



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 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: \$8,750

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 2021, 8 of the 8 graduates are represented in the data. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

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800-684-1969
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	140	Business Law	3
BUS	204	Customer Service	3
CIS	170	Desktop Publishing	3
CIS	171	Digital Media Concepts	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



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