



**MITCHELLTECH**

## **Administrative Office Specialist**

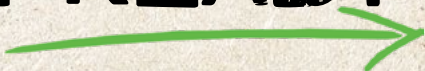
- Combines computer software support courses with basic business classes
- Prepares you for success in any professional office setting
- Program offered completely online—work at your convenience anywhere you can get an Internet connection
- Online seminar course provides you with tools for success in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



**TUITION/FEES: \$17,530**

*Book costs extra.*

# **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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