



Atlantic Technical College

Business Management & Analysis

Program Syllabus

2019-2020



Instructor Name: Karen Jurgens
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 181
Phone Number: 754-321-5100
Email Address: karen.jurgens@browardschools.com

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
High School PM: 10:50 am – 1:05 pm
Postsecondary Part-Time: 7:05 am – 10:05 am
Postsecondary Full-Time: 7:05 am – 1:50 pm
Break: 10:10 am – 10:20 am
Lunch: 10:20 am – 10:50 am

Program Name: Business Management & Analysis		
OCPs	Course Names	Hours
A	OTA0040 Information Technology Assistant	150
B	MNA0080 Supervisor/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- A student must be withdrawn after being absent for six (6) consecutive days.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.*

Grading System:

- A- 90 – 100%
- B- 80 – 89%
- C- 70 – 79%
- D- 60 – 69%
- F- 0 – 59%
- I- Incomplete

Additional Program Specific Grading Information:

- Quizzes/Tests 25%
- Daily/Classwork 25%
- Projects 50%

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 Clever SSO Website link: <https://sso.browardschools.com> and login:
 - a. Username: 10-digit student ID number
 - b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.
(You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.

NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: <https://broward.focusschoolsoftware.com/focus/>.

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 must be turned OFF and PUT AWAY. Instructor will advise on cell phone storage during class time.
- Contact instructor by 8:00 am 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.
- **NO FOOD OR BEVERAGES IN THE LAB.**

Industry Certification & State Credential Exam Cost:

- Microsoft Office Specialist Word- \$100
- Microsoft Office Specialist Excel- \$100
- Microsoft Office Specialist Access - \$100

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.

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: Business Management & Analysis

Course Number: OTA0040

Course Name: Information Technology Assistant (150 Hours)

Occupational Completion Point: A

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

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