



Atlantic Technical College Applied Information Technology Program Syllabus 2017-2018



Instructor Name: Ellen Williams
Department Name: Business and Information Technology
Office/Classroom Location: Building 7 Room 177
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Instructor Office Hours:
 M-F: 6:30 to 7:00 am and 2 to 3 pm by appointment

Student Hours: Monday – Friday Online only Online student lab: 5:30 to 8:30 pm Thursday	Program Name: Applied Information Technology		
	OCPs	Course Name	Hours
	A	OTA0040 Information Technology Assistant	150
	B	CTS0072 IT & Web Systems	300
	G	CTS0025 Computer Networking	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- A student must be withdrawn after being absent for six (6) consecutive days.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 circumstances 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): <ul style="list-style-type: none"> • CIW Network Technology Associate Electronic Student Kit 	Required Materials/Supplies: <ul style="list-style-type: none"> • Three-ring binder with index tabs • USB storage device • Paper, pencils and pens • Headphones • And most importantly, a positive attitude geared for success!
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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.

Books are subject to change. Bookstore has current list.

<p>Grading System:</p> <p>A 90 - 100%</p> <p>B 80 - 89%</p> <p>C 70 - 79%</p> <p>D 60 - 69%</p> <p>F 0 - 59%</p> <p>I Incomplete</p>	<p>Additional Program Specific Grading Information:</p> <p>Assignments 40%</p> <p>Average of Tests 50%</p> <p>Work Habits/Cert Prep 10%</p>
<p>Online Course Grading Policy:</p> <ul style="list-style-type: none"> Scheduled assignments are due each Monday by 11:59 pm. Late submission of work will affect the assignment grade. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Unless otherwise stated by the instructor, external references including books, calculators, notes and/or the Internet may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments. Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session. 	
<p>View Your Grades:</p> <p>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. Four digits for the year, two digits for the month and two digits for the day. 	
<p>Class Room/ Lab Rules:</p> <ul style="list-style-type: none"> ✓ No food or beverages in the lab ✓ Cell phones on vibrate or turned off ✓ Sign in on the attendance sheet ✓ Follow all instructions given by ATC staff ✓ Come to class prepared to work ✓ Call or email instructor when absent 	
<p>Industry Credentials:</p> <ul style="list-style-type: none"> ✓ CIW Network Technology Associate ✓ CompTIA A+ 	<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>

Program Name: Applied Information Technology

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 competence 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: CTS0072

Course Name: IT & Web Systems

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

- Demonstrate proficiency on the principles of design.
- Demonstrate proficiency planning an effective website.
- Demonstrate proficiency formulating a website.
- Demonstrate proficiency using web development tools and techniques.
- Demonstrate proficiency using specialized web design software.
- Demonstrate proficiency gathering and preparing web content.
- Demonstrate an awareness of preparing a website for launch.
- Explain motherboard components, types and features.
- Explain the purpose and characteristics of CPUs and their features.
- Perform installation and configuration activities.
- Demonstrate proficiency using computer networks.
- Perform the process for problem diagnostics and problem resolution through wireless, infrared, telephone, e-mail, remote access, or direct contact.
- Demonstrate knowledge of presentation production issues.
- Demonstrate proficiency using computer networks.
- Demonstrate proficiency communicating over the Internet.
- Demonstrate proficiency in troubleshooting, repair and maintenance of computers.
- Demonstrate proficiency in the basic principles of security concepts and technologies.
- Demonstrate proficiency in operational procedures as they relate to computer equipment and components.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Solve problems using critical thinking skills, creativity and innovation.
- Use information technology tools.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Describe the importance of professional ethics and legal responsibilities.

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Course Number: CTS0025

Course Name: Computer Networking

Occupational Completion Point: G

Intended Outcomes: (From FL DOE Curriculum Framework)

- Demonstrate understanding of network technologies.
- Understand, install and configure network hardware.
- Understand, install and configure networking devices.
- Understand, install and configure network management software.
- Understand, install and configure networking tools.
- Install, configure, and manage network security hardware and software devices.