



Administrative Management

Department: Business and Information Technology

Degree: Associate of Applied Science (A.A.S.)

Entry time: Fall

Length: 2 years (5 semesters)

Program Description

Have you ever wanted to be a part of a fast-paced business office? The Administrative Management program gives students the tools they need to be successful in today's workplace atmosphere. In-depth instruction focuses on computer applications utilized in everyday office settings as well as the highly sought-after soft skills that employers want. Students will earn a Project Management certificate by completing this degree. The certificate provides the education requirements needed to sit for the Certified Associate in Project Management (CAPM)[®] certification exam.

As a graduate of this program, you will be well prepared to face complex challenges in your professional career.

Career Opportunities

Executive assistant
Information coordinator
Administrative assistant
Communications facilitator
Office manager
Project specialist
Project manager

Program Attributes

Professionally active faculty
Job shadow and internship opportunities
High job placement
Strong connections with local industry professionals

Sample Classes

Project Management Basics
Emerging Technology Trends
Office Concepts and Procedures
Administrative Office Applications

Certificates

Graduates of this program will also earn a Project Management certificate. Earn Microsoft Office Specialist (MOS) certificates in Word, Access, Excel, and PowerPoint.

Scholarships

Business Administration: Administration Management is one of 36 tuition-free degrees through the Last-Dollar Scholarship program. We award more scholarships than any other community college in Iowa. Complete **one application** to be eligible. To apply visit www.kirkwood.edu/scholarships.

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