

COURSE SYLLABUS



COURSE TITLE: ABT 120
CLASS SECTION: 001
TERM: F2022
COURSE CREDITS: 3
DELIVERY METHOD(S): Face-to-face In-Class (CBA 287)

Camosun College campuses are located on the traditional territories of the Lək'wəḡən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first-class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

For this course you will need to **go into the D2L- ABT 120 site and introduce yourself on or before the first day of class, this will be considered your mandatory attendance** for the course. You are also expected to be in the classroom on the first day of the course, because this is a face-to-face course on campus. If you are unable to attend due to illness or emergency reasons, please email me at kemnaa@camosun.ca before the class start.

INSTRUCTOR DETAILS

NAME: Angela Kemna
EMAIL: kemnaa@camosun.ca
OFFICE: CBA 266
HOURS: 1:30 –2:20 pm Mondays and Wednesdays, or by booking and appointment via email.
D2L course: online.camosun.ca

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course prepares students with the necessary skills to apply and use typical administrative procedures and technology utilized in today's business office. This course also provides students with the knowledge and ability to apply and use appropriate recordkeeping procedures, technologies, and legislation, including classification, control and disposal of records related to private and public business, including First Nations.

It is a core course in the [Office Administration Certificate Program](#).

PREREQUISITE(S):

One of:

- C in [English 12](#)
- C in [Camosun Alternative](#)

COURSE LEARNING OUTCOMES / OBJECTIVES

1. Understand and demonstrate knowledge of administrative procedures used in the workplace.
2. Demonstrate an understanding of the use of workspace and workplace resources.
3. Demonstrate an ability to interact with employers, co-workers, and the public in a respectful and culturally sensitive way.
4. Demonstrate an understanding of generally accepted records management systems in the workplace.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

1. Required Textbook:

The Administrative Professional Kit w/Mindtap (6 Month Access).

4th edition, 2020. Rankin, Shumack, Turczyniak

ISBN 9780176872793

Available to purchase through the [Camosun College Bookstore](#):

Create an account, or sign in as a Returning Customer, then click the Textbooks tab:

1. Select a Campus Term: INT-2022 FALL TERM INTERURBAN
2. Select a department: ABT-Applied Business Technology
3. Select a Course: ABT-120
4. Select a Section: 001-Kemna, Angela
5. Click "Add Course to List"
6. Click "Get Your Books"
7. Change Qty from 0 to 1
8. Click "Purchase".

Note 1: The text consists of a textbook and a MindTap access card with code. MindTap is required for this course. There will be a review on the first day of classes how to use Mindtap effectively throughout the course.

2. Required: Print credits throughout the course, use of either flash drive or Onedrive (which is included in Office 365 which Camosun College offers).

3. Required: Headset with microphone for online Collaborate meetings/sessions outside of class

4. Strongly Recommended: Sign-up for [Office 365](#) (provided free from Camosun College).

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. NOTE: ABT 120 does not cover Chapter 7 (Developing Effective Presentation Skills) or Chapter 9 (Maintaining Financial Records), as this content is covered elsewhere in the Office Administration Certificate Program. Students are welcome to read these chapters for their own interest.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
<p>Wk 1: Sept 6-10 Class 1: Sept 5 is a STAT Class 2: Wed. Sept 7</p>	<p>Welcome/Territorial Acknowledgement</p> <p>Introductions to each other and course; Work group will be Assigned</p> <p>Lab/Computers: Login; D2L, Email forwarding set-up; MindTap registration & course materials.</p> <p>Guest Speaker: Chris Adamache, Publisher Rep for Cengage</p> <p>Ch 1: Entering the Workforce and Becoming a Professional</p> <p>Guest Speakers: Nicolas Read, ABT Chair and Julia Grav, OA Program Leader</p> <p>Introduce Digital Filing Assignment – Ongoing assignment – due TBA (last week of course).</p>	<p>Stat: Mon. Sept 5: College closed</p> <p>Purchase course materials for next class</p> <p>Activities as assigned. Check D2L News and announcements in class.</p> <p>Read Chapter 1 prior to class.</p> <p>Ch 1 Quiz – due Sat Sept 18</p>
<p>Wk 2: Sept 12-18 Classes 2 & 3 Mon. Sept 12 and Wed. Sept 14</p>	<p>Ch 2: Managing and Organizing Yourself, Your Time, and Your Workplace p. 22</p> <p>Introduce Readings, Quizzes, and Discussion Assignments per Chapter format.</p> <p>Introduce CBA 284 – office lab/reserve hours</p> <p>Ergonomics pp 29-31/WorkSafe BC document: How to Make Your Computer Workstation Fit You</p> <p>Guest Speaker: Cheri Hurtubise, SofB Program Coord. 245p m</p> <p>NOTE: All assignment due dates can be found under ASSIGNMENTS drop box area. All quiz due dates can be found under QUIZZES. On your Homepage there will be a calendar and reminders of these due dates to your personal email address (which should be set up in Notifications).</p>	<p>Activities as assigned. Check D2L News and announcements in class.</p> <p>Read Chapter 2 & 3, prior to class. Prepare in a Word doc, 2 questions for in-class discussions on first class of the week. Due Sept 18 in D2L Assignment Drop box.</p> <p>Ch 1 Quiz – due Sat Sept 18</p> <p>Ch 2 Quiz – due Sat. Sept 18</p>
<p>Wk 3: Sept 19-25 Classes 4 & 5 Mon. Sept 19 and Wed. Sept 21</p>	<p>Ch 3: Working Ethically p. 39 Top 10 Professional Values, School of Business</p> <p>FIPPA, PIPPEDA, PIPPA</p> <p>Ch 6: Communicating with Technology p. 91</p> <p>Outlook Assignment</p>	<p>Activities as assigned. Check D2L.</p> <p>Ch 3 & 6 Quiz – Due Sat Sept 19</p>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Wk 4: Sept 26-Oct 2 Classes 6 & 7 Mon. Sept 26 and Wed. Sept 28	Ch 4: Developing Customer Focus p. 56 Telephone Courtesies Intro. Guest Speaker: Sharon Wild, SofB Receptionist	Activities as assigned. Check D2L. Ch 4 Quiz – due Sat. Sept 25
Wk 5: Oct 3-9 Classes 8 & 9 Mon. Oct 3 and Wed. Oct 5	Telephone Courtesies Continued Ch 8: Handling Mail and Using Reprographic Equipment p. 130 MFD: Multi-function device intro. (printer, copier, scanner) Fax Machine Introduction	Activities as assigned. Check D2L. Ch 8 Quiz – due Oct 2
Wk 6: Oct 10-16 Classes 10 & 11 Mon. Oct 10 – holiday – no classes and Wed. Oct 12	Continue working on projects & assignments for Telephone Courtesies Continued as needed Office Equipment Skills Continued Mail: Canada Post website Introduce Records Management Project	Stat: Mon. Oct 10: College closed Activities as assigned. Check D2L.
Wk 7: Oct 17-23 Classes 12 & 13 Mon. Oct 17 and Wed. Oct 19	Ch 10: Managing Physical and Electronic Records p. 170 ARMA Indexing Rules, Equipment, Records system Introduced Guest Speaker: ARMA VI Membership Director Introduce Group project –in-class work & practical applications.	Activities as assigned. Check D2L. Ch 10 Quiz – due Sat Oct 16
Wk 8: Oct 24-30 Classes 14 & 15 Mon. Oct 24 and Wed. Oct 26	Ch 10: Records Management Continued In-class project work: Filing Simulation: Alphabetic Filing Filing Simulation: Subject Filing	Activities as assigned. Check D2L.
Wk 9: Oct 31-Nov 6 Classes 16 & 17 Mon. Oct 31 and Wed. Nov 2	Ch 10: Records Management Continued Filing Simulation: Alphabetic Filing Filing Simulation: Subject Filing Introduce ARCS, RBCM/Archives	Activities as assigned. Check D2L.
Wk 10: Nov 7-13 Classes 18 & 19 Mon. Nov 7 and Wed. Nov 9	Ch 5: Improving Communication Skills p. 70 Guest Speaker: Michelle Alto, Assistant to Dean (Centre for Sport and Exercise Education)- 330pm	Activities as assigned. Check D2L. Ch 5 Quiz – due Nov 6
Wk 11: Nov 14-20 Classes 20 & 21 Mon. Nov 14 and Wed. Nov 16	Ch 13: Seeking Employment p. 244 Guest Speaker: Jennifer Phillips/Kathryn Anderson: Internship and Co-operative Education Programs, Camosun	Activities as assigned. Check D2L.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
		Ch 13 Quiz due – Nov 13
Wk 12: Nov 21-27 Classes 22 & 23 Mon. Nov 21 and Wed. Nov 27	Ch 11: Planning and Organizing Meetings and Other Events p. 198 Ch 15: Leading with Confidence p. 275	Activities as assigned. Check D2L. Ch 11 & 15 Quizzes due –Nov 20
Wk 13: Nov 28-Dec 4 Classes 24 & 25 Mon. Nov 29 and Wed. Dec 1	Ch 12: Coordinating Business Travel p. 223	Activities as assigned. Check D2L. Ch 12 Quiz due – Nov 27
Wk 14: Dec 5-11 Classes 26 & 27 Mon. Dec 6 and Wed. Dec 8	Ch 14: Becoming a Virtual Assistant p. 266 Work on Outstanding Assignments Course Wrap up	Activities as assigned. Check D2L. Ch 14 Quiz due – Dec 4

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Chapter Quizzes	20
Reflective Questions & In Class Discission	10
Individual Assignments	25
Small Work Group Activities/Assignments	5
Records Management (paper)	10
Digital File Management	20
Participation/Attendance	10
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

This course is a practical application course. Participation and attendance are included in the course grading. Students are expected to “meet standards of professionalism required by today’s practicing business and organizational professionals”. Please see the [Top 10 Professional Values](#).

SCHOOL OR DEPARTMENTAL INFORMATION LINKS

[Applied Business Technology \(ABT\) Department](#)

[School of Business](#)

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration

Support Service	Website
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun’s Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students’ academic progress and what steps can be taken if a student is at risk of not meeting the College’s academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

