

**Nashville State Community College  
Business Management and Hospitality  
Administrative Professional Technology**

**Master Course Syllabus  
7-Week Format**

**ADMN 2390 – Capstone Experience for APT**

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

**Course information:**

**ADMN 2390 – Capstone Experience for APT**

3 Credits

3 Class Hours

**Prerequisite(s):** ADMN 1305, ADMN 1308, ADMN 1310, ADMN 1311, ADMN 1313, and ADMN 2330.

**Course Description:**

This culminating class utilizes the competencies developed in the professional courses to demonstrate decision-making and problem-solving techniques in the field.

**Instructor Information:**

**Name:** Karen Kendrick  
**Email:** Karen.Kendrick@nsc.edu

**Office Phone:**

**Office Location:**

**Office Hours:**

**Instructor Zoom Room link:**

**Course Delivery Method**

- **Online:** Course is fully online (**asynchronous**) and has no scheduled on-campus meeting requirements. NOTE: Students are required to attend the program exit exam test on a date published early in the semester.

## **Required Textbook(s) & Other Materials:**

### **Textbook(s):**

This course uses two textbooks. Additionally, the class reads a business classic, “The 7 Habits of Highly Effective People” as a project. The first two titles listed in the bulleted list below are published by Cengage Publishing and can be accessed for one price if you use the Cengage Unlimited Access option.

The last book in the bulleted list is available at most libraries. Look at your neighborhood library, your work library, or the NSCC library to secure the text at no cost. Some students have found the book for free online. Use your creativity.

- **Microsoft Office 365, Office 2016 Projects**, Cram, Cengage, 2017.
- **Proofreading & Editing Precision (W/CD Only)**, Pagel and Norstrom, 6th edition
- **The 7 Habits of Highly Effective People**, Stephen R. Covey, Simon and Schuster, 1989. (This book is widely available in libraries and used book stores.)

### **ISBN:**

- 9780357241271 (Cram)
- 0538450452 (Pagel)
- 9781451639612 (Covey)

### **Reference Materials: None**

### **Supplies:**

- A PC/Windows computer running Windows 10 or higher
- Office 365 with Word, Excel, Access, and PowerPoint 2021. This is a free download through the student’s myNSCC account.)
- Reliable and efficient internet connection
- Storage device (flash drive) for files created during the course
- Printer to print files for hardcopy proofing. If a learner does not have access to a printer, the NSCC library allows each student a printing allowance which should be sufficient for this group of pages.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore’s website ( <https://www.bkstr.com/nscctestore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the term. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out,

you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the term, this is what you should know and/or be able to do:

Upon successful completion of this course, students should be able to:

1. Build student's knowledge of available resources available for use in their work environment.
2. Extend students' knowledge of work productivity skills by setting objectives, organizing, prioritizing, and accomplishing specific tasks.
3. Expand students' understanding of critical thinking skills in relation to making decisions in an office setting

### **Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Plan and execute a project efficiently.
- Complete a project planning Worksheet.
- Complete projects within a time-frame.
- Identify appropriate resources to problem-solve in the contemporary office.
- Use Word, Excel, and Access to create, edit, and manage professional documents.
  - Create and apply graphics appropriately.
  - Create and use Excel spreadsheets to track information such as expenses.
  - Create and use Excel spreadsheets to calculate and use statistics.
  - Create, query and use Access databases to track information.
- Edit and proofread professional documents.
  - Identify keyboarding errors.
  - Divide words appropriately when needed.
  - Apply standard rules of capitalization.
  - Apply standard rules of abbreviation.
  - Apply standard rules of number expression.
  - Identify errors in sentence construction
  - Identify appropriate pronouns and connect with antecedents.
  - Rewrite text to meet standards of parallelism and misplaced modifiers.
  - Identify and correct comma errors.
  - Identify and correct punctuation errors.
  - Identify and correct errors in document formatting.
  - Apply the proofreading process to electronic files.

- Identify professional organizations related to the profession of an administrative assistant.
- Engage in continuing education and life-long learning.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.
- Locate, evaluate, and use multiple sources of information.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.
- Use and adapt current technologies.
- Appreciate cultural diversity and the influence of history and culture.

**Topics to Be Covered:**

This course extends the Microsoft Office skills (Word, Excel, Access, and PowerPoint) for learners by applying their skills to projects that are similar to those found in the workplace. Additionally, learners extend their business English and communication skills while proofreading files. A review of personal effectiveness prepares the learner to enter the workplace for a satisfying career.

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Grade Category	Percentage of Grade
APT Exit Exam (Final Exam)	40%
Exams (Midterm, 2 PEP Comprehensive Projects, Hardcopy Proofing)	30%
Interview of Working Administrative Professional	10%
7 Habits Study (Discussions (40% and PowerPoint – 60%))	10%
Weekly assignments	10%

The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

**APT Exit Exam** – Students will take the APT Exit Exam as the final exam for this course. It must be taken on White Bridge Campus and proctored by the instructor. The instructor will announce a location and time for the exit exam in the last week of the course. .

**Exams (Midterm, PEP Comprehensive Projects, Hardcopy Proofing)**

Students will take a midterm exam using Respondus Monitor which is one component of this grade category. Also included in this category are two PEP Comprehensive Projects, and the Hardcopy Proofing project.

The midterm exam is taken on the learner’s home computer. It is timed. A proctor will put you into the test and will monitor the test experience. Multiple-choice quizzes will be a part of the midterm and final exam as well as projects. The midterm and exit exam are timed, and password protected and can only be taken during the designated week for the exam/test.

**Professional Organization Research Project**

This project will support the future professional development of graduates. Students are invited to an online meeting with the IAAP organization of the Appalachia Region in Middle Tennessee. Attendance and participation in the meeting will substitute for the research project assignment.

**The 7 Habits of Highly Effective People Study**

Students will read this book and make discussion posts responding to prompts for each chapter. Students will also make a PowerPoint presentation reflecting on their learning from the book. Details of this project is posted.

**Weekly Assignments**

The files and projects created following the weekly lesson instructions are averaged together for this category. Weekly assignments include creating files similar to projects found in the workplace, quizzes, and proofreading.

**Grading Policy:**

The instructor manually grades each submitted file in this course. The instructor's goal is to give feedback within one week of the cut-off date.

**Grading Scale:**

Letter Grade	Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	64 and below

**FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

**FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Students will use the posted course schedule to complete work by the posted deadline. Some number of items in each category except exams are dropped prior to the calculation of course grades to minimize the effect of unexpected illness, required overtime, or the inevitable computer glitch.

## Attendance Policy

In this online class, submission of work by the due dates shows active attendance and engagement.

### General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

### Instructor's Policy

The attendance policy for this course is to submit work that a student would like to be considered in the calculation of the course grade by the posted due date.

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

### Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell

phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In

addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the RAVE app (<https://www.getrave.com/login/nsc>). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

### **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring can assist you beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

### **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.