



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

<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).

	REQUIREMENT	SH	SOC CAT.	NAVY RATE	SERVICE SCHOOL	TESTS	HOME CAMPUS
Major Core Required -		13.5 SH					
BC C107	Keyboarding 1	1.5		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		X	X		X
BC C150	Microsoft Office Professional 1	3		X	X		X
ENGL C135	Business Writing OR	3					
ENGL C136	Business Communication	3		X	X		
Major Electives – Choose 3 of the following courses:		9 SH					
BC C120	Excel 1 OR	1.5		X	X		X
BC C175	Access 1	1.5					
BC C121	Excel 2 OR	1.5		X	X		X
BC C176	Access 2	1.5					
BC C283*	Work Based Learning	3		X	X		
CIS C100	Introduction to Information Systems	3		X	X	CLEP	X
MS C100	Organization & Management	3		X	X	DSST	X
MS C102	Human Relations	3		X	X		X
MS C104	Human Resource Management	3				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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REQUIREMENT		SH	SOC CAT.	NAVY RATE	SERVICE SCHOOL	TESTS	HOME CAMPUS
A2. English		3 SH					
ENGL C100	Freshman Composition ("C" or better)	3	EN023A			CLEP	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					X
BIOL C120	Biology of Aging	3					X
CHEM C100	Chemistry and Living	3	CH003A				X
ECOL C100	Human Ecology	3					X
GEOL C100	General Geology	3	EA011A				X
GEOL C141	Geology Lab	1					X
MRSC C100	Intro to Marine Science	3	EA021A				X
PHYS C110	Introduction to Physics	3					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					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
COMM C150	Introduction to Radio-TV-Film	3					X
ECON C180	Principles of Economics (MACRO)	3	EC008A			CLEP	X



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REQUIREMENT		SH	SOC CAT.	NAVY RATE	SERVICE SCHOOL	TESTS	HOME CAMPUS
ECON C185	Principles of Economics (MICRO)	3	EC009A			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				CLEP	X
PSYC C120	Abnormal Psychology	3					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.