

**Coastline Community College**  
**Military Program**  
 Associate in Arts (AA) Degree  
 Major: General Office Manager

Military office administrative specialists such as Navy YNs and PSs satisfy most, if not all, of this major with their military transcript credits.

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 credits.

Total Semester Hours Required: 22.5 SH

**Required Core Courses: 13.5**

BC	C107	Keyboarding 1	1.5 SH
BC	C108	Data Entry	1.5 SH
BC	C104	Windows	1.5 SH
<b>BC</b>	<b>C112</b>	<b>Office Organization</b>	<b>3 SH</b>
<b>BC</b>	<b>C150</b>	<b>Microsoft Office Personal 1</b>	<b>3 SH</b>
ENGL	C135	Business Writing <b>OR</b>	3 SH
ENGL	C136	Business Communication	3 SH

**Program Electives: Choose 9.0 SH from courses listed below:**

<b>BC</b>	<b>C120</b>	<b>Excel 1 OR</b>	<b>1.5 SH</b>
BC	C175	Access 1	1.5 SH
BC	C121	Excel 2 OR	1.5 SH
BC	C176	Access 2	1.5 SH
<b>ACCT</b>	<b>C100</b>	<b>Introduction to Accounting OR</b>	<b>3 SH</b>
BC	C123	Introduction to Quick Books	3 SH
ENGL	C103	Business English	3 SH
BC	C283	**Work Based Learning	3 SH

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