



# Atlantic Technical College and Technical High School

[www.atlanticttechnicalcollege.edu](http://www.atlanticttechnicalcollege.edu)

## Business Management and Analysis 2021-2022

### 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)  
(approximately 20 months part-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: Monday, Wednesday, Thursday, Friday

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

### Job Outlook:

According to the [Florida Department of Economic Opportunity](#), the current South Florida Tri-County entry annual salary range for Business Management & Analysis positions is approximately \$33,100 – \$49,800. Actual wages may vary according to education, certifications, and experience.

### 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

### Admission Requirements:

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

**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.atlanticttechnicalcollege.edu/bookstore-price-list/](http://www.atlanticttechnicalcollege.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: Reply to your Orientation Follow-up E-mail
- Step 3: Complete an Application
- Step 4: Apply for Financial Aid (optional)
- Step 5: Disability Services (optional)
- Step 6: Complete & Upload Required Documents
- Step 7: Counselor Interview
- Step 8: Registration & Enrollment

## Possible Job Titles

- Business Analyst
- Operations Manager
- Sales Manager
- Banker
- Entrepreneur

**GET THERE**  
with Atlantic Technical College

*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.*

