



MITCHELL TECH

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%*

AAS Degree Tuition/Fees: \$17,895

Diploma Option Tuition/Fees: \$9,320

Book costs not included.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2025, 7 of the 7 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 I4
BUS	150	Outlook Essentials2
BUS	210	Principles of Selling3
CIS	105	Introduction to Computers3
SSS	101	Online Seminar I1
		13

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II4
BUS	216	Spreadsheet Applications3
BUS	220	Supervisory Management3
		Written Communications Elective3
		13

Third Semester (Summer)		Semester Credits
ACCT	221	Quickbooks3
BUS	122	E-Commerce3
BUS	170	Entrepreneurship & Small Business Management3
		Math Elective3
		12

Total Credits Required to Graduate: 38

Award: AAS Degree (Administrative Office Specialist)

Fourth Semester (Fall)		Semester Credits
BUS	101	Introduction to Business3
BUS	120	Principles of Marketing3
BUS	143	Document Production3
BUS	214	Principles of Insurance2
		11

Fifth Semester (Spring)		Semester Credits
BUS	100	Personal Finance3
BUS	140	Business Law3
BUS	160	Desktop Publishing3
BUS	204	Customer Service3
		12

Sixth Semester (Summer)		Semester Credits
BUS	203	Web Essentials3
BUS	217	Database Applications3
		General Education Elective3
		General Education Elective3
		12

Total Credits Required to Graduate: 73