

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.

Navy Ratings applicable to this degree major (**see below**).

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.*

2009 SMOLAA RATING GRID

RATE: BU

DEGREE: ADMINISTRATIVE MANAGER

	Seaman	3rd Class	2nd Class	1st Class	Chief	Sr Chief	Master Chief
RANK	E3	E4	E5	E6	E7	E8	E9
Recruit Training (Satisfies Self Development Req.)	3	3	3	3	3	3	3
MC Military Training (A School & Rating)-Major	0	4	4	8	11	14	14
Electives	5	7	15	21	26	23	23
*Total Possible ACE Credit Awarded:	8	14	22	32	40	40	40

*Credits may vary depending on individual assessment. Credit evaluated from training experience and course work may not be duplicated.

RATE: PC

DEGREE: ADMINISTRATIVE MANAGER

	Seaman	3rd Class	2nd Class	1st Class	Chief	Sr Chief	Master Chief
RANK	E3	E4	E5	E6	E7	E8	E9
Recruit Training (Satisfies Self Development Req.)	3	3	3	3	3	3	3
MC Military Training (A School & Rating)-Major	0	9	12	12	18	18	18
Electives	6	6	9	10	19	19	19
*Total Possible ACE Credit Awarded:	9	18	24	25	40	40	40

*Credits may vary depending on individual assessment. Credit evaluated from training experience and course work may not be duplicated.

RATE: PS

DEGREE: ADMINISTRATIVE MANAGER

	Seaman	3rd Class	2nd Class	1st Class	Chief	Sr Chief	Master Chief
RANK	E3	E4	E5	E6	E7	E8	E9
Recruit Training (Satisfies Self Development Req.)	3	3	3	3	3	3	3
MC Military Training (A School & Rating)-Major	0	4	16.5	16.5	16.5	16.5	16.5
Electives	6	8	4.5	8.5	14.5	20.5	20.5
*Total Possible ACE Credit Awarded:	9	15	24	28	34	40	40

*Credits may vary depending on individual assessment. Credit evaluated from training experience and course work may not be duplicated.

RATE: YN

DEGREE: ADMINISTRATIVE MANAGER

	Seaman	3rd Class	2nd Class	1st Class	Chief	Sr Chief	Master Chief
RANK	E3	E4	E5	E6	E7	E8	E9
Recruit Training (Satisfies Self Development Req.)	3	3	3	3	3	3	3
MC Military Training (A School & Rating)-Major	0	15	18	18	22.5	22.5	22.5
Electives	6	0	0	7	14.5	14.5	14.5
*Total Possible ACE Credit Awarded:	9	18	21	28	40	40	40

*Credits may vary depending on individual assessment. Credit evaluated from training experience and course work may not be duplicated.