



**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 seminar course provides you with tools for success in online learning
- 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 2022, 4 of the 4 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	160	Desktop Publishing .....	3
BUS	161	Digital Media Concepts.....	3
BUS	204	Customer Service.....	3
			13

Third Semester (Summer)			Semester Credits
BUS	203	Web Essentials .....	3
BUS	217	Database Applications .....	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



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