

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

2018 Master Course Syllabus

ADMN 2390 – Capstone Experience for APT

Course Information:

Course Title: Capstone Experience for APT
Credits: 3
Class Hours: 3

Course Description:

This culminating class utilizes the competencies developed in the professional courses to demonstrate decision-making and problem solving techniques in the field. **Prerequisite(s):** [ADMN 1305](#), [ADMN 1308](#), [ADMN 1310](#), [ADMN 1311](#), [ADMN 1313](#), and [ADMN 2330](#).

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

Instructor Information:

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Office Location : Main Campus, Clement Building, Office Suite C-232, Office C
Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s):

1. Microsoft Office 365 Office 2016 Projects, Carol Cram ISBN 9781305878686
2. Proofreading & Editing Precision (W/CD Only), Pagel and Norstrom, 6th edition, ISBN 0538450452.
3. The 7 Habits of Highly Effective People by Stephen Covey (see note in Supplies Category)

ISBN: 9781305878686 and 0538450452

Supplies:

1. Students will need access to Office 2016. All assignments must be submitted as a file developed using Office 2016. Other software files (for example, Office 2013 or Open Office) will not be graded.

2. *The 7 Habits of Highly Effective People*, Stephen R. Covey. (This is a book that is available in most libraries (County, school, etc.). Each student will contribute a presentation on an assigned portion of the book. Talk to the NSCC Library about interlibrary loan. Additionally, students have found this book posted online in a free download format. Before you purchase, consider your options.
3. An electronic storage device such as a flash drive or a computer's hard drive to save files while they are being created and stored.
4. Internet access and a computer.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

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 intended to support the course outcomes:

- Plan and execute a project efficiently.
- Complete a project planning Worksheet.
- Track time used to complete a project.
- Complete projects working alone, with another person, and projects that work with frequently changing information.
- 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:

Though students will see a specific schedule in the course materials, here is a chart that shows how the course is organized:

Module	Topic
Unit 1	
Lessons 1 and 2	Apply Word 2016 functions to office projects
Lessons 3 and 4	Apply Excel 2016 to office projects
Lesson 5	Integrate Word and Excel 2016 into office projects
Lesson 6	Apply Access 2016 to office projects
Lesson 7	Apply Word, Excel, and Access to large office projects.
Unit 2	
Lessons 8 – 12	Proofreading and Editing Skills
Unit 3	
Lesson 13	Interview of a working professional
Lesson 14	Presentation on a current business title

Course Assessments:

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

Grading Category	Percentage of Course Grade
Tests/exams (two)	30%
Assignments/Quizzes	10%
Projects	20%
Program Exit Exam	40%

Tests: There are two major tests: a midterm and a Comprehensive Proofreading and Editing test. Students will take all tests at a NSCC approved test center without the use of notes or other materials. Each NSCC campus has a test center. Check the college website for details on each.

Assignments/Quizzes: Students will complete quizzes and assignments which are designed to help students use the skills related to each week's content. Students may use the quizzes and assignments as a gauge of their readiness for the related exam. Specific details on each of the required activities in the class are listed in the instructions listed in each weekly module inside NS Online.

Projects: Students plan and execute two major projects during the semester. The first is to plan and report on an interview with a working administrative professional. The second is to prepare a PowerPoint presentation on an assigned section of a book the class will read together. Details for each are posted in a page found in the Getting Started module.

Exit Exam: The final exam for this class is the program Exit Exam. It is given near the end of the semester but prior to exam week. You will find the exact dates listed on the course schedule.

Grading Policy:

Grading Category	Percentage of Course Grade
Tests/exams (two)	30%
Assignments/Quizzes	10%
Projects	20%
Exit Exam	40%

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

To protect the privacy, security, and integrity of students' work, no assignments are accepted via email. All assignments must be submitted to the appropriate assignment box within NS Online. This allows the grade to be attached to the submitted work within the grading system.

Any work which is not submitted is assigned the grade of zero.

The instructor believes all students are engaged and intend to complete all work. At the same time, the instructor understands that you are adults and have the realities of the adult world to deal with. (The boss requires unexpected overtime; the baby has a bad night; your flu shot wasn't as protective as you had hoped; or the computer crashes just as you sit down to do your work.)

To cover these realities, some assignments (assignment category grades) will be dropped before your course grade is calculated. Assignments are everything you will do except the Projects (Book Report and the Interview of a Working Administrative Professional), the cumulative/projects 1 and 2 in the PEP book, the midterm, and the exit exam.

As a last bit of extended grace, students will note that all weeks' assignments (except the last week of class) are due on Saturday at 11:30 p.m. All assignments and quizzes remain open for 48-hours as a

grace period and may be completed and submitted without penalty during that window of time. No work is accepted for grading after the grace period has expired.

Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

In this online class, attendance is shown by the timely submission of assignments. Assignments not submitted are assigned a grade of zero. If a grade of F is earned, the assigned grade is FA if participation has not been complete (that is 100% of the week's required activities to be submitted) after the college-published Withdraw date.

Grading Scale:

Letter Grade	Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	Less than 65

FA

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (*use date appropriate to your section*), the student will receive a grade of FA (i.e., "Failure for Attendance Reasons").

(While the above statement should appear in all syllabi, faculty are encouraged to make additional statements or provide examples that would clarify the policy for students.)

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels.

D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. 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

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

The instructor uses the NSCC Student Code of Conduct to address instances of Academic Misconduct.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. 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.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the

Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.