



Admin Systems (Capstone)

POFT-2431

Summer 1 2021 Section NTIND 4.0 Credits 06/07/2021 to 07/12/2021 Modified 04/27/2021

Based on recommendations from the CDC and other governmental agencies, the content delivery method for this course may need to be modified.

Meeting Times

Internet Based - Online Course

This is an internet-based (fully online) course. Students must have regular access to a computer and a reliable internet connection, either on campus or in a personal setting, to complete all assignments. Students should log in to Canvas on the first day of the course to complete the first week assignment(s). This course does not require proctored testing.

Contact Information

Office Hours

Description

3 lec/3 lab (4 Cr.) Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills. Å

Objectives

Upon completion of the core curriculum, students are expected to demonstrate competence in all of the core objectives listed in the college catalog. The overall content of this course is designed to enhance skills in each of the following core objectives.

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility - ability to connect choices, actions and consequences to ethical decision making
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Required and Optional Materials

Visit the Navarro College Bookstore: <http://bookstore.navarrocollege.edu/home> (<http://bookstore.navarrocollege.edu/home>)

Assignments and Activities

Procedures for Submitting Assignments

- Homework assignments are to be completed online and are due on the same day and time as stated in the Course Schedule.
- On the due date, assignments will close and will no longer be accessible to the student.
- **Late assignments are not accepted in this course;** however, the instructor may grant courtesy extensions to the whole class at the instructor's discretion.
- Many of the assignments are graded by the software used with the textbook. The instructor will check these grades and transfer grades as needed to the Canvas grade book. If assignments are to be submitted or uploaded through Canvas, please follow the instructions posted in Canvas by the instructor.
- Computer Compatibility is critical to ensuring that assignments are completed correctly in this online course. It is the student's responsibility for checking to make sure that their home computer or laptop is compatible prior to working in this course. ****The student is responsible for risk incurred as a result of computer failure.**
- **IT IS VERY IMPORTANT** to log out of your computer or laptop after each session to avoid technical difficulty with assignments.

Guidelines and additional course instructional documents are posted in Canvas. Read all documents located under all tabs in Canvas.

✓ Grading Criteria

Grade criteria will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

Criteria

The Canvas grade book average is a running total and is based on assignments that have been completed. A blank in the grade book does not calculate in the average. The instructor reserves the right to adjust grades after the original posting in the Canvas grade book because of posting error or student academic misconduct determined after the original posting of grades.

* Course Policies

Instructional Methodologies

Face to Face	Hybrid	Online
Face to face courses are taught in a traditional classroom format.	Courses classified as "Hybrid" in the course schedule (identified with the letter 'H' in the course section designation) will use a combination of face-to-face classroom and online instructional methods. A minimum of 50 percent of the course must be taught online to be classified as a hybrid course.	Students must have regular access to a computer and a reliable internet connection, either on campus or in a personal setting, to complete all assignments.

In addition to traditional lecture, Navarro College uses the Canvas Learning Management System to provide course materials and activities assigned by the instructor. Access user information here:

- [Canvas Guide for Students \(https://community.canvaslms.com/t5/Student-Guide/tkb-p/student\)](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student)
- [Canvas Student App Guide \(https://community.canvaslms.com/t5/Mobile/ct-p/apps\)](https://community.canvaslms.com/t5/Mobile/ct-p/apps)

To access Canvas:

- (1) Go to: [mync.navarrocollege.edu \(https://mync.navarrocollege.edu\)](https://mync.navarrocollege.edu)
- (2) Enter your **User Name (MyNC ID)** and **Password**
- (3) Click on the Canvas icon and locate your course in your Canvas Dashboard.

Please note some courses will also use materials provided by the publisher and require the student to have an access code in order to complete assignments, activities, and exams. Please see the Materials section of this syllabus to determine if an access code will be necessary for this course.

Course Content and Rigor

College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

Course Expectations From Student

- Purchase course assignment software by the first day of the course and begin working on the first week assignments.
- The student is required to have access to a reliable internet source.
- Read the text chapters and complete all projects at the end of each chapter to learn the concepts.
- Read and understand assignment Software instructions and guides.
- Read and be familiar with all course material in the textbook and in Canvas.
- Follow the Course Schedule and review its content on a regular basis.
- The student is required to work in the course by logging in to course and completing all assignments due as stated in the course outline/schedule.
- Assignments must be completed in the order for which they appear in the course outline/schedule.
- The student is expected to spend additional time when needed in order to complete the assigned lessons, quizzes and tests on time.

Email

All Navarro College students are required to use their Navarro College email to correspond with instructors and other Navarro College personnel.

Academic Integrity

Students are expected to do their own work at all times. Cheating is a serious offense with serious consequences which may include any of the following: a grade of zero, course failure, or removal from a program.

Late Work Policy

Late work and make-up work are not accepted in this class for any reason. In rare cases the instructor may grant courtesy extensions to the whole class but only at the instructor's discretion.

Allowing one student additional time and not others is not fair or ethical. You are strongly encouraged to complete assignments prior to the due date indicated in the course outline/schedule.

As an online student, you have 24 hours a day, 7 days a week to complete your work. **Do not wait** until the last minute. If you wait until the last minute, something will happen—illness, electrical power interruption, emergency, overtime at work, computer problems, etc.

A grade of "0" will be the result of any test or homework assignment not completed by the due date. There is no extra credit work in this class.

Final Exams

Students are required to take final exams during the posted final exam week and should not make travel reservations or other plans which would require them to request a rescheduled final. Requests to take final exams early, or at a time other than indicated on the final exam schedule, must be approved by the appropriate Executive Dean and are granted only in exceptional circumstances. Personal or family travel plans are not deemed as exceptional circumstances.

Confidentiality and Mandatory Reporting

Students may choose to share personal information or experiences, as appropriate, in written assignments, class discussions, presentations, and conferences with instructors. While instructors and other college employees will strive to keep personal student information private, they are required to report information about sexual misconduct, childhood abuse, and criminal

activity to the proper authorities. Students may speak to someone confidentially by contacting NorthSTAR Mobile Crisis at 1-800-260-8000 or the Navarro College Licensed Counselor at 903-875-7393.

Student Conduct

All students enrolled in classes at Navarro College shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. Behavior deemed by the instructor to be disruptive may result in the student being dropped from the course.

Subject to Change

The Course Syllabus and/or the Course Calendar may be changed as the term progresses at the discretion of the department and/or instructor.

Late/Make-Up Work

Institutional Policies

Students are **expected and required** to have read the *Student Handbook* and to consult appropriate sections of the *College Catalog* for general academic information.

Attendance and Preparation

Face to Face and Hybrid	Online
<p>Regular and punctual class attendance is expected at Navarro College as a key element for student success. Excessive absenteeism is defined as two consecutive weeks of instruction in a 16-week semester (or the equivalent in any shorter term) and may result in being dropped from the course.</p> <p>Students who miss class to participate in a co-curricular activity must have written permission (e-mail accepted) from a coach/director and must make prior arrangements with the instructor to take an examination or complete an assignment scheduled for that day.</p>	<p>Regular (daily or weekly) online work is a key element for student success in an internet-based class. Students must complete the first assignment by the designated deadline to document participation in the course. The instructor will drop any student who fails to complete an assignment by the deadline provided in Canvas.</p>

Although the instructor **MAY** withdraw a student from the class for insufficient participation **the RESPONSIBILITY for dropping a class belongs to the student!** Insufficient participation is defined as not logging in and completing assignments for the equivalent of two consecutive weeks. If you are unable to complete the course, you should formally drop it.

- Additional information regarding attendance requirements is available in the Navarro College Catalog. <https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog> (<https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog>)
- You may drop this class by completing an online form. It is the student's responsibility to visit with his or her instructor concerning course status before submitting the required paperwork to the Office of Admissions and Records to drop this class. Additional information about dropping a class may be found in the Navarro College Catalog. <https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Dropping-and-or-Adding-Courses> (<https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Dropping-and-or-Adding-Courses>)
- Failure to withdraw by the deadline may result in your name remaining on the class roll, resulting in a grade of 'F' at the end of the semester.
- A student who foresees educational issues related to pregnancy, postpartum recovery, or other physical or mental health matters is strongly encouraged to notify the College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning when possible also may help with particular challenges a student faces while pregnant, when recovering from childbirth, or in response to a physical or mental health concern (e.g., missed classes, make-up work). The choice to inform the College of any health concern is voluntary. A student is not required to share this information with the College. A student may choose to consult a

College counselor or the Office of Disability Services before deciding whether or not to disclose any health-related information.

- If you are receiving financial aid grants or loans, you must ATTEND AND PARTICIPATE in all classes FROM THE FIRST CLASS DAY. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- All students receiving Veterans Administration (VA) benefits must notify the Veteran's Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received
- According to current Texas law, dropping a course may have serious academic consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

MyNC Single Sign-On

MyNC Single Sign-On: <https://mync.navarrocollege.edu/> (<https://mync.navarrocollege.edu/>)

The MyNC Single Sign-On page provides one-stop access to several student resources, such as the MyNC Portal, Canvas, Office365 (Student Email), and Self-Service.

For Login Instructions, please visit: <https://www.navarrocollege.edu/service-desk> (<https://www.navarrocollege.edu/service-desk.html>)

For Login Assistance, please contact:

OneStop Service Desk

Phone: (903) 875-7416

Email: servicedesk@navarrocollege.edu

Your privacy is extremely important. Please **DO NOT SHARE** your account information with anyone.

Always include full name and date of birth, phone number, and valid email address when contacting the One-Stop Service Desk. Navarro College will not disclose sensitive account access information with anyone other than the student regardless of student's age.

For Assistance with Canvas, please contact:

Matt Miller, Dean of Online Instruction

Phone: (903) 875-7422

Email: matt.miller@navarrocollege.edu

Links to Important Information

Academic Decorum: <https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Classroom-Decorum> (<https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Classroom-Decorum>)

Includes: Civility, Being a Successful Student, Classroom Decorum, Change of Grade, Grade Challenge Procedure, Academic Dishonesty, and User Responsibilities for IT Resources/Penalties for Violation of Technology Policy, Tobacco Use Policy

Academic Integrity: <https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Academic-Dishonesty> (<https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog/Academic-Policies-and-Information/Academic-Policies/Academic-Dishonesty>)

College Catalog: <https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog> (<https://navarrocollege.smartcatalogiq.com/2020-2021/Catalog>)

Campus Safety: <https://www.navarrocollege.edu/campus-safety/index.html> (<https://www.navarrocollege.edu/campus-safety/index.html>)

Family Education Rights and Privacy Act (FERPA): <https://www.navarrocollege.edu/handbook/student-records/student-records-family-rights-and-privacy-act.html> (<https://www.navarrocollege.edu/handbook/student-records/student-records-family-rights-and-privacy-act.html>)

Student Rights and Responsibilities: <https://www.navarrocollege.edu/handbook/students-rights-and-responsibilities.html> (<https://www.navarrocollege.edu/handbook/students-rights-and-responsibilities.html>)

Student Handbook: <http://navarrocollege.edu/handbook/> (<https://www.navarrocollege.edu/handbook/>)

Links to Campus Services

Bulldog Life: Learning. Living. Launching: <https://navarrocollege.edu/bulldog-life/> (<https://navarrocollege.edu/bulldog-life/>)

Navarro College's Bulldog Life is a student success service to all students. Opportunities include Canvas courses, meaningful activities, Culture of Caring and travel opportunities. Bulldog Life is a self-guided experience. We know that every student is in a different stage in life.

Counseling Services: <https://www.navarrocollege.edu/counseling/index.html> (<https://www.navarrocollege.edu/counseling/index.html>)

The Counseling Center is staffed by licensed counselors who provide brief counseling, assessment, referral, and crisis intervention services to currently-enrolled Navarro College students. The Navarro College Counseling Center is free, confidential, and available to all enrolled NC students.

Testing Center Hours and Contact Information: <https://www.navarrocollege.edu/testing-center/testing-hours-contact.html> (<https://www.navarrocollege.edu/testing-center/testing-hours-contact.html>)

Online Proctored Testing Information: <https://www.navarrocollege.edu/online-campus/online-testing.html> (<https://www.navarrocollege.edu/online-campus/online-testing.html>)

Library Services: <https://www.navarrocollege.edu/library/index.html> (<https://www.navarrocollege.edu/library/index.html>)

Tutorial Services: <https://www.navarrocollege.edu/learning-commons/index.html> (<https://www.navarrocollege.edu/learning-commons/index.html>)

NOTE: In addition to Navarro College tutoring services, students also have access to free 24/7 tutoring by visiting UpSwing (<http://navarrocollege.upswing.io> (<http://navarrocollege.upswing.io>)) and logging in to their UpSwing account. If you're a new user, click NEW USER to create an account.

Disability Services: http://www.navarrocollege.edu/support-services/disability-services_ (<https://www.navarrocollege.edu/disability/>)

It is the responsibility of the student to contact Navarro College Disability Services Office to request accommodations.

The instructor is committed to helping each student reach his/her academic potential and to providing every student equal opportunity to participate in and engage with the course. In keeping with this commitment, effort has been made to develop accessible learning materials that provide equal access. Please contact the instructor immediately if access to course materials is restricted due to a disability so the issue(s) can be resolved in a timely manner.

Student Support and Administrative Services: <https://www.navarrocollege.edu/support-services/>
(<https://www.navarrocollege.edu/support-services/>)