Atlantic Technical College
Applied Information Technology
Traditional/Hybrid Distance
Program Syllabus
2025-2026

Instructor Name: Jorge Melendez & Anthony Rao
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 183 & 177
Phone Number: 754-321-5100
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Instructor Office Hours:
M-F: 1:50 PM – 3:50 PM (By appointment only)
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:
Traditional: Monday – Friday
CDE AM: 7:05 am – 10:10 am
CDE PM: 10:50 am – 1:50 pm
Postsecondary Full-Time: 7:05 am – 1:50 pm
    Break: 10:10 am – 10:20 am
    Lunch: 10:20 am – 10:50 am

Hybrid Distance:
Distance – Monday, Tuesday, Wednesday, Friday
On-campus Lab – Thursday 5:30 pm – 8:30 pm

Program Name: Applied Information Technology

OCPs	Course Names	Hours
A	OTA0040 Information Technology Asst.	150
B	CTS0072 IT & Web Systems	300
C	CTS0063 Database Essentials	150
	OR	
E	CTS0073 Web Development Fund.	150
	OR	
G	CTS0025 Computer Networking	150

Course Description:
The Applied Information Technology program empowers students with practical knowledge and skills to thrive in the rapidly expanding world of IT. Through immersive, hands-on learning experiences, students delve into computer systems, software applications, and networks, honing their problem-solving abilities for real-world IT challenges. They also gain valuable expertise in troubleshooting, preparing them for rewarding roles as IT support technicians and computer support specialists. Embark on an exhilarating journey into the dynamic realm of IT innovation by joining us in this transformative program.

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- A student must be withdrawn after being absent for six (6) consecutive days.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

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-calendarday period, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s) and/or Online Access:	Required Materials/Supplies:

Online Curriculum Access Code:
    • CertMaster Learn Tech+
    • CertMaster Learn A+ Core 1 & 2
 	
Additional online materials, workbooks and/or written activities will be provided by the instructor.
	Purchased from ATC Bookstore:
	    • USB storage device
	    • Headphones
	    • Paper, pencils, and pens
	    • ***Most importantly, a positive attitude geared toward success!***

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.atlantictechnicalcollege.edu/bookstore-price-list/.

Grading System:	Online Specific Grading Policy:

A 90 - 100%
B 80 - 89%
C 70 - 79%
D 60 - 69%
F 0 - 59%
I Incomplete
	Online students' grades and attendance are based on:
	  • Scheduled assignments *(late submission of work will not be accepted)*
	  • Weekly lab attendance
	  • Exams (may include oral and/or hands-on skills component)
	*Final exams will be in-person during a lab session

Computer Requirements for Online Students:
- Internet bandwidth speed of at least 25 Mbs
- 128 GB hard drive or larger
- Full QWERTY Keyboard and mouse
- 8 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 11 or MAC OS X* – latest version
- Webcam & microphone is mandatory

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:	Outstanding Student Recognition Information:

• CompTIA Tech+ $138 • CompTIA A+ $506 *You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.*	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 technology 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 applications to enhance communication skills.
- Use spreadsheet applications to enhance communication skills.
- Use database applications to store and organize data.
- Use electronic mail to enhance communication skills.
- 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.
- Develop awareness of computer languages, web-based and 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: 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: CTS0063
Course Name: Database Essentials (150 Hours)
Occupational Completion Point: C
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
- Develop the "big picture" of database design and how to best organize data according to business rules and/or client needs.
- Develop the process of creating an entity by identifying relationships.
- Formulate and assemble initial entity relationship by expanding on modeling concepts.
- Consider the degree and optionality of relationships of entities.
- Demonstrate proficiency in early construction stages of the data modeling process by using unique identifiers and many-to-many (M:M) relationships for building entity relationship diagrams.
- Demonstrate proficiency in advanced data constructs by analyzing business requirements and diagramming entities and relationships.
- Apply the complex ERM information by fine-tuning entities and the process for relating them.
- Apply initial database design and normalization by following the set of house rules that determine how items are stored and retrieved.
- Manipulating data.
- Building and modifying tables.
- Performing queries and filtering records.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Explain the importance of employability skill and entrepreneurship skills.
- Demonstrate personal money-management concepts, procedures, and strategies.

Course Number: CTS0073
Course Name: Web Development Fundamentals (150 Hours)
Occupational Completion Point: E
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
- Demonstrate proficiency in page design applicable to the WWW.
- Demonstrate proficiency in webpage design applicable to the WWW.
- Demonstrate proficiency in using a WYSIWG editor, web design, or web animation software for webpage design.

- Demonstrate proficiency in using digital photography and digital imaging.
- Design and create webpages suitable for publishing to the Internet.
- Describe how website performance is monitored and analyzed.
- Demonstrate proficiency in hosting a website.
- Demonstrate the ability to attract and track traffic for a website.

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.