



# **MITCHELLTECH**

## **Administrative Office Specialist**

- Combines computer software support courses with basic business classes
- Prepares you for success 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: \$16,110**

*Book costs extra.*

\*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2021, 5 of the 6 graduates are represented in the data. 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	143	Document Production . . . . .	3
BUS	150	Outlook Essentials . . . . .	2
BUS	216	Spreadsheet Applications . . . . .	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	Digital Media Concepts. . . . .	3
			13

Third Semester (Summer)		Semester Credits	
BUS	217	Database Applications . . . . .	3
CIS	203	Web Essentials . . . . .	3
		Written 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. . . . .	2
Electives (choose one)			
BUS	170	Entrepreneurship & Small Business Management. . . . .	3
BUS	210	Principles of Selling. . . . .	3
			11

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

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

### Total Credits Required to Graduate with AAS: 70

