

THE ASPEN INSTITUTE

**ASPEN
PRIZE**

FOR COMMUNITY
COLLEGE EXCELLENCE

TOP 10

2019



Be The Best!

Small Business Management

- Learn valuable skills that will help strengthen any small business
- Classes in varied areas like accounting, software applications, sales and marketing, supervisory management, e-commerce and more
- Program offered completely online—work at your convenience anywhere you can get an Internet connection
- Online support seminar provides you with a formal way to interact with your instructor and classmates
- High quality instruction developed around a standardized format

JOB PLACEMENT RATE: 100%*

TUITION/FEES: \$8,551

Book and tool costs extra.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <https://www.mitchelltech.edu/about-mti/discover-mti/gainful-employment>.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2018, 7 of the 7 graduates responded to the survey. Employment rate is figured by: (graduates employed)/ (responding graduates who are seeking employment).

Mitchell Technical Institute
800-684-1969 • mitchelltech.edu

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Award: One-year Diploma

First Semester (Fall)		Semester Credits
BUS	110	Accounting for Business I 4
BUS	210	Sales & Advertising 3
CIS	120	Outlook Essentials 2
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 Concepts and Applications..... 3
BUS	220	Supervisory Management..... 3
		Communications Elective 3
		13

Third Semester (Summer)		Semester Credits
ACCT	221	Quickbooks..... 3
BUS	122	E-Commerce..... 3
BUS	170	Entrepreneurship & Small Business Management..... 4
		Math Elective 3
		13

Total Credits Required to Graduate: 39

Optional AAS Degree (Administrative Office Specialist)

Fourth Semester (Fall)		Semester Credits
BUS	101	Introduction to Business 3
BUS	120	Principles of Marketing..... 3
BUS	214	Principles of Insurance 3
CIS	143	Document Production 3
		12

Fifth Semester (Spring)		Semester Credits
BUS	140	Business Law 3
BUS	204	Customer Service 3
CIS	170	Desktop Publishing 3
CIS	171	Multimedia Concepts 3
		12

Sixth Semester (Summer)		Semester Credits
BUS	217	Database Concepts and Applications..... 3
CIS	203	Web Essentials..... 3
		Behavioral Science Elective..... 3
		Social Science Elective 3
		12

Total Credits Required to Graduate: 75



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