

Atlantic Technical College & Technical High School

BUSINESS MANAGEMENT AND ANALYSIS

Course Content:

This program focuses on technical skill proficiencies 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, entrepreneurship, 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

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



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 – 100% of required instructional
hours via distance education

Days & Times:

Traditional:

Mon – Fri 7:05 am – 1:50 pm (full-time)
Mon – Fri 7:05 am – 10:05 am (part-time)

100% Distance:

(with mandatory virtual weekly labs)
Distance: Mon, Wed, Thu, Fri
Virtual Lab: Thu 5:30 pm – 8:30 pm

Job Outlook:

For information regarding Business
Management and Analysis salaries/wages,
visit floridajobs.org



Atlantic Technical College and Technical High School

4700 Coconut Creek Parkway, 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

For more information call 754-321-5200 or visit atlantictechcollege.edu

BUSINESS MANAGEMENT AND ANALYSIS

B060200 (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
Annual Student Activity Fee	\$20 per academic year

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

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

\$2,770

GET STARTED TODAY!

YOUR ACTION STEPS:

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to Follow-up E-mail
- Step 3: Secure Funding Source
- Step 4: Registration, Payment and Enrollment

POSSIBLE JOB TITLES:

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

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.

College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

Books/Supplies:

For a list of books and prices go to www.atlantictechnicalcollege.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.



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.