



**MITCHELLTECH**

## **Administrative Office Specialist**

- Combines computer software support courses with basic business classes
- Prepares you for success in any professional office setting
- Program offered completely online—work at your convenience anywhere you can get an Internet connection
- Online seminar course provides you with tools for success in online learning
- High quality instruction developed around a standardized format



**TUITION/FEES: \$16,810**

**Diploma Option Tuition/Fees: \$8,750**

*Book costs extra.*

# **BE THE BEST.**

**605-995-3025  
mitchelltech.edu**

## Award: AAS Degree

First Semester (Fall)		Semester Credits
BUS	110	Accounting for Business I . . . . . 4
BUS	150	Outlook Essentials . . . . . 2
BUS	210	Principles of Selling . . . . . 3
CIS	105	Introduction to Computers . . . . . 3
SSS	101	Online Seminar I . . . . . 1
		13

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II . . . . . 4
BUS	216	Spreadsheet Applications . . . . . 3
BUS	220	Supervisory Management . . . . . 3
		Written Communications Elective . . . . . 3
		13

Third Semester (Summer)		Semester Credits
ACCT	221	Quickbooks . . . . . 3
BUS	122	E-Commerce . . . . . 3
BUS	170	Entrepreneurship & Small Bus Mgt. . . . . 3
		Math Elective . . . . . 3
		12

Fourth Semester (Fall) (AAS)		Semester Credits
BUS	101	Introduction to Business . . . . . 3
BUS	120	Principles of Marketing . . . . . 3
BUS	143	Document Production . . . . . 3
BUS	214	Principles of Insurance . . . . . 2
		11

Fifth Semester (Spring) (AAS)		Semester Credits
BUS	100	Personal Finance . . . . . 3
BUS	140	Business Law . . . . . 3
BUS	160	Desktop Publishing . . . . . 3
BUS	204	Customer Service . . . . . 3
		12

Sixth Semester (Summer) (AAS)		Semester Credits
BUS	203	Web Essentials . . . . . 3
BUS	217	Database Applications . . . . . 3
		General Education Elective . . . . . 3
		General Education Elective . . . . . 3
		12

**Total Credits Required to Graduate with AAS: 73**



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