

COURSE SYLLABUS



COURSE TITLE:	ABT162 – Business Document Creation
CLASS SECTION:	D02
TERM:	2023
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](#).

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

NAME:	Sue Doutre, MA
EMAIL:	doutres@camosun.ca
OFFICE:	Interurban, CBA 265
HOURS:	Virtual Office Hour Via Zoom Wednesday, 3:00 pm – 4:00 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

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 MATERIALS: A recent PC¹ 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> 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.

ADDITIONAL MATERIALS:

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

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. Students are responsible for checking the D2L site regularly for updates.

Week	Date	Date	Topic	Activities/Important Dates
1	05-Sep-23	07-Sep-23	Welcome! Course Overview, Academic Integrity, File Management; Fictional Business Creation.	
2	08-Sep-23	14-Sep-23	Short Documents - Memos, Letters, Envelopes, Posters, etc.	
3	15-Sep-23	21-Sep-23	Graphics	
4	22-Sep-23	28-Sep-23	Tables	Reconciliation Day - September 30, 2023
5	29-Sep-23	05-Oct-23	Mail Merge	
6	06-Oct-23	12-Oct-23	Brochures and Newsletters	Thanksgiving Day - October 9, 2023
7	13-Oct-23	19-Oct-23	Capstone Assignment 1	Capstone Assignment: 1 Due 19 October,2023
8	20-Oct-23	26-Oct-23	Long Documents - Styles, Headers, Footers, Page Numbering, Table of Contents, Table of Figures, Index, Etc.	
9	27-Oct-23	02-Nov-23	Long Documents - Styles, Headers, Footers, Page Numbering, Table of Contents, Table of Figures, Index, Etc.	
Week	Date	Date	Topic	Activities/Important Dates

¹ **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.

10	03-Nov-23	09-Nov-23	Capstone Assignment 2	Capstone Assignment 2: Due 9 November 2023
11	10-Nov-23	16-Nov-23	Fields, Templates, Forms	Remembrance Day - November 11, 2023
12	17-Nov-23	23-Nov-23	Automating Word: Increasing Efficiency	
13	24-Nov-23	30-Nov-23	Misc Topics: Customizing Word, Word Options	
14	01-Dec-23	07-Dec-23	Unit 3 - Capstone Assignment	Capstone Assignment 3: Due December 8, 2023

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

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 Practice²:		4%
Capstone Assignments:		60%
Unit 1 – Short Documents	25%	
Unit 2 – Long Documents	25%	
Unit 3 – Automating Word, Misc Topics, Reflection	10%	
Course Total		100%
<i>NOTE: There is no final exam during the exam period for this course.</i>		

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 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](#)

² Detailed information about participation and professional practice will be posted to D2L site.

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/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss

Support Service	Website
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.