

# Atlantic Technical College

www.atlantictechnicalcollege.edu

2017-2018

Enroll in This Fast Track Program for a Career in a Year



## BUSINESS MANAGEMENT & ANALYSIS (VA)

### Program Length/Schedule:

900 hours/approx. 10 months (full-time)

This program is offered five times a year: January, April, June, August & October

Delivery Method: Traditional (100% classroom-based);

Distance: 50% or more instructional hrs via distance education; and Hybrid: 49% or less instructional hrs via distance education.

M – F 7:30 a.m. – 2:00 p.m. (full-time)

M – F 7:30 a.m. – 10:30 a.m. (part-time)

### Admission Requirements:

- 16 Years of Age or older
- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Interview with Program Counselor/Advisor

### Job Outlook in the Ft. Lauderdale area:

- Demand for Business Operations Managers is expected to grow about 10% between 2014 and 2024 (Source: Bureau of Labor Statistics).
- Entry level wages for Business Operations Managers are about \$17/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.

### Course Content:

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.

### Additional Skills Covered:

- Accounting Theory
- Business Communication Skills
- Business Law
- Business Management
- Customer Service
- Employability Skills and Portfolio
- Human Resources Management
- Leadership & Supervision
- Microsoft Office 2016
- Project Management

**FOR MORE INFORMATION CALL 754-321-5200**

### Atlantic Technical College and Technical High School

4700 Coconut Creek Pkwy  
Coconut Creek, FL 33063  
754-321-5100 | FAX: 754-321-5380



### Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue  
Fort Lauderdale, FL 33311  
754-322-2800 | FAX: 754-322-2880



www.atlantictechnicalcollege.edu/  
gainful-employment/  
BusinessManagementandAnalysis

See Back of Page for Estimated Program Costs  
(based on 1 full year of documented Florida residency)

## BUSINESS MANAGEMENT AND ANALYSIS

B060200 Business Management and Analysis (900 hours)	Fees
Tuition (approximate cost based upon program length)	<b>\$2,520</b>
Lab (approximate cost based upon program length)	<b>\$135</b>
Assessment: TABE® Initial Basic Skills Test	\$15
Registration (non-refundable fee)	\$40 per semester + \$20 per quarter
Annual Student Activity Fee	\$10 per academic year
<b>TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE, INSURANCE (approximate costs)</b>	<b>\$2,760</b>

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

**Industry Certification & State Credential Exams:** Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

**College Credit Transfer Opportunity and/or Advanced Credit:** Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by Broward College or the Florida College System. Students must enroll in Broward College within 2 years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

### INDUSTRY CERTIFICATION:

Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor for more information.

### BOOKS/SUPPLIES:

For a list of books and prices go to [www.atlantictechcollege.edu/bookstore-price-list/](http://www.atlantictechcollege.edu/bookstore-price-list/) or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

## Your Action Plan Checklist - Get Started Today!

- Step 1 | Attend a Program Orientation**
  
- Step 2 | Take the Tests of Adult Basic Education (TABE) or meet exemption criteria**
  - See your counselor/advisor for details on test exemptions/receive test results.
  - Accommodations for testing are available to qualified individuals.
  - Visit the Office of Disability Services for details **before testing**.
  
- Step 3 | Meet with your counselor/advisor**
  - Receive test results.
  - Discuss technical or academic program placement.
  - Discuss special needs (unique situations)
  - Review Financial Aid
  
- Step 4 | Registration and Enrollment**



*The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career & technical studies in order to prepare students to enter & remain competitive in a global workforce.*

