



**MITCHELLTECH**

## **Small Business Management**

- Learn valuable skills that will help strengthen any small business
- Classes in varied areas such as accounting, software applications, sales and marketing, supervisory management, e-commerce and more
- Program offered completely online—work at your convenience anywhere there is 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: \$8,750**

*Book and tool costs extra.*

\*Placement data is gathered through graduate surveys, faculty-collected data, and phone surveys started after six months of graduation. In 2022, 7 of the 7 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

First Semester (Fall)		Semester Credits
BUS	110	Accounting for Business I . . . . . 4
BUS	150	Outlook Essentials . . . . . 2
BUS	210	Principles of Selling . . . . . 3
CIS	105	Introduction to Computers . . . . . 3
SSS	101	Online Seminar I . . . . . 1
		13

Second Semester (Spring)		Semester Credits
BUS	111	Accounting for Business II . . . . . 4
BUS	216	Spreadsheet Applications . . . . . 3
BUS	220	Supervisory Management . . . . . 3
		Written Communications Elective . . . . . 3
		13

Third Semester (Summer)		Semester Credits
ACCT	221	Quickbooks . . . . . 3
BUS	122	E-Commerce . . . . . 3
BUS	170	Entrepreneurship & Small Business Management . . . . . 3
		Math Elective . . . . . 3
		12

**Total Credits Required to Graduate: 38**

## Optional AAS Degree (Administrative Office Specialist)

Fourth Semester (Fall)		Semester Credits
BUS	101	Introduction to Business . . . . . 3
BUS	120	Principles of Marketing . . . . . 3
BUS	143	Document Production . . . . . 3
BUS	214	Principles of Insurance . . . . . 2
		11

Fifth Semester (Spring)		Semester Credits
BUS	140	Business Law . . . . . 3
BUS	204	Customer Service . . . . . 3
BUS	160	Desktop Publishing . . . . . 3
BUS	161	Digital Media Concepts . . . . . 3
		12

Sixth Semester (Summer)		Semester Credits
BUS	217	Database Concepts and Applications . . . . 3
CIS	203	Web Essentials . . . . . 3
		General Education Elective . . . . . 3
		General Education Elective . . . . . 3
		12

**Total Credits Required to Graduate: 73**



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