



**Atlantic Technical College**  
**BUSINESS MANAGEMENT & ANALYSIS**  
**Program Syllabus**  
**2017-2018**



<b>Instructor Name:</b> Karen Jurgens <b>Department Name:</b> Business & IT <b>Office/Classroom Location:</b> Building 7, Room 169C <b>Phone Number:</b> 754-321-5100 <b>Email Address:</b> karen.jurgens@browardschools.com	<b>Instructor Office Hours:</b>  <b>M-F: 2:00 – 3:30 pm</b>
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<b>Student Hours: Monday – Friday</b>	<b>Course Number/Course Title</b>	<b>Hours</b>
<b>7:00 - 10:10 (High School AM)</b>	<b>OTA0040</b> Information Technology Asst.	<b>150</b>
<b>7:30 - 10:30 (Postsecondary AM)</b>	<b>MNA0080</b> Supervision/Manager Trainee	<b>300</b>
<b>7:30 - 2:00 (Postsecondary Full-Time)</b>	<b>MNA0082</b> Supervisor	<b>450</b>
<b>10:15 - 1:50 (High School PM)</b>		
<b>11:00 – 11:30 LUNCH</b>		

**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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantitechnicalcollege.edu/wp-content/uploads/2016/08/BTC\\_Handbook\\_2016-17.pdf](http://www.atlantitechnicalcollege.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.

<p><b>Required Book(s):</b></p> <p><b>Business: A Changing World</b> Ferrell, Geoffrey, and Hirt ISBN# 9781259179396</p> <p><b>Microsoft Office 365 Office 2016, Intro</b> Beskeen, Cram, Duffy, Friedrichsen, Reding ISBN-13# 978-1-305-87603-3</p> <p><b>Microsoft Office 365 Office 2016, Intermediate</b> Beskeen, Cram, Duffy, Friedrichsen, Reding ISBN-13# 978-1-337-11378-6</p>	<p><b>Required Materials/Supplies:</b> Computer headphones, USB storage device (flash drive), Notebook, binder, pens or pencils</p> <p><i>All required books &amp; most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing &amp; purchasing information.</i></p> <p><b>Books are Subject to change. Bookstore has current list</b></p>
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<p><b>Grading System:</b></p> <table border="0"> <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><b>Additional Program Specific Grading Information:</b></p> <table border="0"> <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%
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**Online Course Grading Policy:**  
Online students’ grades and attendance is based on completing weekly assignment submission by posted due dates.

**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.*

**Class Room/ Lab Rules:**

- 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 – not visible in the classroom
- Contact instructor on the same day when absent (telephone 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



<p><b>Industry Credentials:</b> <b>Microsoft Office Specialist Word</b> <b>Microsoft Office Specialist Excel</b> <b>Microsoft Office Specialist Access</b></p>	<p><b>Outstanding Student Recognition Information:</b> 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>
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**Articulation Opportunities**

**Industry Credential**      **→**      **College Credit**

## Program Name: Business Management & Analysis

**Course Number: OTA0040**

**Course Name: Information Technology Assistant**

**Occupational Completion Point: A**

**Intended Outcomes:** (From FL DOE Curriculum Framework)

1. Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and Enhance workplace performance
2. Develop an awareness of microprocessors and digital computers
3. Demonstrate an understanding of operating systems
4. Use technology to enhance the effectiveness of communication skills utilizing word processing applications
5. Use technology to enhance communication skills utilizing presentation applications
6. Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications
7. Use technology to enhance communication skills utilizing electronic mail
8. 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. Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
10. Demonstrate competence using computer networks, internet, and online databases to facilitate collaborative or individual learning and communication.
11. Demonstrate proficiency in page design applicable to the WWW
12. Develop an awareness of emerging technologies
13. Develop awareness of computer languages and software applications
14. Demonstrate comprehension and communication skills

**Course Number: MNA0080**

**Course Name: Supervisor/Manager Trainee (300 Hours)**

**Occupational Completion Point: B**

**Intended Outcomes:** (From FL DOE Curriculum Framework)

15. Demonstrate language arts knowledge and skills
16. Demonstrate and apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
17. Use oral and written communication skills in creating, expressing, and interpreting information and ideas.
18. Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
19. Use information technology tools.
20. Analyze current and emerging workplace trends and issues and determine potential impact on career and job objectives and workplace performance.
21. Demonstrate an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
22. Practice quality performance in the learning environment and the workplace.
23. Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
24. Solve problems using critical thinking skills, creativity and innovation.
25. Demonstrate mathematics knowledge and financial planning strategies and skills.

26. Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
27. Justify the need to gain and maintain competitive advantage.
28. Perform human resources management activities.
29. Analyze the impact and relationship of government regulations and community involvement on business management decisions.
30. Perform supervisory/management functions.
31. Demonstrate language arts knowledge and skills.
32. Assess audience and apply appropriate communications skills (including reading, writing, speaking, listening, and viewing) in a personable and professional level.
33. Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.
34. Practice quality performance in the learning environment and the workplace.
35. Exhibit customer service skills.
36. Demonstrate mathematics knowledge and skills.
37. Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.
38. Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
39. Demonstrate skills for accounting work-based learning experiences.
40. Apply accounting principles and concepts to the performance of accounting activities.
41. Apply accounting principles and concepts using appropriate technology.

**Course Number: MNA0082**

**Course Name: Supervisor (450 Hours)**

**Occupational Completion Point: C**

**Intended Outcomes:** (From FL DOE Curriculum Framework)

42. Describe how formulating policies and guiding the change process supports the organizations' mission and strategic goals.
43. Research and explain how evaluating organizational effectiveness contributes to the overall strength of the business.
44. Describe how sourcing and recruitment planning are important to the organization's ability to achieve goals and objectives.
45. Explore and discuss how hiring and retention planning are critical to organizational success.
46. Research and develop tools and programs that support employee training and professional development.
47. Investigate and prepare employee development tools and performance appraisals to meet organizational needs.
48. Research and evaluate compensation and benefit programs and their impact on organizational goals, objectives and values.
49. Explore the manner and importance of maintaining relationships and working conditions to balance employer and employee needs and rights in support of organizational goals and objectives.
50. Evaluate how to provide a safe, secure work environment that protects the organization from liability.
51. Describe management functions and organizational structures at the workplace.
52. Demonstrate skills for accounting work-based learning experiences.
53. Apply accounting principles and concepts to the performance of accounting activities.
54. Apply accounting principles and concepts using appropriate technology.
55. Prepare and use financial information about business organizations to support decision making.

56. Manage business information using appropriate software.
57. Describe information systems and requirements analysis. The description should identify the project goal, data storage, movement, security, quality, usage, and functional requirements.
58. Investigate the roles and working relationships of a Business Analyst and Project Manager. Explore key deliverables of the business analysis process.
59. Describe how data is organized and examine the business intelligence process used in transforming data to useful information. Demonstrate skills in analyzing data using spreadsheet software applications.
60. Design and build business applications using database management systems.
61. Evaluate business and financial information to support internal decision making.
62. Demonstrate fundamental techniques and methods used in the analysis of computerized business activities, including consideration of information requirements, resources, and its impact on business decisions.
63. Describe the implications of professional values, ethics, and attitudes in business.
64. Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing.
65. Participate in work-based learning experiences.
66. Demonstrate an understanding of business law concepts.
67. Demonstrate an understanding of different types of insurance.
68. Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
69. Practice quality performance in the learning environment and the workplace.
70. Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.