

Atlantic Technical College

www.atlantictechnicalcollege.edu

Business Management and Analysis 2020-2021



Course Content:

This 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.

Program Length:

900 hours (approximately 10 months full-time)

Program Offered:

August, January & June

Delivery Method:

Traditional – 100% classroom-based

Distance – 50% or more instructional hours via distance education (online).

Days & Times:

Monday – Friday 7:05 a.m. – 1:50 p.m. (full-time)

Monday – Friday 7:05 a.m. – 10:05 a.m. (part-time)

100% Distance: with mandatory virtual weekly labs.

Distance: Tuesday, Wednesday, Thursday, Friday

Virtual Lab: Monday 5:30 p.m. – 8:30 p.m.

Admission Requirements:

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

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

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.

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



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

See back of page for estimated program costs based on one (1) full year of documented Florida residency.

BUSINESS MANAGEMENT AND ANALYSIS

B060200 I (900 hours)

Fees

Tuition (approximate cost based upon program length)		\$2,520
Lab (approximate cost based upon program length)		\$135
Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$80
Annual Student Activity Fee	\$20 per academic year	\$20

TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs) \$2,770

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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

Books / Supplies: For a list of books and prices go to 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 Steps - Get Started Today!

- Step 1: Attend a Program Specific Orientation
- Step 2: Complete an Application
- Step 3: Apply for Financial Aid (optional)
- Step 4: Request Disability Services (optional)
- Step 5: Complete & Return Documents to Counselor
- Step 6: Counselor Interview
- Step 7: Registration & Enrollment



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

