



Atlantic Technical College

Accounting Operations

Program Syllabus

2017-2018



Instructor Name: Rafael E. Zornosa

Department Name: IT, Business Management & Administration

Office/Classroom Location: Bld. 19 Room 184

Phone Number: 754-321-5100 ext. 493-3108

Email Address: rafael.zornosa@browardschools.com

Instructor Office Hours:

T & Th: 6:00 pm to 6:30 pm

Student Hours:

M & W Online

T & Th 6:30 to 9:30 pm

Program Name: Accounting Operations B070110

OCP	Course Number	Course Names:	Hours/Days
A	OTA0040	Information Technology Assistant	150
B	ACO0040	Accounting Clerk	300
C	ACO0041	Accounting Associate	300
D	ACO0042	Accounting Assistant	150

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- A student must be withdrawn after being absent for six (6) consecutive days.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/2016/08/BTC_Handbook_2016-17.pdf

Required Book(s):

Accounting, 27th Edition

Digital Access for Accounting, 27th Edition

Quickbooks Pro 2015

Class Availability

SAM 2016 for Microsoft Office 2016

Required Materials/Supplies:

Computer Headset

USB Drive

Notebook

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:

Online Course Grading Policy: In order to receive weekly online credit, students must submit assignments via the drop box on Desire2learn by 11:59 pm each Monday and Friday

Course Grading Policy:	
View Your Grades: Grades can be viewed online by following the directions below: <ol style="list-style-type: none"> 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. <i>Four digits for the year, two digits for the month and two digits for the day.</i> 	
Class/ Lab Rules: Classroom/ Lab Rules: <ol style="list-style-type: none"> 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. 6. IN ORDER TO COMPLETE THE PROGRAM SUCCESSFULLY, STUDENTS ARE REQUIRED TO ATTEND CLASS REGULARLY AND FOLLOW TRACKING SHEETS PROVIDED TO STUDENTS VIA DESIRE2LEARN. LATE ASSIGNMENTS MAY BE ACCEPTED FOR A DEDUCTION IN POINTS AT THE DISCRETION OF THE INSTRUCTOR. 	
Industry Credentials: <ul style="list-style-type: none"> • Quickbooks • Microsoft Office Specialist Excel 	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.

Program Name:
ACCOUNTING OPERATIONS B070110

Course Number: OTA0040

Course Name: INFORMATION TECHNOLOGY ASSISTANT

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- 1.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance
- 2.0 Develop an awareness of microprocessors and digital computers.
- 3.0 Demonstrate an understanding of operating systems.
- 4.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications.
- 5.0 Use technology to enhance communication skills utilizing presentation applications
- 6.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications
- 7.0 Use technology to enhance communication skills utilizing electronic mail
- 8.0 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.
- 9.0 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: ACO0040

Course Name: Accounting Clerk

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

- 15.0 Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles
- 16.0 Practice quality performance in the learning environment and the workplace
- 17.0 Exhibit customer service skills
- 18.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations
- 19.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals

- 20.0 Participate in work – based learning experiences
- 21.0 Apply accounting principles and concepts to the performance of accounting activities
- 22.0 Apply accounting principles and concepts using appropriate technology

Course Number: ACO0041

Course Name: Accounting Associate

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

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

Course Number: ACO0042

Course Name: Accounting Assistant

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

- 28.0 Solve problems using critical thinking skills, creativity and innovation
- 29.0 Use information technology tools
- 30.0 Describe the importance of professional ethics and legal responsibilities
- 31.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
- 32.0 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
- 33.0 Participate in work-based learning experiences
- 34.0 Apply accounting principles and concepts to the performance of accounting activities
- 35.0 Apply accounting principles and concepts using appropriate technology
- 36.0 Explain the importance of employability skill and entrepreneurship skills
- 37.0 Demonstrate personal money-management concepts, procedures, and strategies
- 38.0 Apply the decision-making process to personal and family financial choices
- 39.0 Analyze the use of consumer credit