

**BCIT ONLINE LEARNING**  
**COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL CORRESPONDENCE**



Important  
Information

### **ARE YOU IN THE RIGHT COURSE?**

If you do not have English 12 70%+ or IELTS 6.5+ or equivalent, you should not take COMM 1103. If you have English 12 50%+ or IELTS 6.0+ or equivalent, you can take COMM 1106 in place of COMM 1103.

**COMM 1103 is equivalent to [COMM 1106](#)**. Thus, BCIT will allow you to switch out COMM 1103 and replace it with COMM 1106. If you take COMM 1106 for your program, you do not need to take COMM 1103. Upon successful completion of COMM 1106, the course credit will be automatically applied towards your program to replace 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, November 27, 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, November 27, 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 October 16, 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, November 27, 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.

### **QUESTIONS ABOUT YOUR COURSE REGISTRATION AND PAYMENT**

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