

# COURSE SYLLABUS



COURSE TITLE:	BUSINESS DOCUMENT CREATION
CLASS SECTION:	ABT 162 - D01
TERM:	WINTER 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	ONLINE

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](#).

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## INSTRUCTOR DETAILS

NAME:	PATRICIA GAUDREULT
EMAIL:	gaudreaultp@camosun.ca
OFFICE:	online
HOURS:	posted via D2L

*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.*

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## 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 or C in Camosun Alternative
CO-REQUISITE(S):	N/A
EQUIVALENCIES:	N/A

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## 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 feature.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### REQUIRED MATERIALS:

A recent PC\* and Microsoft Word software. Microsoft 2021 is included in the Office 2021/O365 available to Camosun students for free. Information on that offer is [here](https://legacy.camosun.ca/services/its/other-services.html): <https://legacy.camosun.ca/services/its/other-services.html> You may also contact [ITS](#) for assistance.

All required software is installed on Camosun computers in the general computer labs and libraries. Storage Device (i.e., USB/Flash Drive) is recommended as a back up in addition to online storage.

ADDITIONAL MATERIALS: There is no required textbook for this course. Additional resources will be available throughout the course on D2L.

***\*NOTE to MAC users: All content/lessons/instructions are based on PC use. Some assignments may be difficult to complete using a MAC so alternate arrangements for PC access must be made by the learner.***

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

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
WK 1: Jan 8 – 14	Course overview, academic integrity, file management, fictional business creation	
WK 2: Jan 15 – 21	Short documents – memos, letters, envelopes, posters, etc.	
WK 3: Jan 22 - 28	Graphics and Tables	
WK 4: Jan 29 – Feb 4	Mail Merge	
WK 5: Feb 5 - 11	Brochures and Newsletters	
WK 6: Feb 12 - 18	<b>Capstone Assignment 1</b>	
WK 7: Feb 19 – 25	FAMILY DAY (BC) and READING BREAK	No classes this week
WK 8: Feb 26 – Mar 3	Long documents – styles, headers footers, page numbering, table of contents, table of figures, index	
WK 9: Mar 4 - 10	Long documents – styles, headers footers, page numbering, table of contents, table of figures, index	
WK 10: Mar 11 - 17	<b>Capstone Assignment 2</b>	
WK 11: Mar 18 - 24	Fields, Templates, Forms	
WK 12: Mar 25 - 31	Automating Word: increasing efficiency <i>Note: College Closed for Good Friday on Friday, March 29</i>	
WK 13: April 2 - 7	Miscellaneous topics: Customizing Word, Word Options. <i>Note: College Closed for Easter Monday on Monday, April 1</i>	
WK 14: April 8 – 13	<b>Capstone Assignment 3</b>	

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 notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

Exercises/Quizzes/Assignments		36%
Academic Integrity Module/Quiz	1%	
Skill Development Exercises	10%	
Skill Proficiency Assignments	15%	
D2L Quizzes (Theory)	7%	
D2L Discussions	3%	
Participation/Professional Practice*		4%
<i>*Detailed information regarding participation and professional practice will be posted to D2L.</i>		
Capstone Assignments		60%
1 – Short Documents	25%	
2 – Long Documents	25%	
3 – Automating Word, Misc Topics, Reflection	10%	
Course Total		100%
<b><i>Note: there is no final exam during the exam period for this course.</i></b>		
If you have a concern about a grade you have received for an evaluation, please contact me as soon as possible. Refer to the <a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf</a>		

## COURSE GUIDELINES & EXPECTATIONS

Deadlines and exams. You must submit your assignments on 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

This course is delivered by the Applied Business Technology (ABT) department of the 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

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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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### 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](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.