



Business Management & Administration

- ▶ ADMINISTRATIVE SUPPORT
- ▶ BUSINESS INFORMATION MANAGEMENT
- ▶ GENERAL MANAGEMENT
- ▶ HUMAN RESOURCES MANAGEMENT
- ▶ OPERATIONS MANAGEMENT

A career in business management and administration requires certain skills and education depending on job requirements. Skills include planning, organizing, directing, and evaluating business functions essential to productive business operations.

Advanced Degree	Sample Career	Salaries
Master's Degree in Business Administration (MBA)	Executive Manager/CEO	\$179,500

Bachelor's Degree from Iowa Universities and Colleges	Sample Career	Salaries
Business	Operations Manager	\$96,750
Business Administration	Administrative Services Manager	\$88,600
Business Information Systems	Business Analytics & Info Systems	\$122,250
Business Management	Compensation & Benefits Manager	\$106,200
Human Resources	Human Resource Manager	\$102,950

*Additional Bachelor's Degrees include: Business Teaching, Entrepreneurship, International Business

Kirkwood Associate's Degree	Sample Career	Salaries
Business Administration: Accounting	Accounting Clerk	\$37,400
Business Administration: Financial Services	Credit Counselor	\$40,200
Business Administration: Management	Community Service Manager	\$58,300
Administrative Management	Executive Assistant	\$48,700
Health Information Technology	HIT Technician	\$40,500
Business Administration w/ Transfer Option		

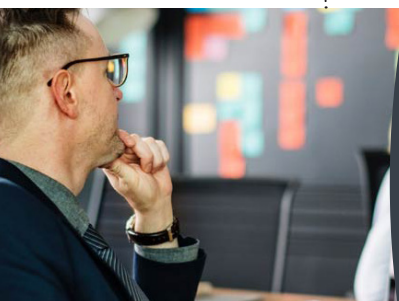
Kirkwood Diploma	Sample Career	Salaries
Office Assistant	Office Clerk	\$34,300
Medical Coding	Medical Secretary	\$35,200
Medical Transcription	Medical Transcriptionist	\$34,700

Kirkwood Certificates	Sample Career	Salaries
Technical Accounting	Bookkeeper	\$37,400
Global Perspectives in Business	Shipping, Receiving, and Traffic Clerks	\$34,600
Entrepreneurship	Business Continuity Planner	\$63,000
Human Resources	HR Assistant	\$39,200
Project Management	Project Manager	\$51,100
Medical Transcription	Medical Transcriptionist	\$28,900

Kirkwood Career Academies	Sample Career	Salaries
Pre-Business Administration	Receptionist	\$28,400
Arts and Sciences	Mail Clerk	\$29,100



*Information provided by Emsi National data and Kirkwood Community College Regional Talent Forecast Data – Nov. 2018



High School Courses

- Intro to Business
- Computer Basics Applications
- Sports & Entertainment
- Marketing
- Accounting I
- Accounting II
- Business Law
- Entrepreneurship
- Personal Finance
- World Language
- Elementary Statistics I & II

High School Related Activities and Clubs

- Internships
- Job Shadows