

COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL CORRESPONDENCE: ONLINE LEARNING



This is NOT a self-paced course; there will be specific timelines for assignments and exams. Course, kind and quality of assignments and general standards for this online course are the same as the face-to-face course. You will have readings, discussions, peer review, and assignments to complete each week (although you do NOT have to be online at a particular time or on a particular day). Your weekly participation is essential to succeed in this course.

ARE YOU IN THE RIGHT COURSE

If you do not have [English 12 "C+" or equivalent](#), YOU CANNOT TAKE COMM 1103. If you passed English 12 with less than "C+", you can take [COMM 1106](#). COMM 1106 and COMM 1103 are equivalent, but have different prerequisites. You can see the equivalency details on our transfer credit [database](#). Please call 604.434.1610 to transfer into COMM 1106 before the start date. All COMM 1106 classes meet face-to-face in a classroom setting.

LOGGING INTO YOUR [ONLINE COURSE VIA D2L](#)

You will have access to the course link by logging into [D2L](#) on the START DATE of the course.

NEED HELP LOGGING IN OR CANNOT ACCESS THE COURSE LINK

Please contact BCIT's Student [Help desk](#) at 604.412.7444 (toll free at 1.800.351.5533), or send an [email](#). Please remember that you cannot access the course link until the scheduled course START DATE.

MANDATORY IN PERSON FINAL EXAM

Without exception, if you live within 100km from BCIT, you are required to write the 3-hour final exam in-person on the course end date at the designated location and time specified below.

COMM 1103 FINAL EXAM

DATE: FRIDAY, NOVEMBER 23, 2018

START TIME: 6:30PM

END TIME: 9:30PM

LOCATION: BURNABY CAMPUS (ROOM TBA)

If you live outside 100km from BCIT, you will arrange to write the final exam at one of BCIT's network of approved Test Centres within Canada. Please notify your instructor and contact cecomm@bcit.ca by October 5, 2018, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

On the day of the examination, you will be required to produce a valid/official photo identification (myBCIT student card, driver's license, or passport) for identification purposes. Without the required photo identification, you will not be permitted to write the final exam. Failure to show for the final exam will result in a failure (%F) grade in the course.

COURSE TEXTBOOK: **Business Communication Essentials Custom by Bovee**

You can purchase your textbook [online](#). If you have questions, call the BCIT bookstore at 604.412.7402.

COURSE REFUND AND WITHDRAWAL DEADLINES

Please read and familiarize yourself with the [refund](#) and [withdrawal](#) policies. If you have questions, call 604.434.1610.

QUESTIONS ABOUT COMM COURSES

Please send an e-mail to cecomm@bcit.ca.