



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: \$8,278

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 2017, 3 of the 3 graduates responded to the survey. Employment/Continuing Education rate is figured by: (graduates employed or continuing education)/(responding graduates who are seeking employment and are not in military service).



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

Aspen Prize Top 10 Community College

Award: One-year Diploma

First Semester		Semester Credits
BUS	110	Accounting for Business I 4
BUS	210	Sales & Advertising 3
CIS	120	Outlook Essentials 2
CIS	105	Complete Computer Concepts 3
SSS	101	Online Seminar I 1
		13

Second Semester		Semester Credits
ACCT	221	Quickbooks..... 3
BUS	111	Accounting for Business II..... 4
BUS	216	Spreadsheet Concepts and Applications..... 3
BUS	220	Supervisory Management..... 3
		13

Third Semester		Semester Credits
BUS	122	E-Commerce..... 3
BUS	170	Entrepreneurship & Small Business Management..... 4
		Communications Elective 3
		Math Elective 3
		13

Total Credits Required to Graduate: 39

Optional AAS Degree (Administrative Office Specialist)

Fourth Semester		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		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		Semester Credits
BUS	217	Database Concepts and Applications..... 3
CISS	203	Web Essentials..... 3
		Behavioral Science Elective..... 3
		Social Science Elective 3
		12

Total Credits Required to Graduate: 75



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