



Atlantic Technical College

Administrative Office Specialist

Program Syllabus

2017-2018



Instructor Name: Linda C. Tobin Department Name: Business Technology Office/Classroom Location: Bldg. 7/Room 170 Phone Number: 754-321-5149 Email Address: Linda.Tobin@BrowardSchools.com	Instructor Office Hours: M-F: 6:30 am to 7:00 am 2:00 pm to 3:30 pm
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Student Hours: Monday – Friday 7:05 to 10:05 (High School AM) 7:30 to 10:30 (Postsecondary AM) 7:30 to 2:00 (Postsecondary Full-Time) 10:15 to 1:50 (High School PM) Lunch 11:00 to 11:30 am	Program Name: Administrative Office Specialist BO70330															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">OCPs</th> <th style="width: 60%;">Course Names</th> <th style="width: 30%;">Hours/ Days</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Information Technology Assistant</td> <td style="text-align: center;">150</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Front Desk Specialist</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Assistant Digital Production Designer</td> <td style="text-align: center;">150</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Administrative Office Specialist</td> <td style="text-align: center;">450</td> </tr> </tbody> </table>	OCPs	Course Names	Hours/ Days	A	Information Technology Assistant	150	B	Front Desk Specialist	300	C	Assistant Digital Production Designer	150	D	Administrative Office Specialist	450
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B	Front Desk Specialist	300														
C	Assistant Digital Production Designer	150														
D	Administrative Office Specialist	450														

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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantictechcollege.edu/wp-content/uploads/2016/08/BTC_Handbook_2016-17.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.

Required Book(s): Keyboarding and Word Processing Essentials Textbook and License Microsoft Office 2016: Intermediate Course Class set of books available: Microsoft Office 2016: First Course	Required Materials/Supplies: Computer Headset USB Drive Notebook
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College Accounting Management Now	
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All required books & most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information.

Grading System: A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	Additional Program Specific Grading Information:
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Online Course Grading Policy:

View Your Grades:
Grades can be viewed online by following the directions below:

1. Go to <https://browardfocus.com> (access FOCUS using Chrome, Firefox or Safari)
2. Student ID which is on your student schedule.
3. Passcode: Student's date of birth formatted as YYYYMMDD.
Four digits for the year, two digits for the month and two digits for the day.

Classroom/ Lab Rules:

1. PLEASE FOLLOW ALL SPECIFIC RULES IN THE STUDENT CODE AND DISCIPLINE CODE BOOK; PLEASE LET INSTRUCTOR KNOW IF YOU HAVE ANY QUESTIONS CONCERNING THESE RULES.
2. PLEASE SIGN IN UPON ARRIVAL AND SIGN OUT IF YOU NEED TO LEAVE CLASS EARLY. HIGH SCHOOL STUDENTS MUST SIGN IN/OUT WITH HIGH SCHOOL ATTENDANCE CLERK IF LATE OR NEED TO LEAVE CAMPUS EARLY.
3. AGENDA OF ACTIVITIES IS POSTED DAILY. PLEASE FOLLOW DAILY AGENDA OF LECTURES, ASSIGNMENTS, AND GROUP ACTIVITIES. SHOULD YOU NEED TO ADJUST ASSIGNMENTS AND DUE DATES, PLEASE REVIEW WITH INSTRUCTOR PRIOR TO END OF CLASS.
4. TREAT EACH MEMBER OF CLASS WITH RESPECT AND DEMONSTRATE BUSINESS OFFICE DECORUM AT ALL TIMES.
5. ALL WORK SUBMITTED FOR EVALUATION MUST REFLECT STUDENT'S OWN WORK.

Industry Credentials: Microsoft Office Specialist Word Microsoft Office Specialist Excel Microsoft Office Specialist Access Microsoft Office Specialist PowerPoint Microsoft Office Specialist Outlook	Outstanding Student Recognition Information: 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.
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Program Name: Administrative Office Specialist

Course Number: OTA0040

Course Name: Information Technology Assistant

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- 01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.**
- 02.0 Develop an awareness of microprocessors and digital computers.**
- 03.0 Demonstrate an understanding of operating systems.**
- 04.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications.**
- 05.0 Use technology to enhance communication skills utilizing presentation applications.**
- 06.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications.**
- 07.0 Use technology to enhance communication skills utilizing electronic mail.**
- 08.0 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.**
- 09.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.**
- 10.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.**
- 11.0 Demonstrate competence in page design applicable to the WWW.**
- 12.0 Develop an awareness of emerging technologies.**
- 13.0 Develop awareness of computer languages and software applications.**
- 14.0 Demonstrate comprehension and communication skills.**

Course Number: OTA0041

Course Name: Front Desk Specialist

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

- 15. Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance. Apply ergonomic principles applicable to the configuration of computer workstations.**
- 16.0 Demonstrate language arts knowledge and skills.**
- 17.0 Demonstrate mathematics knowledge and skills.**
- 18.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.**
- 19.0 Solve problems using critical thinking skills, creativity and innovation.**
- 20.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.**
- 21.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.**

- 22.0 Practice quality performance in the learning environment and the workplace.**
- 23.0 Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.**
- 24.0 Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.**
- 25.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.**
- 26.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.**
- 27.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.**
- 28.0 Use technology to increase administrative office support productivity and enhance workplace performance.**
- 29.0 Describe the importance of professional ethics and legal responsibilities.**
- 30.0 Use information technology tools.**
- 31.0 Participate in (administrative) work-based learning experiences.**

Course Number: OTA0030

Course Name: Assistant Digital Production Designer

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

- 32.0 Demonstrate proficiency in computer skills.**
- 33.0 Demonstrate knowledge of digital publishing concepts.**
- 34.0 Perform decision-making activities.**
- 35.0 Perform layout, design, and measurement activities.**
- 36.0 Demonstrate proficiency in digital publishing operations.**
- 37.0 Demonstrate proficiency in digital imaging.**
- 38.0 Demonstrate proficiency in creating a simple website.**

Course Number: OTA0043

Course Name: Administrative Office Specialist

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

- 39.0 Apply communication skills (reading, writing speaking, listening and viewing) in a courteous, concise, and correct manner on personal and professional levels.**
- 40.0 Use information to accomplish job objectives and enhance workplace performance.**
- 41.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.**
- 42.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.**
- 43.0 Use technology to increase administrative office support productivity and enhance workplace performance.**

- 44.0 Participate in (administrative office/ support) work-based learning experiences.**
- 45.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.**
- 46.0 Demonstrate the importance of health, safety, and environmental management in organizations and their importance to organizational performance and regulatory compliance.**
- 47.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.**
- 48.0 Describe the importance of professional ethics and legal responsibilities.**
- 49.0 Explain the importance of employability skill and entrepreneurship skills.**
- 50.0 Demonstrate personal money-management concepts, procedures, and strategies.**