

# International Journal of Human Sciences Research

## ADMINISTRATION AND PLANNING OF STUDENT TIME AT THE CNCI MEXICO VIRTUAL UNIVERSITY, OF THE HIGHER LEVEL

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**Abstract:** Being a university student entails a responsibility to fulfill student obligations such as preparing activities, homework and studying class material to take exams. In virtual education, due to the fact that it is flexible in study schedules and that students are not obliged to attend an educational institution in person, due to the fact that most of them, in addition to studying, work; Time management is a primary indicator that is analyzed in this research to find out how the students of the CNCI Virtual University manage and plan their time. This research arises from the question: Do university students use tools to manage and plan their time? Which is taken as a basis to develop a series of items in a survey applied to professional level students of the CNCI Virtual University.

**Keywords:** Administration, Professional life, Online learning.

## INTRODUCTION

Distance education has been gaining relevance in recent years and has been essential for the professional development of students who combine work with study; as well as for those students who cannot attend an educational institution in person.

Due to the above, the Universities that offer the type of distance education, are committed to the students to offer adequate study plans to the estimated time that it must take them to acquire certain competences, as well as the necessary tools to achieve the objectives of each course.

It is important that the students themselves know the time they dedicate to studying in a virtual education, since this will show them if they are efficient or not in the development of their daily activities.

## DEVELOPMENT

### PROBLEM STATEMENT

Investigating the way in which

undergraduate students manage their study time in distance education is an issue that the CNCI Virtual University must consider in order to gauge the type of students who study with them in terms of responsibilities. extra school, as well as the efficiency with which they are going to develop the activities that are proposed to them, and even possible causes of desertion or school dropout that arise.

It is common for students who combine their responsibilities with a job, spend less time studying or developing activities derived from it; which is why their student development is diminished, allowing them to reflect at some point on whether it is convenient to continue studying or not.

This research aims to help consider better educational practices in the distance modality, develop more efficient forms of communication with those students who dedicate little study time to their subjects and for this reason there is no fluid feedback with their teachers; as well as encourage students to manage their time with the use of technological tools.

## METHOD

This research proposal was carried out under a quantitative approach of an exploratory nature, since it investigates a little-studied problem and helps to identify promising concepts that will set the tone for developing new studies of the same research proposed.

For the collection of information, a survey was applied in a holistic and experimental way at the CNCI Virtual University through the Blackboard platform to a sample of 372 online students of the Professional level, from a universe of 10,323 students.

The general objective of the research is to know the way in which the undergraduate students of the CNCI Virtual University manage and plan their time; and the specific

objectives are the following:

- To determine if the undergraduate students of the CNCI Virtual University plan their study time through any support tool.
- Determine the percentage of undergraduate students from the CNCI University who combine their studies with some job.
- Investigate the ways in which undergraduate students of the CNCI Virtual University manage their time.
- Determine the age ranges and gender of students who combine their studies with a job.

## **THEORETICAL FRAMEWORK**

CNCI University was founded in November 1996 in response to the great demand for quality educational services in the country, providing a broad structure and methodology.

Throughout these years, the CNCI University has made a commitment to students and the country, to participate actively and responsibly in the training of people who can develop their knowledge, skills and attitudes within society, with a high sense of responsibility.

Due to the above and the great commitment to the education they have, the CNCI University has an online modality called CNCI Virtual, starting with this model since 2009, and currently ranks as one of the leading universities in the educational field. online in Mexico; which is why the approach of this research is relevant to segment the student population based on the stated objective.

The CNCI Virtual University currently has an enrollment of 12,189 students, of which 1,220 are studying for a bachelor's degree, 10,323 a professional career, and 646 a master's degree; Therefore, for the purposes of this investigation, only the student population

studying a professional career was taken into account.

## **TIME MANAGEMENT**

Life itself generates a number of responsibilities that increase over the years, student life being the preamble to this load of responsibilities that makes students reflect on the way in which they must manage their time. to fulfill their duties.

Time is perishable, a scarce inelastic resource that cannot be stored or saved, which is why it is the most valuable thing we possess as people.

Every person who performs tasks that involve responsibility is aware that sometimes they waste time that they do not have, and this sometimes leads them to not carry out their activities effectively.

Analyzing the study habits of students, helps to know the different methods or strategies that students apply every day to fulfill their student activities in a timely manner; so it is also important to know the personal responsibilities they have and that are a key factor in fulfilling the role of student they have.

## **TIME MANAGEMENT IN UNIVERSITY STUDENTS**

The success of a student in school depends on different factors related to the good study habits that they have and the correct administration of time that allows them to carry out their different roles in society, so in this sense, parents They also play an important role in providing their children with the environments and materials necessary for studying to be a successful activity.

On the other hand, there are also university students who, for various reasons, attend the University at an older age than usual, and this is reflected in the range of ages that attend the CNCI Virtual University, which for the

purposes of this research is could verify that the maximum age range of the respondents is 55 years, so there are students who depend on themselves and not on their parents to pay for their studies and organize their daily responsibilities in order to pass the subjects and not see their studies cut short.

The aforementioned, has given rise to knowing the conditions under which students enter the study with the objective of identifying various forms of organization and planning of their time that favor their academic success.

## RESULTS

As part of the results and in order to identify the fulfillment of the objectives of the present investigation, as well as to verify that adequate educational practices are considered in the distance modality and to encourage the students of the CNCI Virtual University to manage their time with the Using technological tools, the results of each of the items raised in the survey of this research are presented.

**Item 1.** In addition to being a student at the CNCI Virtual University, do you work? This item corresponds to identifying the percentage of professional level students who combine their studies with some job; where 87% of the students work and study, a situation that directly influences the availability of study time that they dedicate to each subject they study.

**Item 2.** Do you use any support tool or resource to manage your time? With this item it is identified that 54% of the professional level students of the CNCI Virtual University do not use any tool that supports them in the process of managing their time; considering the use of these convenient tools or resources to organize their student and work responsibilities to fulfill activities requested in each of their classes on time.

**Item 3.** If you use support tools or resources

to manage your time, which one do you use most frequently? This item allowed us to identify that 56% of the students surveyed do not use any support tool or resource to manage their time, while 16% of the students use an agenda, 11% calendars, 7% use a computer and telephone. cell phone, 2% follow a schedule of activities and only 1% use the Blackboard platform as a resource to manage their time. The answers mentioned: work plan and notes, received less than 1%.

**Item 4.** How often do you deliver the activities requested in each module on time? With this item it is identified that 65% of the students of the CNCI Virtual University at the professional level always deliver the activities requested in each module on time, as well as 33% almost always comply with the delivery time, and only the 2% of students never turn in the activities requested in each module on time.

**Item 5.** Have you ever failed a subject for not submitting your activities on time? This item makes it possible to identify that 88% of the students surveyed have never failed any subject for not submitting activities in the established time, and only 12% of the students surveyed have failed subjects for not meeting the delivery dates established in each subject.

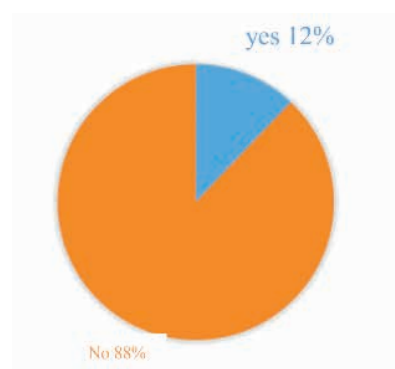


Figure 5. Item 5. Have you ever failed a subject for not submitting your activities on time?

Source: self made.

**Item 6.** On average, how many hours a week do you dedicate to studying a subject?

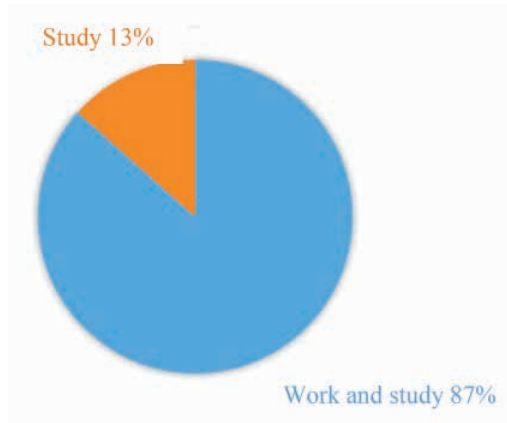


Figure 1. Item 1. In addition to being a student at the CNCI Virtual University, do you work? Fountain: Own elaboration.



Figure 2. Item 2. Do you use any support tool or resource to manage your time? Source: self made.

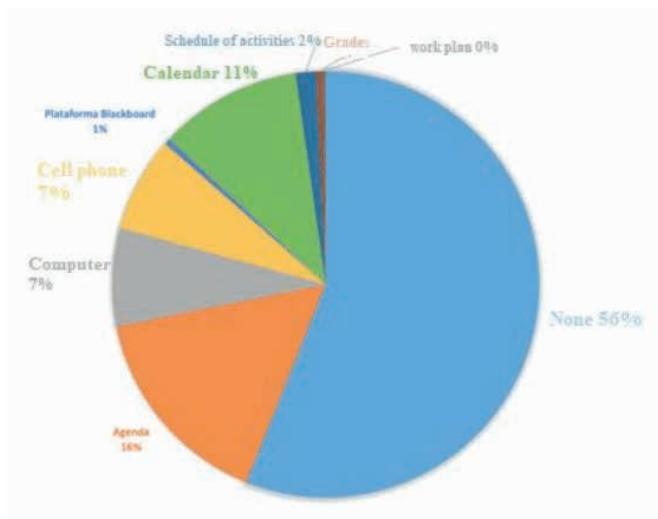


Figure 3. Item 3. If you use support tools or resources to manage your time, which one do you use most frequently? Source: self made.

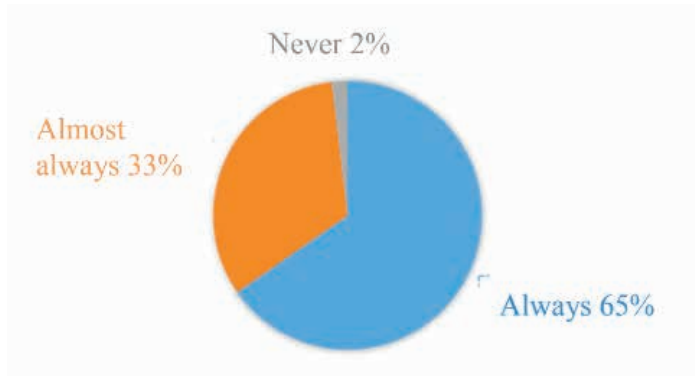


Figure 4. Item 4. How often do you deliver the activities requested in each module on time? Source: self made.

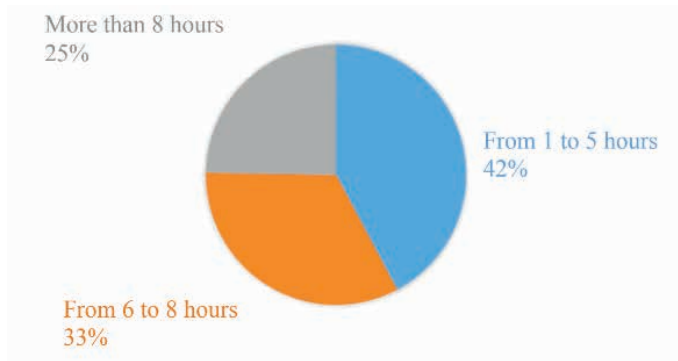


Figure 6. Item 6. On average, how many hours a week do you dedicate to studying a subject? Source: self made.

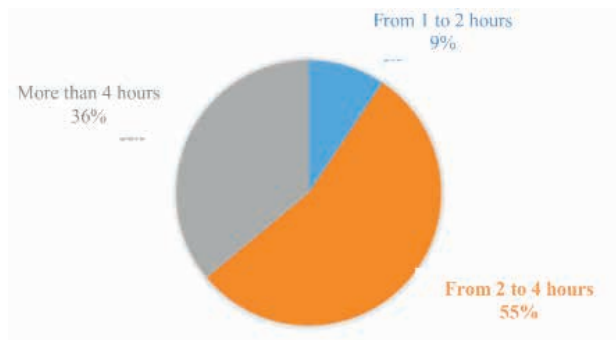


Figure 6. Item 6. How long does it take you to carry out one of the activities indicated in the activities agenda for each subject? Source: self made.

The item shows that 42% of the students spend 1 to 5 hours studying a subject, 33% spend 6 to 8 hours a week, and 25% spend more than 8 hours a week studying a subject.

**Item 7.** How long does it take you to carry out one of the activities indicated in the activities agenda for each subject? This item makes it possible to identify that 55% of the students take 2 to 4 hours to carry out their activities, 36% more than 4 hours, and only 9% of the students take 1 to 2 hours to carry out any activity of the kind. scheduled in the schedule of activities.

## DISCUSSION

Analyzing the information collected in each of the items, it is identified that 87% of the students of the CNCI Virtual University combine their studies with some type of work, so this complicates the administration of their free time and study with the Use of some support tool that allows you to organize your student and work responsibilities.

Although 56% of the students do not use any tool or support resource to manage their free time and study, 46% of the students do use different tools that they have at hand, whether on their cell phone or computer. (Calendar, agenda, notes, reminder alarms, Blackboard), allowing them to focus on carrying out their activities based on their work schedules and free time. In the same way, these indicators allow us to consider an area of opportunity to encourage students in the use of technological tools that today can be had on hand such as cell phones or computers and have applications to manage the time of each person; as well as use the functions of Blackboard regarding the use of the calendar to organize their activities during the classes of any module they take.

The percentage of students who have failed a subject for not submitting activities in a module on time is relatively low with 12%, which suggests that regardless of whether they

use any support tool or resource to manage their time, including the one that is taken to carry out activities, this does not significantly influence the number of students who fail.

The students of the CNCI Virtual University dedicate several hours a week to the study of some subject, reflecting the highest percentage of this item in the answers the option of 6 to 8 hours and more than 8 hours a week, representing 58%. of the students who dedicate practically one hour a day to study.

## CONCLUSIONS

As a general conclusion of what was stated in the investigation, as well as the previous analysis of the responses to each of the items shown, it is concluded that in terms of determining the specific objectives, the present investigation responds to knowing the student population that combines his role as a student with that of a job that consumes time in his daily life and this makes the student capable of managing his time with or without the use of support tools or resources.

A total of 56% of the students surveyed do not use support tools or resources that allow them to manage their free and study time, so for the moment the lack of this type of support is not reflected in the percentages of failure of any subject, which implies that students have sufficient skills not to depend on support tools or resources to fulfill their student obligations.



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