

# ONLINE LEARNING

## COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE



BRITISH COLUMBIA  
INSTITUTE OF TECHNOLOGY

ACADEMIC STUDIES  
CONTINUING EDUCATION COMMUNICATION

bcit.ca/cas/communication  
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This ONLINE course uses online learning approaches and BCIT's online learning platform D2L for all 5 sessions and a mandatory in-person final exam on the 6<sup>th</sup> session. The classes are online classes, but they are NOT self-paced: you will have readings, discussions, peer review, and assignments to complete each week as scheduled (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.

### DID YOU KNOW THAT COMM 2002 IS EQUIVALENT TO COMM 2202

If you wish to take a face-to-face class instead of an online class, you may switch to [COMM 2002](#). All COMM 2002 classes are face-to-face. COMM 2002 covers the same content as [COMM 2202](#), but has an additional half hour per class of English language and communication development. COMM 2002 and COMM 2202 are equivalent, and they both meet the level 2 COMM requirement for BCIT programs. If you wish to transfer to [COMM 2002](#), please call 604.434.1610 immediately. A transfer fee may apply.

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

You will have access to the course link on the **course start date**. Go to [bcit.ca/learn/](http://bcit.ca/learn/) and you will find instructions on how to start your online 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 to [techhelp@bcit.ca](mailto:techhelp@bcit.ca), for assistance. Please remember that you cannot access the course link until the scheduled course start date.

### COMM 2202 NET FINAL EXAM INFO

The final exam must be written on the course end date at the designated location and time specified below (no exceptions).

**FINAL EXAM DATE: FRIDAY, MARCH 24, 2017**

**START TIME: 18:30**

**END TIME: 21:30**

**LOCATION: BURNABY CAMPUS (ROOM TBA)**

If you live outside the Greater Vancouver Regional District (outside 100km from BCIT), you will arrange to write the final exam at one of BCIT's network of approved Test Centres. Please notify your instructor and contact [cecomm@bcit.ca](mailto:cecomm@bcit.ca) by February 10, 2017, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

**Important Note:** 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

The course textbook is not included in your tuition. Contact [BCIT Bookstore](#) to order your textbook: Business Communication Essentials with Additional Content by Bovee. If you have questions, please call 604-432-8379 or send an e-mail to [bookstore@bcit.ca](mailto:bookstore@bcit.ca).

### COURSE REFUND/TRANSFER/WITHDRAWAL DEADLINES

Please familiarize yourself with the course refund/transfer/withdrawal deadlines at <http://www.bcit.ca/admission/fees/parttime.shtml> or call at 604.434.1610 if you have any questions.

### QUESTIONS

If you have questions about COMM course(s), please send an e-mail to [cecomm@bcit.ca](mailto:cecomm@bcit.ca).