

2017/2018



Sheridan Technical College & Technical High School
www.SheridanTechnicalCollege.edu

Hello Career!

Main Campus 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400
West Campus 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900
High School Campus 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

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 9 months
Part Time 18 months

Approximate Cost

\$3,198

Location

Main Campus

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.

Enrollment of New Students

- August
- October
- January
- March
- June

Gainful Employment

- For more information about this program, visit the link below.



BUSINESS MANAGEMENT & ANALYSIS



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 course content includes: communications and human resource management; finance; technology; accounting fundamentals; environmental health and safety; computer applications; 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 2016 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.
- Microsoft Office Specialist (MOS) Bundle



<http://www.sheridantechicalcollege.edu/project/business-management-and-analysis-gedt/>



Stay Connected



Welcome to Sheridan Technical College!

ADMISSION AND REGISTRATION PROCEDURES

1. Attend Orientation

Program specific orientation is held Monday through Thursday. To register for orientation:

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

2. Apply for Financial Assistance (OPTIONAL)

- If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

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

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. The TABE test is approximately 2.5 hours and assesses students in the areas of reading, math and language. To register please bring \$15.00 and a valid picture ID. The test schedule and registration location is as follows:
- **Main (Hollywood) Campus:** M-TH report to Building 11, Office of Student Affairs no later than 9:00 a.m.
(Report to Building 11 no later than 8:30 a.m. when also attending orientation)
- **West (Pembroke Pines) Campus:** T, W, F report to the main office no later than 8:00 a.m.

4. Counselor Interview

- You must meet with your program counselor/advisor to finalize the admissions process. Topics to be discussed include: TABE scores, TABE exemption, remediation, Florida residency for tuition purposes, etc. Test scores cannot be provided over the phone. There are no appointments required to meet with the program counselor/advisor. Please contact our offices to obtain counselor/advisor office hours.

5. Register for Class

- Registration is on a first come, first served basis. Prospective students can register upon receiving an acceptance letter. Registration is held throughout the year, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class

BASIC SKILLS EXEMPTION - You may be exempt from the TABE if you:

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year there after, and earned a Florida standard high school diploma (official high school transcript required);
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university (official diploma or transcript required);
- Demonstrate readiness via the 2014 GED®, P.E.R.T, ACT, SAT, WBST and/or GAIN (official test results required);
- Active duty member of any branch of the United States Armed Services (paper order or ID card required);
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (official test results required); or
- Enrolled in an apprenticeship program that is registered with FDOE.

BUSINESS MANAGEMENT & ANALYSIS (B060200)

Tuition/Registration **\$2,760**

PAVE	\$2,520
Lab	\$135
Registration Fee	\$80
Student Activity Fee	\$10
Test Fee	\$15

Books/Supplies **\$438**

Term: 1 & 2
Business a Changing World 10th Ed.
ISBN: 9781259304378

Accounting Ebook 10th Ed
ISBN: 9781285528458

Accounting APLIA Online Working Papers 10th Ed.
ISBN: 9781285436111

Headphones with microphone

USB Flash Drive 8 GB

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

Microsoft Office 2013 Introductory
ISBN: 9781285832524

Industry Credentials **\$0**

Microsoft Office Specialist (MOS) Bundle

Approximate Program Cost **\$3,198**

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.

STC_Program Sheets Rev 10.2017

Sheridan Technical College & Technical High School – Thomas Monclivich, Director

Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Annette Johnson, Assistant Director | Jose Laverde, Assistant Director



Sheridan Technical College is able to provide more information about our graduation rates, the median debt of students who have completed the programs, and other important information. Please visit our website at <http://www.sheridantechnicalcollege.edu/gainful-employment-pages>.



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. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



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