Atlantic Technical College
Business Management & Analysis
Traditional/100% Distance
Program Syllabus
2025-2026

Instructor Name: Karen Jurgens
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 182
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.

Traditional Student Hours:
Monday – Friday
High School AM: 7:05 am – 10:10 am
High School PM: 10:50 am – 1:50 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

Distance Student Hours:
100% Distance: Monday – Friday
Virtual Lab: Mandatory Monday Virtual Meetings-
5:30 p.m. – 8:30 p.m.
Online schedule is part-time

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- A student must be withdrawn after being absent for six (6) consecutive days.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 circumstances with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
  http://www.atlantictechnicalcollege.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:	
LearnKey *IC3 Digital Literacy* *Communication Skills for Business* *Entrepreneurship and Small Business* Online content. Access code provided. *Microsoft Outlook Training* MO-400 Outlook 2019 Associate. Access code provided. *Microsoft PowerPoint Training* MO-300 PowerPoint 2019 Associate. Access code provided. *Microsoft Excel Training* CompTia Pro Certified: Microsoft Excel. Access code provided. *Microsoft Word Training* CompTia Pro Certified: Microsoft Word. Access code provided.	*Microsoft Access Expert Training* **MO-500 Access 2019 Expert. Access code provided.** **OpenStax** *College Success* *Introduction to Business* *Entrepreneurship* *Financial Accounting 1* *Principles of Management* Free Online Open Educational Resources (OER) **Florida Ready to Work- Soft Skills** Free online content and certification **Required Materials/Supplies:** Headphones Notebook paper/binders Pens, pencils, highlighters

Hard copies of books can be purchased online. Most materials/supplies can be purchased from the ATC bookstore.

Grading System:	Additional Program Specific Grading Information:
A- 90 – 100% B- 80 – 89% C- 70 – 79% D- 60 – 69% F- 0 – 59% I- Incomplete	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 by the due date. Late submission of work is not accepted.
- Attendance is required. Online students must maintain passing grades to be counted present.
- 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. Calculators may be used during accounting assessments.
- Certification exams will be completed in-person at the Testing Department on main campus.

Computer Requirements for Online Students:
- A personal computer with Internet bandwidth speed of at least 5 Mbps
- 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 OX are NOT recommended for Business Programs.

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to Clever Single Sign On Website link: https://clever.com/in/browardworkforce and login:
   a. Username: 10-digit student ID number
   b. Password: PMM/DD/YYYY (or your personally created password after initial login)
   c. First use may require a Microsoft log in. Please use your student number 06...@my.browardschools.com
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 Expert 2019- $115 • Microsoft Office Specialist Excel Expert 2019- $115 • Microsoft Office Specialist PowerPoint 2019- $115 • Microsoft Office Specialist Access or Outlook 2019- $115 • Entrepreneurship and Small Business (ESB)- $80 *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:

01.0 Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.
02.0 Develop an awareness of microcomputers.
03.0 Demonstrate an understanding of networks.
04.0 Use word processing applications to enhance the effectiveness of various types of documents and communication.
05.0 Use presentation applications to enhance communication skills.
06.0 Use spreadsheet applications to enhance communication skills.
07.0 Use database applications to store and organize data.
08.0 Use electronic mail to enhance communication skills.
09.0 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.
10.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
11.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.

12.0   Develop awareness of computer languages, web-based & software applications, and emerging technologies.
13.0   Demonstrate an understanding of basic html by creating a simple web page.
14.0   Demonstrate comprehension and communication skills.
15.0   Use social media to enhance online communication and develop an awareness of a digital footprint.

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:
16.0   Demonstrate language arts knowledge and skills.
17.0   Demonstrate and apply oral and written communication skills in creating, expressing and interpreting information and ideas of a personal and professional manner.
18.0   Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
19.0   Use information technology tools.
20.0   Analyze current and emerging workplace trends and issues and determine potential impact on career and job objectives and workplace performance.
21.0   Demonstrate an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
22.0   Practice quality performance in the learning environment and the workplace.
23.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
24.0   Solve problems using critical thinking skills, creativity and innovation.
25.0   Demonstrate mathematics knowledge and financial planning strategies and skills.
26.0   Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
27.0   Justify the need to gain and maintain competitive advantage.
28.0   Perform human resources management activities.
29.0   Analyze the impact and relationship of government regulations and community involvement on business management decisions.
30.0   Perform supervisory/management functions.
31.0   Demonstrate language arts knowledge and skills.
32.0   Assess audience and apply appropriate communication skills (including reading, writing, speaking, listening, and viewing) in a personable and professional level.
33.0   Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.
34.0   Practice quality performance in the learning environment and the workplace.
35.0   Exhibit customer service skills.
36.0   Demonstrate mathematics knowledge and skills.
37.0   Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.
38.0   Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
39.0   Demonstrate skills for accounting work-based learning experiences.
40.0   Apply accounting principles and concepts to the performance of accounting activities.

Course Number: MNA0082
Course Name: Supervisor (450 Hours)
Occupational Completion Point: C
Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

41.0   Apply accounting principles and concepts using appropriate technology.
42.0   Describe how formulating policies and guiding the change process supports the organizations' mission and strategic goals.
43.0   Research and explain how evaluating organizational effectiveness contributes to the overall strength of the business.
44.0   Describe how sourcing and recruitment planning are important to the organization's ability to achieve goals and objectives.
45.0   Explore and discuss how hiring and retention planning are critical to organizational success.
46.0   Research and develop tools and programs that support employee training and professional development.
47.0   Investigate and prepare employee development tools and performance appraisals to meet organizational needs.
48.0   Research and evaluate compensation and benefit programs and their impact on organizational goals, objectives and values.
49.0   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.
50.0   Evaluate how to provide a safe, secure work environment that protects the organization from liability.
51.0   Describe management functions and organizational structures at the workplace.
52.0   Demonstrate skills for accounting work-based learning experiences.
53.0   Apply accounting principles and concepts to the performance of accounting activities.
54.0   Apply accounting principles and concepts using appropriate technology.
55.0   Manage business information using appropriate software.
56.0   Investigate the roles and working relationships of a Business Analyst and Project Manager. Explore key deliverables of the business analysis process.
57.0   Evaluate business and financial information to support internal decision making.
58.0   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.
59.0   Describe the implications of professional values, ethics, and attitudes in business.
60.0   Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing.
61.0   Participate in work-based learning experiences.
62.0   Demonstrate an understanding of business law concepts.
63.0   Demonstrate an understanding of different types of insurance.
64.0   Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
65.0   Practice quality performance in the learning environment and the workplace.
66.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.