



Coastline Community College
Associate in Arts Major: Administrative Manager
Rating: BU, PC, PS, YN

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| <p>DEGREE OBJECTIVE—</p> <p>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.</p> <p>Courses denoted in bold are available online through Coastline's Military Program. Other course requirements may be completed at another regionally accredited institution or by ACE recommended credits.</p> <p>ACADEMIC RESIDENCY—12 Semester Hours</p> | <p style="text-align: center;">POINTS OF CONTACT</p> <p style="text-align: center;">Navy College Office: www.navycollege.navy.mil</p> <p style="text-align: center;">Coastline Community College Counselor: militarycounselor@coastline.edu Evaluator: SOC@coastline.edu Toll Free Phone: 1-866-422-2645</p> |
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DEGREE REQUIREMENTS SUMMARY

MAJOR: ADMINISTRATIVE MANAGER – TOTAL SEMESTER HOURS REQUIRED: 22.5

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

| | | SH | SOC CAT. | NAVY RATE | SERVICE SCHOOL | TESTS | HOME CAMPUS |
|--|--|----------------|----------|-----------|----------------|-------|-------------|
| Major Core Required - | | 13.5 SH | | | | | |
| BC C107 | Keyboarding 1 | 1.5 | OF010A | X | X | | X |
| BC C108 | Data Entry | 1.5 | | X | X | | X |
| BC C104 | Windows | 1.5 | | X | X | | X |
| BC C112 | Office Organization | 3 | OF011A | X | X | | X |
| BC C150 | Microsoft Office Professional 1 | 3 | OF033A | X | X | | X |
| ENGL C135 | Business Writing <u>OR</u> | 3 | | | | | |
| ENGL C136 | Business Communication | 3 | | X | X | | |
| Major Electives – Choose 3 of the following courses: | | 9 SH | | | | | |
| BC C120 | Excel 1 <u>OR</u> | 1.5 | OF034A | X | X | | X |
| BC C175 | Access 1 | 1.5 | | | | | |
| BC C121 | Excel 2 <u>OR</u> | 1.5 | OF035A | X | X | | X |
| BC C176 | Access 2 | 1.5 | | | | | |
| BC C283* | Work Based Learning | 3 | | X | X | | |
| CIS C100 | Introduction to Information Systems | 3 | OF037A | X | X | CLEP | X |
| MS C100 | Organization & Management | 3 | MG302A | X | X | DSST | X |
| MS C102 | Human Relations | 3 | BU102A | X | X | | X |
| MS C104 | Human Resource Management | 3 | MG201A | | | DSST | X |
| *3 SH FOR WORK BASED LEARNING IS SATISFIED FOR MILITARY RANK E4 AND HIGHER | | | | | | | |
| General Education - Complete 18 SH of GE courses listed in Groups A-E below, including the specific requirements indicated for each area: (All GE courses listed below are available on-line) | | | | | | | |
| A1. Speech/Communications¹ - Choose one from the following: | | 3 SH | | | | | |
| COMM C100 ¹ | Intro to Mass Communication | 3 | | | | | X |
| SPCH C110 | Public Speaking (DSST) | 3 | CM001A | X | X | DSST | |



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|---|--|-------------|----------|-----------|----------------|-------|-------------|
| A2. English | | 3 SH | | | | | |
| ENGL C100 | Freshman Composition ("C" or better) – recommended for transfer to a 4-year university | 3 | EN023A | | | CLEP | X |
| ENGL C135 | Business Writing ("C" or better) – for non transfer students | 3 | | | | | X |
| A3. Math Competencyⁱⁱ (refer to Notes at end) | | NEED | | X | | | X |
| B. Natural Science -Choose one from the following: | | 3 SH | | | | | |
| ASTR C100 | Intro to Astronomy | 3 | | | | DSST | X |
| BIOL C100 | Intro to Biology | 3 | BL002A | | | CLEP | X |
| BIOL C101 | Intro to Biology Lab | 1 | BL002A | | | | X |
| BIOL C105 | Anatomy & Physiology | 3 | BL021A | | | | X |
| BIOL C120 | Biology of Aging | 3 | | | | | X |
| CHEM C100 | Chemistry and Living | 3 | | | | | X |
| ECOL C100 | Human Ecology | 3 | | | | | X |
| GEOL C100 | General Geology | 3 | EA012A | | | | X |
| GEOL C141 | Geology Lab | 1 | EA012A | | | | X |
| MRSC C100 | Intro to Marine Science | 3 | EA021A | | | | X |
| PHYS C110 | Introduction to Physics | 3 | PY003A | | | | X |
| C. Arts & Humanities - Choose from the following: | | 3 SH | | | | | |
| ARAB C180A | Elementary Arabic 1A | 2.5 | | | | | X |
| ARAB C180B | Elementary Arabic 1B | 2.5 | | | | | X |
| ART C100 | History & Appreciation of Art 1 | 3 | FA002A | | | | X |
| ART C101 | History & Appreciation of Art 2 | 3 | FA002A | | | | X |
| ART C105 | Introduction to Art | 3 | | | | | X |
| ENGL C102 | Critical Reasoning, Reading and Writing | 3 | EN025A | | | | X |
| ENGL C143 | Children's Literature | 3 | | | | | X |
| ENGL C145 | American Literature: The Short Story | 3 | | | | | X |
| ENGL C146 | Introduction to 20 th Century Military Fiction | 3 | | | | | X |
| HUM C110 | Humanities through the Arts | 3 | MS002A | | | | X |
| HUM C130 | American Cinema | 3 | | | | | X |
| MUS C100 | History & Appreciation of Music | 3 | | | | | X |
| MUS C105 | History of Rock and Roll | 3 | | | | | X |
| PHIL C100 | Intro to Philosophy | 3 | PL079A | | | | X |
| PHIL C115 | Logic/Critical Thinking | 3 | PL080A | | | | X |
| PHIL C120 | Ethics | 3 | PL081A | | | | X |
| SPAN C180A | Elementary Spanish 1A | 2.5 | | | | CLEP | X |
| SPAN C180B | Elementary Spanish 1B | 2.5 | | | | CLEP | X |
| D. Social Sciences-Choose one from the following: | | 3 SH | | | | | |
| ANTH C100 | Cultural Anthropology | 3 | AN002A | | | | X |
| ANTH C110 | Physical Anthropology | 3 | | | | | X |
| COMM C100 ⁱ | Intro to Mass Communications | 3 | | | | | X |



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|---|---|--------------|-----------------|------------------|-----------------------|--------------|--------------------|
| COMM C150 | Introduction to Radio-TV-Film | 3 | | | | | X |
| ECON C180 | Principles of Economics (MACRO) | 3 | EC201A | | | CLEP | X |
| REQUIREMENT | | SH | SOC CAT. | NAVY RATE | SERVICE SCHOOL | TESTS | HOME CAMPUS |
| ECON C185 | Principles of Economics (MICRO) | 3 | EC301A | | | CLEP | X |
| HIST C125 | Modern Iraqi History and Culture | 3 | | | | | X |
| HIST C160 | World History to 1500 | 3 | HI003A | | | | X |
| HIST C165 | World History from 1500 | 3 | HI003A | | | | X |
| HIST C170 | US History to 1876 | 3 | HI001A | | | CLEP | X |
| HIST C175 | US History Since 1876 | 3 | HI001A | | | CLEP | X |
| HIST C180 | Western Civilization To 1550 | 3 | HI002A | | | CLEP | X |
| HIST C185 | Western Civilization Since 1550 | 3 | HI002A | | | CLEP | X |
| PSCI C100 | American Government | 3 | PO077A | | | CLEP | X |
| PSCI C140 | Politics of the Middle East | 3 | | | | | X |
| PSYC C100 | Intro to Psychology | 3 | PS101A | | | CLEP | X |
| PSYC C115 | Child Growth & Development | 3 | PS202A | | | CLEP | X |
| PSYC C120 | Abnormal Psychology | 3 | PS501A | | | | X |
| PSYC C170 | Psychology of Aging | 3 | | | | | X |
| PSYC C280 | Intro to Research Methods in Psychology | 4 | | | | | X |
| SOC C100 | Introduction to Sociology | 3 | SO001A | | | CLEP | X |
| SOC C110 | Marriage and Family | 3 | SO007A | | | | X |
| SOC C120 | Introduction to Gerontology | 3 | | | | | X |
| E. Self-Development (Satisfied by Basic Training) | | 3 SH | | | | X | |
| Global/Multicultural Requirementⁱⁱⁱ (refer to Notes at end) | | NEED | | | | | X |
| Free Electives- May be satisfied by Military credit, various CLEP and DSST exams, previous college credit, or any Coastline courses. | | 21SH | | X | X | X | X |
| Total Credits Required to Complete the Degree | | 60 SH | | | | | |

Notes:

An "X" in a column indicates that the Institution may accept credit from the source shown for at least part of the requirement. A maximum of 40 semester hours can be awarded for non-traditional coursework (i.e. CLEP / DSST, military experience, etc.).

ⁱ Communications C100 may not be used to satisfy more than one general education requirement.

ⁱⁱ Satisfied by completion of Math, C030, C100, C115 or C160 with a grade of "C" or better or passing the math placement test into Math C100 or completion of two year of high school algebra with a grade of "C" or better or passing intermediate algebra or higher level math course at any regionally accredited college institution with a grade of "C" or better or at least 3sh of technical math or higher from military experience or pass the ASSET exam: Intermediate Algebra score of 35 or higher.

ⁱⁱⁱ Satisfied by completion of one of the following courses: ANTH C100; ARAB C180A; ARAB C180B, ART C100, ARTC C101, ART C105, ENGL C145, HUM C110, PHIL C100, HIST C160, HIST C165, HIST C180, HIST C185, HSVC C100, SPAN C180A or SPAN C180B. Course credit may apply towards Groups C or D above.



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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.