

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

Spring 2021 Master Course Syllabus

ADMN 2390 – Capstone Experience for APT

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

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:

Name: Karen Kendrick

Email: Karen.Kendrick@nscc.edu

Office Phone: (615) 353-3720

Office Location: C-238 (work from home spring 2021)

Instructor Zoom Room link: <https://us02web.zoom.us/my/karenk.office.zoom>

Office Hours: Posted in course Content

Monday	3:30 – 6 p.m.
Tuesday	7 a.m. – 1 p.m.
Wednesday	7 a.m. – noon
Thursday	7 a.m. – 1 p.m.

Required Textbook(s) & Other Materials:

Textbook:

- Microsoft Office 2016 Projects, Carol Cram ISBN 9781305878686
- Proofreading & Editing Precision (W/CD Only), Pagel and Norstrom, 6th edition, ISBN 0538450452.

Supplies:

- Students will need access to Office 2019. All assignments must be submitted as a file developed using Office 2019. Other software files (for example, Office 2013 or Open Office) will not be graded. Office 365 2019 is a free download from your myNSCC account.
- 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.
- 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.
- 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:

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
Projects	
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:

Tests: It is important to differentiate tests in the course from the exit exam which is part of the course grade.

The test category includes the midterm exam, two comprehensive projects of multiple files completed in the proofreading and editing portion of the class, and finally, a packet of hardcopy proofreading that must be submitted to the instructor when you take the Exit Exam on April 20. The two comprehensive projects are averaged for one grade. Thus, three grades are considered in the test category. (the midterm, the averaged comprehensive proofreading projects, and the packet of hardcopy proofreading).

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. The "payoff" of the assignments and quizzes category is the fact that they are completed. Each item has a specific relationship to success on the exit exam.

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

Exit Exam: The final exam for this class is the program Exit Exam. It will be given to all students on Tuesday, April 20, at 4 p.m. in a lab on the White Bridge Road campus (only). Please plan to be available at this time and date. Specific directions will be sent students before the test date. A mask is required for all students while on campus. A student has not finished the APT degree program until the exit exam has been completed.

Grading Policy:

Grading Category	Percentage of Course Grade
Tests/exams	30%
Assignments/Quizzes	10%
Projects (Book Project)	15%
Projects (Interview of Working Professional)	5%
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, **seven** assignments will be dropped before your course grade is calculated. (The seven assignments equal about 20% of the week-to-week course work which is required.) 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 hardcopy proofing from the PEP book, the midterm, and the exit exam.

As a last bit of extended grace, students will note that all week's 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.

After the grace period, just move on.

Attendance Policy

Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nscc.edu.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric.

Attendance in this class is shown by the submission of the assignments, projects, and exam items.

Grading Scale:

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

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to 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.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Spring 2021 may vary from campus to campus.

Students should check NSCC website for current hours of operation.

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). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. 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@nscc.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.

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 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/nscc> 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:

- Tutoring options and appointments: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- Academic and student resources for school: <https://www.nsc.edu/current-students/student-online-resources>
- Support services: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

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.