

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

An online and hands-on program that is designed to prepare students to work in an office environment. It consists of a solid core consisting of keyboarding, computing, and office procedures.

Required courses:

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

Choose 9 semester hours from the following:

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

Total semester hours: 22.5

NOTE: Courses in **bold** can be completed online through Coastline's Military Program.