



Atlantic Technical College
Administrative Office Specialist
Blended Distance/100% Online
Program Syllabus
2022-2023



Instructor Name: Diana Marquez
Department Name: Business, Management, & Administration
Office/Classroom Location: Building 7, Room 175
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Instructor Office Hours:
Th: 5:00 pm – 5:30 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:

Blended Distance:

Distance: Monday – Wednesday, & Friday
On-Campus Lab: (Mandatory) Thursday, 5:30 pm – 8:30 pm

100% Distance:

Distance: Monday – Wednesday, & Friday
Virtual Lab: (Mandatory) Thursday, 5:30 pm – 8:30 pm

Program Name: Medical Administrative Specialist

| OCPs | Course Names | Hours |
|------|---|-------|
| A | OTA0040 Information Technology Assist. | 150 |
| B | OTA0041 Front Desk Specialist | 300 |
| C | OTA0030 Assistant Digital Production Designer | 150 |
| D | OTA0043 Administrative Office Specialist | 450 |

Course Description:

This program is designed to prepare students for employment as an administrative specialist, administrative support specialist, front desk specialist, and information technology assistant. This program offers a broad foundation of knowledge and skills expanding the traditional role of the administrative assistant. The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; administrative/financial functions; production of desktop publishing quality documents; exploration of new technologies including voice recognition training, research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

After successfully completing this program, the student will be able to perform basic office activities, data processing activities, and manual and computerized accounting activities using QuickBooks, Excel, and various other software applications.

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- A student must be withdrawn after being absent for six (6) consecutive days.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

Required Textbooks and/or Online Access:

- MindTap Instant Access: The Administrative Professional: Technology & Procedures; Rankin/Shumack/ 15th Edition
- Shelly Cashman Series Microsoft Publisher 2016, Joy L. Starks, 1st Edition, 2017.

Classroom set of books available for use:

- Machine Transcription & Dictation, 6th Edition, Ballentine, 2012.

Required Materials/Supplies:

- Headphones
- Storage device (flash drive)

Strongly Recommended Materials/Supplies:

- Casio business calculator
- Notebook, pen, pencil, highlighter(s), post-it notes

All required books and most materials/supplies can be purchased from the ATC bookstore.

Stop by during operational hours for pricing and purchasing information or visit:

<https://www.atlanticttechnicalcollege.edu/bookstore-price-list/>.

Grading System:

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

Additional Program Specific Grading Information:

| | |
|-----------------|-----|
| Daily/Classwork | 25% |
| Quizzes/Tests | 25% |
| Exams/ 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.
- Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session.

Make Up Work Policy (CTE Adults):

Each student is expected to follow the daily/weekly assignments pacing schedule.

Late Assignment Policy: Late assignment(s) will **NOT** be accepted. All assignments should be submitted as directed each week. Any assignment submitted via Desire 2 Learn and marked late will be considered as late. All assignments count towards the final grade. Students are encouraged to establish connections with other students to get notes and assignments from missed classes. Students must contact the instructor as soon as possible after missing an assignment to make the necessary arrangements with the instructor.

Make-up Exam Policy: There are no makeup for exams.

Computer Requirements for Online Students:

- Internet bandwidth speed of at least 5 Mbs
- 128 GB hard drive or larger
- Full QWERTY Keyboard and mouse
- 4 GB RAM or higher
- 2 GHz Intel Processor or faster
- 14-inch sized screen or larger with 720 x 1280 resolution or greater, (two monitors are recommended but not required)
- Windows 10 or MAC OS X* – latest version
- Chrome or Firefox web browser – latest version
- Anti-virus program (updated regularly)
- Webcam & microphone is necessary

**Note: Google Chromebooks and MAC OS X is NOT recommended for Business Programs.*

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to Clever SSO Website link: <https://bit.ly/workforce-ssso> 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: <http://browardfocus.com/>.

Classroom/Lab Rules:

- Students must attend **all class** sessions.
- Students must sign-in into **CLEVER, Desire to Learn (D2L), and FOCUS DAILY**.
- Read and follow DAILY/WEEKLY AGENDA (also available in D2L).
- Follow all rules in the student and discipline handbook.
- Cell phones silent/vibrate or OFF and PUT AWAY when attending virtual and/or on-campus class.
- Print **ONLY** relatable coursework aligned with the program.
- Email professor by 8:00 am on the same day when absent or unable to log in to online course.
- Come to class prepared to work and be respectful of ALL class members.
- Virtual attendance must be in academic/business casual attire and webcams **MUST BE ON** unless instructed otherwise by your teacher.
- ALL assignments submitted must reflect the student's own individual work.
- No food or beverages in the lab when you are on campus.

Industry Certification & State Credential Exam Cost:

- Microsoft Office Specialist Word - \$100
- Microsoft Office Specialist Excel - \$100
- Microsoft Office Specialist Access - \$100
- Microsoft Office Specialist PowerPoint - \$100
- Microsoft Office Specialist Outlook - \$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: Administrative Office Specialist

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 microcomputers.
- Demonstrate an understanding of networks.
- Use word processing applications to enhance the effectiveness of various types of documents and communication.
- Use presentation, spreadsheet, and electronic mail applications to enhance communication skills.
- Use database applications to store and organize data.
- Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, life-long 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.
- Develop awareness of computer languages, web-based & software applications, and emerging technologies.
- Demonstrate an understanding of basic html by creating a simple web page.
- Demonstrate comprehension and communication skills.

Use social media to enhance online communication and develop an awareness of a digital footprint.

Course Number: OTA0041

Course Name: Front Desk Specialist (300 Hours)

Occupational Completion Point: B

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 of performance in order to apply ergonomic principles applicable to the configuration of computer workstations.
- Demonstrate language arts knowledge and skills.
- Apply professional oral and written communication skills in a courteous, concise, and correct manner.
- Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- Practice quality performance incorporating customer service strategies in the learning environment and the workplace.
- Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.
- Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- Demonstrate human relations/interpersonal skills appropriate for the workplace.
- Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Describe the importance of professional ethics and legal responsibilities.
- Participate in simulated work-based learning experiences.

Course Number: OTA0030

Course Name: Assistant Digital Production Designer (150 hours)

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Use information technology tools.
- Demonstrate proficiency in computer skills.
- Demonstrate knowledge of digital publishing concepts.
- Perform decision-making activities.
- Demonstrate proficiency in digital imaging.
- Demonstrate proficiency in the safe and ethical use of the Internet to locate information.
- Demonstrate the ability to set project requirements, engage in project planning, and utilize the design process.
- Perform layout, project design, and measurement activities associated with digital publishing.
- Develop an awareness of the emergent technologies associated with digital design.

Course Number: OTA0043

Course Name: Administrative Office Specialist (450 hours)

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
- Use information to accomplish job objectives and enhance workplace performance.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Participate in simulated work-based learning experiences.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Use technology to increase administrative office support productivity and enhance workplace performance.
- Assess the importance of professional ethics and legal responsibilities.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Apply accounting principles and concepts to the performance of accounting activities.