



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: \$9,130

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 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 Essentials2
BUS	210	Principles of Selling3
CIS	105	Introduction to Computers.....3
SSS	101	Online Seminar I.....1
		13

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II4
BUS	216	Spreadsheet Applications.....3
BUS	220	Supervisory Management.....3
		Written Communications Elective.....3
		13

Third Semester (Summer)		Semester Credits
ACCT	221	Quickbooks3
BUS	122	E-Commerce.....3
BUS	170	Entrepreneurship & Small Business Management3
		Math Elective3
		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 Marketing3
BUS	143	Document Production3
BUS	214	Principles of Insurance2
		11

Fifth Semester (Spring)		Semester Credits
BUS	100	Personal Finance.....3
BUS	140	Business Law3
BUS	160	Desktop Publishing.....3
BUS	204	Customer Service3
		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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