

# COURSE SYLLABUS



COURSE TITLE:	<b>ABT162 – Business Document Creation</b>
CLASS SECTION:	D01
TERM:	2022W
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online - Asynchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not access the D2L course site by the end of the first day of the course 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.*

## INSTRUCTOR DETAILS

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NAME:	Sue Doutre, MA
EMAIL:	doutres@camosun.ca
OFFICE:	Interurban, CBA 265
HOURS:	Virtual Office Hour Via Collaborate Tuesday, 11:00 am – 12:00 pm 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

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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

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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

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**REQUIRED MATERIALS:** A recent PC<sup>1</sup> and Microsoft Word 2019 software. Microsoft 2019 is included in the Office 2019/O365 is available to Camosun students for free. Information on that offer is here: <https://legacy.camosun.ca/services/its/other-services.html> Contact ITS for assistance.

All required software is also 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.

### OPTIONAL MATERIALS:

There is no required textbook for this course. An **optional** etext is available through the Camosun College Bookstore as follows: MyITLab Access Code - ISBN 9780135402467 - (includes full online version of textbook) Click on this [link](#) to go directly to the Camosun bookstore webpage to purchase the access code, You will also require the course access code that will be posted to the course D2L site at the beginning of the semester.

## 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 #	Start Date	End Date	Topic	Important Dates
1	10-Jan-22	13-Jan-22	Welcome! Course Introduction, Fictional Business Creation; Academic Integrity; File Management Overview	
2	14-Jan-22	20-Jan-22	Short Documents - Memos, Letters, Envelopes, Posters; Business Cards; etc.	
3	21-Jan-22	27-Jan-22	Graphics	
4	28-Jan-22	3-Feb-22	Tables <b>Unit 1A -Capstone</b>	<b>Capstone #1A – due Feb 5 at 11:59 PM</b>
5	4-Feb-22	10-Feb-22	Mail Merge	Capstone #1 – due
6	11-Feb-22	17-Feb-22	Brochures and Newsletters	
7	18-Feb-22	24-Feb-22	<b>Family Day Feb 21 - Reading Break Feb 22 - 25</b>	
8	25-Feb-22	3-Mar-22	<b>Unit 1B - Capstone</b>	<b>Capstone #1B – due March 5 at 11:59 PM</b>
9	4-Mar-22	10-Mar-22	Long Documents - Styles, TOC, Page Numbering, Creating Paragraph and Character Styles	
10	11-Mar-22	17-Mar-22	Long Documents--References, Figures, Captions, TOF, Index, Bibliography	

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<sup>1</sup> MAC users note: All content/lessons/instruction is based on PC use. Some assignments may be difficult to complete using a MAC so alternate arrangements for PC access must be made.

11	18-Mar-22	24-Mar-22	<b>Unit 2 - Capstone</b> Automation: Keyboard Shortcuts, Customizing the Ribbon; Autocorrect, Quickparts, Macros, Word Options	<b>Capstone #2 – due March 26 at 11:59 PM</b>
12	25-Mar-22	31-Mar-22	Fields, Templates and Forms	
13	1-Apr-22	7-Apr-22	Web Pages, Word Options	
14	8-Apr-22	14-Apr-22	<b>Unit 3 - Capstone</b>	<b>Capstone #3 – due April 16 at 11:59 PM</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 noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

<b>Exercises/Quizzes/Assignments:</b>		<b>36%</b>
Academic Integrity Module/Quiz	1%	
Skill Development Exercises	10%	
Skill Proficiency Assignments	15%	
D2L Quizzes (Theory)	7%	
D2L Discussions	3%	
3%		
<b>Participation/Professional Practice<sup>2</sup>:</b>		<b>4%</b>
<b>Capstone Assignments:</b>		<b>60%</b>
Unit 1 – Short Documents (Part A = 10%; Part B – 15%)	25%	
Unit 2 – Long Documents	25%	
Unit 3 – Automating Word, Web Pages, Misc Topics	10%	
<b>Course Total</b>		<b>100%</b>

COURSE GUIDELINES & EXPECTATIONS

**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 (2018) 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:

- a) notifies the instructor *in advance* of the exam (not after), and

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<sup>2</sup> Detailed information about participation and professional practice will be posted to D2L site.

b) provides documented evidence of the circumstance (e.g. medical certificate).

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.

Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder.

## STUDENT RESPONSIBILITY

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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 <http://camosun.ca/students/>.

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

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Support Service	Website
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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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

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### 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/>

More information on Camosun policies can be found via the link below:

[Academic Policies and Procedures for Students | Camosun College](#)

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.

**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.