School: Computing and Academic Studies
Department: Pre-Entry Communication

COMM. 0004
Introduction to BCIT for EAL Students

Start Date:	Jan. 8	**End Date:**	March 16
Course Credits:	0	**Term/Level:**	pre-entry
Total Hours:	90		
Total Weeks:	10		
Hours/Week:	9		

Prerequisites: COMM 0003 or Placement Test
Students in COMM 0004 must be at an advanced level of English. In the first class of this 84-hour course, you are given a placement test to determine eligibility.

Course 0004 is a Prerequisite for:
0005
You will need to obtain a minimum grade of 65% in COMM 0004 to enter COMM 0005.

Course Calendar Description: 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, reading comprehension, speaking, and grammatical skills.

Course Goals: COMM 0004 consists of 21 four-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 reading, writing, speaking, and study skills required for technical and business communication, with particular emphasis on writing skills.

Evaluation

Writing Assignments	45%
Oral Professional and Participation	5%
Presentation	5%
Midterm Exam	15%
Final Exam	30%
TOTAL	100%

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

Writing Skills
1. Write sentences that are clear, concise, and grammatically correct
2. Identify and correct spelling errors
3. Organize paragraphs effectively
4. Organize and develop your ideas effectively in written assignments
5. Edit and proofread written assignments

Reading and Learning Skills
1. Read textbooks, handouts, and articles with greater comprehension and retention
2. .Identify main ideas and important details in reading assignments and lectures
3. Prepare successfully for exams
4. Use an English-to-English dictionary.

Listening and Speaking Skills
1. Plan, organize, and deliver an effective oral presentation.

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.

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

COMM 0004
Introduction to BCIT for EAL Students

Instructor Information

Name: Melissa Swanink   **Office Location:** SW3 4705

Office Phone: 451-6777 (#9765) **Office Hours:** By appointment

E-mail Address: Melissa_Swanink@bcit.ca

Learning Resources

Required:

Module 1 – Getting To Know Each Other: Finding Out About Students In Technology, Business, And Trades.
Module 2 – Getting To Know Your Campus And What It Has To Offer You As Students In Technology, Business and Trades
Module 3 - Deciding On a Program In Technology, Business, And Trades.

For your hand-written assignments, you'll need
- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil
- liquid paper or other means of making corrections neatly
- 2 write – on 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 conductive 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 and environment where the individual differences of al

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.

I.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.

COMM 0004
INTERNATIONAL
SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
1			
Jan. 8, 10, 12	**Begin Module 1 Introduction to the Course. Getting to Know Each Other.**	**ASSIGNMENT #1 WRITING A PERSONAL DESCRIPTION**	*Types of Sentences, Incomplete/Incorrect, Types of Fragments*
2			
Jan. 15, 17, 19	Getting to Know Students in Technical & Business Programs.	**ASSIGNMENT #2 COMPARING STUDENTS**	*Writing Paragraphs, Supporting Details, Main Idea Sentences.*
3			
Jan. 22, 24. 26	**Complete Module 1. Begin Module 2. Finding Out About BCIT.**	**ASSIGNMENT #3 DESCRIBING YOUR CURRENT EXPERIENCES**	*Prepositions, Subject/Verb Agreement.*
		HOMEWORK ASSIGNMENT #4 COMPARING EDUCATIONAL EXPERIENCES	*Count / Non-Count Nouns, Vocabulary of Comparison.*
4			
Jan. 29, 31 Feb. 2	Learning How to Write A Description of a Technical Nature.	**ASSIGNMENT #5 DESCRIBING AND COMPARING TWO LOCATIONS**	*Outlining Paragraphs, Structuring Comparatives. Language of Evaluation, Classification*
5			
Feb. 5, 7, 9	Making Comparisons. Revision. Mid-Term Exam	**ASSIGNMENT #6 COMPARING WORK-RELATED ITEM (POINT-BY-POINT)**	*Review, Practice, and Testing.*
		HOMEWORK ASSIGNMENT #7 PERSONAL REASONS AND CLARIFICATIONS	*Passive / Active Voice.*

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WEEK	TOPIC	WRITING	STRUCTURES
6			
Feb. 12, 14, 16	**Work in Module 3 Classifying Programs at BCIT. Practice using the Language of Classification.**	**ASSIGNMENT #8 USING A CLASSIFICATION TREE**	*Making a Point Through The Use of Additional Details.*
7			
Feb. 19, 21, 23	Writing About What Others Have Suggested.	**ASSIGNMENT #9 WRITING REPORTED SPEECH**	*Direct / Reported Questions and Statements.*
8			
Feb. 26, 28 Mar. 2	Giving Step-By-Step Instructions on Paper .	**ASSIGNMENT #10 WRITING CLEAR INSTRUCTIONS**	*Language of Sequencing.*
9			
Mar. 5, 7, 9	**Oral Presentations Improving You Chances of Success.**	**ASSIGNMENT #11 JUSTIFYING YOUR CHOICES**	*Expressing Broader Information and Justifying.*
10			
Mar. 12, 14, 16	**Complete Module 3. Summary of Course Goals. Final Exam on Mar. 16**	**ASSIGNMENT #12 CHOOSING A PRE-WRITING STRATEGY (PERSONAL INFORMATION)**	*Evaluating the Work of Others.*

+ Hiromi placement test last week
Sd in Coms