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





PROGRAM LENGTH
900 Hours (approx. 10 months full-time or 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
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 Arthur Ashe, Jr.: Monday, Tuesday, Wednesday, Thursday | Virtual Labs - Friday | 5:30 p.m. - 8:30 p.m.

COURSE CONTENT

The program prepares 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.

The program provides a broad foundation of knowledge and skills for careers in management and supervision, with an emphasis on technical skill proficiency in spreadsheets, database management, and project management. Students will also develop proficiency in reading, writing, oral communication, and customer service skills.

NOTE: Classes held at Arthur Ashe Campus.

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)	IN-STATE FEES	OUT-OF-STATE FEES
TUITION	$2,520	$10,080
LAB FEE	$180	$180
BASIC SKILLS TEST	$15	$15
REGISTRATION FEE (non–refundable fee)	$100	$100
ANNUAL STUDENT ACTIVITY FEE	$20	$20
*TUITION & FEES	$2,835	$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
STEP 5 | Purchase Books & Supplies

POSSIBLE JOB TITLES

- Business Analyst
- Sales Manager
- Banker
- Entrepreneur

Job Outlook

FLORIDA COMMERCE

For information regarding **Business Management & Analysis** salaries/wages, visit **FloridaJobs.org**

GET STARTED TODAY





ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
ATC
EST. 1973
BROWARD COUNTY PUBLIC SCHOOLS

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 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.

ATC Social Media

Follow us on:

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