



**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 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: \$17,530**

*Book costs not included.*

# **GET READY**



**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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