

2025-2026 BUSINESS, MANAGEMENT & ADMINISTRATION

BUSINESS MANAGEMENT & 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/book/StudentAppointments@browardcountyschools.onmicrosoft.com/>

ADDITIONAL SKILLS COVERED:

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

ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



PROGRAM LENGTH

900 Hours (approx. 9 months full-time or 18 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)

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

Distance: *with mandatory virtual weekly labs*

Distance: Tuesday, Wednesday,
Thursday, Friday

Virtual Labs: Monday | 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

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



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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



2025-2026 BUSINESS, MANAGEMENT & ADMINISTRATION

BUSINESS MANAGEMENT & ANALYSIS

GET STARTED TODAY

YOUR ACTION STEPS

- STEP 1** | Attend an ATC Program Information Session
- STEP 2** | Reply to Follow-up Email
- STEP 3** | Secure Funding Source
- STEP 4** | Registration, Payment, and Enrollment

POSSIBLE JOB TITLES

- Business Analyst
- Sales Manager
- Banker
- Entrepreneur

Job Outlook

For information regarding *Business Management and Analysis* salaries/wages, visit [FloridaJobs.org](https://www.floridajobs.org)



GET THERE
with Atlantic Technical College

THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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.

B060200 (900 HOURS)

TUITION

(approx. cost based upon program length)

LAB FEE

(approx. cost based upon program length)

BASIC SKILLS TEST

REGISTRATION FEE

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

ANNUAL STUDENT ACTIVITY FEE

(\$20 per academic year)

IN-STATE FEE

OUT-OF-STATE-FEE

\$2,520

\$10,080

\$180

\$180

\$15

\$15

\$80

\$80

\$20

\$20

TUITION & FEES

are subject to change based on enrollment. There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.

\$2,815

\$10,375

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 CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college. To learn more and determine eligibility, visit browardtechnicalcolleges.com/articulation-agreement/, scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

BOOKS/SUPPLIES:

For a list of books and prices go to 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.



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