



MITCHELLTECH

Small Business Management

- Learn valuable skills that will help strengthen any small business
- Classes in varied areas such as accounting, software applications, sales and marketing, supervisory management, e-commerce and more
- Program offered completely online—work at your convenience anywhere there is an Internet connection
- Online seminar course provides you with tools for success in online learning
- High quality instruction developed around a standardized format



JOB PLACEMENT RATE: 100%*

TUITION/FEES: \$8,750

Book and tool costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2023, 11 of the 11 graduates are represented in the data. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

BE THE BEST.

605-995-3025
mitchelltech.edu

Award: One-year Diploma

| 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 Business Management | 3 | |
| | | | Math Elective | 3 |
| | | | 12 | |

Total Credits Required to Graduate: 38

Optional AAS Degree (Administrative Office Specialist)

| Fourth Semester (Fall) | | 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) | | Semester Credits | |
|-------------------------|-----|------------------------------|----|
| BUS | 100 | Personal Finance | 3 |
| BUS | 140 | Business Law | 3 |
| BUS | 204 | Customer Service | 3 |
| BUS | 160 | Desktop Publishing | 3 |
| | | | 12 |

| Sixth Semester (Summer) | | Semester Credits | | |
|-------------------------|-----|--|--------------------------------------|---|
| BUS | 217 | Database Concepts and Applications | 3 | |
| CIS | 203 | Web Essentials | 3 | |
| | | | General Education Elective | 3 |
| | | | General Education Elective | 3 |
| | | | 12 | |

Total Credits Required to Graduate: 73



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