

BUSINESS ADMINISTRATION: ADMINISTRATIVE MANAGEMENT, A.A.S.

Entry Time

Fall

Award

Associate of Applied Science degree
2 years (5 terms)

This program prepares graduates to become members of an executive team in today's fast-paced business environment. It includes in-depth instruction in computer applications (word processing, desktop publishing, multimedia) and essential workplace "soft skills" (teamwork, project development, problem solving).

Career Opportunities

- executive assistant
- administrative assistant
- office manager
- office administrator
- administrative manager

Degree Requirements

Course	Title	Credit Hours
Term 1		
BUS-101	Orientation to Business Professionalism	1
BUS-102	Introduction to Business	3
MGT-145 or PSY-111	Human Relations in Management or Introduction to Psychology	3
ENG-105	Composition I	3
Select one of the following:		3
ADM-133	Business Math and Calculators	
MAT-102	Intermediate Algebra (or higher)	
MAT-708	Algebra Mastery 2	
Term Totals:		13
Term 2		
ADM-163	Office Concepts and Procedures ¹	3
BCA-136	Advanced Word Processing	3
MGT-121	Project Management Basics	3
CSC-116	Information Computing	3
ACC-111 or ACC-152	Introduction to Accounting or Financial Accounting	3
Term Totals:		15

Term 3		
Humanities or History/Culture Course (https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/)		3
ENG-108	Composition II: Technical Writing	3
Term Totals:		6
Term 4		
ADM-164	Administrative Office Applications	3
BCA-179	Emerging Technology Trends	3
BCA-213	Intermediate Computer Business Applications	3
BUS-280 or MGT-161	Fundamentals of Lean Process Improvement or Agile Project Management With Scrum	3
MGT-170	Human Resource Management	3
Term Totals:		15
Term 5		
ADM-187	Administrative Management Capstone	1
MGT-124	Project Management Tools	3
MGT-155	Integrated Project Management	3
MGT-130	Principles of Supervision	3
WBL-305	Internship: Business, Finance, Marketing, and Management	2
WBL-110	Employability Skills	1
Term Totals:		13
Program Totals:		62

¹ Requires typing speed of 30 wpm (words per minute) or concurrent enrollment in Advanced Word Processing.