

Level II Certificate Degree Plan

Business Office Systems and Support

Freshman Year

Fall Semester		Spring Semester	
COURSES	CR	COURSES	CR
*EDUC 1300 Learning Framework (My Cougar Course)	3	POFT 1319 Records and Information Management I	3
POFI 1301 Computer Applications I	3	**BCIS 1305 Business Computer Application	3
POFT 1309 Administrative Office Procedures I	3	POFI 1341 Computer Applications II	3
ACNT 1303 Introduction to Accounting I	3		
POFT 2312 Business Correspondence & Communication	3		
Total hours	15	Total hours	9

Sophomore Year

Fall Semester		Spring Semester	
COURSES	CR	COURSES	CR
POFT 1321 Business Math	3	POFT 2331 Administrative Systems	3
ACNT 1329 Payroll and Business Tax Accounting	3	POFT 1313 Professional Workforce Preparation	3
BMGT 1382 Cooperative Education Or BMGT 1341 Business Ethics	3	BMGT 2382 Cooperative Education Or BMGT 1325 Office Management	3
Total hours	9	Total hours	9

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 is required for all college students, a test out option of 70% in computer literacy is available