



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 / 30 weeks

Approximate Cost

\$3,129

Location

Main Campus

Schedule

- **Online**

Enrollment of New Students

- August 14, 2019
- October 21, 2019
- January 7, 2020
- March 30, 2020
- June 4, 2020

Orientation

- **Wednesday** - see back page for details

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 content includes but is not limited to communication skills, forms of business ownership and organizational structures, supervisory/management functions and skills, accounting concepts and practices, business law concepts, leadership skills, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development. As a final project, students will have the opportunity to prepare a personal portfolio and business plan. The curriculum integration of theory and practice prepares students to take the Microsoft Office Specialist (MOS) certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview - see back page for details
- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, Microsoft Office 2016 and Windows 10
- 16GB flash drive or portable hard drive
- 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



Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

1. Attend Orientation

A one hour program specific orientation is held Monday through Thursday. Please note, children are not permitted in orientation or testing due to the consideration of all participants, sensitive nature of topics discussed, safety concerns, limited seating and test security. Please refer to the front page for the scheduled orientation day. To register for orientation bring a **valid photo ID** and report to:

- **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 computer-based test assesses students in the areas of reading, math and language and takes approximately 4.5 to 6 hours. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist. A \$15.00 test fee and valid state or government issued picture ID is required. Please contact the Office of Student Affairs (Main Campus: 754.321.5400 or West Campus: 754.321.3900) for test registration procedures and test schedule.

4. Counselor Interview

An interview with the program counselor/advisor is required to finalize the admissions process. Test scores cannot be provided over the phone. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

5. Register for Class

Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving an acceptance letter. Registration is ongoing, 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. The Registration Office schedule is as follows:

- **Main (Hollywood) Campus:** Report to Building 12, M-TH 7:30 a.m. - 8:00 p.m. & F 7:30 a.m. - 4:30 p.m.
- **West (Pembroke Pines) Campus:** Report to the registration window, M-F 7:30 a.m. - 3:00 p.m.

Basic Skills Exemption/Exit Criteria

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 thereafter, 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®, ACCUPLACER, PERT, ACT, SAT (**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.



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

BUSINESS MANAGEMENT & ANALYSIS (B060200)

Tuition/Registration **\$2,770**

PAVE	\$2,520
Lab	\$135
Registration Fee	\$80
Student Activity Fee	\$20
Test Fee	\$15

Books/Supplies **\$359**

CORE:
No books required.

Term: 1
Accounting MindTap Access Card
ISBN: 9781305947764

Business a Changing World Ebook 11th Edition
ISBN: 9781260041002

Headphones with microphone

USB Flash Drive 8 GB

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

Microsoft Office 2016 Introductory E-book
ISBN: 9781305893610

**See the bookstore for the most updated book/supply list.*

Approximate Program Cost **\$3,129**

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 9.2019

Sheridan Technical College & Technical High School – Thomas Moncilovich, Director
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Perry M. Egelsky, Assistant Director
Annette Johnson, Assistant Director | Jose Laverde, Jr., Assistant Director



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