



BUSINESS MANAGEMENT AND ANALYSIS



Program Content

- Management and finance
- Technical and production skills
- Labor issues
- Bookkeeping
- Business computer applications
- Office technology and keyboarding skills
- Employability skills
- Business ethics and law concepts
- Human resources management issues
- Governmental regulations
- Forms of business ownership and organizational structures
- Business plan and portfolio

Program Length

900 hrs | Full Time 7 - 9 months
Part Time 14 - 18 months

Approximate Cost

\$3,438

Location

Online

Schedule

- Online
- The first five weeks consist of Business Core. It includes: Basic Computers, Windows, Microsoft Word, Microsoft Excel, Powerpoint, Time Management, Blackboard Collaboration, D2L, Atomic Learning IT Assistance.

Description of Program

The Business Management and Analysis program is designed to prepare students for employment as an Information Technology Assistant, Supervisor, or Manager Trainee. The content focuses on broad, transferable skills of business supervision including: communications and human resource management, finance, technology, accounting principles, environmental health and safety, and computer applications. In addition, students learn the functions of management, forms of business ownership, organizational structures, business law and ethics, insurance, government regulations in business, and how to open and operate a business. As a final project, students prepare a portfolio and business plan. The Business Management and Analysis Program prepares students for the Microsoft Office Specialist (MOS) Industry Certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- Computer with Internet access, microphone/speakers, Microsoft Office 2013 and Windows 7 or 8 operating system
- Basic computer skills

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.

College Credit Transfer Opportunity and/or Advanced Credit

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System. For eligibility requirements, visit www.broward.edu/careerpath.



To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

ADMISSION AND REGISTRATION PROCEDURES

1. Attend Orientation

Applicants for technical programs must attend an on campus **or** online orientation.

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

2. Take the Test of Adult Basic Education (TABE)

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
- Please bring two forms of documented Florida residency to the interview.

4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

Business Management & Analysis (B060200)

Tuition/Registration **\$2,755**

PAVE	\$2,520
Lab	\$135
Registration Fee	\$80
Student Activity Fee	\$10
Test Fee	\$10

Books/Supplies **\$683**

Term: 1
Business a Changing World 10th Ed.
ISBN: 9781259179396

Accounting Text Chap 1-16: 9th Ed.
ISBN: 9780538447072

Accounting APLIA On-Line Chapter 1-24: 9th Ed.
ISBN: 9780538448178

Headphones with Microphone
USB Flash Drive 8 GB

Term: 2 & 3
Legal Environment Business 8th Ed.
ISBN: 9781323347089

Microsoft Office 2013 Introductory
ISBN: 9781285166025

Approximate Program Cost **\$3,438**

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

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Sheridan Technical College
& Technical High School,
D. Robert Boegli, Director
Mary A. Barba, Assistant Director
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Sheridan Technical College
is accredited by
the Commission of the Council on Occupational Education.
7840 Rosewell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel (770) 396-3898 • Fax (770) 396-3790
www.council.org



Sheridan Technical College
Practical Nursing Program is accredited through
Accreditation Commission for Education in Nursing, Inc.
Accreditation Commission for Education in Nursing, Inc. (ACEN)
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Tel (404) 975-5000 • Fax (404) 975-5020
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