

2023-2024

BUSINESS & ADMINISTRATION

Atlantic Technical College & Technical High School

BUSINESS MANAGEMENT AND ANALYSIS

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, entrepreneurship, business computer applications, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development. Student consultations are highly recommended and can be booked with the instructor through bookings at: <https://outlook.office365.com/owa/calendar/StudentAppointments@browardcountyschools.onmicrosoft.com/bookings/>.

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
- 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

Program Length

900 Hours (approximately 10 months full-time | 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:

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

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

Distance - with mandatory virtual weekly labs

Distance: Monday, Wednesday, Thursday, Friday

Virtual Labs: Tuesday | 5:30 p.m. - 8:30 p.m.

Atlantic Technical College & 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
AtlanticTechnicalCollege.edu

Job Outlook  FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY
For information regarding
Business Management
and Analysis salaries/wages,
visit FloridaJobs.org



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



Celebrating 50 Years of Excellence!

BUSINESS MANAGEMENT AND ANALYSIS

B060200 (900 Hours)

Tuition

(approximate cost based upon program length)

Lab

(approximate cost based upon program length)

Basic Skills Test

Registration

(non-refundable fee - \$40/semester or \$20/quarter)

Annual Student Activity Fee

(\$20 per academic year)

In-State Fees

\$2,520

\$135

\$15

\$80

\$20

Out-Of-State Fees

\$10,080

\$135

\$15

\$80

\$20

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

\$10,330

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 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.

GET STARTED TODAY!

YOUR ACTION STEPS:

Step 1: Attend an ATC Program Information Session

Step 2: Reply to Follow-up E-mail

Step 3: Secure Funding Source

Step 4: Registration, Payment, and Enrollment

POSSIBLE JOB TITLES:

- Business Analyst
- 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.

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