

BUSINESS MANAGEMENT AND ANALYSIS

CAREER DUAL ENROLLMENT PROGRAM

PROGRAM DESCRIPTION

MTC's Business Management and Analysis program prepares students for careers in business management and administrative support.

WHAT YOU WILL LEARN

- ♦ Business Ownership
- ♦ Organizational Structures
- ♦ Supervisory/Management Functions and Skills
- ♦ General Accounting
- ♦ Human Resource Management
- ♦ Microsoft Office Applications

INDUSTRY CERTIFICATIONS

- ♦ Microsoft Office Specialist (Word, PowerPoint, Excel)
- ♦ Entrepreneurship & Small Business v2

PROGRAM COURES

- | | |
|------------------------------|-----------|
| ♦ Information Technology | 150 hours |
| ♦ Supervisor/Manager Trainee | 300 hours |
| ♦ Supervisor | 450 hours |

- ♦ **HOURS**—900 hours, one year
- ♦ **ADMISSIONS REQUIREMENTS**—16 years & older,
- ♦ **LOCATION**—Distance Learning
- ♦ **APPROXIMATE COST**—\$3,563.00
- ♦ **FREE FOR DUAL ENROLLMENT STUDENTS**

CLASSES BEGIN IN AUGUST 2023

Classes meet virtually one evening a week. Students complete coursework through the Canvas Learning Platform. Instructor is available for individual meetings and tutoring sessions with students.



WWW.MARIONTC.EDU

352-671-7200 EXT 56824

