



OCT 27 2003

## Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Computer Systems Technology

Option: Full-time Studies

**Course Number: 36657****Course Name: Comm 0005**

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<b>Start Date:</b>	September 8, 2003	<b>End Date:</b>	December 12, 2003
<b>Total Hours:</b>	120	<b>Total Weeks:</b>	14
<b>Term/Level:</b>	200330	<b>Course Credits:</b>	0
<b>Hours/Week:</b>	<b>Lecture:</b>	<b>Lab:</b>	<b>Shop:</b>
			<b>Seminar:</b>
			<b>Other:</b>
<b>Prerequisites</b>	<b>Course Number is a Prerequisite for:</b>		
<b>Course No.</b>	<b>Course Name</b>	<b>Course No.</b>	<b>Course Name</b>

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**Course Description**

Prepares students whose first language is not English but have good writing and speaking skills. You will learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs.

The course covers essentials of business language skills. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions to find out the final grade that you need for the program you are planning to take.

COMM 0005 consists of 40 3-hour classes. This course is designed to prepare students whose first language is not English. The course focuses on developing reading, writing, speaking, and study skills required for BCIT full-time programs. Sentence and paragraph development, reading comprehension, speaking, study and grammatical skills are emphasized.

You will also practice revising your work and proofreading for major errors in sentence structure, grammar and vocabulary. You will be given principles and guidelines in each class, and then apply the principles in individual and group exercises.

**Evaluation**

Writing Assignments	40%	Comments:
Oral Presentation	10%	
Exercises, Quizzes & Participation	15%	
Midterm Exam	15%	
Final Exam	20%	
<b>TOTAL</b>	<b>100%</b>	

### Course Learning Outcomes/Competencies

Upon successful completion, the student will 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. Learn to recognize and use collocations
4. Prepare successfully for exams
5. Work effectively with others in group projects
6. Use an English-to English dictionary.

#### Listening and Speaking Skills

1. Plan, organize, and deliver an effective oral presentation.
2. Improve the grammatical correctness of your speech.

#### 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)

Francis Siu

Office Location: SE41, 110  
Office Hrs.: By appointment

Office Phone: 451-7044 voice 9689  
E-mail Address: fsiu@my.bcit.ca

## Learning Resources

### Required:

Dale, Fitzpatrick and Kathleen Center Vance, *Writing for Success: Preparing for Business, Technology, Trades, and Career Programs*

A recent edition of either OXFORD ADVANCED LEARNER'S DICTIONARY or  
COLLINS COBUILD ENGLISH DICTIONARY

### Recommended:

A collocation dictionary (BBI, LTP, Oxford)

## Information for Students

**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.

**Labs:** Lab attendance is mandatory. Lab exercises are due at the end of the lab period.

**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 driver's licence. Please see BCIT Policy #5300, Formal Invigilation Procedures.

## Assignment Details

Assignments must be submitted in hard copy (paper) in class. Write your name on the top corner of each sheet, number all the pages consecutively, and staple them together. For your own benefit, keep a copy of each assignment for your records.

Set up a "professional" email account/address. In the "from" slot, it should show your name clearly (abbreviated is fine), not unreadable characters because it is in a language other than English. This is also important when you apply for a job.

Where you are required to email the instructor the assignment, you should also bring a hard copy to class in case there is a problem with the email transmission. Never email the assignment on the due date. Student should be aware that it is your responsibility to make sure the instructor receives your assignment, either by email or by in hard copy.

All emailed assignments should be attachments in the Microsoft Word format. Margins should be **1 inch** on all sides and the font size should be **10 points in Times Roman**. Assignments in a different font or size shall be returned by email unmarked.

The onus is on the student to adhere to submitting the assignment before the due date. If you are unable to submit the assignment by the deadline, it is your responsibility to contact me prior to the due date. Late assignment for this course, without submitting the health care provider's certificate or providing reasonable reasons, will not be graded. Any questions concerning penalties for late assignments must be addressed to your instructor.

According to the BCIT policy, if you are unable to write an exam as scheduled for compassionate reasons, you must contact me at least one week prior to the date on which the examination was to have been written, with your supporting documents. Failure to do so may result in a penalty. Students should be aware that vacation or work conflict is not recognized as legitimate reason for rescheduling examination.

If you are unable to write an exam because of illness, you must contact me (either by email or phone) and submit the health care provider's certificate on the date of the next lecture. Otherwise, missing an examination may result in an academic penalty. There is no obligation to reschedule an examination if missed due to the student's oversight.

### Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1 (12)	Chapter 1 & Paragraph writing			
2 (19)			#1	
3 (26)	Chapter 2 & Paragraph writing			
4 (2)			#2	
5 (9)	Chapter 3 & Paragraph writing			
6 (16)			#3	
7 (23)	Chapter 4		Midterm	
8 (30)			#4	
9 (7)	Chapter 5			
10 (14)			#5	
11 (21)	Chapter 6		#6	
12 (28)	Oral presentations		#7	
13 (4)	Oral presentations		#8	
14 (11)			Final exam	