



MITCHELLTECH

Small Business Management

- Learn valuable skills that will help strengthen any small business
- Classes in various areas such as accounting, software applications, sales and marketing, supervisory management, e-commerce, and more
- Program offered completely online—work 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: \$9,130

Book costs not included.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2024, 5 of the 5 graduates are represented in the data. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

GET READY



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	160	Desktop Publishing 3
BUS	204	Customer Service 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



1800 E. Spruce St., Mitchell, SD 57301
800-684-1969 • mitchelltech.edu