

# BCIT ONLINE LEARNING: COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE



## IS ONLINE LEARNING A GOOD FIT FOR YOU?

This is not a self-paced course. Taking the COMM 2202 online course requires a high degree of initiative on your part to work through the online materials independently. You can expect 3-6 hours for reading and working on weekly assignments. 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.

**COMM 2202 is equivalent to [COMM 2002](#).** Thus, BCIT will allow you to switch out COMM 2202 and replace it with COMM 2002. If you take COMM 2002 for your program, you do not need to take COMM 2202. Upon successful completion of COMM 2002, the course credit will be automatically applied towards your program to replace COMM 2202.

## MEET THE ENGLISH REQUIREMENT

You **must** have a final grade of 70%+ in a 3-credit BCIT COMM 1100-level course or a 3-credit university/college English course.

There are two ways to meet the COMM 2202 prerequisite requirement at BCIT.

1. Take the [COMM 1106](#) course. A final grade of 70%+ in this course will get you into COMM 2202 or COMM 2002. **NOTE: If you took COMM 1106**, you should take [COMM 2002](#) (face-to-face classes). If you want to earn the best possible grade, we strongly recommend that you take COMM 2002 to continue to work on your grammar and language skills.
2. Take the COMM 1103 course. A final grade of 70%+ in this course will get you into COMM 2202 or COMM 2002.

## PROOF OF ENGLISH GRADE

If you have met the COMM 2202 prerequisite, you do not need to submit proof or confirm with us. Simply register and pay for COMM 2202.

If you are currently taking a COMM 1100-level course, you must first complete it before you can register for level 2 COMM. You will have plenty of time to register. We will also ensure that you have a seat in level 2 COMM, but we cannot guarantee a specific choice of section or night of the week.

NOTE: Enrolment activity will be monitored. If you proceed with the registration process without the prerequisite, you will be automatically dropped from the course without notice.

## REGISTER AND PAY FOR YOUR COMM COURSE

You can register [online](#), by phone at 604.434.1610, or [in person](#) at Burnaby or Downtown Campus. If COMM 2202 is full, we cannot accept further registrants due to limited capacity restriction. You can take it next term or take [COMM 2002](#).

## QUESTIONS ABOUT YOUR COURSE REGISTRATION AND PAYMENT

Contact [SIES](#) at 604.434.1610 and a registration specialist will assist you.

## COMM 2202: IMPORTANT COURSE INFORMATION

### MANDATORY IN-PERSON FINAL EXAM

- You must take the COMM 2202 final exam in-person on the **time** and the **day** outlined below.
- The designated final exam slot for this online class is on Friday, December 4, 2020, from 6:30PM to 9:30PM.
- Before you register, please ensure that you are able to take the final exam at the designated time.
- **Request to reschedule your final exam will NOT be considered** (with the exception of documented family and medical emergencies).
- 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.
- Failure to show for the final exam will result in a failure (%F) grade in the course.
- If you live outside 100km from BCIT, you will arrange to take the final exam on Friday, December 4, 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 2202 FINAL EXAM SCHEDULE

**DATE:** Friday, December 4, 2020

**START TIME:** 6:30PM

**END TIME:** 9:30PM

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

### LOGGING INTO YOUR ONLINE COURSE

1. On the course start date, log into [learn.bcit.ca](http://learn.bcit.ca). NOTE: You will not have access to the course link prior to the start date of the course.
2. From the Central Login, enter your Student Number (A0.....) and Password. Your default password is your date of birth (YYMMDD) unless you have changed it.
3. From the Dashboard, click on the Learning Hub icon to access the home page of all your online course.
4. Click on your COMM course.
5. You may not give another student your BCIT A0..... number and password. This violates BCIT's Acceptable Use of Information and/or Information Security policies. It is considered impersonating another student for the purpose of completing course work (ie: academic dishonesty).
6. If you require assistance logging into the [Learning Hub](#), contact BCIT [Helpdesk](#) on the course start date. Please remember that the course link will not be visible until the scheduled START DATE.

### COURSE TEXTBOOK

You can purchase your textbook [online](#): **Business Communication Essentials Custom by Bovee**. 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

Send an [email](#) to CECOMM. Please note due to the high volume of inquiries we receive, we will not be able to answer all emails with questions that are explained above. Thank you for your understanding.