



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: \$15,559

Book costs extra.

*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2018, 7 of the 8 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

Aspen Prize Top 10 Community College

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	Sales & Advertising 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



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