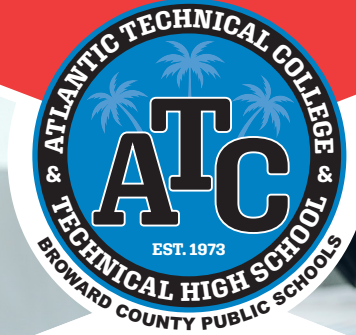


2026-2027 BUSINESS, MANAGEMENT & ADMINISTRATION BUSINESS MANAGEMENT & ANALYSIS



PROGRAM LENGTH

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

PROGRAM OFFERED

August, October, January & June

DELIVERY METHOD

Traditional: 100% classroom-based

Distance: 100% of required instructional hours via distance education

DAYS & TIMES

Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time) | 7:05 a.m. - 10:05 p.m. (part-time)

Distance: with mandatory virtual weekly labs

Distance Main: Tuesday, Wednesday, Thursday, Friday | Virtual Labs - Monday | 5:30 p.m. - 8:30 p.m.

Distance Arthur Ashe, Jr.: Monday, Tuesday, Wednesday, Thursday | Virtual Labs - Friday | 5:30 p.m. - 8:30 p.m.

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.

NOTE: Classes held at Main and Arthur Ashe Campuses.

**SCAN THE QR CODE
TO BOOK TIME
WITH
DR. EVANS**



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



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

ENROLL in this **FAST TRACK**
Program for a
CAREER in a **YEAR**

For more **INFORMATION**
call **754.321.5200** or visit
AtlanticTechnicalCollege.edu

Atlantic Technical College & Technical High School | 754.321.5100
4700 Coconut Creek Parkway, Coconut Creek, FL 33063

Arthur Ashe, Jr. Campus | 754.322.2800
1701 NW 23rd Avenue, Fort Lauderdale, FL 33311

BUSINESS MANAGEMENT & ANALYSIS

B060200 (900 HOURS)

TUITION

LAB FEE

BASIC SKILLS TEST

REGISTRATION FEE (non-refundable fee)

ANNUAL STUDENT ACTIVITY FEE

*TUITION & FEES

IN-STATE FEES

\$2,520

\$180

\$15

\$100

\$20

\$2,835

OUT-OF-STATE FEES

\$10,080

\$180

\$15

\$100

\$20

\$10,395

*Tuition and fees are subject to change based on program length.

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

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 & Analysis** salaries/wages, visit **FloridaJobs.org**

GET STARTED TODAY



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.

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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