



Atlantic Technical College
Administrative Office Specialist
Traditional/100% Online
Program Syllabus
2025-2026



Instructor Name: Kaysha Covington
Department Name: Business, Management and Administration
Office/Classroom Location: Bldg. 19 Room 184/Remote
Phone Number: 754-493-3108 or 954-507-2398
Email Address: kaysha.covington@browardschools.com

Instructor Office Hours:

Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday 6:30 am – 3:00 pm

Instructor Virtual Office Hours:

Monday, Tuesday, Wednesday, Saturday & Sunday: 2:00 pm – 7:00pm **(By Appointment only)**

Student Hours:

Traditional: Monday through Friday

PT: 7:05am-10:05am

FT: 7:05am-1:50pm (Break 10:05-10:55am Daily)

100% Distance: Monday – Wednesday, & Friday

Virtual Lab: (Mandatory) Thursday, 5:30 pm – 8:30 pm

via MS Teams in Clever: Team Name is Covington-AOS/LAS/MAS Online

Full-Time: Estimated Minimum of 30 hours per week

Part-Time: Estimated Minimum of 15 hours per week

OCPs

Course Names

Hours

A

OTA0040 Information Technology Asst.

150

B

OTA0041 Front Desk Specialist

300

C

OTA0033 Administrative Office Professional

300

D

OTA0053 Administrative Office Specialist

300

Course Description:

The Administrative Office Specialist program is designed to prepare students for employment as an Administrative or Executive Assistant, Assistant Project Manager, Business Analyst or Accounting Assistant/Bookkeeper.

This program will prepare students to proficiently use Microsoft Office 365/2019 and develop skills necessary to be successful in any professional setting. Through state-approved coursework, students will develop professional communication skills, higher-level thinking and decision-making skills. Additionally, students will learn office procedures, advanced features using business software applications, basic accounting principles, document production, and emerging technologies. The program prepares students to take the Microsoft Office Specialist Expert (MOS) certification exams, QuickBooks Certified User and Project Management Ready industry credential, in addition to earning the Administrative Office Specialist Certificate.

Technical College Policy/Adult Student Attendance:

- A student may be withdrawn after being absent for six (6) consecutive days.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.atlanticttechnicalcollege.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 Textbooks and/or Online Access: • The Office: Procedures and Technology, 7th Edition MindTap Instant Access, ISBN: 9781337281362 • Microsoft Office 2019/365 or higher (Available for free to enrolled students) • Minimum Hard Drive 250 GB or Higher • Computer Memory Recommended - 16 GB RAM Minimum	Required Materials/Supplies: • Windows PC (Strongly Recommended) Windows 10 Home or higher or Mac OS 10.15 Operating System or higher Strongly Recommended Materials/Supplies: • Casio business calculator • USB Flash Drive (32GB suggested) • Computer Headset (e.g. headphones) • Notebook, pen, pencil, highlighter(s), post-it notes								
<i>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 or visit https://www.atlantictechicalcollege.edu/bookstore-price-list/</i>									
Grading System: - A 90 - 100% - B 80 - 89% - C 70 - 79% - D 60 - 69% - F 0 - 59% - I Incomplete	Additional Program Specific Grading Information: Gradebook Categories <table> <tr> <td>Professionalism</td><td>10% of Final Grade</td></tr> <tr> <td>Daily/Classwork</td><td>15% of Final Grade</td></tr> <tr> <td>Quizzes/Tests</td><td>25% of Final Grade</td></tr> <tr> <td>Exams/Projects</td><td>50% of Final Grade</td></tr> </table>	Professionalism	10% of Final Grade	Daily/Classwork	15% of Final Grade	Quizzes/Tests	25% of Final Grade	Exams/Projects	50% of Final Grade
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Daily/Classwork	15% of Final Grade								
Quizzes/Tests	25% of Final Grade								
Exams/Projects	50% of Final Grade								
Course Grading Policy: Each student is expected to follow the daily/weekly assignments pacing schedule. Some assignment deadlines may be extended by the instructor for extenuating circumstances. Late Assignment Policy: Late assignments may be accepted. However, points may be deducted if the student did not notify the instructor prior to submitting a missed assignment. 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 or 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://bit.ly/workforce-ssu 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. <i>NOTE:</i> 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 for attendance credit.
- Read carefully and log-in to Canvas **DAILY** for the latest announcements, updates and daily assignments upon arrival.
- Follow all the rules provided in the student and discipline code correspondence.
- Cell phones silent or OFF and PUT AWAY during class lab.
- Contact the instructor as soon as possible on or before the same day when absent (email preferred).
- Come to class prepared to work and be respectful of ALL class members.
- All assignments submitted to the instructor must reflect the student's own individual work.
- **NO FOOD OR BEVERAGES IN THE LAB outside of designated break times.**

Industry Certification & State Credential Exam Cost:

- Microsoft Office Specialist Word Core and/or Expert- \$100 each
- Microsoft Office Specialist Excel Core and/or Expert- \$100 each
- Microsoft Office Specialist Access Core and/or Expert- \$100 each
- 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 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**Occupational Completion Point: A**

Course Number: OTA0040

Course Name: Information Technology Assistant (150 Hours)

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 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 & 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

Occupational Completion Point: B**Course Number:** OTA0041**Course Name:** Front Desk Specialist (300 Hours)**Intended Outcomes:** (From FL DOE Curriculum Framework)

Students 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 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
- Use technology to increase administrative office support productivity and enhance workplace performance
- Use information technology tools
- Demonstrate proficiency in computer skills

Occupational Completion Point: C**Course Number:** OTA0033**Course Name:** Administrative Office Professional (300 Hours)**Intended Outcomes:** (From FL DOE Curriculum Frameworks)

Students will be able to:

- Demonstrate knowledge of digital publishing concepts.
- Demonstrate proficiency in using current and emerging digital technologies
- 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.
- Perform intermediate to advanced administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance
- Use information to accomplish job objectives and enhance employee workplace performance.

Occupational Completion Point: D

Course Number: OTA0053

Course Name: Administrative Office Specialist (300 Hours)

Intended Outcomes: (From FL DOE Curriculum Framework)

Students 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
- Practice appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to enhance job objectives.
- 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
- Explain the importance of employability skills and entrepreneurship skills.
- 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 personal money-management concepts, procedures, and strategies.
- Apply accounting principles and concepts to the performance of accounting activities.
- Participate in work-based learning experiences.