## Kirkwood
### COMMUNITY COLLEGE

**Business and Information Technology**
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www.kirkwood.edu/administrative
  management

# 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**.