COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE:	ABT162-Business Document Creation
CLASS SECTION:	001
TERM:	Fall 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	Face-to-Face Class

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

INSTRUCTOR DETAILS

NAME:	Sue Doutre, MA
EMAIL:	doutres@camosun.ca
OFFICE:	Interurban, CBA 265
HOURS:	Virtual Zoom Office Hour Wednesday, 9:00 am – 10:00 am or by appointment

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 emphasizes the creation, formatting and design of complex business documents according to accepted business standards. Students will also create documents using current office technology including, mail merge and the use of automation features such as forms, fields and templates.

PREREQUISITE(S):
One of:
- C in English 12
- C in Camosun Alternative

CO-REQUISITE(S):
- None

EXCLUSION(S):
- None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Create, format and modify complex business documents incorporating text, tables, graphics, figures, tables of contents, bookmarks and references according to accepted business standards.
2. Accurately demonstrate advanced mail merges for letters, envelopes, labels, and directories.
3. Demonstrate efficiency, and accuracy in the creation of business documents using advanced word processing features.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

REQUIRED:

1. A recent PC[1] and Microsoft Word software.

   ✓ Microsoft 2021 is included in the Office 2021/O365 software offer available to Camosun students for free. Information on that offer is here: https://legacy.camosun.ca/services/its/other-services.html

   ✓ Contact Camosun Information Technology Services - ITS for assistance with software installation.

2. MYLABIT Access Code (includes full version of etextbook) purchased from Camosun Bookstore:

   ✓ POATSY / MYLABIT FOR EXPLR MICROSOFT 365: 2021 W/ETEXT: ISBN 978-0-13-769322-1

   ✓ Information on purchasing and redeeming Access Codes and eTextbooks is here: https://www.camosuncollegebookstore.ca/buy_access_codes.asp

3. Storage Device (i.e., USB/Flash Drive) as a backup in addition to online storage.

NOTE:

If you have <u>current</u> MYLABIT Access from another course, you may use the same Access Code to enrol in the ABT162 MYLABIT course. In addition to the MyLabIT Access Code, the MyLabIT course registration code – posted to D2L – is required.

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

The following schedule and course components <u>are subject to change with reasonable advance notice</u>, as deemed appropriate by the instructor. Students are responsible for checking the D2L site regularly for updates.

Week	Date	Date	Unit	Topics	*Important Dates
1	03-Sep-24	05-Sep-24	**Foundation: Course Overview**	Academic Integrity, File Management; D2L, MyLabIT	
2	10-Sep-24	12-Sep-24	**Unit 1: Short Documents**	Word Introduction Fictional Business Creation	
3	17-Sep-24	19-Sep-24		Business Grand Opening (GO): Letters, Memos, Envelopes, etc.	
4	24-Sep-24	26-Sep-24		Graphics	
5	01-Oct-24	03-Oct-24		Tables	*National Day For Truth and Reconciliation (Sept 30)*
6	08-Oct-24	10-Oct-24		Mail Merge	
7	15-Oct-24	17-Oct-24		**Unit 1: Capstone Project #1**	*Thanksgiving (Oct 14)* **Capstone Project #1: Due 17 Oct 24**

Week	Date	Date	Unit	Topics	*Important Dates
8	22-Oct-24	24-Oct-24	**Unit 2:** **Long Documents**	Long Documents Introduction Customizing Word	
9	29-Oct-24	31-Oct-24		Part 1: Long Documents	
10	05-Nov-24	07-Nov-24		Part 2: Long Documents	
11	12-Nov-24	14-Nov-24		**Unit 2:** **Capstone Project #2**	*Remembrance Day (Nov 11)* Capstone Project #2: **Due 14 Nov 24**
12	19-Nov-24	21-Nov-24	**Unit 3:** **Misc Topics**	Brochures and Newsletters	
13	26-Nov-24	28-Nov-24		Fields, Forms, Templates	
14	03-Dec-24	05-Dec-24		**Unit 3:** **Capstone Project #3**	Capstone Project #3: **Due 5 Dec 24**

* All due dates are posted to D2L and are subject to change. Students are responsible for regularly checking D2L News for updates.

[1] **MAC Users Note:**
All content/lessons/instruction is based on PC so may vary from MAC instructions. Some assignments may be difficult to complete using a MAC so alternate arrangements for PC access may be required. Please email your Instructor for guidance.

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 can be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Homework	**40 %**
Skill Development Exercises and Quizzes (D2L)	12%
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Skill Proficiency Assignments (D2L)	16%
Discussions (D2L)	3%
Capstone Project Assignments	**60 %**
Unit 1 - Capstone Project #1	25%
Unit 2 - Capstone Project #2	25%
Unit 3 - Capstone Project #3	10%
TOTAL WEIGHTING	**100%**
NOTE: There is no final exam during the exam period for this course.	

ASSIGNMENTS

The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College Library Citation Guides retrieved from: https://camosun.libguides.com/apa7

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.
- Unless otherwise specified, you are to submit your own work. Any work collaborated on (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

Deadlines and exams

You must submit your assignments by the due date or as announced. *A grade of zero will be assigned to late submissions*. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student notifies the instructor *in advance* of the exam (not after).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term. Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

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/
Support Service	Website
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
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 https://camosun.ca/sites/default/files/2021-05/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:
https://camosun.ca/services/academic-supports/accessible- learning

Academic Progress

Please visit https://camosun.ca/sites/default/files/2023-02/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 https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit https://camosun.ca/registration- records/tuition-fees#deadlines.

Grading Policy

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf for policy relating to requests for review and appeal of grades.

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 (see policy). Please visit https://camosun.ca/services/forms#medical 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: https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf and camosun.ca/services/sexual-violence-support-and- education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370- 3841

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 https://camosun.ca/sites/default/files/2021-05/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.