



**Atlantic Technical College**  
**Applied Information Technology**  
**Distance/Blended Distance**  
**Program Syllabus**  
**2023-2024**



<b>Instructor Name:</b> Anthony Rao <b>Department Name:</b> Business and Information Technology <b>Office/Classroom Location:</b> Building 7, Room 177 <b>Phone Number:</b> 754-321-5100 <b>Email Address:</b> <a href="mailto:tony.rao@browardschools.com">tony.rao@browardschools.com</a>		<b>Instructor Office Hours:</b> <b>M-F:</b> 2:00 – 3:00 pm (by appointment) Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday 7:00 am – 3:00 pm.		
<b>Student Hours:</b>  <b>Blended Distance:</b> Distance – Monday, Tuesday, Wednesday, Friday On-campus Lab – Thursday 5:30 p.m. – 8:30 p.m.		<b>Program Name:</b> Applied Information Technology		
		<b>OCPs</b>	<b>Course Names</b>	<b>Hours</b>
		A	OTA0040 Information Technology Asst.	150
		B	CTS0072 IT & Web Systems	300
		G	CTS0025 Computer Networking	150
<b>Course Description:</b> This program is designed to instruct the student computer application skills including computer hardware and software applications, systems support and maintenance, and network concepts. The student will be prepared to enter a specialized information technology cluster program at an advanced, accelerated level.				
<b>Technical College Policy/Adult Student Attendance:</b> <ul style="list-style-type: none"><li>• A student must be withdrawn after being absent for six (6) consecutive days.</li><li>• Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.</li><li>• Please refer to the Student Handbook for postsecondary students. <a href="http://www.atlanticttechnicalcollege.edu/atc-student-handbook/">http://www.atlanticttechnicalcollege.edu/atc-student-handbook/</a></li></ul>				
<b>Required Book(s) and/or Online Access:</b> <ul style="list-style-type: none"><li>• Testout IT Fundamentals Pro – Online Curriculum Access Code</li><li>• Testout PC Pro – Online Curriculum Access Code</li></ul> <i>Additional online materials, workbooks and/or written activities will be provided by the instructor.</i>		<b>Required Materials/Supplies:</b> Purchased from ATC Bookstore: <ul style="list-style-type: none"><li>• USB storage device</li><li>• Headphones</li><li>• Paper, pencils, and pens</li><li>• <b>Most importantly, a positive attitude geared toward success!</b></li></ul>		
<i>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: <a href="https://www.atlanticttechnicalcollege.edu/bookstore-price-list/">https://www.atlanticttechnicalcollege.edu/bookstore-price-list/</a>.</i>				
<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> Late assignment submissions will not be accepted		
<b>Online Course Grading Policy:</b> Online students' grades and attendance are based on: <ul style="list-style-type: none"><li>• Scheduled assignments (late submission of work will not be accepted)</li><li>• Weekly lab attendance</li></ul>				

- Exams (may include oral and/or hands-on skills component)
  - 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.

\*Final exams will be in-person during a lab session

#### 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
- Anti-virus program (updated regularly)
- Webcam & microphone is necessary

#### 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 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.

#### Industry Certification & State Credential Exam Cost:

- CompTIA ITF+ \$134.00
- CompTIA A+ \$492

*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: Applied Information Technology**

**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 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 (300 Hours)**

**Occupational Completion Point: B**

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

Student will be able to:

- Demonstrate proficiency on the principles of design.
- Demonstrate proficiency planning an effective 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.
- 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 hardware.
- 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.

**Course Number: CTS0025**

**Course Name: Computer Networking (150 Hours)**

**Occupational Completion Point: G**

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

**Student will be able to:**

- 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.