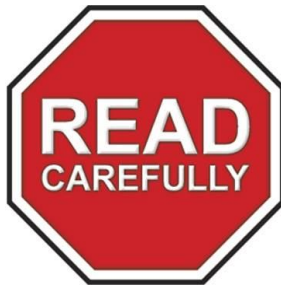


BCIT ONLINE LEARNING  
COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL CORRESPONDENCE



### ARE YOU IN THE RIGHT COURSE

If you do not have [English 12 “C+” or equivalent](#), you should not take COMM 1103. If you passed English 12 with less than “C+”, you are allowed to take [COMM 1106](#) to replace COMM 1103 for your program. If you take COMM 1106 for your program, you do not need to take COMM 1103.

### MANDATORY IN-PERSON FINAL EXAM

1. The final exam must be taken in-person on the last scheduled day of the course.
2. You must take the final exam in-person on the **time** and the **day** outlined below.
3. The designated final exam slot for this online class is on Friday, July 31, 2020, from 6:30PM to 9:30PM, at BCIT Burnaby Campus.
4. Before you register, please ensure that you are able to take the final exam at the designated time.
5. **Request to reschedule your final exam will NOT be considered** (with the exception of documented family and medical emergencies).
6. 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 take the final exam.
7. Failure to show for the final exam will result in a failure (%F) grade in the course.
8. If you live outside 100km from BCIT, you will arrange to take the final exam on Friday, July 31, 2020, at one of BCIT's network of approved Test Centres within Canada. Please notify your instructor and contact us at [cecomm@bcit.ca](mailto:cecomm@bcit.ca) by June 5, 2020, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

### COMM 1103 FINAL EXAM SCHEDULE

**DATE:** Friday, July 31, 2020

**START TIME:** 6:30PM

**END TIME:** 9:30PM

**LOCATION:** BCIT Burnaby Campus (Room TBA)

### THIS IS NOT A SELF-PACED COURSE

There will be specific timelines for assignments and exams. 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.

### 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 REGISTRATION, REFUND AND WITHDRAWAL DEADLINE QUESTIONS

Please read and familiarize yourself with the [refund](#) and [withdrawal](#) policies. If you have questions about your course registration, call [SIES](#) at 604.434.1610.