



# Atlantic Technical College

## Business Management & Analysis

### Program Syllabus

### 2018-19



**Instructor Name:** Karen Jurgens and Diana Marquez  
**Department Name:** Business and Information Technology  
**Office/Classroom Location:** Building 7, Room 181  
  
**Phone Number:** 754-321-5100  
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**Instructor Office Hours:**  
**M-F:** 2:00 – 3:00 pm (appointment preferred)  
 Instructor responses to student requests will be provided within 24 hours of regular school operating hours:  
 Monday – Friday 7:00 am – 3:00 pm.

**Student Hours:**  
**Monday – Friday**  
**High School AM:** 7:05 am – 10:10 am  
**Postsecondary AM:** 7:30 am – 10:30 am  
**Postsecondary Full-Time:** 7:30 am – 2:00 pm  
**High School PM:** 10:15 am – 1:50 pm  
**Lunch:** 11:00 am – 11:30 am

Program Name: Business Management & Analysis		
OCPs	Course Names	Hours
A	OTA0040 Information Technology Assistant	150
B	MNA0080 Supervision/Manager Trainee	300
C	MNA0082 Supervisor	450

**Course Description:**  
 The content of the program focuses on technical skill proficiency especially in the areas of spreadsheets and database management and project management. Students will gain proficiency in all phases of communication skills – reading, writing, and oral communication, as well as customer service skills.

The purpose of this program is to prepare students for employment in careers in business, management, and administration. The content includes communication skills, accounting concepts and practices, business law concepts, leadership skills, business computer applications, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development.

**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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlanticechnicalcollege.edu/atc-student-handbook/>

**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 according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

**Required Book(s) and/or Online Access:**

- Business: A Changing World  
 Ferrell, Geoffrey, and Hirt  
 ISBN# 9781259179396
- Microsoft Office 365 Office 2016, Intro  
 Beskeen, Cram, Duffy, Friedrichsen, Reding  
 ISBN-13# 978-1-305-87603-3
- Microsoft Office 365 Office 2016, Intermediate  
 Beskeen, Cram, Duffy, Friedrichsen, Reding  
 ISBN-13# 978-1-337-11378-6

- College Accounting  
 Nobles, Scott, McQuaig, and Bille  
 ISBN# 9781111528126

**Required Materials/Supplies:**  
 Purchased from ATC Bookstore:

- Headphones
- Storage device (flash drive)

*All required books and most materials/supplies can be purchased from the ATC bookstore.  
 Stop by during operational hours for pricing, booklist and other purchasing information.*

<b>Grading System:</b> A- 90 – 100% B- 80 – 89% C- 70 – 79% D- 60 – 69% F- 0 – 59% I- Incomplete	<b>Additional Program Specific Grading Information:</b> Quizzes/Tests 50% Daily/Classwork 25% Projects 25%
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**Online Course Grading Policy:**  
Online students’ grades and attendance are based on the following:

- Scheduled assignments are due each **Sunday by 11:59 pm**. Late submission of work will affect the assignment grade.
- Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own.
- Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators 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.

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

1. Go to Broward Schools Single Sign-On (SSO) Website link: <https://browardschools.com/sso> and enter your credentials:
  - Username: 10-digit student ID number
  - Password: PMM/DD/YYYY (initial password will start with a P and will follow your birthday with slashes). You can then change your password after your initial login.
2. Click on the FOCUS app on your Launchpad. If this app is not on your Launchpad, then:
  - Click on the "Request Center" tab and \*add\* the FOCUS app to your Launchpad.
3. Access FOCUS through your SSO launchpad each time.

**Classroom/Lab Rules:**

- Sign in and out DAILY.
- Read and follow DAILY AGENDA upon arrival.
- Follow all rules in the student and discipline code books.
- Cell phones silent or OFF and PUT AWAY.
- Contact instructor by 8:00 am 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.**

<b>Industry Certification &amp; State Credential Exam Cost:</b> <ul style="list-style-type: none"> <li>• Microsoft Office Specialist Word- \$100</li> <li>• Microsoft Office Specialist Excel- \$100</li> <li>• Microsoft Office Specialist Access - \$100</li> </ul> <i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated &amp; subject to change.</i>	<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.
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<b>Program Name: Business Management &amp; Analysis</b>	
<b>Course Number: OTA0040</b> <b>Course Name: Information Technology Assistant (150 Hours)</b> <b>Occupational Completion Point: A</b> <b>Intended Outcomes: <a href="#">(From FL DOE Curriculum Framework)</a></b> Student will be able to:	

- 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: MNA0080**

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

**Occupational Completion Point: B**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Demonstrate language arts knowledge and skills
- Demonstrate and apply oral and written communication skills in creating, expressing and interpreting information and ideas on a personal and professional manner Use oral and written communication skills in creating, expressing, and interpreting information and ideas
- Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance
- Use information technology tools
- Analyze current and emerging workplace trends and issues and determine potential impact on career and job objectives and workplace performance
- Demonstrate an awareness of 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
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
- Solve problems using critical thinking skills, creativity and innovation
- Demonstrate mathematics knowledge and financial planning strategies and skills
- Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals
- Justify the need to gain and maintain competitive advantage
- Perform human resources management activities
- Analyze the impact and relationship of government regulations and community involvement on business management decisions
- Perform supervisory/management functions
- Demonstrate language arts knowledge and skills
- Assess audience and apply appropriate communications skills (including reading, writing, speaking, listening, and viewing) in a personable and professional level
- 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
- Demonstrate mathematics knowledge and 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
- Demonstrate skills for accounting 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: MNA0082**

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

**Occupational Completion Point: C**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Describe how formulating policies and guiding the change process supports the organizations' mission & strategic goals
- Research and explain how evaluating organizational effectiveness contributes to the overall strength of the business
- Describe how sourcing and recruitment planning are important to the organization's ability to achieve goals and objectives
- Explore and discuss how hiring and retention planning are critical to organizational success.
- Research and develop tools and programs that support employee training and professional development
- Investigate and prepare employee development tools and performance appraisals to meet organizational needs
- Research and evaluate compensation and benefit programs & their impact on organizational goals, objectives and values
- 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
- Evaluate how to provide a safe, secure work environment that protects the organization from liability
- Describe management functions and organizational structures at the workplace
- Demonstrate skills for accounting work-based learning experiences
- Apply accounting principles and concepts to the performance of accounting activities
- Apply accounting principles and concepts using appropriate technology
- Manage business information using appropriate software
- Investigate the roles and working relationships of a Business Analyst and Project Manager. Explore key deliverables of the business analysis process
- Evaluate business and financial information to support internal decision making
- 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
- Describe the implications of professional values, ethics, and attitudes in business
- Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing
- Participate in work-based learning experiences
- Demonstrate an understanding of business law concepts
- Demonstrate an understanding of different types of insurance
- Develop an awareness of 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
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance