



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Computer Systems Technology
Option: Part-Time Studies

COMM 0005
Technical English and Learning Skills for Second
Language Students

Start Date:	August 02, 2007	End Date:	August 31, 2007
Total Hours:	84	Total Weeks:	5
Hours/Week:	20	Lecture:	
		Lab:	
		Shop:	
Prerequisites	Course Number 0005 is a Prerequisite for:		
Course No.	Course Name	Course No.	Course Name
COMM 0004	Tech Comm for Second Language Students (or COMM 0009 placement at the COMM 0005 entry level)		First term COMM Courses

v Course Description (required)

COMM 0005 prepares students whose English language skills need upgrading to enrol in various technology and communication programs at BCIT. It focuses on sentence and paragraph writing, sentence patterns, punctuation, memo writing, subject-verb agreement, pronouns, modifiers, apostrophe, active-passive voice.

v Evaluation

Diagnostic test	0%
Assignment #1	10%
Assignment #2	10%
Assignment #3	10%
Midterm Test	20%
Assignment #4	10%
Oral Presentation	10%
Final Exam	30%
TOTAL	100%

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. use punctuation correctly;
2. write clear, concise sentences;
3. write cohesive paragraphs and follow paragraph unity;
4. identify and use sentence patterns appropriately;
5. be able to communicate effectively in oral activities;
6. develop and deliver successful oral presentations;
7. summarize information and express themselves concisely in English;
8. read and comprehend technical and business documentation

v **Verification**

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

Isabela Moldovan

Authoring Instructor

Aug. 12 07

Date

I verify that this course outline has been reviewed.

N. Graham

Program Head/Chief Instructor

August 07

Date

I verify that this course outline complies with BCIT policy.

Patricia Gackville

Dean/Associate Dean

Aug 107

Date

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

v Instructor(s)

Izabela Moldovan

Office Location: NE 21 #110
Office Hrs.: by appointment

Office Phone: 604-451-7044
E-mail Address: imoldovan@my.bcit.ca

v Learning Resources

Required:

Dictionary and stapler.

Required: A recent edition of either Oxford Advanced Learner's Dictionary or Collins Cobuild Advanced Learner's Dictionary or any English-to-English advanced learner's dictionary (book format)

These items must be brought to each class. There will be a number of in-class assignments. The dictionary is needed because marks will be deducted for spelling errors. **The pages of each assignment must be stapled together before submitting.**

For your oral presentation, **you will need overhead transparency sheets** and water-soluble overhead pens.

Recommended:

A writer's handbook

v 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.

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 their course instructor(s) and the Disability Resource Centre of their personal circumstances.

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.

v Assignment Details

You are required to complete all the 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.

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.

Teaching Methods

We will be using several methods that have been proven effective for teaching students at BCIT:

1. **Teamwork.** In this course, you will often be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT and in the workplace. You will also learn more in groups as you teach and support each other. In addition, small groups will allow you the opportunity to do a great deal of the talking in your language class.
2. **Explaining in Your Own Words.** After you read about a topic, you will sometimes be asked to explain or write about that topic in your own words. This will help you make English your own language, which you are able to use to express your own goals, knowledge and opinions.

Additional Information about Learning Groups

As a member of a learning group, you will have four major responsibilities:

1. Help, support, and encourage other group members to learn the course material. Provide feedback to the instructor on how well the members of the groups are succeeding and on any problems they may have.
2. Make sure all the members get the work done on time and hand in all their assignments for marking. If members of your groups arrive late or have to leave early, fill them in on what they have missed.

3. Help members prepare for quizzes and exams. Discuss assignments, review work, and study together.
 4. Help students in other groups when their group finishes an exercise ahead of another group.
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Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
WEEK 1	Identifying readers' purpose	Handouts	Diagnostic test	
	Standard letter format	Handouts/ WFS	In-Class Practice	
	Subject Lines and Salutations	Handouts/ WFS	In-Class Practice	
WEEK 2	Standard memo format	Handouts	Assignment #1	
	Review of Paragraph Writing; Putting Main Ideas First	Handouts	In-Class Practice	
WEEK 3	Active and Passive Sentences	Handouts	Assignment #2	
	Midterm Exam	Handouts	Midterm Exam	
	Summarizing; Combining Sentences	Handouts	In-Class Practice	
	Articles and Parallelism; Headings and Subheadings	Handouts	Assignment #3	
WEEK 4	Informal and Formal Reports	Handouts	In-Class Practice	
	Choosing Words Carefully	Handouts	Assignment #4	
	More about Paragraph Organization; Avoiding Sentence Errors	Handouts	In-Class Practice	
WEEK 5	Oral Presentations		Oral presentations	
	Review: All skills	Handouts	Final Exam	