

# COURSE SYLLABUS



Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

COURSE TITLE:	Business 130 – Business Communications
CLASS SECTION:	008
TERM:	FALL 2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	Face-to-face lecture; exams in computer lab. Monday (E 115 & Wed (F 336) 12:30 to 2:20

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## Mandatory Attendance for First Class Meeting of Each Course

This section of BUS 130 requires mandatory attendance for the first class meeting of the 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 for Students” [Registration Policies for Students | Camosun College](#)

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## INSTRUCTOR DETAILS

NAME:	Louisa Marziali (Cynthia Wrate to October 11)
EMAIL:	<a href="mailto:marzialil@Camosun.ca">marzialil@Camosun.ca</a> ( <a href="mailto:wratec@camosun.ca">wratec@camosun.ca</a> )
OFFICE:	CBA 228 (CBA 221)
HOURS:	TBA – online or by appointment
WEBSITE:	<a href="https://online.camosun.ca/d2l/home">https://online.camosun.ca/d2l/home</a>

*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

Students will learn to communicate effectively in business contexts through the study and practice of oral presentation skills, written correspondence and team work. Through applied writing projects and presentations, students will develop skills in audience analysis and identification of audience needs. Students will practice crafting messages to meet specific audience needs in diverse business contexts, and will develop skills in the creation, formatting and delivery of business communication individually and as a member of a team.

[https://calendar.camosun.ca/preview\\_course\\_nopop.php?catoid=23&coid=40625](https://calendar.camosun.ca/preview_course_nopop.php?catoid=23&coid=40625)

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

## COURSE LEARNING OUTCOMES / OBJECTIVES

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By the end of this course, the successful student will be able to do the following:

1. Communicate professionally and effectively in written, spoken, and visual forms within a business context.
  - Analyze an audience, determine the message purpose, choose an appropriate communication channel, and develop the message accordingly
  - Deliver effective oral presentations
  - Write and format standard business correspondence for a variety of distribution channels
  - Use appropriate business tone and approach (direct/indirect)
  - Analyze appropriate use of emerging technologies
  - Use self-assessment and peer review to evaluate the quality of oral and business communications
2. Demonstrate the ability to work effectively in a team to compile and present a collaborative research-based project.
  - Demonstrate interpersonal and intercultural communication skills needed to work in diverse contexts
  - Clearly identify a business problem, analyze data, synthesize results, and present clear, realistic conclusions and recommendations in written and oral form
  - Identify, cite, and format reliable and credible sources for primary and secondary research using APA style

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**Textbook:** Guffey, M. E., Loewy, D., Griffin, E. (2022). *Business Communication: Process and Product (7<sup>th</sup> Brief Canadian ed.)*. Toronto, ON: Cengage Learning Canada, Inc.

Textbook ISBN-13: 978-0-17-691018-1

E-Book ISBN-13-9780-17-691028-0

MindTap Instant Access: ISBN 9780176910211

The text is available from the Camosun College Bookstore in hard copy or e-text. Hard copies of the text are on reserve in the library on both Camosun campuses.

If you buy MindTap (OPTIONAL), you need **the student registration URL and the course key:**

**Course Link URL:** <https://login.nelsonbrain.com/course/MTPN-PD53-3RNQ>

**Course Key:** MTPN-PD53-3RNQ

### Important notes:

- The publisher recommends you purchase from the Camosun Bookstore rather than the Cengage.ca site to ensure you get the correct version of the textbook.
- If you have an earlier version of the text, it is your responsibility to find all relevant pages and information; not all content will be available in older versions.

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.

WEEK & DATE of CLASS	ACTIVITY or TOPIC/Readings	ASSIGNMENTS & NOTES
<b>Week 1</b> (Sept. 6)	<ul style="list-style-type: none"> <li>Course Overview</li> <li>Chapter 1 – Business Communication</li> </ul>	<b>D2L Quiz: Ch 1 – closes Sept. 17</b>
<b>Week 2</b> (Sept. 11& 13)	<ul style="list-style-type: none"> <li>Chapter 2 (pp. 48-57) – Listening &amp; Non-verbal skills</li> <li>Chapter 3 – Intercultural Communication</li> </ul>	<b>D2L Quizzes: Chs 2, 3 – close Sept. 17</b>
<b>Week 3</b> (Sept. 18 & 20)	<ul style="list-style-type: none"> <li>Chapter 7 – Short Messages &amp; Digital Media</li> <li>Chapter 14 – Business Presentations</li> </ul>	<b>D2L Quizzes: Chs 7, 14 – close Sept. 24</b> <b>Presentation Topic &amp; Order (in-class)</b>
<b>Week 4</b> (Sept. 25 & 27)	<ul style="list-style-type: none"> <li>Chapter 4 (pp. 89-92) – Planning Business Messages</li> <li>Chapter 10 – Persuasive Messages</li> <li>Communication Styles Inventory</li> </ul>	<b>In-Class Writing Assignment – Persuasive Writing</b> <b>D2L Quiz: Ch 10 – closes Oct. 1</b> <b>How to Presentation outline – due Oct. 1</b>
<b>Week 5</b> (Oct. 4) <b>No class Oct 2</b> <b>College Closed</b>	<ul style="list-style-type: none"> <li><b>Individual Presentations – Group 1 (Wed)</b></li> <li>Chapter 13 (pp. 347-351) – Writing Business Proposals</li> <li>Team Project Assignment Intro &amp; teams</li> </ul>	Self Study: Chapter 5 – Organizing and Drafting Messages & Chapter 6 – Revising Messages <b>D2L Quizzes: Chs 5, 6 – close Oct. 8</b>
<b>Week 6</b> (Oct. 11) <b>No class Oct 9</b> <b>College Closed</b>	<ul style="list-style-type: none"> <li><b>Individual Presentations – Group 2 (Wed)</b></li> <li>Chapter 2 (pp. 36-48) – Team &amp; Meeting Skills</li> <li>Chapter 11 (pp. 282-297) – Primary &amp; Secondary Research</li> <li>Academic Integrity &amp; APA</li> </ul>	<b>Team Charter due Oct. 9</b> <b>D2L Quizzes: Academic Integrity, APA – close Oct. 15</b>
<b>Week 7</b> (Oct. 16 & 18)	<ul style="list-style-type: none"> <li><b>Individual Presentations – Group 3</b></li> <li>Midterm Review</li> <li>CamSTAR Stories</li> </ul>	<b>Team Project Proposal – due Oct. 22</b>
<b>Week 8</b> (Oct. 23 & 25)	<ul style="list-style-type: none"> <li><b>Individual Presentations – Group 4</b></li> <li>Chapter 11 (pp. 297-304) – Creating Effective Graphics</li> <li>Chapter 12 – Informal Business Reports and Data Analysis</li> </ul>	<b>Midterm Exam (in class Oct. 23)</b> <b>D2L Quiz: Ch11 – closes Oct. 29</b>
<b>Week 9</b> (Oct. 30 & Nov. 1)	<ul style="list-style-type: none"> <li>Chapter 8 – Positive Messages</li> <li>Chapter 12 (pp. 326-27) – Activity Reports</li> <li>Team Project – Informal Progress Report</li> <li>Self &amp; Peer Evaluations</li> </ul>	<b>D2L Quizzes: Chs 8, 12 – close Nov. 5</b>
<b>Week 10</b> (Nov. 6 & 9)	<ul style="list-style-type: none"> <li>Team Project Preparation / Writing</li> <li>Chapter 13 (pp. 351-366) – Formal Business Reports</li> </ul>	<b>Mid-Project Self &amp; Peer Evaluations due Nov. 5</b> <b>D2L Quiz: Ch 13 – closes Nov. 12</b>
<b>Week 11</b> (Nov. 15) <b>No class Nov 13</b> <b>College Closed</b>	<ul style="list-style-type: none"> <li>Chapter 9 – Negative Messages</li> <li>Work on Team Project</li> <li>Team Presentation Outline</li> </ul>	<b>In-Class Writing Assignment – Negative Message</b> <b>D2L Quiz: Ch 9 – closes Nov. 19</b>
<b>Week 12</b> (Nov. 20 & 22)	<ul style="list-style-type: none"> <li>Team/Instructor meetings – present (near-complete) final report</li> <li>Time for groups to work further on report</li> </ul>	<b>Final Report (near complete draft) – present to instructor in booked class time</b>
<b>Week 13</b> (Nov. 27 & 29)	<ul style="list-style-type: none"> <li>Cross-team editing in class</li> <li>Team Presentation Preparation</li> </ul>	<b>Team Project Final Report – due Dec. 3</b> <b>D2L Quiz (Ch 10) – closes Dec 3</b> <b>Presentation Final Slides – due Dec. 3</b>

WEEK & DATE of CLASS	ACTIVITY or TOPIC/Readings	ASSIGNMENTS & NOTES
<b>Week 14</b> (Dec. 4 & 6)	<ul style="list-style-type: none"> <li>Team Project Presentations</li> </ul>	<b>Team Presentation hardcopy Outline due day of presentation</b> <b>CamSTAR Story due</b>
<b>Exam Period</b> <b>Dec. 11 to 19</b>	This course has no final exam.	

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

<b>Individual Assessments (75%)</b>	
▪ Presentation (including outline)	10%
▪ Negative News Message	8%
▪ Persuasive Message	8%
▪ Midterm	23%
▪ D2L Chapter Quizzes	10%
▪ APA/Academic Honesty Lab & Quizzes	4%
▪ In-class Participation and Assignments/Professional Practice/Peer Review	12%
<b>Team Assessments (25%)</b>	
▪ Team Charter and Project Proposal	5%
▪ Final Team Presentation	10%
▪ Formal Written Report	10%
<b>Course Total</b>	<b>100%</b>

## COURSE GUIDELINES & EXPECATIONS

Late assignments, if accepted, will be penalized 10% a day for five days, including weekends, and not accepted after that. You must have instructor permission to submit an assignment after the due date. Quizzes and exam dates are firm.

**Assignment formatting.** The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides:

<http://camosun.ca/libguides.com/apa7>

- Submit all assignments as a Word or pdf document in D2L assignments by your last name/s.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, APA formatting, citations, and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

**Academic integrity.** Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.

- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

## SCHOOL OR DEPARTMENTAL INFORMATION

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**Assignment formatting.** 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: <http://camosun.ca.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 where required by your instructor.

**Deadlines, exams, and assignments.** 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.

- a. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c. 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. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**Final exams:** Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from: <http://camosun.ca/learn/calendar/current/procedures.html#academic>.

## 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 [camosun.ca/services](http://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.