

THE ASPEN INSTITUTE

**ASPEN  
PRIZE**

FOR COMMUNITY  
COLLEGE EXCELLENCE

**TOP 10**

2019

**MT**

**Be The Best!**

## 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: \$15,161**

*Book costs extra.*

*\*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2017, 12 of the 12 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 or AAS Degree

First Semester		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		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		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 (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	Sales & Advertising ..... 3
		12

Fifth Semester (AAS)		Semester Credits
ACCT	221	Quickbooks..... 3
BUS	100	Personal Finance..... 3
BUS	140	Business Law ..... 3
BUS	220	Supervisory Management..... 3
		12

Sixth Semester (AAS)		Semester Credits
BUS	122	E-Commerce..... 3
		Behavioral Science Elective..... 3
		Social Science Elective ..... 3
		9

### Total Credits Required to Graduate with AAS: 71



## Mitchell Technical Institute

1800 E. Spruce St., Mitchell, SD 57301  
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