

Coastline Community College
Military Program
 Associate in Arts (AA) Degree
 Major: Administrative Manager

The Administrative Manager consists of classes that are designed to prepare students to work in an office environment. It consists of a solid core consisting of keyboarding, computing, and office procedures. Navy PSs and YN's will have satisfied most if not all major requirements.

Courses denoted in **bold** are available online through Coastline's Military Program. Other course requirements may be met by coursework completed at another regionally accredited institution and ACE recommended credit.

Total Semester Hours Required: 22.5

Required courses: 13.5 SH

BC C150	MS Office Professional 1	3 SH
ENGL C135 or	Business Writing	3 SH
ENG C136	Business Communication	3 SH
BC C107	Keyboarding 1	1.5 SH
BC C108	Data Entry	1.5 SH
BC C104	Windows	1.5 SH
BC C112	Office Organization	3 SH

Program Electives: Choose 9 SH from courses listed below:

CIS C100	Introduction to Information Systems	3 SH
MS C100	Organization & Management	3 SH
MS C102	Human Relations	3 SH
MS C104	Human Resource Management	3 SH
BC 283	**Work Based Learning	3 SH
BC C120 or	Excel 1	1.5 SH
BC 175	Access 1	1.5 SH
BC C121	Excel 2	1.5 SH
BC C176	Access 2	1.5 SH

***3 SH for Work Based Learning is satisfied for Military Rank E4 and higher.*