



MITCHELLTECH

Administrative Office Specialist

- Combines computer software support courses with basic business classes
- Prepare to perform important functions in any professional office setting
- 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: \$15,985

Book costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2019, 7 of the 8 graduates responded to the survey. Employment rate is figured by: (graduates employed)/(responding graduates who are seeking employment).

BE THE BEST.

**800-684-1969
mitchelltech.edu**

Award: One-Year Diploma or AAS Degree

First Semester (Fall)		Semester Credits	
BUS	110	Accounting for Business I	4
BUS	216	Spreadsheet Concepts and Applications .	3
CIS	120	Outlook Essentials	2
CIS	143	Document Production	3
SSS	101	Online Seminar I	1
			13

Second Semester (Spring)		Semester Credits	
BUS	111	Accounting for Business II.	4
BUS	204	Customer Service.	3
CIS	170	Desktop Publishing	3
CIS	171	Multimedia Concepts.	3
			13

Third Semester (Summer)		Semester Credits	
BUS	217	Database Concepts & Applications.	3
CIS	203	Web Essentials	3
		Communications Elective.	3
		Math Elective	3
			12

Total Credits Required to Graduate Diploma: 38

Fourth Semester (Fall) [AAS]		Semester Credits	
BUS	101	Intro to Business.	3
BUS	120	Principles of Marketing.	3
BUS	214	Principles of Insurance.	3

Electives (choose one)

BUS	170	Entrepreneurship & Small Business Management.	4
BUS	210	Principles of Selling.	3
			12

Fifth Semester (Spring) [AAS]		Semester Credits	
BUS	100	Personal Finance	3
BUS	140	Business Law.	3
BUS	220	Supervisory Management	3
		Social Science Elective.	3
			12

Sixth Semester (Summer) [AAS]		Semester Credits	
ACCT	221	Quickbooks.	3
BUS	122	E-Commerce	3
		Behavioral Science Elective	3
			9

Total Credits Required to Graduate with AAS: 71

