

# COMM 2203 BUSINESS AND TECHNICAL REPORTS: 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.

## **DID YOU KNOW THAT COMM 2003 IS EQUIVALENT TO COMM 2203**

All [COMM 2003](#) classes meet face-to-face in a classroom setting. If you prefer to take a face-to-face class instead of an online class, you may switch to COMM 2003. This course covers the same content as COMM 2203, but has an additional half hour per class of English language and communication development. If you took COMM 1106, you should take COMM 2003 to continue to work on your grammar and language skills. Please call 604.434.1610 to transfer into COMM 2003.

## **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 2203 FINAL EXAM**

**DATE: FRIDAY, DECEMBER 14, 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](mailto:cecomm@bcit.ca) by October 12, 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](mailto:cecomm@bcit.ca).