



Atlantic Technical College

Accounting Operations Program Syllabus 2017-2018



Instructor Name: Diana Marquez
Department Name: Business
Office/Classroom Location: Building 19/Room 184
Phone Number: 754-321-5100
Email Address: diana.marquez@browardschools.com

Instructor Office Hours:

M-F: 2:00 – 3:30 pm

Student Hours: Monday - Friday		Program Name: Accounting Operations		
		OCP	Course Number/Course Title	Hours
7:00 – 10:00 am	High School AM	A	OTA0040	150
7:30 – 10:30 am	Post-Secondary AM		Information Technology Asst.	
7:30 am – 2:00 pm	Post-Secondary FULL TIME		ACO0040	300
			Accounting Clerk	
10:15 am – 1:45 pm	High School PM	C	ACO0041	300
			Accounting Associate	
Online Full-Time or Part-Time/Blended		D	ACO0042	150
			Accounting Assistant	
11:00 – 11:30 am	LUNCH			

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
- http://www.atlantictechnicalcollege.edu/wp-content/uploads/2015/12/2015BTC_Handbook_LR.pdf

Magnet High School/Attendance Policy:

A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

<p>Required Book(s):</p> <p>Accounting, 27th Edition + CengageNOWv2 ePack Warren/Reeve/Duchac ITEM: 9781337592819/1337592811</p> <p>QuickBooks Pro 2015: Comprehensive w/trial software ISBN-13; 978-1-59136-779-6</p>	<p>Required Materials/Supplies: Headphones; Storage device (flash drive)</p> <p><i>All required books & most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information. Books are Subject to change. Bookstore has current list</i></p>												
<p>Grading System:</p> <table> <tr> <td>A 90 - 100%</td><td>D 60 – 69%</td></tr> <tr> <td>B 80 - 89%</td><td>F 0 – 59%</td></tr> <tr> <td>C 70 - 79%</td><td>I Incomplete</td></tr> </table>	A 90 - 100%	D 60 – 69%	B 80 - 89%	F 0 – 59%	C 70 - 79%	I Incomplete	<p>Additional Program Specific Grading Information:</p> <table> <tr> <td>Daily/Classwork</td><td>25%</td></tr> <tr> <td>Quizzes/Tests</td><td>25%</td></tr> <tr> <td>Exams/Projects</td><td>50%</td></tr> </table>	Daily/Classwork	25%	Quizzes/Tests	25%	Exams/Projects	50%
A 90 - 100%	D 60 – 69%												
B 80 - 89%	F 0 – 59%												
C 70 - 79%	I Incomplete												
Daily/Classwork	25%												
Quizzes/Tests	25%												
Exams/Projects	50%												
<p>Online Course Grading Policy: Online students' grades and attendance is based on completing weekly assignment submission by posted due dates.</p>													
<p>View Your Grades: Grades can be viewed online by following the directions below:</p> <ol style="list-style-type: none"> Go to https://browardfocus.com (access FOCUS using Chrome, Firefox or Safari) Student ID which is on your student schedule. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i> 													
<p>Class Room/ Lab Rules:</p> <ul style="list-style-type: none"> ➤ Sign in and out DAILY ➤ Read and follow DAILY AGENDA upon arrival ➤ Follow all rules in the student code and discipline code book ➤ Cell phones on silent or off ➤ Contact instructor on the same day when absent (email preferred) ➤ Come to class prepared to work and be respectful of ALL class members ➤ ALL assignments submitted to instructor must reflect the student's own individual work ➤ NO FOOD OR BEVERAGES IN THE LAB 													
<p>Industry Credentials:</p> <p>Microsoft Office Specialist Excel 2016 Microsoft Office Expert Excel 2016</p>	<p>Outstanding Student Recognition Information:</p> <p>A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.</p>												
<p>Articulation Opportunities</p>													
<p>Industry Credential ➔ College Credit</p>	<p>Program Completion ➔ College Credit Program Title ➔ AS/AAS Degree</p>												

Program Name: Accounting Operations

Course Number: OTA0040

Course Name: Information Technology Assistant

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and Enhance workplace performance
- Develop an awareness of microprocessors and digital computers
- Demonstrate an understanding of operating systems
- Use technology to enhance the effectiveness of communication skills utilizing word processing applications
- Use technology to enhance communication skills utilizing presentation applications
- Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications
- Use technology to enhance communication skills utilizing electronic mail
- Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work lifelong learning, and personal and professional goals
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
- Demonstrate competence using computer networks, internet, and online databases to facilitate collaborative or individual learning and communication.
- Demonstrate proficiency in page design applicable to the WWW
- Develop an awareness of emerging technologies
- Develop awareness of computer languages and software applications
- Demonstrate comprehension and communication skills

Course Number: ACO0040

Course Name: Accounting Clerk (300 Hours)

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

- Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.
- Practice quality performance in the learning environment and the workplace.
- Exhibit customer service skills.
- Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations
- Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
- Participate in work – based learning experiences.
- Apply accounting principles and concepts to the performance of accounting activities.
- Apply accounting principles and concepts using appropriate technology.

Course Number: ACO0041

Course Name: Accounting Associate (300 Hours)

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

- Analyze and explain organizational forms as they relate to today's workplace.
- Demonstrate skills for accounting work-based learning experiences.
- Apply accounting principles and concepts to the performance of accounting activities.
- Describe the importance of professional ethics and legal responsibilities.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Course Number: ACO0042

Course Name: Accounting Assistant (150 Hours)

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

- Solve problems using critical thinking skills, creativity and innovation.
- Use information technology tools.
- Describe the importance of professional ethics and legal responsibilities.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
- Participate in work-based learning experiences.
- Apply accounting principles and concepts to the performance of accounting activities.
- Apply accounting principles and concepts using appropriate technology.
- Explain the importance of employability skill and entrepreneurship skills.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Apply the decision-making process to personal and family financial choices.
- Analyze the use of consumer credit.