

# Associate of Applied Science Degree Plan

## Business Technology: Business Office Systems and Support

### Freshman Year

Fall Semester

Spring Semester

COURSES	CR	COURSES	CR
*EDUC 1300 Learning Framework (My Cougar Course)	3	POFI 1341 Computer Applications II	3
MATH X3XX Mathematics Core Course Recommended: Math 1332	3	ENGL 2311 Technical and Business Writing	3
POFT 1321 Business Math	3	POFT 1319 Records and Information Management I	3
POFT 2312 Business Correspondence & Communication	3	POFT 1313 Professional Workforce Preparation	3
POFI 1301 Computer Applications I	3	POFT 1309 Administrative Office Procedures I	3
<b>Total hours</b>	<b>15</b>	<b>Total hours</b>	<b>15</b>

### Sophomore Year

Fall Semester

Spring Semester

COURSES	CR	COURSES	CR
*BCIS 1305 Business Computer Applications	3	BMGT 1325 Office Management	3
ACNT 1303 Introduction to Accounting I	3	ACNT 1329 Payroll and Business Tax Accounting	3
GEOL 1305 Environmental Science (lecture)	3	POFT 2331 Administration Project Solutions	3
X3XX Social/Behavioral Science Core Course	3	X3XX Arts/Humanities Core Course	3
BMGT 1382 Cooperative Education or BMGT 1341 Business Ethics	3	BMGT 2382 Cooperative Education	3
<b>Total hours</b>	<b>15</b>	<b>Total hours</b>	<b>15</b>

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in college students attending Coastal Bend College.

\*\*BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.

### AAS Core Curriculum Courses

Component	Course Selection
<b>Communication</b>	ENGL 1301, ENGL 1302, ENGL 2311, SPCH 1311, SPCH 1315
<b>Natural Science/Mathematics</b>	MATH 1314, MATH 1324, MATH 1332, MATH 1442, MATH 2412, BIOL 1106, BIOL 1306, BIOL 1322, BIOL 2101, BIOL 2102, BIOL 2120, BIOL 2301, BIOL 2302, BIOL 2306, BIOL 2320, CHEM 1106, CHEM 1306, GEOL 1305
<b>Humanities/Fine Arts</b>	ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, PHIL 2306, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306
<b>Social &amp; Behavioral Science</b>	HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301
<b>Component Area Option</b>	EDUC 1300, BCIS 1305